

2023 Performance Oversight Questions—Part 1
District Department of Transportation

A. ORGANIZATION AND OPERATIONS

1. Please provide a complete, up-to-date **organizational chart** for the agency and each division within the agency, including the names and titles of all senior personnel. Please include an explanation of the roles and responsibilities for each division and subdivision within the agency.
 - a. Please include a list of the employees (name and title) for each subdivision and the number of vacant, frozen, and filled positions. For vacant positions, please indicate how long the position has been vacant.
 - b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response:

Please see **Appendix P1Q01** for an executive-level organizational chart and an explanation of the roles and responsibilities of each administration and division.

- a. Please see **Appendix Q03** for a list of employees associated with each position listing and vacancies.
 - b. Vision Zero has moved to the DMOI office, and the agency is currently going through the approval process for a restructuring of the organizational chart.
2. Please list each **new program** implemented by the agency during FY 2023 and FY 2024, to date. For each initiative please provide:
 - a. A description of the initiative, including when begun and when completed (or expected to be completed);
 - b. The funding required to implement the initiative;
 - c. Any documented results of the initiative.

Response:

In keeping with moveDC, DC’s long-range transportation plan, DDOT has introduced several initiatives in the interest of improving safety and transparency. Please see below for a few of the new programs that DDOT has implemented during FY23:

ANC Engagement

During FY23, DDOT reinstated our ANC Open House Program – an effort to bring ANCs to DDOT to learn about our programs and services directly from our project leaders. Hosted in May, the Open House brought ANCs to

DDOT headquarters to learn more about specific programs and changes to internal processes. This program was also offered in a virtual format earlier in the fiscal year as an introduction to DDOT for new ANCs.

District E-Bike Incentive Program

DDOT is actively implementing the Electric Bicycle Rebate Program Amendment Act of 2023. In November 2023, DDOT published a public-facing website to keep residents up to date (ddot.dc.gov/ebike) and met with all District bike shops multiple times to answer questions and distribute information on how to apply to become eligible for receiving voucher funds for approved purchases. On December 18, 2023, DDOT published a Request for Applications to formally invite retailers to apply with a deadline of January 12, 2024. DDOT is now in the process of reviewing those applications. DDOT has secured a firm to do outreach and marketing to ensure there is robust public awareness of the program and education on buying, owning, and riding e-bikes for program recipients. Over 500 interested residents have already reached out to DDOT about applying for a voucher. DDOT is currently developing the resident application process. In February, a list of approved e-bike retail partners will be made public based on the applications to the RFA. Outreach will start in March and continue until all vouchers are redeemed. In April, the first application window will open for preferred applicants. DDOT is in the process of coordinating classes for e-bike voucher recipients.

This project is funded by \$800k of local operating funding.

District National Electric Vehicle Infrastructure (NEVI) Program

The Federal Highway Administration (FHWA) approved the current version of the District's National Electric Vehicle Infrastructure (NEVI) Deployment Plan on September 29, 2023. The plan addresses connectivity and the deployment of EV charging stations along federally designated Alternative Fuel Corridors (AFCs) in the National Highway System and equitable station placement across the District. Following the hiring of a NEVI Program Coordinator on October 10, 2023, DDOT released a NEVI Notice of Funding Availability (NOFA) on December 15, 2023, on its NEVI program webpage. DDOT hosted a virtual public meeting on January 25, 2024, to provide information on the District's grants agreement process and upcoming Request for Funding Availability (RFA) release to interested electric vehicle charger supply equipment vendors and other potential Applicants. Details of the public meeting are posted on the program webpage. The RFA will be posted on the webpage on March 29, 2024.

Clear Lanes Automated Bus Lanes and Zones Enforcement Program

In partnership with the Washington Metropolitan Area Transit Authority (WMATA), DDOT began issuing warning letters for violators of bus lanes and zones regulations on July 24th, 2023. DDOT prepaid \$904,533 for fiscal year 2023 to fund the daily operation costs of the violation detection system, and

WMATA procured, installed, and will maintain the bus-mounted cameras at their sole expense. Please see the response to Question 89 Part 2 for early ticketing numbers.

Mamie “Peanut” Johnson Plaza (formerly known as “Dave Thomas Circle”) Construction Launch

DDOT selected Fort Myer Construction Corporation (FMCC) as the contractor and awarded the contract on May 25, 2023. The total construction contract value is \$21,119,924.30. DDOT issued Notice to Proceed (NTP) on June 21, 2023, with a contract completion date of December 12, 2024.

3. Please provide a complete, up-to-date **position listing** for your agency, ordered by program and activity, and including the following information for each position:
 - a. Title of position;
 - b. Name of employee or statement that the position is vacant, unfunded, or proposed;
 - c. Date employee began in position;
 - d. Salary and fringe benefits (separately), including the specific grade, series, and step of position;
 - e. Job status (continuing/term/temporary/contract);
 - f. Whether the position must be filled to comply with federal or local law.
 - g. *Please note the date that the information was collected*

Response:

Please defer to the position listings in **Appendix P1Q03**.

Aside from the Director, no federal or local law requires a position to be filled. Rather, federal and local law requires programs to be implemented and the agency determines the staffing needs to fulfill those mandates. The information in the appendix was collected on January 16, 2024.

4. Does the agency conduct annual performance evaluations of all of its employees, and was this done in FY 2023? Who conducts such evaluations? What are the performance measures by which employees are evaluated? What steps are taken to ensure that all agency employees are meeting individual job requirements? What steps are taken when an employee does not meet individual job requirements?

Response:

DDOT completes annual performance evaluations for each employee at the end of every fiscal-year through a standardized evaluation tool in Peoplesoft. DDOT has a

100% completion rate for evaluations in FY23. Annual evaluations are facilitated by each employee’s immediate supervisor with the supervisor’s manager serving as the reviewer prior to finalization of the evaluation. Each supervisor evaluates their respective employee's performance using a 5-point rating scale to rate their performance relative to each standard competency, including 5 core competencies: Communication, Customer Service, Goal Attainment, Accountability and Job Knowledge. All DDOT employees are also evaluated based on at least three but not more than five Specific, Measurable, Attainable, Realistic, and Time Related (SMART) goals. All supervisors are evaluated based on 3 additional competencies: Leadership, Operational & Strategic Planning, and Management of Others.

To ensure all employees are meeting individual job requirements, supervisors are encouraged to meet regularly with their employees to discuss performance and goals and provide timely and ongoing feedback. Each supervisor is required to complete a new performance plan each year for each employee outlining goals and objectives for the upcoming year. DDOT’s Human Resources Division monitors the status of employees' plans and evaluations to ensure supervisors conduct planning sessions and performance reviews with each employee. A mid-year review is required for all employees within their probationary period and highly encouraged for all employees. The mid-year review is initiated by the employee’s immediate supervisor, or (in the absence of the immediate supervisor) the designated reviewer. This review serves as a mechanism for providing feedback to an employee and to identify areas of improvement and opportunities to reinforce positive work performance. DDOT Human Resources collaborates with each manager of employees who do not meet individual job requirements to develop Performance Improvement Plans (PIP).

5. Please list all **employees detailed** to or from your agency, if any. Please provide the reason for the detail, the detailed employee’s date of detail, and the detailed employee’s projected date of return.

Response:

Spring Worth, Project Manager; detailed to support operational needs of the Office of the Deputy Mayor for Operations and Infrastructure (DMOI), projected date of return is March 30, 2024.

- The first detail started September 11, 2023.
- The second detail was extended on December 11, 2023.

6. Please provide the position name, organization unit to which it is assigned, and hourly rate of any **contract workers** in your agency, and the company from which they are contracted.

Response:

Name	Unit	Contractor Name	Hourly Rate
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Sarah Pierce	Planning & Sustainability Division	CACI	\$123.79
Tamera Brown	Public Space Regulation Division	Corporate Systems Resources, Inc.	\$23.81
Sakari Edmonds	Public Space Regulation Division	Corporate Systems Resources, Inc.	\$24.81
Jimmie Williams	Public Space Regulation Division	Corporate Systems Resources, Inc.	\$25.81
Shawntanishia Zackery	Public Space Regulation Division	Corporate Systems Resources, Inc.	\$26.81
Subodh Apte	IT	Computer Aid	\$105.33
Anshul Bansal	IT	Computer Aid	\$120.00
Hari P Keerthi	IT	Computer Aid	\$114.28
Alejandrina Monteiro	IT	Computer Aid	\$144.76
Craig J Moran	IT	Computer Aid	\$120.00
Rosemary Que	IT	Computer Aid	\$79.50
Krishnakumar Thogamalai	IT	Computer Aid	\$138.15
Markos K Yeterawork	IT	Computer Aid	\$120.00
Anji Kandi	IT	Prime Source Technologies LLC	\$120.00
Erik Garbacik	IT	Prime Source Technologies LLC	\$135.56
Raja Kuppan	IT	Prime Source Technologies LLC	\$135.56
Mohamed Farran	IT	Prime Source Technologies LLC	\$135.56
Tegene Baharu	IT	Prime Source Technologies LLC	\$215.00
Christopher Lindeman	IT	Prime Source Technologies LLC	\$135.56
Deven Verma	IT	Telcommunications Dev. CO	\$150.00
Ayanna Nahmias	IT	Telcommunications Dev. CO	\$150.00
Kemesh Natarajan	IT	Telcommunications Dev. CO	\$150.00
Kaleab Desta	Asset Management	KCI TECHNOLOGIES, INC	\$144.38

Yonatan Tessema	Asset Management	KCI TECHNOLOGIES, INC	\$132.49
Frank Boating	Asset Management	KCI TECHNOLOGIES, INC	\$104.70
Tibebe Soressa	Asset Management	KCI TECHNOLOGIES, INC	\$104.70
Juan Gomez	Asset Management	KCI TECHNOLOGIES, INC	\$90.75
Kiflom Araya	Asset Management	KCI TECHNOLOGIES, INC	\$90.75
Bilisa Deressa	Asset Management	KCI TECHNOLOGIES, INC	\$90.75
Tesfaye Abriha	Asset Management	KCI TECHNOLOGIES, INC	\$90.75
Meme Nicoue	Asset Management	CKI & ASSOCIATES, INC	\$69.07
Ghaiyath Naanou	Asset Management	Dewberry	\$163.24
Kenneth Odiete	Asset Management	Dewberry	\$146.83
Andrew Simpson	Asset Management	Dewberry	\$83.24
Ahmed Shaeldein	Asset Management	Dewberry	\$106.74
Thuan Chaing	Asset Management	Dewberry	\$114.19
Melchor Jose	Asset Management	Dewberry	\$109.66
Dany Ramirez	Asset Management	Dewberry	\$58.03
Netsanet Gebreegziabhe	Asset Management	Dewberry	\$79.82
Moen Baqaie	Asset Management	Dewberry	\$102.57
Charles Sparks	Asset Management	Dewberry	\$121.49
Mohammad Mahdavi	Asset Management	Dewberry	\$103.78
Antonio Mason	Asset Management	DMY	\$78.32
Jose Castillo	Asset Management	DMY	\$93.50

