
Task 1, Deliverables 1.3a and 1.3b
Stakeholder Involvement Plan & Stakeholder
List

September 1, 2016

Central Oahu Transportation Study

Prepared for
Oahu Metropolitan Planning Organization



Prepared by
SSFM International, Inc.

Document Control

DELIVERABLE NAME	SUBMISSION DATE	NOTES
1.3b Draft Stakeholder Involvement Plan	May 25, 2016	First submittal
1.3b Stakeholder Involvement Plan and Stakeholder List	August 1, 2016	Revised based on OahuMPO comments dated July 17
1.3 a and b Stakeholder Involvement Plan and Stakeholder List	September 1, 2016	Revised based on OahuMPO comments received August 31

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1.0 Overview

The Stakeholder Involvement Plan is Deliverable 1.3b of the Central Oahu Transportation Study.

Deliverable 1.3b: A plan for soliciting input from stakeholders early and continuously throughout the Study.

The Stakeholder Involvement Plan is organized as follows:

- Section 1 outlines the goals, objectives, desired outcomes, target audience, approach, and responsibilities of OahuMPO and SSFM;
- Section 2 describes how the public will be engaged and public opinion captured;
- Section 3 describes how the knowledge and expertise of the Project Management Working Group will be utilized;
- Section 4 describes how OahuMPO's Citizen Advisory Committee (CAC) will be kept apprised and engaged, and how a Permitted Interaction Group could serve to provide locally focused input; and,
- Section 5 discusses how the survey responses and stakeholder comments will be tracked and reflected in the Study's recommendations.

I. Goals, Objectives, and Desired Outcomes

The overall goal of the Stakeholder Involvement Plan is to ensure that the Central Oahu Transportation Study (COTS or Study) reflects the needs and concerns of those who live, work, and play in Central Oahu. More specifically, the goals of stakeholder involvement are to:

- 1) Engage Central Oahu population early and continuously throughout the Study;
- 2) Provide clear and user-friendly channels for input;
- 3) Promote efficiency by utilizing existing platforms, channels, and technologies to broaden outreach; and,
- 4) Obtain input on policy topics including:
 - a. mode preferences;
 - b. alternatives; and
 - c. general attitudes towards options

The objective of this Stakeholder Involvement Plan is to:

- Identify ways to effectively involve the public sector, private sector, community-based organizations, and the general public – including citizens who are traditionally underserved and underrepresented, such as minority and low-income populations;
- Provide the public sector, private sector, community-based organizations, and the general public with project-specific information in a timely manner; and
- Establish an effective means of managing feedback and determining the degree to which it can inform the Study recommendations.

The desired outcomes of the Stakeholder Involvement Plan are:

- 1) People in Central Oahu, and those concerned about the area, can access information about the Study;
- 2) People who live, work, and play in Central Oahu are encouraged to participate in the survey and provide feedback through the OahuMPO website; and understand that their input was heard;

- 3) Input from the public is used to help develop the proposed recommendations in the Study which in turn can contribute to an improved transportation system and higher quality of life in Central Oahu;
- 4) Public agencies see a clear alignment between the recommendations in the Study and their agency missions and programs; and,
- 5) OahuMPO's Policy Board and Advisory Committees (ACs) remain apprised of the status of the Study, and are provided opportunities to provide feedback.

II. Target Audiences

The target audiences for this Stakeholder Involvement Plan include the main segments described below. A list of organizational stakeholders is attached. It is Deliverable 1.3a.

- **Public Sector** are those government agencies and divisions at the County, State, or Federal level whose operations, planning, and policies intersect with the Central Oahu Transportation Study. These will be represented by members of the Project Management Working Group.
- **Private Sector** are private entities, property owners and developers closely connected with issues and resources related to implementation of the Central Oahu Transportation Study. These will be identified by members of the OahuMPO CAC and Permitted Interaction Group and invited to participate in the study.
- **Community-based Organizations** include those non-profit organizations comprises primarily community members closely connected with issues and resources related to implementation of the Central Oahu Transportation Study. These will be represented by members of the OahuMPO CAC and Permitted Interaction Group.
- **General Public** are those residents who live, work, and play in the Central Oahu Study Area, regardless of age, ethnicity, or geographic origin. Their opinions and perspectives will be captured primarily through interaction with the OahuMPO website and surveys.
- **Traditionally Underserved Populations** – see discussion below

III. Underserved Populations

OahuMPO has a commitment to Title VI of the Civil Rights Act of 1964 and environmental justice. This project will strive to engage those traditionally underserved, as defined in Title VI of the United States Code as well as Executive Order 12898 (1994) related to environmental justice. This project will not discriminate on the basis of race, color, gender, national origin, age, or low-income. No one will be intentionally excluded from participating in the Central Oahu Transportation Study. The intent is to eliminate participation barriers for minority and low-income populations for persons and for persons with physical or mental disabilities.

