

**STATE OF HAWAII**  
**DEPARTMENT OF LAND AND NATURAL RESOURCES**  
**Office of Conservation and Coastal Lands**  
**Honolulu, Hawaii**

December 11, 2020

**Board of Land and  
Natural Resources  
State of Hawaii  
Honolulu, Hawaii**

**REGARDING:** Proposed MEMORANDUM OF AGREEMENT between THE STATE OF HAWAII, Department of Land and Natural Resources-Office of Conservation and Coastal Lands by its Board of Land and Natural Resources and THE STATE OF HAWAII, Department of Transportation to implement a project on multi-modal mobility hub planning for O‘ahu, through a cost share agreement.

The Department of Land and Natural Resources (DLNR) co-chairs the State’s Climate Change Mitigation and Adaptation Commission (Commission) whose Coordinator is based at the DLNR’s Office of Conservation and Coastal Lands (OCCL). Through a cost share award from the Hawaii Department of Transportation (DOT), through the Oahu Metropolitan Planning Organization (OahuMPO), granted to the DLNR, the Commission, through its Coordinator, is proposing to implement a project on multi-modal mobility hub planning for O‘ahu. The Department is seeking the permission of the Board of Land and Natural Resources (Board) to enter into a MOA with the DOT. DLNR attests to the availability of \$25,000 from the Climate Commission’s budget for its cost share portion. The total project cost is \$125,000. See **Exhibit 1** for the proposed MOA that describes DLNR’s responsibilities, period of performance and reporting requirements.

The project fits into the Commission’s priorities to curb emissions from ground transportation, by focusing on multi-modal transportation. The project proposes to develop a plan for assessment of state parking facilities on O‘ahu that will allow for multi-modal use. It proposes to identify and describe state parking facilities, including their utilization rates; evaluate and price various ways to make better use of these state assets in ways that encourage the use of alternative transportation and mobility options; and overall, help optimize state and county goals for clean transportation while maximizing the public benefit.

**DISCUSSION**

1. The Walker study (2016) found that Honolulu's downtown urban core contained underutilized parking--as low as 71 percent in peak times--in other words, O‘ahu has overbuilt parking for cars. As technology continues to disrupt transportation, the parking needs for multimodal and systems other than the single occupancy vehicle will continue to grow;
2. If the State's goals for a clean energy future are to be realized, it must plan and implement smarter strategies for parking. To encourage the optimal use of these spaces--private and public—it is necessary to begin planning for parking garages/lots that will support transportation of the future;

3. Such land could be used as a hub for multi-modal transportation, such as carshare, van pool and other mode share transit hubs, micro rentals for deliveries to clear up on-street loading zones, drop off hubs for dockless bikes and scooters, AVs, drones and more;
4. These spaces are ideal for the first/last mile mobility solutions that will also address traffic congestion in Honolulu (Regional Objective 2.A of the ORTP). Multi-modal hubs can also be used for fast charging of EVs. In short, they can become the hub of a development instead of an ancillary use that supports just the driving side (Wagner, Walker Parking consultants); and
5. This project takes the Walker study a step further, towards planning for transportation/mobility for the future. This project will also build on the work recently conducted on a statewide inventory, which was completed in October 2019, and is ready to be taken to the next level of planning.

The OCCL will work with the Department of the Attorney General on final language. If significant changes to the MOA are required, the matter will be resubmitted to the Board for review and approval.

**RECOMMEDATION:**

That the Board of Land and Natural Resources (BLNR) approve the Department enter into a MOA for the subject project and authorize the Chairperson to finalize and sign the MOA subject to the approval, as to form, by the Department of the Attorney General.

Respectfully submitted,

*Anukriti Hittle*

ANUKRITI HITTLE, State Climate Change Mitigation and  
Adaptation Coordinator, Office of Conservation and Coastal  
Lands

Approved for submittal:

*Suzanne Q. Case*

By:

\_\_\_\_\_  
SUZANNE CASE, Chairperson  
Board of Land and Natural Resources

**Exhibit 1**  
MEMORANDUM OF AGREEMENT  
BETWEEN  
THE DEPARTMENT OF TRANSPORTATION, STATE OF HAWAII,  
AND  
THE DEPARTMENT OF LAND AND NATURAL RESOURCES, STATE OF HAWAII

THIS MEMORANDUM OF AGREEMENT (hereinafter referred to as "MOA") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the DEPARTMENT OF TRANSPORTATION, State of Hawaii, (hereinafter referred to as "DOT"), and the DEPARTMENT OF LAND AND NATURAL RESOURCES, State of Hawaii (hereinafter referred to as "DLNR"), with HDOT and the DLNR hereinafter collectively referred to as the "PARTIES".