Opeyemi Badiru	Asset Management	DMY	\$76.04
Asmamaw Yihunie	Asset Management	DMY	\$69.21
Sylvanus Macauley	Asset Management	DMY	\$78.32
Guy Yankeu	Asset Management	DMY	\$76.04
Farouk Azad	Asset Management	DMY	\$76.04
Omer Sukkar	Asset Management	DMY	\$69.58
Abdusselam Jebir	Asset Management	DMY	\$76.10
Mohamedazeem Eldwo	Asset Management	Cube Root	\$94.40
Fantaw Alemu	Asset Management	Sheladia	\$193.78
Mohamed Mirghani	Asset Management	Sheladia	\$177.37
Chinedu Njepu	Asset Management	Sheladia	\$153.07
Nnenna Udeh	Asset Management	Sheladia	\$107.51
Daoud Badr	Asset Management	Sheladia	\$125.23
Lawrence Nwankwo	Asset Management	Sheladia	\$126.75
Jimi Peters	Asset Management	Sheladia	\$126.75
Olapade A Reuben	Asset Management	Sheladia	\$126.75
Hag Mohamed	Asset Management	Sheladia	\$121.66
Edith Salazar	Asset Management	Sheladia	\$80.67
Samuel Mulugeta	Asset Management	RAMS	\$80.15
Richard Golson	Asset Management	Crown	\$91.62
Ebenezer Acheampong	Asset Management	Temple	\$115.03
Koffi Hung-Beke	Asset Management	Temple	\$115.03
Kassu Dadi	Asset Management	Temple	\$115.03
Karyn Le Blanc	Asset Management	KGL	\$235.93

Redha Hasan	Asset Management	EBA Engineering	\$160.54
Rajib Bhuiyan	Asset Management	EBA Engineering	\$116.05
Ronnie Harris	Asset Management	EBA Engineering	\$116.05
Ilias Farmakidis	Asset Management	Cube Root	\$99.55
Afia Idowu	Asset Management	Temple Group	\$172.72
Francesco Lauretti	Asset Management	Temple Group	\$144.58
Solomon Elesinmogun	Asset Management	Temple Group	\$110.42
Anteungne Lemma	Asset Management	Temple Group	\$110.42
Solomon Tafesse	Asset Management	Temple Group	\$110.42
Dhruvakumar Amin	Asset Management	Kumi Const. Management	\$108.23
Jam Kendrick	Asset Management	TB&A	\$139.53
Lee Wilson	Asset Management	TB&A	\$95.46
Nitin Patel	Asset Management	Sheladia Associates, Inc	\$172.31
Kevin Enu	Asset Management	Sheladia Associates, Inc	\$119.24
Meshesha Zeleke	Asset Management	PSI	\$101.49
Connor K Hitchings	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$96.35
Eric J Abrams	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$216.21
Emma Youngs	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$104.29
Sara D Finnerin	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$161.21
Crosby Harro	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$96.09
Sean P Burke	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$113.95

Daniel P McGee	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$49.49
Matthew C Sushinsky	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$130.01
Lance M van der Mandele	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$267.14
Ister P Morales	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$163.07
Brian A Seip	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$239.95
Luis Cruz Santos	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$75.35
Ben R Margerum	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$150.10
Derek J Mostoller	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$227.00
Cheylee L Burlew (Smith)	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$89.56
Martha J Averso	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$255.41
Jeffrey P Allen	Asset Management	Gannett Fleming Engineers and Architects, P.C.	\$157.19
Afis Idowu	Asset Management	Temple Group	\$172.72
Francesco Laurettil	Asset Management	Temple Group	\$144.58
Solomon Elesinmogun	Asset Management	Temple Group	\$110.42
Antehungne Lemma	Asset Management	Temple Group	\$110.42
Solomon Tafesse	Asset Management	Temple Group	\$110.42
Dhruvakumar Amin	Asset Management	Kumi Const. Management	\$108.23
Jam Kendrick	Asset Management	TB&A	\$139.53
Lee Wilson	Asset Management	TB&A	\$95.46

7. Please provide the Committee with:
- a. A list of all employees who receive cellphones or similar communications devices at agency expense.
 - i. Please provide the total cost for mobile communications and devices at the agency for FY 2022 and FY 2023 to date, including equipment and service plans.

Response:

Please see **Appendix P1Q07a.**

(a)(i):

Total Cost for FY23 = \$900,525
 Total Equipment Cost FY23 (includes fees) = \$25,673
 Total monthly service plan amount FY23 = \$65,000

Total Cost for Q1 FY24= \$23,539.46
 Total Equipment Cost Q1 FY24 (includes fees) = 0
 Total monthly service plan amount FY24 = \$69,558

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.

Response:

Please defer to the list of vehicles in **Appendix P1Q07b.**

- c. A list of employee bonuses or special award pay granted in FY 2023 and FY 2024, to date.
- d. A list of travel expenses, arranged by employee.
- e. A list of the total overtime and worker's compensation payments paid in FY 2023 and FY 2024, to date.

Response:

- c. A list of employee bonuses or special award pay granted in FY 2023 and FY 2024, to date.

FY 2023 Bonuses/Special Awards

Name	Title	Grade	Step	Salary	2022 Evaluation Rating	Bonus Amount
Calmeise, Karen R	ATTORNEY ADVISOR	14	8	\$155,788.00	Excellent	\$3,115.76

Miskovsky, Kathleen R	ATTORNEY ADVISOR	13	3	\$114,010.00	Excellent	\$2,820.20
Crane, Margaret	Senior Attorney Advisor	15	8	\$183,229.00	Excellent	\$3,664.58
Dubin, Glenn	Senior Attorney Advisor	15	7	\$178,279.00	Excellent	\$3,565.58
Jackson-Taylor, Felicia R.	Senior Attorney Advisor	15	5	\$168,379.00	Excellent	\$3,367.58
Staples, Cheri H.	TRIAL ATTORNEY	15	7	\$178,279.00	Excellent	\$3,565.58
Brown, Shawn	ATTORNEY ADVISOR	14	3	\$134,723.00	Excellent	\$2,694.46
Raja, Ahmed W	Associate Director for Traffic	16	0	\$175,715.70	Role Model	\$5,271.47
Garrett, Elliott M	Associate Director Public Spa	15	0	\$155,125.00	Role Model	\$4,653.75
Aslam, Mohammad Z.	Supv Mgmt and Program Analyst	14	0	\$127,602.00	Role Model	\$3,828.06
Blevins, Jason C	Transportation Spec (Traff Op)	12	10	\$111,749.00	Role Model	\$5,424.00
						\$41,971.02

FY 2024 Bonuses/Special Awards

No bonuses/special awards have been processed in FY 2024.

d. A list of travel expenses, arranged by employee.

Please see **Appendix P1Q07d**.

e. A list of the total overtime and worker's compensation payments paid in FY 2023 and FY 2024, to date.

DDOT - KA0

OVERTIME PAY BY ADMINISTRATION & FUND

FY 2023

ADMINISTRATION (Cost Center)	APPR FUND	AMOUNT
AFO01 - AGENCY FINANCIAL OPERATIONS DEPARTMENT	1010	7,967

GS001 - ADMINISTRATIVE ADMINISTRATION	1010	12,240
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	1010	34,239
GS003 - OFFICE OF THE DIRECTOR	1010	5,318
GS004 - OPERATIONS ADMINISTRATION	1010	646,780
GS005 - PERFORMANCE ADMINISTRATION	1010	16,487
GS006 - PROJECT DELIVERY ADMINISTRATION	1010	2,207,658
Subtotal - 1010		2,930,689
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	1060	2,197
GS003 - OFFICE OF THE DIRECTOR	1060	7,156
Subtotal - 1060		9,353
GS001 - ADMINISTRATIVE ADMINISTRATION	3030	(185)
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	3030	(2,048)
GS004 - OPERATIONS ADMINISTRATION	3030	1,096,764
GS006 - PROJECT DELIVERY ADMINISTRATION	3030	225,920
Subtotal - 3030		1,320,452
GS001 - ADMINISTRATIVE ADMINISTRATION	3035	4,500
GS003 - OFFICE OF THE DIRECTOR	3035	(38)
GS004 - OPERATIONS ADMINISTRATION	3035	168,420
GS006 - PROJECT DELIVERY ADMINISTRATION	3035	231,298
Subtotal - 3035		404,180
GS001 - ADMINISTRATIVE ADMINISTRATION	3232	1,125
GS003 - OFFICE OF THE DIRECTOR	3232	(9)
GS004 - OPERATIONS ADMINISTRATION	3232	43,982

GS006 - PROJECT DELIVERY ADMINISTRATION	3232	58,591
Subtotal - 3232		103,688
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	4020	878,523
GS004 - OPERATIONS ADMINISTRATION	4020	2,040
Subtotal - 4020		880,563
GRAND TOTAL \$		5,648,925

DDOT - KA0
OVERTIME PAY BY ADMINISTRATION & FUND
FY 2024 (thru December 31, 2023)

ADMINISTRATION (Cost Center)	APPR FUND	AMOUNT
GS001 - ADMINISTRATIVE ADMINISTRATION	1010	1,130
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	1010	10,258
GS003 - OFFICE OF THE DIRECTOR	1010	3,113
GS004 - OPERATIONS ADMINISTRATION	1010	172,929
GS005 - PERFORMANCE ADMINISTRATION	1010	3,352
GS006 - PROJECT DELIVERY ADMINISTRATION	1010	481,433
Subtotal - 1010		672,215
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	1060	123
GS003 - OFFICE OF THE DIRECTOR	1060	1,108
Subtotal - 1060		1,231
GS004 - OPERATIONS ADMINISTRATION	3030	266,541
GS006 - PROJECT DELIVERY ADMINISTRATION	3030	64,293
Subtotal - 3030		330,834
GS001 - ADMINISTRATIVE ADMINISTRATION	3035	3,379
GS002 - EXTERNAL AFFAIRS ADMINISTRATION	3035	159

GS004 - OPERATIONS ADMINISTRATION	3035	56,532
GS006 - PROJECT DELIVERY ADMINISTRATION	3035	70,939
Subtotal - 3035		131,010
GS006 - PROJECT DELIVERY ADMINISTRATION	3075	279
Subtotal - 3035		279
GS001 - ADMINISTRATIVE ADMINISTRATION	3232	845
GS004 - OPERATIONS ADMINISTRATION	3232	5,826
GS006 - PROJECT DELIVERY ADMINISTRATION	3232	5,824
Subtotal - 3232		12,495
GS004 - OPERATIONS ADMINISTRATION	4020	98,146
Subtotal - 4020		98,146
GRAND TOTAL \$1,246,209		

Workers' Compensation	Financial Type			
	Medical	Indemnity	Recovery	Total
Fiscal Year				
FY 2023	\$54,236.54	\$62,765.89	-\$5,016.68	\$111,985.75
FY 2024	\$9,655.81	\$21,229.12	-\$1,741.26	\$29,143.67
Total	\$63,892.35	\$83,995.01	-\$6,757.94	\$141,129.42

8. What is DDOT's current remote work policy? Please provide a copy of the agency's Continuing Operations Plan and any other remote working protocol (if applicable).