In accordance with the *OahuMPO Participation Plan for the Metropolitan Transportation Planning Process* (amended June 30, 2015), this Study will adhere to:

- The Civil Rights Act of 1964
- Environmental Justice (Executive Order 12898)
- Civil Rights Restoration Act of 1987
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990

SSFM will utilize methods to engage people who have been traditionally underserved by existing transportation systems, and who may face challenges accessing employment and other services. This will be done by contacting social service agencies and organizations active in the Central Oahu District. Through these contacts, study team will identify their underserved populations, special needs, and the best methods to involve them.

IV. Approach

The approach to involving stakeholders will employ multiple tools and techniques to:

- Provide information;
- Collect input;
- Understand and consider the concerns and aspirations pertaining to the existing transportation system and future improvements; and,
- Integrate stakeholder interests into the Study's recommendations.

V. Responsible Parties

SSFM International will be responsible for implementation of the Stakeholder Involvement Plan, including to:

- Prepare and monitor the Stakeholder Involvement Plan;
- Prepare content for the OahuMPO website, and develop other supporting information and materials, as needed;
- Work with MetroQuest to develop and conduct two user surveys; and,
- Support OahuMPO with content and materials for its presentations and consultations with its Policy Board, TAC, and CAC.
- Make a total of six presentations to OahuMPO's Policy Board, TAC, and CAC at roughly the mid-point and final phase of the study

OahuMPO will be responsible for:

- Reviewing stakeholder involvement material and provide constructive feedback in a timely manner;
- Uploading COTS materials to the OahuMPO website;
- Presenting the status of COTS to the ACs on a regular basis; and,
- Conveying feedback from the website and CAC to SSFM.

2.0 Engaging the Public and Capturing Public Opinion in Central Oahu

The tools and techniques in this section will be utilized to create awareness about the Study, collect information that can be used to develop and improve alternative strategies, and keep the public informed throughout the Study.

I. OahuMPO Website

SSFM will provide OahuMPO with Study-related materials that can be posted to the existing OahuMPO website. The materials will include background information on the project, downloadable relevant source documents, deliverables (as appropriate), instruction for how to participate, and contact information. The public will be invited to submit comments via the website and by telephone, email or by direct mail to SSFM. Surveys will be administered via the website. The use of the existing website will be more convenient for the public, and a new URL or web address will not need to be learned or disseminated. OahuMPO will be able to control and monitor the content of the website, even when the Study concludes.

II. Newsletters

SSFM will prepare bi-monthly newsletters reporting on activity in the project, steps and meetings ahead, and methods for participation. It will include pictures and graphics to make an interesting format. The newsletter may be used by OahuMPO staff and others as a method for reporting to the Policy Board and others.

III. Two Public Surveys

SSFM will deploy two electronic surveys during the course of the Study. SSFM will work with OahuMPO to develop the content of the surveys. As much as possible, survey content will include techniques such visual preference, interactive mapping, and other methods to capture responses.

It is anticipated that the first will be an attitudinal survey which will be deployed early in the Study as part of Task 1.4b. It will capture future mode preferences and general attitudes on travel. It will supplement the studies and data that document existing travel behavior (see Tasks 1.1a and 1.4a). The second survey will be administered several months later to help evaluate strategies for implementation as a component of Task 5.1.

SSFM will work with SMS Research to develop and administer the surveys, and to tabulate the results. An online engagement tool is especially useful where the community is spread over a large geographic area and where there are many people that will be impacted by the potential recommendations. OahuMPO's CAC will be asked to disseminate links to the survey to their memberships. Additional efforts will be made to reach traditionally underserved populations.

IV. Community Wide Meetings

Two to three community-wide meetings will be held. The first is during the initial phase of the work, after previous studies have been analyzed and a tentative list of recommendations and projects identified. The purposes and objectives of the first community meeting would be to introduce the study to the community and to seek their feedback, input, and reactions in multiple ways. The format is expected to be an Open House style with exhibits and input stations on different topics, presentation, and a discussion group. Materials would be prepared by SSFM and approved by OahuMPO.