WHEREAS, the purpose of this MOA is to have written formal understanding of an agreement between PARTIES;

WHEREAS, this MOA is prepared in accordance with the requirements set forth in Title 23 United States Code (U.S.C.), Title 49 U.S.C., 23 Code of Federal Regulations (CFR) Subpart C, 49 CFR 5303, and 2 CFR 200, as well as all applicable State statutes, administrative rules, and local ordinances. The most current versions of the U.S.C, the CFR and the Stewardship Oversight Agreement on Project Assumption and Program Oversight shall govern in cases where these terms are silent;

WHEREAS, the Oahu Metropolitan Planning Organization (hereinafter "OahuMPO") is established as a semi-autonomous government agency pursuant to and authorized by 23 United States Code § 134( d)(1)(A) and 49 United States Code § 5303( d)(1)(A) and Hawaii Revised Statutes 279D, as amended, and for administrative purposes is attached to DOT;

WHEREAS, DOT, through the OahuMPO, administers federal grant funding for transportation planning studies pursuant to 23 CFR 450 Subpart C ("Metropolitan Transportation Planning & Programming");

WHEREAS, the OahuMPO develops an annual Overall Work Program (hereinafter "OWP") pursuant to 23 CFR 450.308 to program planning activities with metropolitan transportation planning funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d) and 49 U.S.C 5307;

WHEREAS, the OWP for the State Fiscal Year 2021, approved by the OahuMPO Policy Board on May 27<sup>th</sup>, 2020 and approved by the Federal Highway Administration and the Federal Transit Administration on June 26, 2020, includes \$100,000 in funds for a study proposed by the DLNR, entitled "[Insert Study Name]," hereinafter "STUDY");

WHEREAS, metropolitan transportation planning funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d) and 49 U.S.C 5307 require a match from local funding sources equal to 20% of the total cost of the STUDY and DLNR attests to the availability of \$25,000 in funds as local match;

WHEREAS, pursuant to 2 CFR 200.331 "Requirements for Pass-Through Entities", Table 1 in Exhibit A identifies information about the federal award through which the STUDY is funded;

WHEREAS, Exhibit B details the objectives, schedule, work products, and task descriptions for the STUDY as proposed by DLNR;

WHEREAS, the period of performance identified in Exhibit A, Table 1 applies to the federal award for the entire Overall Work Program;

WHEREAS, the period of performance/project schedule for the STUDY begins on July 1, 2020 and ends on July 31, 2023; and

WHEREAS, the approval and authorization of metropolitan transportation planning funds permits OahuMPO and subrecipients to execute contracts and incur costs toward work elements in the OWP, and funds will be provided upon submission of consultant invoices with supporting documentation, if applicable;

NOW THEREFORE, in consideration of the premises stated above, the parties deem it mutually advantageous to cooperate and hereby agree as follows:

1. DLNR will provide the STUDY scope-of-work, procurement documents, and independent cost estimates to OahuMPO for review as to form and concurrence prior to releasing the documents to consultants and/or the general public;<sup>1</sup>
2. DLNR accepts and will comply with the Overall Work Program Processes and Procedures;
3. DLNR will invite OahuMPO staff to observe the Selection Committee meeting(s) during which offerors are evaluated and/or ranked;
4. DLNR will provide supporting documents with invoices. Supporting documents may include paid invoices, receipts, copies of agreements, timesheets, certified payrolls, and other documents, as necessary;
5. DLNR will submit progress reports in the format and according to the schedule established by OahuMPO;
6. DLNR will provide copies of all products developed under the work element to OahuMPO in hard copy and digital formats for transmittal to USDOT. These products include, but are not limited to maps, plans, reports, manuals, and databases;
7. DLNR will obtain prior written approval from OahuMPO for the following changes to the Work Element:
  - a. Budgetary. Any increase in Federal funds (49 CFR 18.30(c)(1)(i).
  - b. Programmatic. A change in the scope or objectives of activities (e.g., adding or deleting line items), extending the work element schedule past the approved work program period, transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original Work Element), and capital expenditures including purchase of equipment (49 CFR 18.30(d)(1), 49 CFR 18.30(d)(2), 49 CFR 18.30(d)(4), and 2 CFR 200, respectively).
  - c. Travel. Any travel events not specifically identified in the work element as it appears in the approved Overall Work Program.<sup>2</sup>
8. DLNR will include the following disclaimer statement on all products and deliverables:

*"This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation."*<sup>3</sup>
9. DLNR will include the following on all covers and title pages of all products and deliverables:

*"Prepared by DLNR, State of Hawaii, in Cooperation with the Oahu Metropolitan Planning Organization and the United States Department of Transportation."*
10. DLNR will complete close outs tasks in a timely fashion upon completion of the STUDY, which includes presentation of the draft plan for consideration by the OahuMPO Policy Board and its Advisory Committees.