Response:

On January 8, 2024, the District Department of Human Resources (DCHR) sent an email correspondence to all District employees announcing a change to the District's telework policy. Effective March 10, 2024, District Government will be shifting from 2 routine telework days per week to 1 day per week. DDOT is drafting a comprehensive plan to implement the new policy and transition the agency's workforce effectively.

Read the January 8, 2024, issuance from DCHR for further details: [E-DPM | Issuance | Compressed, Flexible, and Telework Schedules \(dc.gov\)](#)

9. Please provide a list of each **collective bargaining agreement** that is currently in effect for agency employees.
- a. Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
 - b. Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.
 - c. Please note if the agency is currently in bargaining and its anticipated completion date.

Response:

Please see **Appendix P1Q09**.

10. Please identify all **electronic databases** maintained by your agency, including the following:
- a. A detailed description of the information tracked within each system;
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system;
 - c. Whether the public can be granted access to all or part of each system.

Response:

Please refer to the DC Enterprise Data Inventory (EDI) by visiting <https://opendata.dc.gov/datasets/enterprise-dataset-inventory> and filtering "Agency Name" by "District Department of Transportation." This is the most comprehensive listing of DDOT's business systems and accompanying datasets. This information is publicly accessible and updated on an annual basis.

11. Please describe the agency's procedures for investigating allegations of **sexual harassment** or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 2023 and FY 2024, to date, and whether and how those allegations were resolved.
- a. Has DDOT identified a primary and alternate sexual harassment officer ("SHO") as required by Mayor's Order 2023-131 ("Sexual Harassment Order")? If no, why not? If yes, please provide the names of the primary and alternate SHOs.
 - b. Has DDOT received any requests from staff in an otherwise prohibited dating, romantic, or sexual relationship for a waiver of the requirements of provisions of the Sexual Harassment Order? What was the resolution of each request? If a waiver has been granted, are there limitations on the scope of the waiver?

Response:

DDOT designated a Sexual Harassment Officer (SHO) in accordance with the Mayor's Order 2023-131, Sexual Harassment Policy, Guidance and Procedures issued on October 31, 2023. The SHO is responsible for ensuring that both the individual filing the complaint and the accused individual are aware of the seriousness of the sexual harassment complaint. The SHO is responsible for adhering to the following procedural actions: (1) explaining the sexual harassment policy and investigation procedures to the complainant and the respondent; (2) arranging for an investigation of the alleged harassment; (3) preparing a written report of the findings; (4) submission of a written report summarizing the results of the investigation and recommendations to internal counsel for review and forwarding to the Mayor's Office of Legal Counsel (MOLC); and (5) notifying the complainant and the respondent of the corrective actions.

- a. The Sexual Harassment Officer (SHO) is Kara Cheatham and the Alternate is Victor "Javi" Rodriguez.
- b. As of January 3, 2023, DDOT has not received a request for waivers nor have any been approved.

Sexual Harassment Allegations

FY23 – 4 matters have been investigated and closed.

FY24 – 1 matter has been investigated and closed.

FY23 Investigation Details:

Please note, the below complaints were reported prior to the release of Mayor's Order 2023-131. Mayor's Order 2017-313 is cited, as it was utilized at the time of resolution.

1. DDOT Complaint Number: EID22-016: The complainant alleged 3 allegations of EEO complaints and 1 allegation of sexual harassment. Regarding sexual harassment, the complaint alleged to have experienced sexual harassment from their supervisor, however, the complainant did not provide specifics of this allegation, nor did they comply with additional information requests. Per the Mayor's Order 2017-313, §V(E)(2), DDOT exercised its discretion and continued its investigation. The EEO Officer was unable to substantiate the sexual harassment claim. However, the EEO Officer was able to substantiate one of the claims raised by the respondent regarding gender identity. This matter is considered closed after completing the required reporting and findings requirements.

2. DDOT Complaint Number: EID22-020: The complaint alleged to have been subjected to egregious and repetitive sexual harassment by their former supervisor. The investigation resulted in the allegations being **substantiated** because the respondent had confirmed that they had engaged in the actions raised by the complainant. However, at the time of the findings report's release, the respondent had departed the agency. This matter is considered closed after all appropriate reporting and findings requirements were completed.
3. DDOT Complaint Number: EID22-004: The complainant alleged a DDOT colleague made inappropriate advances towards them. The complaint was raised during a separate employee relations investigation and was then referred to the SHO for follow-up. However, when the EEO Officer followed up with the complainant to gather additional information related to sexual harassment, the complainant was non-cooperative. Per the Mayor's Order 2017-313, §V(E)(2), DDOT exercised its discretion and commenced an investigation. The investigation into the complainant was deemed unsubstantiated and the matter is considered closed.
4. DDOT Complaint Number: EID23-005: The complainant alleged that they had been subjected to a hostile work environment due to their gender identity. During the investigation by an EEO Officer, the complainant inferred to have experienced sexual harassment; however, they did not provide details. Per the Mayor's Order 2017-313, §V(E)(2), DDOT exercised its discretion and continued their investigation. The allegation was deemed unsubstantiated, and the matter was considered closed after all appropriate reporting and findings steps were completed.

FY24 Investigation Details:

DDOT Complaint Number: EID23-006: The complainant alleged to have been told by a former DDOT colleague that their supervisor, the respondent of this allegation, made an inappropriate inquiry into whether the complainant and the former DDOT employee had a sexual relationship. After reviewing submitted documentation and testimonies, the EEO Officer was unable to substantiate the claim. This claim is considered closed after the completion of all required reporting and notification requirements.

12. For any **boards or commissions** associated with your agency, please provide a chart listing the following for each member:
 - a. The member's name;
 - b. Confirmation date;
 - c. Term expiration date;
 - d. Whether the member is a District resident or not;
 - e. Attendance at each meeting in FY 2023 and FY 2024, to date.

f. Please also identify any vacancies.

Response:

Board/ Commission	DDOT Designee	Seat Designation	Date of Appt.	Term End Date	Residency
Pedestrian Advisory Committee (PAC)	George Branyan	DDOT	12/31 2014	Serves at the pleasure of the Mayor	MD
Public Space Committee	Anna Chamberlin	DDOT	12/31 2018	4/24/23	DC
Public Space Committee	Natalie Jones Best	DDOT	4/23/23	Serves at the pleasure of the Mayor	MD
Recreational Trails Advisory Committee	Michael Alvino	DDOT	10/20 2015	Serves at the pleasure of the Mayor	DC
Undergrounding Project Consumer Education Task Force (UPCETF)	Anthony Soriano	DDOT	8/23 2018	Serves at the pleasure of the Mayor	DC
Transit Rider Advisory Council	Yohannes Bennehoff	DDOT	1/14 2020	Serves at the pleasure of the Mayor	MD
Multimodal Accessibility Advisory Council (MAAC)	Zachary Smith	DDOT	12/15 2017	Serves at the pleasure of the Mayor	VA
Bicycle Advisory Council (BAC)	Mike Alvino	Bicycle Coordinator at DDOT	7/31 2015	Serves at the pleasure of the Mayor	DC
Public Space Committee	Elliott Garrett	DDOT	9/1/2022	Serves at the pleasure of the Mayor	MD

All listed members attended all meetings as part of their job responsibilities. No vacancies exist.

13. Please list the **task forces and organizations**, including those inside the government such as interagency task forces, of which the agency is a member and any associated membership dues paid.

Response:

Please see below for DDOT's task forces and organizations. Where no dues were paid or required, the cell is blank.

	2019	2020	2021	2022	2023

American Association of State Highway & Transportation Officials (AASHTO)	\$ 30,549	\$ 30,549	\$ 30,549	\$ 30,549	\$ 30,549
Northeast Association of State Transportation Officials (NASTO)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
National Association of City Transportation Officials (NACTO)	\$ 21,000	\$ 25,000	\$ 23,000	\$ 25,000	\$ 31,250
Eastern Transportation Coalition (I-95 Coalition)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
North American Bikeshare Association (NABSA)			\$ 11,000	\$ 8,000	\$8,000
National Association of State Foresters			\$ 3,190	\$ 3,190	\$3,190
Clean Air Partners*	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Transportation Research Board	\$85,000	\$85,000	\$85,000	\$85,000	\$87,658
National Capital Region Transportation Planning Board: State Technical Working Group, Transportation Planning Board Technical Committee**					
Major Crash Review Task Force					
Mayor's Autonomous Vehicle Working Group					
Mayor's Build Back Better Taskforce Transportation Innovation Subcommittee					
Mayor's Task Force on Automated Traffic Enforcement (ATE) Equity and Safety					
Vision Zero Working Group					
Northern Virginia Regional Commission Fast Ferry Stakeholder Group (no known fee)					
Washington Metropolitan Area Transit Authority Jurisdictional Coordinating Committee (no know fee)					
Conference of Minority Transportation Officials (COMTO)					
DC Multimodal Accessibility Advisory Committee (MAAC)					

DC Bicycle Advisory Council (BAC)					
DC Pedestrian Advisory Council (PAC)					
DC Sustainable Transportation Coalition (DCST)					
Building Blocks DC					
DCBIA Working Group					
Public Restrooms Working Group					
Lead Pipe Replacement Working Group					
Multi-agency Flood Task Force					
Open Mobility Foundation					
Inter-agency Parking Enforcement Coordination Meeting					
Bipartisan Infrastructure Law Central Team					
School Safety and Safe Passage Working Group					

*Paid to Metropolitan Washington Council of Governments

** Metropolitan Planning funds from the FHWA allocation paid to the Metropolitan Washington Council of Governments to implement the Unified Planning Work Program that is approved annually. Transportation Planning Board Technical Committee includes multiple subcommittees such as Aviation, Bicycle and Pedestrian, and Freight.

14. What has the agency done in the past year to make the activities of the agency more **transparent** to the public?

Response:

DDOT continues to build on existing processes and employ innovative, user-friendly technologies to provide timely, relevant, and beneficial information about operations, services, and outreach activities. The following were implemented or improved to enhance transparency for the public:

Traffic Safety Input Dashboard – Last fiscal year, DDOT launched the Traffic Safety Input (TSI) Dashboard to track the process from start to finish for prioritized TSI locations. Many of the TSI requests are complex and require review, data collection, site visits, or other actions as part of the evaluation. This program provides a mechanism for DDOT to hear from residents on roadway segments and intersections where users have safety concerns. The dashboard continues to be a useful resource affording residents visibility into the TSI process. The dashboard can be reached at <https://ddot.dc.gov/featured-content/traffic-safety-input-tsi->

[dashboard](#).