A mid-project meeting will be considered after consultation with the staff and various advisory groups created for the project. This would be a mid-point opportunity to see how performance and sustainability criteria and measures are being applied.

An end-of-project meeting would present findings and recommendations and the reasons for these.

SSFM will prepare all meetings. SSFM, OahuMPO, and the Project Management Working Group will staff registration table and exhibits/input stations; SSFM will prepare meeting records. SSFM will prepare presentations to be given either by themselves, sub-consultants, or OahuMPO.

V. Engaging the OahuMPO Citizen Advisory Committee

OahuMPO’s Citizen Advisory Committee (CAC) helps communicate local needs and interests to OahuMPO’s policy makers and planners. OahuMPO has worked hard to nurture relationships and earn the trust of community-based organizations, property owners, and developers. SSFM proposes to utilize those existing relationships and knowledge base. A sub-group of the OahuMPO’s CAC will be asked to serve as a sounding board for the project. The sub-group will take the form of a Permitted Interaction Group.

a) Regular Reporting to the Entire CAC

The OahuMPO staff, with SSFM’s support, will report regularly to the entire CAC on the status of COTS. SSFM will prepare handouts that summarize completed tasks and findings. OahuMPO staff will present and distribute the materials at regularly scheduled CAC meetings, every two months or quarterly as appropriate. The CAC and others will be encouraged to submit their comments and questions through the OahuMPO website such that records are kept of their participation.

The CAC will also be asked to help generate participation in the surveys by forwarding information and links to their members.

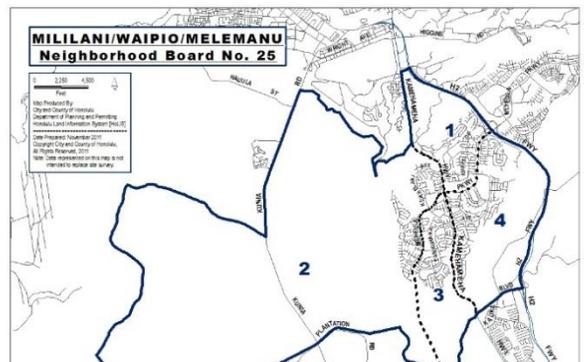
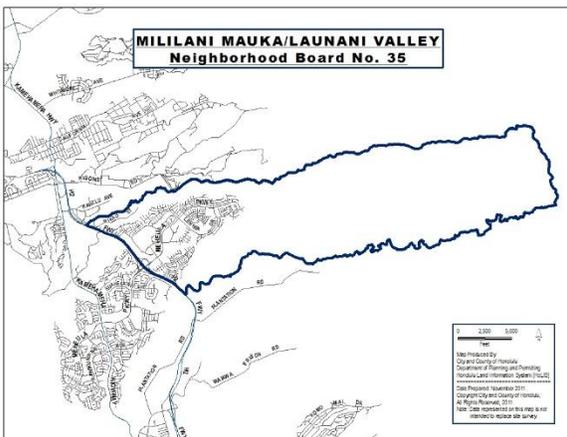
b) Permitted Interaction Group

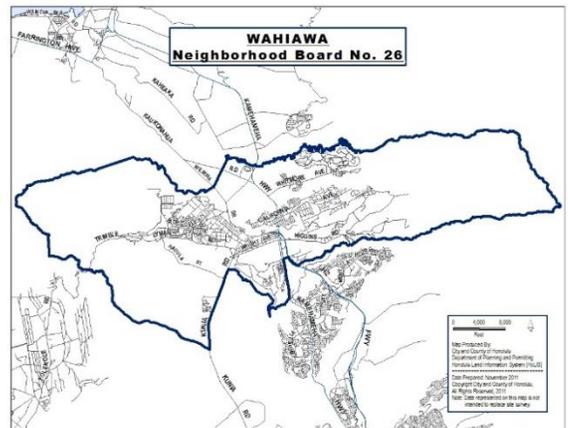
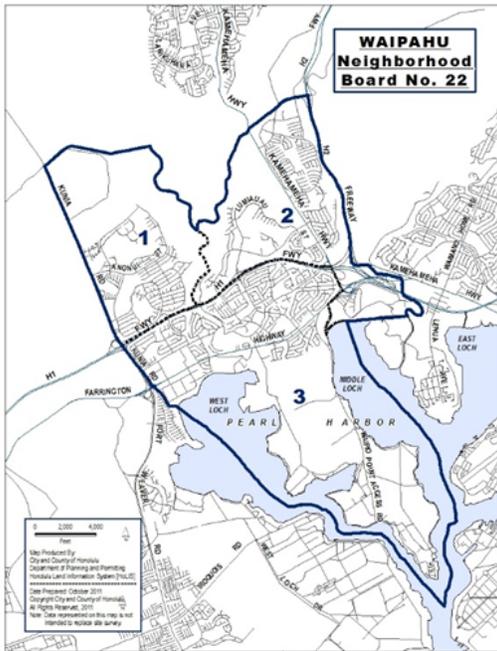
The CAC may form a Permitted Interaction Group (PIG) for the purpose of providing input to the COTS. The PIG is a subset of CAC members, formed by the CAC to examine a specific issue and report back to the larger CAC. If desired by the PIG, participation could be extended by invitation to include representatives of two of the four Neighborhood Boards, developers such as Castle & Cooke Homes, and community-based organizations that represent traditionally underserved populations.

