

Appendix C: Self-Certification Checklist

DDOT has developed a checklist to supplement the Self-Certification Statement on page 2 of the STIP document. The checklist, shown in **Table C-1**, is divided into four key topics covered by these Federal regulations: the transportation planning process, non-discrimination and Civil Rights, equal employment and business opportunities, and air quality compliance.

Table C-1 | Self-Certification Checklist

Self-Certification Checklist Item	DDOT Status
Transportation Planning Process <i>23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304</i>	
<p>Does the STIP cover a four-year (minimum) period, and is it updated at least every four years?</p>	<p>Yes. The 2018-2022 STIP covers a period of five years. DDOT’s previous Statewide Transportation Improvement Plan (STIP) (for 2015-2021) was developed and approved two years ago, in 2015.</p>
<p>Has the STIP been developed in cooperation with the TPB?</p>	<p>Yes. In addition to dedicating staff to coordination with the Transportation Planning Board (TPB) with respect to the Transportation Improvement Program (TIP) and STIP review and update processes, DDOT is one of several agencies involved in the development and approval of TPB’s long-range transportation plan. Various DDOT staff members participate in nearly all TPB committees and subcommittees, including those focused on bicycle and pedestrian, freight, and public transportation issues. TPB staff were involved in the development of the 2018-2022 STIP and are regularly in contact with DDOT staff to ensure effective regional planning and coordination.</p>
<p>Have interested parties been given opportunities to participate in the STIP development process?</p>	<p>Yes. As outlined in Section 3, DDOT’s STIP project team conducted outreach via a variety of methods to inform the public and stakeholders about the STIP, including: website updates, a survey regarding the draft project list in both paper and electronic formats, a press release, an email blast, social media postings, two pop-up events – at Minnesota Avenue Metro station in Ward 7 and Eastern Market Metro station in Ward 6, a public meeting at the Shaw Library in Ward 6, presenting at the Advisory Neighborhood Commissions (ANCs) Open House, and a presentation to D.C. Sustainable Transportation (DCST) regarding the draft project list. In addition, the STIP project team held an internal open house for DDOT staff and project managers to learn about the STIP and ask questions. DDOT is also in the process of updating its districtwide Public Involvement Plan (PIP), which will ensure DDOT satisfies its commitment for the transportation planning process to be inclusive and ongoing.</p> <p>In FY 2016, DDOT participated in more than 145 public meetings and presented at dozens of community meetings to solicit feedback. DDOT</p>

Self-Certification Checklist Item	DDOT Status
	continues to expand public engagement efforts on specific projects through innovative means to increase the breadth of participants. As a result of public feedback, DDOT has improved community engagement staffing to ensure more efficiency in our solicitation efforts. ¹
Does the STIP identify how the program is anticipated to support performance target achievement?	Yes. To increase its focus on performance management and performance target achievement, DDOT has created a new division whose sole focus is performance management and performance tracking. DDOT continues to coordinate with TPB regarding performance target setting for the District and the region; this effort is ongoing. DDOT is working to comply with all Federal rulemakings with respect to performance reporting; DDOT already has data on pavement condition ² for both Federal and local roads in the District and is in the process of developing its Transportation Asset Management Plan (TAMP) and Transit Asset Management Plan. DDOT tracks performance on a wide variety of performance measures and develops an annual Performance Accountability Report (PAR), which covers performance with respect to asset management, financial measures, transit performance and ridership, and achievement toward targets for various DDOT work programs. ³ In 2017, DDOT debuted its District Mobility Project, DistrictMobility.org, which allows members of the public to explore multimodal transportation performance information in the District through interactive data visualizations. ⁴
Are the project categories in the STIP consistent with those in the TPB's TIP?	Yes. DDOT and the TPB use the same project categories. The DDOT STIP Project List (Appendix B) is submitted to the TPB via the iTIP database system, which supports the use of a consistent system of project categorization across both the TIP and the STIP.
Have regionally significant projects been identified?	Yes. The DDOT STIP Project List (Appendix B) includes all regionally significant projects in the District of Columbia.
Is the STIP consistent with the long-range plan?	Yes. moveDC, DDOT's long-range statewide multimodal transportation plan, is the core guiding document in DDOT's project prioritization process. Project applications submitted during DDOT's annual Call for Projects are required not only to identify which moveDC goals and objectives the project supports, but must also explain how the project will further them. DDOT prioritizes projects according to their connection to the goals and objectives in moveDC as described in Section 6 . Since the approval of the moveDC plan in 2014, DDOT has implemented over 90 percent of the high-priority actions listed in the moveDC 2-Year Action Plan. The next updated of moveDC, expected in 2018, presents an opportunity to create an even stronger nexus between the STIP and moveDC, via key objectives such as a weighted prioritization

¹ DDOT Performance Oversight Questions, http://dccouncil.us/files/user_uploads/budget_responses/20017_DDOT_Performance_Oversight_docx.pdf

² Id.