DDOT's Website – The central repository for all content, plans, services, and programs pertaining to DDOT is its public-facing website that can be found at www.ddot.dc.gov. The Public Information Division continues to make improvements to the website including the utilization of the “hubs” platform to showcase DDOT projects. The division will continue to integrate the “hubs” platform into all major DDOT projects to improve transparency and overall public awareness of agency work. A demonstration of this effort can be found at <https://projects.ddot.dc.gov/>. Project updates are forecast to be complete by FY24 Q2, after which the website will continue to be updated including other ongoing website updates.

Traditional/Broadcast Media – On a monthly basis, DDOT's Public Information Division issues more than two dozen press releases, traffic advisories, public meeting notices, and weekly construction updates to keep residents informed about services, meetings, and projects. Each month, DDOT receives and responds to dozens of media inquiries from reporters from a variety of daily, weekly, and monthly outlets including broadcast news, newspapers, and online media.

DDOT Compendium – To continue supporting transparency with the District's residents, DDOT maintains a public repository of policies and procedures when managing public space and the transportation network. All DDOT policies are publicly searchable and can be temporarily found at <https://ddotwiki.atlassian.net/wiki/spaces/HOME/overview?mode=global>.

Transportation Online Permitting System (TOPS) – DDOT provides the District with a real-time Public Space Permitting System. TOPS is an intuitive, online system that enables homeowners, utility companies, and businesses to apply for the specific type of public space occupancy, construction, excavation, and annual or rental permit required for use of the public space within the District of Columbia. TOPS is enhanced every year to adapt to the changing needs of the District and Mayoral priorities and make permitting more efficient and transparent. One example from fiscal year 23 is the update to include streaterly permits. TOPS may be accessed from home or at conveniently placed kiosks at local Metropolitan Police Department District offices and at DDOT's Public Space Permit Office located at 1100 4th Street SW.

Additionally, in FY23, DDOT undertook a project to modernize the TOPS platform. While this process is still underway, the IT team continues to mark progress on this significant undertaking.

Open Data – The Office of Chief Technology Officer (OCTO) provides hundreds of data feeds on District government information via the open data website. DDOT has submitted many data sets that are publicly accessible including street light data, residential parking permit data, alley maintenance inventory, pavement marking

data, and parking meter data. DDOT and OCTO published more than 17 million mapped records related to traffic enforcement and crashes.

DDOT's open transportation data can be found at <http://opendata.dc.gov/datasets?q=transportation>.

DDOT Call Center and Clearinghouse – DDOT manages an internal call center that answers and assists with incoming constituent queries pertaining to the agency's feature services. For FY23, the call center answered 58,977 calls. DDOT's customer service clearinghouse received and responded to 2,267 written communications from the "Ask the Director" link on DDOT's webpage and formal letters to the Director and/or the Mayor.

Strategic Planning Documents – DDOT released its strategic long-range plan, moveDC, in FY2021. moveDC communicates the department's goals, policies, strategies, and metrics to be used in measuring agency success. The website is designed to be easily accessible to the public and allow interested stakeholders to read the plan in its entirety or focus on areas of interest. DDOT will track progress on the strategies included in the plan and report out to the public on an annual basis. Additionally, routine updates to the overall plan happen every five years (as required in the Vision Zero Enhancement Omnibus Amendment Act of 2019). The next routine update is expected in FY24.

Recently, DDOT published its first moveDC annual report, which can be found at <https://movedc.dc.gov/>.

Additional efforts and projects supported by DDOT to increase public engagement and transparency are provided in Question 15, Part 1.

15. How does the agency solicit **feedback** from customers? Please describe.
- a. What is the nature of comments received? Please describe.
 - b. How has the agency changed its practices as a result of such feedback?

Response:

DDOT continues to maintain its commitment to open engagement with District residents and businesses as we work collaboratively to improve our transportation network. Below, we have highlighted multiple platforms, events, and resources the agency uses to gather feedback from residents, businesses, and commuters and respond to questions and requests for service.

311 Service Request Survey and Quarterly Review – DDOT is committed to closing 311 service requests within the Service Level Agreement (SLA) and provide satisfactory services. To solicit feedback from residents, DDOT monitors the responses of 311 service request surveys that the Office of Unified Communications

(OUC) automatically sends out to residents when a 311 service request gets closed. The survey asks for feedback on and rating of customer service and experience and serves as a good indicator for DDOT to identify strengths and areas for potential growth. DDOT built a dashboard leveraging this data to continuously track survey responses and identify trends. These findings are routinely presented and discussed in internal 311 performance meetings.

Additionally, DDOT hosts quarterly internal 311 performance reviews to ensure that the agency continues to meet our SLAs across the agency. These reviews also allow departments to access our performance, identify problems and patterns, and follow up as needed to ensure residents are receiving the requested services.

IQ4 Community Queries – DDOT also responds to resident and community questions via our [Community Engagement Page](#). Questions are routed to the appropriate Community Engagement Division (CED) specialist in our internal database where issues are tracked and responses are provided. This provides us with an extensive history on complex community concerns and engage with residents directly outside of email.

Social Media – DDOT continues to maintain a robust social media presence with more than 49,000 followers on Twitter alone. The comments received through this medium vary, but they are typically related to projects, programs, and services provided by the agency. Residents also use social media to raise issues and seek corrective action for safety related issues. DDOT's Public Information Division monitors social media for comments, questions, and complaints and works with the appropriate divisions and teams for response and/or action, as necessary. DDOT responds to residents in the medium in which they approached the agency.

Public Meetings – DDOT regularly hosts and attends public meetings to gather input and public opinion as well as share information with the public regarding projects and services provided by the agency. In late 2020, DDOT began hosting virtual public meetings for major projects, ensuring that they were accessible for all residents to participate. DDOT has continued its practice of allowing the public extended opportunities to weigh in on projects or proposed changes through online surveys. As a result of the feedback received, DDOT has improved proposed plans to address the concerns and needs of the District's varied constituencies. While our virtual meeting platform is still utilized, DDOT has also resumed in-person public meetings and engagements throughout FY 23. In total, DDOT hosted 32 in-person or virtual public meetings in FY 23.

Community Engagement Team - Community engagement is a core tenet of DDOT's external affairs strategy. DDOT's Community Engagement Division is made up of nine program analysts who have the pulse of the community's concerns related to the District's transportation network. The team is a critical resource to all DDOT teams. Their insight and feedback, based on their knowledge of the

communities they serve, is critical to helping intra-agency teams develop thoughtful strategies for program and initiative rollouts. In total the Community Engagement Team attended 141 ANC and Civic Association meetings during FY 23.

Notice of Intent (NOI) - DDOT is required to give a written Notice of Intent (NOI) to modify traffic and/or parking requirements. The agency provides a publicly available NOI to notify ANCs and residents, as well as to solicit comments on the proposed modifications. Residents may provide comments to DDOT regarding the modifications proposed in an NOI no later than 30 days after the date of the NOI's publication. A listing of DDOT's recently published NOIs can be found at <https://wiki.ddot.dc.gov/display/NOI/Notice+of+Intent>

Public Space Meetings - The Public Space Committee meets monthly to review and render decisions on permit applications for the use and occupancy of the public right of way. In 2020, the Public Space Committee Meetings were moved to a virtual setting. These permits include sidewalk cafes, over-height retaining walls, over-height fences, and security bollards. The public is encouraged to participate and provide feedback. A complete list of the meeting dates can be found here www.pshearing.dc.gov.

Press Releases and Media Relations – The public is informed of projects or initiatives that affect the community through press releases that are distributed to the media, the ANCs, other government leadership, stakeholders, and the community.

Specific Project Emails - DDOT creates new email addresses tied to various projects so staff can accept comments from the public. Residents can submit feedback, which is considered and included in project briefing packets and updates.

Ask the Director on the DDOT Website - DDOT's website features an Ask the Director tab, where residents can send in questions, complaints, and comments that are addressed in a timely fashion. We are also in the process of a comprehensive website update to capture and fix broken links and missing content created from past platform updates. The Ask the Director tab can be found here: <https://dcforms.dc.gov/webform/district-department-transportation-ask-director> as well as at the bottom of the DDOT homepage when viewed from a desktop.

Public Involvement Plan - DDOT published a Public Involvement Plan in FY 2019 to guide the development of project-specific public outreach and standardize processes across different functional units in the department. The plan can be found at <https://ddot.dc.gov/page/public-involvement-plan> and is updated as required by USDOT or as DDOT's outreach portfolio evolves.

During FY23, DDOT launched a comprehensive review and update to the agency's public engagement plan which will include more prescribed measures to support

more meaningful engagement and improve consistency and equity in our agency engagement. This updated plan will come online during FY24.

Dashboards and Online Resources

During FY22, DDOT developed and implemented several dashboards and online resources to better support public awareness about projects, maintenance, and planning. A list of these sites and tools is noted below:

- DDOT Capital Projects - <https://projects.ddot.dc.gov/>; presents major capital projects organized by ward.
- Vision Zero Crash Analysis Dashboard - <https://visionzero.dc.gov/pages/crash-analysis>; presents crash data used to inform our vision zero priorities.
- Traffic Safety Input Dashboard - <https://ddot.dc.gov/featured-content/traffic-safety-investigation-tsi-dashboard>; Presents an overview of the TSI program and where requests are in the consideration process.
- Annual Safety Improvement Program (ASAP) - <https://experience.arcgis.com/experience/927e7837c14947da8d1d54efc7bdec37>; Presents an overview of the ASAP program and the location and timing of installations.
- At the conclusion of FY23, DDOT initiated the development of an automated traffic enforcement (ATE) dashboard. This dashboard is expected to launch during Q2 of FY24.

16. What has the agency done to reduce agency **energy use** in FY 2023? Did the agency's energy use increase or decrease in FY 2023? Please identify how much energy use increased or decreased in terms of kWh and therms, and what percentage increase/decrease that is compared to FY 2017.

Response:

The Department of General Services (DGS), not DDOT, is responsible for managing the energy use of District buildings and facilities. Nonetheless, DDOT is working to find ways to improve our footprint where we have control. We built a Leadership in Energy and Environmental Design (LEED) Silver rated building at our W Street Operations Yard. DDOT is working on solar power options for several of our operations, and we hope to finalize design plans in FY24. DDOT will be working with DGS and DOEE on ways to leverage their expertise and grant programs to find ways to reduce energy consumption.

17. Please complete the following chart about the residency of **new hires**:

Response:

Number of Employees Hired in FY 2023 and FY 2024, to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	244	157 (64.3%)
Term	6	6 (100%)
Temporary	4	1 (25%)
Contract	0	0

18. Please provide the agency’s FY 2023 Performance Accountability Report.

Response:

The FY23 Performance Accountability Report (PAR) is available on the Office of the City Administrator’s (OCA) website at https://oca.dc.gov/sites/default/files/dc/sites/oca/page_content/attachments/DD_OT_2024-01-12.pdf.