All Neighborhood Boards in the Study Area are members of the CAC. They include:

- #35 Mililani Mauka / Launani Valley
- #25 Mililani / Waipio / Melemanu
- #22 Waipahu

#26 Wahiawa





3.0 Project Management Working Group

The Project Management Working Group will be kept regularly apprised of the status of tasks and deliverables. Because the Working Group members are also public sector agency leaders, SSFM anticipates actively engaging them on substantive issues. The members will be asked to provide project guidance and knowledge on data availability, methodologies, and the relationship of this Study to other ongoing work in Central Oahu.

I. Members

The Project Management Working Group (the Working Group) is proposed initially to consist of OahuMPO, with cooperating agencies (State of Hawaii's Department of Transportation (HDOT), the City and County of Honolulu's Department of Transportation (DTS), and Honolulu Authority for Rapid Transportation (HART). Future additions to the Working Group can be discussed as needed; guests may be invited to participate in specific meetings on particular subject matter.

The intent of the Working Group is not to be a duplicate or a subset of OahuMPO's Technical Advisory Committee (TAC). The size of the TAC is larger, has voting and non-voting members, and their scope is island-wide. The members of the Working Group would provide project guidance and knowledge on data availability, methodologies, and the relationship of this Study to other ongoing work.

II. Meetings

After formation and an initial kick-off meeting, the Project Management Working Group meetings will be held every month at least in the beginning of the project, or whenever there is information to share or input is needed later in the project.

III. Charrette

The impacts of the trends and issues will be analyzed and evaluated by means of a team charrette, which will be held in the study area and will involve 15-20 people. This would be held after the first community meeting and during alternatives review, which is in the first quarter of 2017. OahuMPO staff, members of the Project Management Working Group, and other stakeholders will be invited to participate in the charrette. The charrette will be used to help inform the development of strategies and programs, and impacts on the regional transportation system. No less than three multi-modal scenarios will be developed for the purposes of the charrette.

4.0 Summarizing Stakeholder Input

SSFM will be responsible for summarizing the input received and reporting it back to OahuMPO. This is described below.

I. Collecting and Managing Input

In accordance with Task 1.3c, SSFM will summarize the input provided by stakeholders and document the disposition of those comments. Reports will be prepared for each of the surveys. The reports will include a tabulation and analysis of the survey responses, as well as a summary of additional comments submitted through the OahuMPO website. The findings will be reported to the Project Management Working Group and CAC Permitted Interaction Group.

A comment matrix will be maintained by SSFM throughout the Study to capture comments submitted through OahuMPO’s website. The matrix will document the comments received, who submitted the comments and when, the Task in which the comment should be addressed, and how the comment will be addressed. An example of the format of the comment matrix is below.

	Related Study Task	Comment Source	Comment Date	Comment	How Comment Will Be Addressed
1					
2					
3					

II. Linking Input with Recommendations

In accordance with the scope of work, SSFM will prepare a technical report that identifies the key factors that come from the stakeholder involvement process and how they were incorporated into the final recommendations.

ATTACHMENT: LIST OF STAKEHOLDERS

This list constitutes Deliverable 1.3a: A listing of stakeholders, including members of the general public and those traditionally underserved, as defined in Title VI of the United States Code as well as Executive Order 12898 (1994) related to environmental justice.