³ DDOT FY2016 Performance Accountability Report, https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/DDOT_FY16PAR.pdf

⁴ See: District Mobility, <https://districtmobility.org/>

Self-Certification Checklist Item	DDOT Status
	system. DDOT is also in the process of developing its TAMP, which will support performance-based investment decisions based on the District’s asset management and maintenance needs, as identified in moveDC.
Does the STIP reflect the revenues that are anticipated to be available over the next four years?	Yes. To develop the 2018-2022 DDOT STIP, DDOT completed a thorough fiscal constraint analysis comparing anticipated revenues to the cost of the projects in the Project List. Over the 5-year DC STIP timeframe, forecast funding accounts for 90 percent of the total project costs. The District typically aims to program projects in excess of the total revenue. Based this stated goal, the FY 2018–2022 is considered to be fiscally-constrained.
Non-Discrimination and Civil Rights <i>Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21; The provisions of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38; The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance; 23 U.S.C. 324, regarding the prohibition of discrimination based on gender; and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.</i>	
Do DDOT’s non-discrimination and Civil Rights policies cover all categories of residents identified in Federal non-discrimination laws – race, color, national origin, age, and gender?	Yes. Federal law prohibits discrimination against any individual on the basis of race, color, national origin, age, gender, or disability status. DDOT’s Office of Civil Rights is responsible for compliance with and enforcement of Federal Civil Rights and non-discrimination requirements in the provision of transportation projects, programs, and services. Guiding documents for these activities are the DDOT Title VI Non-Discrimination Policy, ⁵ the DDOT Title VI Implementation Plan, ⁶ and Language Access Program. ⁷ In addition to implementation and enforcement of all Federal non-discrimination laws, the D.C. Human Rights Act prohibits exclusion of residents of 20 protected trait groups from participation in or receipt of benefits from projects, programs, activities, and services provided by DDOT or any other D.C. agency. ⁸
What efforts has DDOT undertaken to meet the needs of residents with disabilities and comply	An updated draft of DDOT’s Americans with Disabilities Act (ADA) Transition Plan, ⁹ which addressed the Federal Highway Administration’s (FHWA) comments, was submitted to FHWA in 2017. The Plan outlines DDOT’s strategy for ensuring that the public right-of-way in the District of Columbia is accessible to people with disabilities. DDOT continues to work to complete

⁵ DDOT Non-Discrimination Policy, <https://ddot.dc.gov/publication/title-vi-nondiscrimination-policy>

⁶ DDOT FHWA Title VI Implementation Plan, https://comp.ddot.dc.gov/Documents/FINAL_FHWA_Title%20VI%20Implementation%20Plan_DDOT%20121715.pdf

⁷ DDOT Language Access Program, <https://ddot.dc.gov/page/language-access-program>

⁸ Protected Traits in DC (DDOT Office of Civil Rights), <https://ohr.dc.gov/protectedtraits>

⁹ DDOT2016 ADA Transition Plan for the Public Right-of-Way, https://comp.ddot.dc.gov/Documents/FINAL_ADA_Transition%20Plan_DDOT_2016.pdf

Self-Certification Checklist Item	DDOT Status
with Federal ADA requirements?	<p>its ADA inventory for the District and has completed a Preliminary Asset Inventory¹⁰ for visual ADA Assessment. The Preliminary Asset Collection was finalized in December 2016. DDOT is still working to merge the data from that collection with the ADA Inventory of the District. Since completion of the Preliminary Asset Inventory, DDOT has implemented a construction contract to implement the sidewalk gap closure project and started work in the Spring of 2017 to enhance DDOT’s existing ability to address sidewalk gaps.¹¹</p> <p>DDOT’s 2016 Performance Accountability Report (PAR) notes that in FY 2016, DDOT also worked with the Washington Metropolitan Area Transit Authority (WMATA) to identify 51 high-priority bus stops in need of ADA improvements. While identifying stops, DDOT added stops in need of improvement that were near the priority stops, and the total number grew from 51 to 68 bus stops. Of these, 52 stops were improved in FY 2016.¹² In FY 2016, DDOT also completed 82 percent of the blocks and 91 percent of the sidewalks in its Paving Plan. DDOT continues to monitor its efforts to achieve its cost targets for the average cost per sidewalk mile installed, as cost effectiveness will enable additional sidewalks to be brought up to ADA standards more quickly. In FY 2016, DDOT increased its funding (compared to FY 2015) considerably for sidewalk rehabilitation repairs, enabling DDOT to increase the number of sidewalk blocks rehabilitated from 175 to 261.¹³</p>
<p style="text-align: center;">Equal employment and business opportunities <i>49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;</i> <i>Section 1101(b) of the SAFETEA—LU (Pub. L. 109—59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;</i> <i>23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts</i></p>	
Does DDOT prohibit discrimination based on race, color, creed,	Yes. DDOT’s Equal Employment Opportunity and Affirmative Action Statement ¹⁴ emphasizes that equal employment opportunity is not only the law but is also fundamental to DDOT's operations, and every employee is

¹⁰ See DDOT ADA Assessment Map:
<http://www.arcgis.com/home/webmap/viewer.html?webmap=8bee6695bd994d9ca7f60624efa92e41&extent=-77.0497,38.9042,-77.0338,38.9116>

¹¹ DDOT Performance Oversight Questions,
http://dccouncil.us/files/user_uploads/budget_responses/20017_DDOT_Performance_Oversight_docx.pdf

¹² DDOT FY2016 Performance Accountability Report,
https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/DDOT_FY16PAR.pdf

¹³ Id.