B. BUDGET AND FINANCE

19. Please provide a chart showing the agency’s **approved budget and actual spending**, by division, for FY 2023 and FY 2024, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for each program and activity code.

Response:

Please see **Appendix P1Q19**.

20. Please list any **reprogrammings**, in, out, or within, related to FY 2023 or FY 2024 funds. For each reprogramming, please list:

- The reprogramming number;
- The total amount of the reprogramming and the funding source (i.e., local, federal, SPR);
- The sending or receiving agency name, if applicable;
- The original purposes for which the funds were dedicated;
- The reprogrammed use of funds.

Response:

Please see **Appendix P1Q20**

21. Please provide a complete accounting for all **intra-District transfers** received by or transferred from the agency during FY 2023 and FY 2024, to date, including:
- a. Buyer agency and Seller agency;
 - b. The program and activity codes and names in the sending and receiving agencies' budgets;
 - c. Funding source (i.e. local, federal, SPR);
 - d. Description of MOU services;
 - e. Total MOU amount, including any modifications;
 - f. The date funds were transferred to the receiving agency.

Response:

See **Appendix P1Q21** for a complete accounting of all intra-District transfers in FY23 and FY24.

22. Please provide a list of all **MOUs** in place during FY 2023 and FY 2024, to date, that are not listed in response to the question above.

Response:

Please see response to Question 21, Part 1 (intra-District transfer list). Many of the intra-District transfers from FY 2023 will continue in FY 2024 and are currently in process.

23. Please identify any **special purpose revenue accounts** maintained by, used by, or available for use by your agency during FY 2023 and FY 2024, to date. For each account, please list the following:
- a. The revenue source name and code;
 - b. The source of funding;
 - c. A description of the program that generates the funds;
 - d. The amount of funds generated by each source or program in FY 2023 and FY 2024, to date;
 - e. Expenditures of funds, including the purpose of each expenditure, for FY 2023 and FY 2024, to date.

Response:

Please see **Appendix P1Q23**.

24. Please provide a list of all projects for which your agency currently has **capital funds** available. Please include the following:
- a. A description of each project, including any projects to replace aging infrastructure (e.g., water mains and pipes);
 - b. The amount of capital funds available for each project;

- c. A status report on each project, including a timeframe for completion;
- d. Planned remaining spending on the project.

Response:

Please see **Appendix P1Q24**.

25. Please provide a complete accounting of all **federal grants** received for FY 2023 and FY 2024, to date, including the amount, the purpose for which the funds were granted, whether those purposes were achieved and, for FY 2023, the amount of any unspent funds that did not carry over.

Response:

Please see **Appendix P1Q25**.

There are a few BIL discretionary grants that DDOT did not apply for because no competitive projects were identified to align with the criteria and requirements outlined in the Notice of Funding Opportunity, or DDOT did not have the resources to support the program area. For instance, DDOT, as a functionally state DOT, was deemed ineligible by the Federal Department of Transportation for Safe Streets and Roads for All.

Please see **Appendix P1Q26** for a list of funds that DDOT is eligible for along with any application information.

26. What competitive or application-based funding in the Infrastructure Investment and Jobs Act, the Inflation Reduction Act, or any other recent federal legislation has DDOT identified as being eligible for? Please provide a description of the type of funding, and the proposed use for that funding, for which the agency has submitted, or plans to submit, applications. If there is funding that DDOT has identified being eligible to apply for but does not plan to apply for, please explain why.

- a. For all federal funding identified, please describe any local matching requirements.
- b. Are there other ways that DDOT plans to leverage federal funding opportunities to maximize the impact for the District and District residents?

Response:

Please see **Appendix P1Q26** for a list of funds that DDOT is eligible for along with any application information.

There are a few BIL discretionary grants that DDOT did not apply for because no competitive projects were identified to align with the criteria and requirements outlined in the Notice of Funding Opportunity, or DDOT did not have the resources to support the program area. For instance, DDOT, as a functionally state DOT, was deemed ineligible by the Federal Department of Transportation for Safe Streets and Roads for All.

27. Please list each contract, procurement, lease, and grant (“**contract**”) awarded, entered into, extended and option years exercised, by your agency during FY 2023 and FY 2024, to date. For each contract, please provide the following information, where applicable:
- a. The name of the contracting party;
 - b. The nature of the contract, including the end product or service;
 - c. The dollar amount of the contract, including budgeted amount and actually spent;
 - d. The term of the contract;
 - e. Whether the contract was competitively bid or not;
 - f. The name of the agency’s contract monitor and the results of any monitoring activity;
 - g. Funding source;
 - h. Whether the contract is available to the public online.

Response:

Please see **Appendix P1Q27 and 29.**

28. Please provide the details of any **surplus** in the agency’s budget for FY 2023, including:
- a. Total amount of the surplus;
 - b. All projects and/or initiatives that contributed to the surplus.

Response:

Please see **Appendix P1Q28.**

29. For FY 2023 and FY 2024 to date, please provide the number of contracts and procurements executed by your agency. Please indicate how many contracts and procurements were for an amount under \$250,000, how many were for an amount between \$250,000-\$999,999, and how many were for an amount over \$1 million.

Response:

Please see **Appendix P1Q27 and 29.**

30. Please provide the typical timeframe from the beginning of the solicitation process to contract execution for:

- a. Contracts and procurements under \$250,000
- b. Contracts and procurements between \$250,000-\$999,999
- c. Contracts and procurements over \$1 million

Response:

Below are expected timeframes from the date a solicitation is publicized:

a. Approximately 4 months (under \$100,000 and under \$10,000 would likely be quicker, as these allow for small purchase procedures and non-competitive procedures, respectively).

b. Approximately 6 months.

c. Approximately 12 months. The Council package approval process adds significant time (approximately 60 to 90 days) for all procurements greater than \$1 million.

These timelines are heavily dependent on the number of offerors. The more offerors that submit proposals, the longer an evaluation and approval can take.

31. In cases where you have been dissatisfied with the procurement process, what have been the major issues?

Response:

According to D.C. Code § 2-352-02(c)(7), contracts that require Council approval must also be deemed “legally sufficient.” These reviews often include matters that are duplicative or are within the authority of the Contracting Officer. The lack of clarity around what constitutes a determination of legal sufficiency beyond the normal contracting processes has led to significant delays and failed procurements.

32. What changes to contracting and procurement policies, practices, or systems would help your agency deliver more reliable, cost-effective, and timely services?

Response:

The District’s procurement process can be cumbersome, and the additional requirement for Council oversight for contracts over \$1 million (or multiyear) adds extra steps and time (up to 90 days). This dollar threshold was set many years ago, and DDOT suggests revisiting this amount in the interest of more

efficient contracting. Additionally, the Council could expand the “Plan of Contracts” to include locally funded projects, so that the approval process requires fewer legislative actions.

C. LAWS, AUDITS, AND STUDIES

33. Please identify any **legislative requirements** that the agency lacks sufficient resources to properly implement.

Response:

There are no current legislative requirements that DDOT lacks sufficient resources to implement.

34. Please identify any statutory or regulatory **impediments** to your agency’s operations or mission.

Response:

There are no statutory or regulatory impediments to DDOT’s operations at this time.

35. Please list all **regulations** for which the agency is responsible for oversight or implementation. Where available, please list by chapter and subject heading, including the date of the most recent revision.

Response:

Please reference the below chart:

<i>MR Title & Chapter</i>	<i>Description</i>	<i>Most Recent Revision</i>
7-33	Transit Benefit Programs	February 25, 2022
16-43	District Department of Transportation (Civil) Infractions	March 10, 2023
18-12	Bicycles, Motorized Bicycles, and Miscellaneous Vehicles	March 10, 2023
18-14	Commercial Transportation Safety	November 19, 2010
18-15	DC Circulator	April 21, 2023
18-16	DC Streetcar	November 28, 2014
18-17	Student Transportation	February 27, 2015
18-20	Traffic Regulations: Applicability and Enforcement	March 6, 1998
18-21	Traffic Signs, Signals, Symbols, and Devices	May 2, 2008
18-22	Moving Violations	November 17, 2023
18-23	Pedestrians	July 23, 2021
18-24	opping, Standing, Parking, and Other Non-Moving Violations	November 17, 2023
18-25	Size, Weight, Construction, and Loading of Vehicles	November 1, 1991
18-26	Civil Fines for Moving and Non-Moving Infractions	April 8, 2022

18-27	Special Parking Privileges for Persons With Disabilities	August 16, 2019
18-40	Traffic Signs and Restrictions At Specific Locations	November 17, 2023
18-99	Definitions	November 17, 2023
24-1	Occupation and Use of Public Space	March 10, 2023
24-2	Rental of Public Space	March 10, 2023
24-3	Administrative Procedures for Sidewalk Cafes	August 31, 2019
24-5	Vendors and Solicitors (Just Newspaper Stands)	July 30, 1993
24-6	Parking Facilities and Valet Parking	September 4, 2009
24-7	Parades and Public Events	September 24, 2010
24-8	Presidential Inaugurations	May 21, 1982
24-10	Deposits On Public Space	June 30, 1989
24-11	Downtown Streetscape	September 1, 2000
24-12	Sidewalks	December 13, 2013
24-13	Civil Fines Under D.C. Law 6-100	March 10, 2023
24-14	Street and Alley Closing	July 21, 1989
24-16	Valet Parking	September 3, 2010
24-20	Prevention of Hazardous Conditions	March 10, 2023
24-26	Transportation of Ultra-Hazardous Materials	December 9, 2005
24-33	Public Right-of-Way Occupancy Permits	March 10, 2023
24-34	Public Space Management of Excavation Work	March 10, 2023
24-35	Intercity Buses	March 10, 2023
24-37	Special Trees	March 10, 2023
24-41	Publisher Boxes	November 18, 2016

36. Please explain the impact on your agency of any **federal legislation or regulations** adopted during FY 2023 and FY2024, to date, that significantly affect agency operations or resources.

Response:

The Federal Highway Administration (FHWA) released its final rule establishing regulations setting minimum standards and requirements for projects funded under the National Electric Vehicle Infrastructure (NEVI) Formula Program. See 88 FR 12752, Feb. 28, 2023. Based on the review and the recommendations provided by the Joint Office of Energy and Transportation (Joint Office), FHWA approved the District of Columbia Electric Vehicle Infrastructure Deployment Plan. This year, DDOT will solicit, review, and issue grants to implement the charging infrastructure plan approved by FHWA.

37. Please provide a list of all studies, research papers, and analyses (“**studies**”) the agency requested, prepared, or contracted for during FY 2023. Please state the status and purpose of each study.

Response:

Please see **Appendix P1Q37** for a list of studies, along with the purpose and status of each study.

38. Please list and describe any ongoing **investigations**, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY 2023 and FY 2024, to date.

Response:

Please see **Appendix P1Q38 and P1Q39**.