LOCAL COMMUNITY-BASED ORGANIZATIONS

1. Makua Softball League
2. Mililani Community Church
3. Mililani High School, SCC
4. Mililani Mauka/Launani Valley Neighborhood Board (N.B.) No. 35
5. Mililani Town Association
6. Mililani-Waena Elementary School
7. Mililani/Waipio/Melemanu N.B. No. 25
8. New Hope Pearl City
9. Oahu Arts Center
10. Oahu Resource Conservation & Development Council
11. Olaloa Retirement Community
12. Pearl City Community Association
13. Pearl City High School
14. Pearl City Makule Club
15. Pearl City N.B. No. 21
16. St. Joseph Catholic Church
17. St. Joseph School
18. Aiea Pearl City Business Association
19. American Youth Soccer Organization - Ewa/Waipahu/Waipio
20. American Youth Soccer Organization - Pearl City
21. Boy Scouts of America
22. Central Oahu Youth Baseball League
23. Cornerstone Fellowship Mililani Mauka
24. Filipino Community Center
25. Gentry Waipio Community Association
26. Girl Scouts
27. Hawaii Bicycling League
28. Hawaii United Okinawa Association
29. Hope Chapel West Oahu
30. Kanoelani Elementary, SCC
31. Leilehua High School
32. Trinity United Methodist Church Pearl City
33. Wahiawa Community & Business Association
34. Wahiawa Hawaiian Civic Club
35. Wahiawa Master Plan Committee
36. Wahiawa-Whitmore Village N.B. No. 26
37. Wahiawa Rainbows
38. Waikele Elementary School

39. Waipahu Community Association
40. Waipahu High School
41. Waipahu Intermediate School
42. Waipahu N.B. No. 22
43. Waipahu United Church of Christ
44. Waipio Community Baptist Church
45. Waipio Little League Baseball
46. YMCA Leeward Branch
47. YMCA Mililani Branch

OahuMPO POLICY BOARD (Voting and non-voting members)

1. Ryan I Yamane, Policy Board Chair, House of Representatives*
2. Brandon Elefante, Policy Board Vice-Chair, Honolulu City Council*
3. Will Espero, State Senate
4. Michelle Kidani, State Senate*
5. Henry Aquino, House of Representatives*
6. Ann Kobayashi, Honolulu City Council
7. Joey Manahan, Policy Board Executive Committee Honolulu City Council
8. Ford Fuchigami, State DOT Director
9. Mark Garrity, City and County of Honolulu, Department of Transportation Services Interim Director
10. George Atta, Department of Planning and Permitting
11. Mike Formby, HART Interim Executive Director
12. Ralph Rizzo, Federal Highway Administration
13. Lola Irvin, Hawaii State Department of Health
14. Leo Asuncion, Office of Planning

* represents a district in the study area

OahuMPO TECHNICAL ADVISORY COMMITTEE (Voting Members)

1. Jesse Souki, Technical Advisory Committee Chair, Honolulu Authority for Rapid Transportation
2. Ken Tatsuguchi, Technical Advisory Committee Vice Chair, State of Hawaii Department of Transportation
3. Dean Nakagawa, State of Hawaii, Department of Transportation
4. Eileen Mark, City and County of Honolulu, Department of Transportation Services
5. Marian Yasuda, City and County of Honolulu, Department of Transportation Services
6. Kathy Sokugawa, City and County of Honolulu, Department of Planning and Permitting
7. Lori Arakaki, City and County of Honolulu, Department of Planning and Permitting
8. Ryan Tam, Honolulu Authority for Rapid Transportation
9. Rodney Funakoshi, State of Hawaii, Office of Planning
10. Eugene Tian, State of Hawaii, Department of Business, Economic Development, & Tourism

OMPO CITIZEN ADVISORY COMMITTEE MEMBERS (as of July 2016)

1. AARP
2. American Planning Association
3. American Society of Civil Engineers
4. Beautiful Honolulu Foundation
5. Castle & Cooke Homes

6. Citizens for a Fair ADA Ride
7. E Noa Corporation
8. Gentry Homes, Ltd.
9. Hawaii Association of the Blind
10. Hawaii Bicycling League
11. Hawaii Teamsters and Allied Workers, Local 996
12. Hunt Companies
13. Institute of Transportation Engineers
14. Land Use Research Foundation
15. League of Women Voters
16. Mestizo Association
17. Neighborhood Boards in study area:
 - NB #35 Mililani Mauka-Launani Valley
 - NB #25 Mililani-Waipio-Melemanu
 - NB #22 Waipahu
 - NB #26 Wahiawa,
18. Palehua Townhouses
19. The Pacific Resource Partnership
20. Waikiki Residents Association