This MOA may be amended or terminated at any time by written consent of the parties of this agreement.

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<sup>1</sup> See also 2 CFR 200.324(a)

<sup>2</sup> See 2 CFR §200.474

<sup>3</sup> See 23 CFR 420.117(e)



IN WITNESS WHEREOF, the undersigned have executed these presents as of the day and year first written above.

BY \_\_\_\_\_ Date \_\_\_\_\_  
Director of Transportation  
State of Hawaii

BY \_\_\_\_\_ Date \_\_\_\_\_  
Chairman, Board of Land and Natural Resources  
State of Hawaii

APPROVED AS TO FORM:

BY \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Attorney General  
For Department of Transportation

BY \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Attorney General  
For Department of Land and Natural Resources

Exhibit A

Table 1

Overall Work Program (OWP) Information	OWP ID:	
	OWP Name:	
Subrecipient Information	Organization:	
	Project Manager:	
	Phone:	
	Email:	
	DUNS:	
	EIN:	
Award – Basic Information	Effective Date (Notice to Proceed):	
	Period of Performance:	
	Federal Award ID:	
	Federal Award Date:	
Award – Funding Information	Total Cost for this OWP ID:	
	Amount of Federal Award for this OWP ID:	
	Amount of Local Funds for this OWP ID:	
	Total Federal Funds Awarded to Subrecipient in this Fiscal Year:	
Basic Information	Location & Principal Place of Performance:	Honolulu, Hawaii
	Congressional District:	1 <sup>st</sup>
	Federal Awarding Agency:	Federal Highway Administration
	Pass-Through Entity:	Oahu Metropolitan Planning Organization
	Awarding Official:	Alvin K.C. Au, Executive Director
	Telephone:	808-586-2307
	Email:	alvin.au@oahumpo.org
	CFDA Number:	20.205
	CFDA Name:	Highway Planning and Construction
	Indirect Cost Rate:	N/A
	<i>De minimis rate?</i>	N



## Exhibit B

Study Title (e.g. "Multi-Modal Mobility Hub Plan")

### Objectives:

The project proposes to develop a plan for assessment of state parking facilities on O‘ahu that will allow for multi-modal use. It proposes to identify and describe state parking facilities, including their utilization rates; evaluate and price various ways to make better use of these state assets in ways that encourage the use of alternative transportation and mobility options; and overall, help optimize state and county goals for clean transportation while maximizing the public benefit.

Study Schedule: July 1, 2020 – July 31, 2023

### Work Products:

1. Completed state parking inventory on O‘ahu, filling in identified data gaps (State partners intend to fill in data gaps on other islands);
2. Characterization of all parking inventory on O‘ahu for multi-modal transport (SOW will determine what modes are to be included);
3. Incorporation of sea level rise vulnerability and other hazard layers to identify risk to the lots/garages/inventory, and outline options for the areas in the vulnerability zone;
4. Incorporation of equity index for climate risk to vulnerable populations being developed by DOH and Climate Commission

### Tasks:

- Task 1 - kickoff meeting and project management (deliverable: meeting summary and project management protocols) (2 months)
- Task 2 - Update, refine, and map parking facility inventory (deliverable: database and map) (6 months)
- Task 3 - Sample facilities to model usage profiles (Deliverable: technical memorandum) (4 months)
  - 10-30% of facilities that would be assessed for usage.
  - Determine typologies
- Task 4 - Develop typologies for parking facilities (deliverable: report #1) (6 months)
  - Layer and incorporate sea level rise and other climate hazards o Layer and incorporate climate vulnerability index
  - Model usage characteristics
  - Develop future strategies/models for better public uses
- Task 5 - Develop implementation strategies around typologies. (Deliverable: report #2) (4 months)

- Pick 1-3 of the typologies to provide a “menu of options” for what can be done with these facilities, incorporating financial and implementation perspective, including user fees, and other forms of public property capitalization.