39. Please identify all **recommendations** identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations. If the recommendation has not been implemented, please explain why.

Response:

Please see **Appendix P1Q38 and P1Q39**.

40. Please list any reporting requirements required by Council legislation and whether the agency has met these requirements.

Response:

Please see **Appendix P1Q40**.

41. Please list all pending **lawsuits** that name the agency as a party, and provide the case name, court where claim was filed, case docket number, and a brief description of the case.

Response:

Please see **Appendix P1Q41**.

42. Please list all **settlements** entered into by the agency or by the District on behalf of the agency in FY 2023 or FY 2024, to date, including any covered by D.C. Code § 2-402(a)(3), and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the

underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Response:

Please see **Appendix P1Q42a** and **Appendix P1Q42b**.

43. Please list any **administrative complaints or grievances** that the agency received in FY 2023 and FY 2024, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY 2022 or FY 2023, to date, describe the resolution.

Response:

Office of Employee Appeals (OEA)

Description of Process Utilized

- Employees may appeal certain disciplinary actions or terminations to the Office of Employee Appeals (OEA) within 30 days of that action taking place. In general, employees can allege that DDOT did not follow the proper procedure to enact discipline or terminate their employment.
- If parties request mediation or the nature of the appeal is one that can be settled through mediation, the appeal is referred to OEA's Mediation and Conciliation Program. If mediation is unsuccessful or the appeal was not referred to mediation, the appeal is referred to an administrative judge for adjudication.
- An administrative judge will hold a pre-hearing conference followed by a hearing where both parties can provide supporting documentation and call witnesses. The administrative judge will issue an initial decision that may be appealed either to the full OEA board or to the DC Superior Court.

Complaints and Grievances

- In FY 2022, an employee appealed a ten-day suspension for failure to follow instructions and use of abusive language, arguing that the agency created a hostile work environment, and engaged in harassment, discrimination, and retaliation. The OEA denied the appeal in 2024.
- In FY 2023, an employee was removed during his probationary period and as much OEA lacked jurisdiction in the matter.
- In FY 2023, an employee appealed his termination due to a positive drug test. OEA denied the appeal.
- In FY 2023, an employee is appealing a 15-day suspension due to an arrest in another jurisdiction.

- Two employees are each appealing a 10-day suspension for failure to follow instructions. Both appeals were initiated in FY 2024.

Office of Human Rights

Description of Process Utilized

- Employees may file a claim with the Office of Human Rights if they believe they have been discriminated against due to membership in a District protected class or trait.

Complaints and Grievances

- In FY 2023, an employee filed a claim alleging sexual harassment. The matter is currently pending.
- In FY 2024, a former employee filed a claim alleging disparate treatment and retaliation. This matter is currently pending.

U.S. Equal Employment Opportunity Commission

Description of Process Utilized

- Former or current employees may file a claim with the U.S. Equal Employment Opportunity Commission (EEOC) if they believe they have been discriminated against due to membership in a federally protected class.

Complaints and Grievances

- In FY 2023, a former employee filed a discrimination complaint against DDOT involving reasonable accommodations under the Americans With Disabilities Act. OAG has moved to dismiss the complaint. The motion is still pending.

Public Employee Relations Board

Description of Process Utilized

- The Public Employee Relations Board (PERB) responds to and adjudicates unfair labor practice complaints that are filed in accordance with PERB Rules.

Complaints and Grievances

- DDOT has not received complaints filed against DDOT.

Contract Appeals Board

Description of Process Utilized

- The Contract Appeals Board (CAB) provides an impartial, expeditious, inexpensive, and knowledgeable forum for hearing and resolving contractual disputes, protests, Quick Payment Act claims, Public-Private Partnership Act claims, and Debarments and Suspensions involving the District and its contracting communities.

Complaints and Grievances

- DDOT and the Office of Contracts and Procurement received four grievances through the CAB. There was a parking meter-related protest, another protest for curbside asset management services, another appeal from a contractor related to a contract for District’s Right of Way Management Tool, and an appeal from a contractor related to a contract for work on Southern Avenue from Barnaby Road, SE to United Medical Center. In FY 2024, there was an appeal from a

contractor related to a delayed contract for the rehabilitation of the East Capitol Street Bridge.

The agency continues to monitor all grievances and administrative complaints to find ways to reduce employee complaints and improve the work environment.

D. EQUITY

44. How does the agency assess whether programs and services are equitably accessible to all District residents?

- What were the results of any such assessments in FY 2023?
- What changes did the agency make in FY 2023 and FY 2024, to date, or does the agency plan to make in FY 2024 and beyond, to address identified inequities in access to programs and services?
- Does the agency have the resources needed to undertake these assessments? What would be needed for the agency to more effectively identify and address inequities in access to agency programs and services

Response:

DDOT implemented the first iteration of its Equity Assessment Tool (EAT) during the FY 2021 budget formulation period. All FY 2024 budget requests were required to have an equity score from the EAT, which encouraged staff to consider how their project improved the safety, accessibility, and mobility of residents – especially those in the areas with greater transportation need.

a. What were the results of any such assessments in FY 2023?

Total points earned (raw scores) on each EAT submission are converted to equity scores ranging from 1 – 3, where 3 is considered equitable, 2, neutral, and 1 recommending that the project be examined more closely before any new funding is allocated or existing funding is maintained.

The chart below explains the equity score for each project, program, or service:

Equity Score	Assessment	Description
3	Equitable	The project, program, or service has been designed with equity in mind and at the center and clearly aims to advance equity.
2	Neutral	The project, program or service demonstrates an attempt to advance equity. However, further review is needed to ensure impacted stakeholders, particularly historically under-resourced groups, are included in the decision-making process.
1	Not Equitable	The project, program or service does not appear to further equity or reflect that equity is a priority and key goal. The program or service should not advance without changes or a valid reason to proceed.

Higher scores should lead to a more equitable transportation network. However, a lower score does not necessarily mean the project, program or service is not contributing to improving transportation equity since there are other ways to improve equity beyond the criteria considered in the EAT.

Of the 276 requests submitted using the Equity Assessment Tool, 75% received an Equity Score of 3, 15% received an Equity Score of 2, and 9% received an Equity Score of 1.

- b. What changes did the agency make in FY 2023 and FY 2024, to date, or does the agency plan to make in FY 2024 and beyond, to address identified inequities in access to programs and services?

DDOT is refining the EAT in order to measure and track how equitable DDOT's projects, programs and services are from inception to completion – not only during the budget formulation process.

- c. Does the agency have the resources needed to undertake these assessments? What would be needed for the agency to more effectively identify and address inequities in access to agency programs and services

DDOT has staff and funding in place to support the development of equity assessments. However, applying an equity lens requires an intentional shift towards collaborative decision-making with stakeholders through meaningful internal/external engagement rather than simply informing stakeholders of a planned project, program, or service. Funding for projects that include extensive, meaningful engagement strategies will continue to support the agency's efforts to reduce inequities.

45. Does the agency have a racial or social equity statement or policy? Please share that document or policy statement with the Committee.
 - How was the policy formulated?
 - How is the policy used to inform agency decision-making?
 - Does the agency have a division or dedicated staff that administer and enforce this policy?
 - Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

Response:

Yes; DDOT's Equity Statement is as follows:

DDOT recognizes that there are inequities in transportation policy, planning, and project delivery in Washington, DC. Deep-rooted structural injustices and inequities have contributed to the disparate access to safe, affordable,

and efficient transportation that provides access to economic opportunities, housing, and services for communities across the District. DDOT also acknowledges that these inequities have disproportionately and negatively impacted environmental and health outcomes in our underserved communities.

Through our organizational framework, DDOT is committed to elevating and advancing transportation equity by evaluating our policies, planning, community engagement, and project delivery to ensure public investments in transportation justly benefit all residents, visitors, and commuters. Additionally, DDOT values how diversity within our Department helps shape the work we produce. To that end, DDOT will continue to recruit, hire, and retain a workforce that reflects the diversity of the District at all levels of the organization.

DDOT recognizes its shared responsibility to acknowledge and prevent transportation inequities while explicitly upholding anti-racist and anti-discriminatory practices. In honoring this commitment, we will continue to listen, learn, and strive toward equity, inclusion, and access in response to the needs of communities across the District.

a. How was the policy formulated?

The policy was formulated by members of DDOT's Executive Leadership, moveDC team, and DDOT's Equity and Inclusion Division/Office of Civil Rights in FY2020.

b. How is the policy used to inform agency decision-making?

DDOT conducts an internal review of potential projects as a part of its resource development process. (Please see response to Question 44).

DDOT's long-range transportation plan moveDC also incorporated the equity statement to ensure equity is central to DDOT's work.

c. Does the agency have a division or dedicated staff that administer and enforce this policy?

Although DDOT does have an Equity and Inclusion/Office of Civil Rights Division, the policy applies to all aspects of the agency. Promoting equity cannot rest with one division or a small number of employees.

d. Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

The internal Equity Assessment Tool measures compliance with moveDC and the agency's equity goals to advance transportation equity among historically

under-resourced groups, which are included in the equity statement (Please see response to Question 44 for further details).

46. Does the agency have an internal equal employment opportunity statement or policy? Please share that document or policy statement with the Committee.

- How was the policy formulated?
- How is the statement or policy used to inform agency decision-making?
- Does the agency have a division or dedicated staff that administer and enforce this policy?
- Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

Response:

DDOT's EEO Policy Statement can be found [here](#). Please note, DDOT is in the process of updating its EEO Policy Statement to reflect the recent addition of "[homeless status](#)" as a protected trait under the D.C. Human Rights Act, as amended. In addition to its EEO Policy Statement, the agency adopted an Equity Statement, which can be found [here](#).

a. How was the policy formulated?

DDOT is a recipient of federal and local funds. As a recipient of federal funds, we are mandated, under 23 CFR 230C, with maintaining a State Internal Equal Employment Opportunity (SIEEO) Program. Specifically, under Section 230.307, we adopted the policy to perform all official equal employment opportunity actions in an affirmative manner and in full accord with applicable statutes, executive orders, regulations, and policies enunciated thereunder, to assure the equality of employment opportunity, without regard to race, color, religion, sex, or national origin both in its own workforce and in the workforces of contractors, subcontractors, and material suppliers engaged in the performance of Federal-aid highway construction contracts. Similarly, as an employer in the District of Columbia, we also adopted the requirements of the DC Human Rights Act, as amended, and other locally mandated non-discrimination laws, regulations, and Mayoral Orders.

b. How is the statement or policy used to inform agency decision-making?

From 2015–2020, DDOT followed its approved Federal Highway Administration (FHWA) State Internal Equal Employment Opportunity (SIEEO) Program Plan. See the Five (5) Year SIEEO Plan [here](#). As indicated in Section 6 (Specific Programs to Eliminate Discriminatory Barriers), DDOT initiated various activities and programming to address barriers to equal

employment opportunity, diversity, and inclusion across the various stages of the employee lifeline.