¹⁴ DDOT Equal Employment Opportunity and Affirmative Action Statement,
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/service_content/attachments/EEO%20and%20AAP%20Policy%20Statement%202017.pdf

Self-Certification Checklist Item	DDOT Status
national origin, sex, and age in employment?	expected to promote equal employment opportunity at all levels of the organization. The DDOT Affirmative Action Plan (AAP), ¹⁵ developed per 23 CFR §230.305(a)(1), details the positive action steps the agency takes to ensure equal employment opportunity. The AAP sets annual utilization targets by job group for underutilized women and minorities. DDOT also has a robust Equal Employment Opportunity Compliance Monitoring Program, which is planned to receive more than \$600,000 per year for the next five years, to ensure effective implementation and application of the laws and policies; this funding is noted in the STIP Project List (ID Number 96).
Does DDOT have a policy for the involvement of disadvantaged business enterprises in USDOT funded projects?	Yes. DDOT has established a Disadvantaged Business Enterprise (DBE) Policy Statement ¹⁶ and an FHWA- and FTA-approved DBE Program Plan. ¹⁷ The latter outlines the policies and procedures of DDOT's DBE Program. DDOT publishes its DBE Goal Setting Methodology ¹⁸ and has set a DBE goal for FY 2016-2018 of 18.81 percent, with a race-conscious goal of 7.29 percent and a race-neutral goal of 11.52 percent. In addition to implementing the required policies and goals, DDOT engages with DBE leaders through an annual DBE Summit and Network Symposium, which is an opportunity for DDOT- and WMATA-certified DBE firms to learn about upcoming opportunities and network with prime contractors for highway and bridge construction projects. ¹⁹ DDOT maintains an online DBE Master Directory ²⁰ to support contractors seeking to reach out to and work with DBE firms.
Air quality <i>Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93</i>	
How does DDOT participate in and support regional air quality planning	The District of Columbia Government and DDOT coordinate with the TPB in fulfilling all Clean Air Act requirements for the metropolitan region. The TPB conducts air quality conformity analysis for all regionally significant projects in the STIP. In addition to compliance with Federal conformity requirements,

¹⁵ DDOT Five-Year Affirmative Action Plan, https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/Revised%20DDOT%20Five%20Year%20Plan%20-%202015%20Submission.pdf

¹⁶ DDOT DBE Policy Statement, <https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DBE%20Policy%20Statement%202015.pdf>

¹⁷ DDOT DBE Program Plan for FHWA and FTA, <https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014%20FHWA-FTA%20-%20DDOT-OCR%20DBE%20Program%20Plan.pdf>

¹⁸ DDOT DBE Goal Setting Methodology, https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/FY_2016-2018_FHWA_Goal_Methodology_11-19-15vs.pdf

¹⁹ DDOT 7th Annual Disadvantaged Business Enterprise Summit and Networking Symposium, <https://ddot.dc.gov/release/7th-annual-disadvantaged-business-enterprise-summit-and-networking-symposium>

²⁰ DDOT DBE Master Directory, <http://ddotfiles.com/db/DBE/dbe.php>

Self-Certification Checklist Item	DDOT Status
processes?	<p>the District of Columbia is a party to the Resolution for Regional Air Quality Action Plan,²¹ which outlines strategies to reduce emissions of criteria pollutants through a variety of potential strategies. The District of Columbia Air Pollution Control Act of 1984 (and subsequent amendments)²² addresses vehicle anti-idling requirements, clean fuel fleet vehicle acquisition requirements, and other air quality-related measures to support regional air quality improvement. The District of Columbia offers a variety of alternative fuel and fuel-efficient vehicle and infrastructure incentives.²³ The District of Columbia is also a member of the Greater Washington Region Clean Cities Coalition,²⁴ which works with vehicle fleets, fuel providers, community leaders, and other stakeholders to reduce emissions by reducing petroleum use in transportation.</p>

²¹ Resolution for Regional Air Quality Action Plan, <https://www.mwcog.org/documents/2016/3/2/resolution-for-regional-air-quality-action-plan/>

²² DOEE Air Pollution Program, <https://doee.dc.gov/node/9682>

²³ District of Columbia Laws and Incentives for Alternative Fuel Vehicles, https://www.afdc.energy.gov/laws/state_summary?state=DC&search_button=Go

²⁴ Greater Washington Region Clean Cities Coalition, <https://cleancities.energy.gov/coalitions/greater-washington>