- c. Does the agency have a division or dedicated staff that administer and enforce this policy?

DDOT has an established EEO, Diversity, and Inclusion Program within the Equity and Inclusion Division (EID). Specifically, the purpose of the EEO, Diversity, and Inclusion Program is to maintain DDOT's compliance with the following federal and local mandates:

Federal

- Title VII of Civil Rights Act of 1964
- The Age Discrimination Employment Act of 1967 (ADEA)
- The Equal Pay Act (EPA)
- The Americans with Disabilities Act (ADA)
- The Genetic Information Nondiscrimination Act of 2008 (GINA)
- U.S. DOT Regulations – State Transportation Internal EEO and Affirmative Action Program – 23 CFR § 230.305 (a)(1)

Local

- DC Human Rights Act of 1977, as amended, and its Regulations at 4 DCMR § 104.1 (c), § 105.2 – 105.11, and § 105.12. These sections outline the responsibilities of the following designations: EEO Counselor, EEO Officer, and Sexual Harassment Officer.
- Mayor's Order 2023-313 – District's Sexual Harassment Policy and Procedures, and Guidance. This order outlines the responsibilities of the Sexual Harassment Officer.
- DC Family Medical Leave Act (DCFMLA)
- DC Parental Leave Act
- DC Protecting Pregnant Workers Fairness Act (PPWFA)
- Unemployed Anti-Discrimination Act of 2012 (UADA)
- Fair Credit in Employment Amendment Act of 2016
- Fair Criminal Record Screening Amendment Act of 2014 (FCRSA)
- Employment Protections for Victims of Domestic Violence, Sexual Offenses, and Stalking Amendment Act of 2018

The EEO, Diversity, and Inclusion Program is managed by the agency's EEO Program Manager, who reports to the Chief Transportation Equity and Inclusion Officer. The EEO Program Manager is the agency's designated EEO Officer, Affirmative Action Officer, and Sexual Harassment Officer (SHO).

Responsibilities under these designations include:

- Investigating complaints of discrimination (including sexual harassment) on behalf of the agency;
 - Providing managers and staff with EEO and Diversity and Inclusion trainings;
 - Managing and overseeing the agency's diversity and inclusion initiatives;
 - Advising the agency head and supervisors on EEO matters, including the review of personnel actions, employment practices, and workforce conditions that constitute barriers to EEO;
 - Advising and assisting in the development and coordination of career development and upward mobility programs;
 - Serving as the agency's liaison with the community and advocacy organizations in matters related to recruitment, affirmative action, and equal employment;
 - Serving as the Chairperson of an agency EEO, D&I, and/or employee-based committee;
 - Developing, coordinating, and/or monitoring various relevant policies, processes and/or procedures; and
 - Setting up monitoring systems/processes that measure the effectiveness of the overall program and alignment to the agency's long-term strategic goals around EEO, and D&I.
- d. Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

The figure below illustrates the flow of program areas that have been established to monitor the agency's compliance, as outlined in the paragraphs below:



Policy Review and Processes

DDOT is committed to promoting a work environment free of discrimination and harassment. The agency’s policies and procedures are reviewed and updated to comply with federal and local laws, regulations, and guidance. The review process also includes ensuring that prohibited behavior is clearly explained and that procedures are enforced in uniformity across the agency.

In accordance with the agency’s EEO/Non-Harassment policy, current, former, or prospective DDOT employees who believe they have been subjected to discrimination and/or sexual harassment may file an internal complaint with the EEO Program Manager, as the designated EEO Officer/SHO. The EEO Program Manager has the responsibility to investigate all reporting/complaints of discrimination and sexual harassment. Similarly, the EEO Program Manager ensures that neutrality is maintained throughout the investigation process and debriefs with the need-to-know manager(s) regarding the investigation findings and recommendations. The Notice of Findings are issued by the Chief Transportation Equity and Inclusion Officer.

In addition to DDOT’s Internal Complaint Process, DDOT is committed to participating in the District’s EEO Counseling Program, managed by the D.C. Office of Human Rights (OHR), which provides District agencies the opportunity to informally address and possibly resolve complaints of discrimination, including sexual harassment. Under the District’s EEO Counseling Program, DDOT’s participation in the EEO Counseling Program can take two forms depending on whether the complaints are made by DDOT employees or external DC government employees.

If a complaint is made by a DDOT Employee under the District’s EEO Counseling Program:

In accordance with the OHR’s EEO Case Review Manual for Agency Heads, EEO Officers, and EEO Counselors (see attached), the Program Manager’s role, as designated EEO Officer, cannot conduct internal EEO Counseling. Therefore, DDOT employees are referred out to Certified EEO Counselors at other DC Government agencies. Upon receipt of the complaint filed by the

DDOT employee through the external EEO Counselor, the Program Manager will conduct fact-finding interviews and request relevant documents, engage the EEO Counselor in resolutions efforts, and produce a response to the allegations and resolution demands on behalf of the agency. The external EEO Counselor issues the Program Manager a copy of the Exit Letter.

If a complaint is made by an External DC Government Employee under the District's EEO Counseling Program:

District Government employees have the option to go to any Certified EEO Counselor, even if they are located at another agency. Upon receipt of an external employee's complaint, the Program Manager engages the employee's agency in an attempt to resolve the matter within 30–60 days. Regardless of the outcome, the employee is issued an Exit Letter to file a formal complaint with the DC Office of Human Rights.

Trainings

The implementation of DDOT's EEO/Non-Harassment policy and procedures is supported by the offering of routine trainings to its staff and managers to ensure their understanding of the agency's policies and procedures. In a good faith effort, the agency also provides diversity and inclusion programing and trainings to support inclusion and solutions that do not adversely affect or marginalize any part of the workforce. The EEO/D&I Program partners with the agency's Training and Development Office to provide these trainings and events.

Workforce Data Collection

The agency is committed to systemically collecting workforce information, including complaint data, to understand its workforce. The data includes demographic makeup (including race, sex, and age), employment characteristics (including salary, tenure, and appointment type), new hires, separations, training, promotions, and disciplinary actions. The EEO/D&I Program partners with DDOT's Administrative Services Division, Legal, and Performance team to annually update its Workforce Analysis Dashboard.

The program manager analyzes the workforce data and provides recommendations regarding improvements and implementation for DDOT's leadership in the following areas:

- Recruitment Strategy and Hiring Practices
- Career Progression/Training and Development Opportunities
- Retention Opportunities
- Leveraging Diverse and Inclusive Perspectives

Special Workforce Projects and Employee Engagement Initiatives

The program manager is called to advise/collaborate on a broad range of workforce projects and initiatives led by other agency divisions. Examples of this would be the following:

- Agency-wide employee survey;
- Employee engagement initiatives;
- Lactation, Wellness, and Prayer Room policies and procedures; and/or
- Training/events focusing on workforce equity and inclusion.

47. The District defines racial equity as “the elimination of racial disparities such that race no longer predicts opportunities, outcomes, or the distribution of resources for residents of the District, particularly for persons of color and Black residents.” What are three areas, programs, or initiatives within your agency where you see the most opportunity to make progress toward racial equity?

Response:

Programs and areas that include strategies for meaningful engagement with impacted stakeholders will ensure DDOT continues to advance racial equity in the District. In addition, programs and initiatives that use demographic data in its prioritization criteria also support the District’s goals to advance racial equity. These programs include, but are not limited to, the TSI 2.0 program, Bus Priority Program, and the agency’s safety-related initiatives.

48. In the past year, what are two ways that your agency has addressed racial inequities internally or through the services you provide? What additional resources would help your agency reduce traditional burdens felt by Black, Latine, Indigenous, and other communities of color in FY25 and beyond?

Response:

Racial equity criteria are embedded in several DDOT programs. For example, DDOT’s Traffic Safety Input (TSI), High Injury Network and the recent sidewalk gap prioritization program incorporate racial demographics as criteria to determine when/where to prioritize work.

Throughout FY 2023, DDOT’s Equity and Inclusion Division conducted trainings to ensure staff understood how to apply an equity lens in their work. DDOT will continue these efforts in FY 2024 to ensure staff understand and are committed to achieving transportation equity. In

addition, the agency is reviewing and updating its Public Involvement Plan to ensure that staff are meaningfully engaging communities in all planning and implementation processes.

The Mayor's Office of Racial Equity's resources from trainings, interagency working groups, and other products are key to helping the agency reduce burdens felt by Black, Latine, Indigenous and other communities of color. DDOT will continue to work closely with the Mayor's Office of Racial Equity to embed racial equity throughout the agency's work.

49. Consider one area where your agency collects race information. How does your department use this data to inform decision making?

Response:

Data collection is key to ensuring that transportation programs, services, facilities, and projects effectively meet the needs of "all persons" without discrimination.

One specific area where DDOT collects race information is in the Planning Division. During the first month of each calendar year, OCR contacts the Planning Division to request a list of projects in the conceptual development phase. Race information is collected within ¼ to ½ mile near locations of the selected projects. A disparate impact analysis (DIA) is conducted to ensure nondiscrimination in communities based on race and national origin. If the DIA indicates a potential disparity on a certain race and/or national origin, OCR will inform the Planning Division of its findings and discuss alternative projects to prevent the potential disparity or request a substantial legitimate justification for continuing with the project.

50. How are communities of color engaged or consulted when your agency considers changes to programs or services? Provide one specific example from the past year.

Response:

As a recipient of federal financial assistance, DDOT is required to, "develop and use a documented public involvement process that provides opportunities for public review and comment at key planning decision points," (23 CFR §450.210). DDOT strives to exceed these regulations through early, continuous, and transparent public outreach, engagement, and involvement.

Statistical demographic data collection (as required by Title VI of the Civil Rights Act of 1964) is the primary means by which DDOT monitors whether its programs, activities, and services address the needs of communities of

color. In FY 2023, DDOT completed the Bladensburg Road Multimodal Safety and Access Study. The project team analyzed demographics of residents near the project area to determine who would be most impacted by the project. Then, the project team included both high-tech and low-tech outreach to ensure impacted groups had an opportunity to provide input on the study. High-tech outreach includes the project website; the online mapping tool; online surveys; QR codes; and virtual meetings. Low-tech outreach includes posting flyers at bus stops, inside store windows, at checkout counters, inside apartment buildings, and at community centers/libraries along the corridor; mailing 13,000 postcards to residences and businesses in the 20018 and 20002 zip codes; doing pop-up events with a table, tent, and giveaways to get passersby to take a survey and tell DDOT what they think; or going to senior residences and telling them about the project and helping them take the survey.

To determine the effectiveness of their outreach efforts, the team summarized public involvement using Title VI demographic data after each public workshop.

51. What barriers does your agency face when trying to 1) make progress toward racial equity or 2) better understand racial inequity within the agency's context and operations (if any)? How does your agency's spending address existing racial inequities (grant disbursement, procurement/contracting, etc.)?

Response:

As a transportation agency, applying an equity lens requires an intentional shift towards collaborative decision-making with stakeholders through meaningful internal/external engagement rather than simply informing or telling stakeholders of a planned project, program, or service. However, continuing to build and nurture meaningful partnerships to gain the trust of stakeholders, particularly under-resourced groups, is a challenge that many agencies face.

Pursuant to federal Executive Order 11246 and federal regulation 41 CFR Part 60-4, DDOT requires its contractors and subcontractors participating on agency-awarded federal-aid construction projects over \$10,000 put forth good faith efforts to recruit, hire and achieve the established hiring goals of 28% for black, indigenous, people of color (BIPOC) workers in the Washington DC, Maryland and Virginia area and the national goal of 6.9% for workers who identify as female.

In addition, DDOT operates a federally mandated and approved On-The-Job-Training (OJT) program. DDOT's OJT program is established in accordance

with the United States Department of Transportation (USDOT) – Federal Highway Administration (FHWA) federal regulation (23 CFR, Part 230.111). FHWA regulations require recipients of federal funding to operate a workforce development program which addresses the historical underrepresentation of certain populations (i.e., BIPOC communities, women, and disadvantaged persons) in all phases of highway construction.

52. Please provide data on the racial diversity among leadership and at all staff grade levels. How does retention differ by race across levels? How does pay differ by race within levels?

Response:

The Job Group Analysis Report gives an overview of all the classifications for each EEO-4 Job Group using the Employee Identification (Emplid) tool leveraged at DDOT. The report indicates the racial diversity by race, sex, and number of individuals for each classification among leadership and at all staff grade levels. Below is an overview of the Job Group Analysis by Emplid for each group during Fiscal Year 2023. DDOT had a total of 1,299 employees in FY23. The breakdown by race summarized is as follows.

Table 1: Black, Non- Hispanic origin, employees total 804 (62%); White, Non-Hispanic origin, employees total 135 (10%); Asian or Pacific Islander employees total 34 (3%); American Indian/Alaskan Native employees total 6 (0%); Hispanic employees total 34 (3%) and 286 (22%) employees did not report their race.

The breakdown by racial diversity among leadership and at all staff grade levels by the Job Group Code is reflected in **Table 2**.

Data on the retention difference by race across employment levels was based on employees that left DDOT as reflected in **Table 3**.

Data on pay difference by race within all levels is reflected in **Table 4**.

The summarized data elements table is shown in **Table 5**.

Table 1: Racial Diversity summarized at all levels.

Race (group)	# of Employees (1,299 Total)	% of Total Distinct count of Emplid along Race (group)
Black, not of Hispanic origin	804	62%

White, not of Hispanic origin	135	10%
Asian or Pacific Islander	34	3%
American Indian/Alaskan Native	6	0%
Hispanic	34	3%
Null & Not Reported	286	22%
Total	1,299	100%

Table 2: Racial Diversity at all levels by Job Group (CBU Code).

CBU Code		Black, not of Hispanic origin	White, not of Hispanic origin	Asian or Pacific Islander	American Indian/Alaskan Native	Hispanic	Null & Not Reported	Total
BNA	# of Employees	241	15	6	3	14	37	314
BNA	% of Total Distinct count of Emplid along Race (group)	77%	5%	2%	1%	4%	12%	100%
BNB	# of Employees	89	1		1	5	70	164
BNB	% of Total Distinct count of Emplid along Race (group)	54%	1%		1%	3%	43%	100%
BNG	# of Employees	63	8	6		3	18	98
BNG	% of Total Distinct count of Emplid along Race (group)	64%	8%	6%		3%	18%	100%
BQA	# of Employees	3	4					7
BQA	% of Total Distinct count of Emplid along Race (group)	43%	57%					100%
CFO	# of Employees		1				4	5
CFO	% of Total Distinct count of Emplid along Race (group)		20%				80%	100%
CGA	# of Employees	145	1		1	1	47	195
CGA	% of Total Distinct count of Emplid	74%	1%		1%	1%	24%	100%

	along Race (group)							
FAA	# of Employees	20		1		3	16	40
FAA	% of Total Distinct count of Emplid along Race (group)	50%		3%		8%	40%	100%
MSS	# of Employees	89	44	9	1	2	27	168
MSS	% of Total Distinct count of Emplid along Race (group)	53%	26%	5%	1%	1%	16%	100%
XAA	# of Employees	154	60	12		6	67	296
XAA	% of Total Distinct count of Emplid along Race (group)	52%	20%	4%		2%	23%	100%
XXX	# of Employees		1					1
XXX	% of Total Distinct count of Emplid along Race (group)		100%					100%

Table 3: Retention difference by race across all levels.

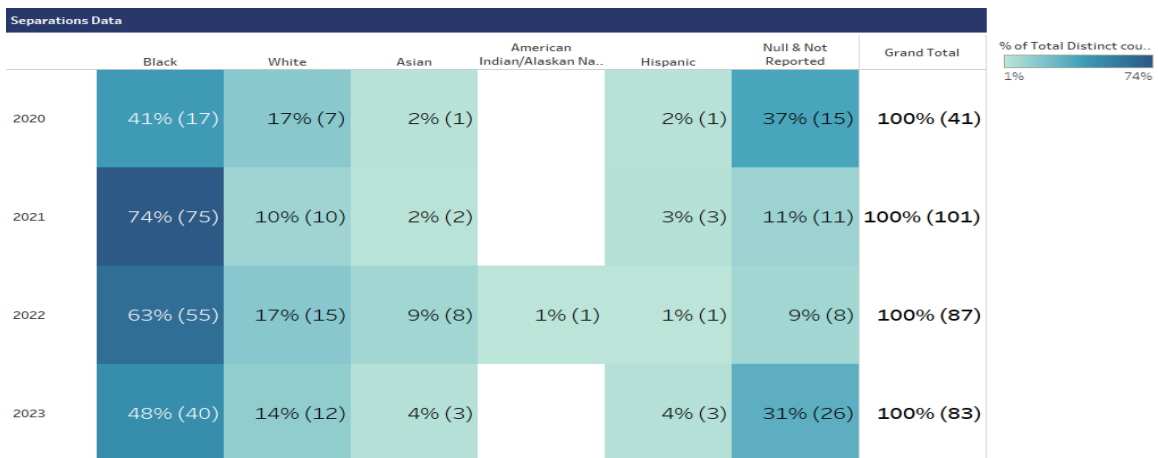


Table 4: Pay difference by race across all levels.

G r a d e		Black, not of Hispanic origin	White, not of Hispanic origin	Asian or Pacific Islander	Americ an Indian/ Alaskan Native	Hispanic	Null & Not Reporte d	Grand Total
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	# of Employees	1					1	2
	Median Annual Rt	\$81,562					\$77,327	\$81,562
2	# of Employees	1						1
2	Median Annual Rt	\$208,986						\$208,986
3	# of Employees	138	1		1	1	47	188
3	Median Annual Rt	\$22,755	\$24,714		\$23,408	\$24,714	\$20,795	\$22,755
4	# of Employees	7						7
4	Median Annual Rt	\$36,846						\$36,846
5	# of Employees	1						1
5	Median Annual Rt	\$61,776						\$61,776
7	# of Employees	51			1	3	61	116
7	Median Annual Rt	\$62,712			\$56,901	\$64,542	\$53,429	\$62,712
8	# of Employees	56	1			5	27	88
8	Median Annual Rt	\$58,677	\$81,515			\$56,608	\$58,357	\$58,677
9	# of Employees	131	2	1	2	8	22	164
9	Median Annual Rt	\$71,916	\$69,770	\$69,988	\$77,700	\$75,816	\$73,757	\$71,916
10	# of Employees	31					13	44
10	Median Annual Rt	\$77,584					\$68,973	\$74,687
11	# of Employees	110	10	3	1	2	26	151
11	Median Annual Rt	\$80,357	\$85,987	\$93,735	\$85,987	\$83,500	\$84,391	\$80,357
12	# of Employees	127	28	6		5	36	199
12	Median Annual Rt	\$93,311	\$88,300	\$115,104		\$95,816	\$83,289	\$93,311
13	# of Employees	104	45	10		10	31	199
13	Median Annual Rt	\$119,916	\$116,943	\$119,916		\$123,589	\$128,000	\$119,916
14	# of Employees	31	28	11	1		17	87
14	Median Annual Rt	\$134,103	\$132,000	\$130,047	\$129,889		\$119,914	\$131,587
15	# of Employees	13	14	1			4	31
15	Median Annual Rt	\$150,688	\$154,933	\$148,134			\$144,095	\$150,688
16	# of Employees	2	5	2			1	9
16	Median Annual Rt	\$179,782	\$189,000	\$179,186			\$186,038	\$186,038
E5	# of Employees		1					1
E5	Median Annual Rt		\$211,522					\$211,522

Table 5: Summary of all data elements displayed.

Administration (group)		Union?	CBU Code	Total Employees by Race	
<input checked="" type="checkbox"/> Administrative	<input checked="" type="checkbox"/> NON-UNION		<input checked="" type="checkbox"/> BNA	Black, not of Hispanic origin	62% (84)
<input checked="" type="checkbox"/> External Affairs	<input checked="" type="checkbox"/> UNION		<input checked="" type="checkbox"/> BNB	Hispanic origin	10% (135)
<input checked="" type="checkbox"/> Operations			<input checked="" type="checkbox"/> BOA	White, not of Hispanic origin	3% (34)
<input checked="" type="checkbox"/> Performance			<input checked="" type="checkbox"/> CGA	Hispanic origin	0% (5)
<input checked="" type="checkbox"/> Project Delivery			<input checked="" type="checkbox"/> FAA	Asian or Pacific Islander	3% (34)
			<input checked="" type="checkbox"/> MSS	American Indian/Alaskan Na.	0% (5)
			<input checked="" type="checkbox"/> XAA	Hispanic	3% (34)
			<input checked="" type="checkbox"/> XXX	Null & Not Reported	22% (286)

Current Employees - % - CBU Number of Employees in parentheses											
CBU Code	Black, not of Hispanic origin	White, not of Hispanic origin	Asian or Pacific Islander	American Indian/Alaskan Na.	Hispanic	Null & Not Reported	Grand Total				
BNA	77% (241)	5% (15)	2% (6)	1% (3)	4% (14)	12% (37)	100% (314)				
BNB	54% (89)	1% (1)	1% (1)	1% (1)	3% (5)	43% (70)	100% (164)				
BNG	64% (63)	8% (8)	6% (6)		3% (3)	18% (18)	100% (98)				
BOA	43% (3)	57% (4)					100% (7)				
CFO		20% (1)				80% (4)	100% (5)				
CGA	74% (45)	1% (1)		1% (1)	1% (1)	24% (47)	100% (195)				
FAA	50% (20)		3% (1)		8% (3)	40% (15)	100% (40)				
MSS	53% (89)	26% (44)	5% (9)	1% (1)	1% (2)	16% (27)	100% (168)				
XAA	52% (154)	20% (60)	4% (12)		2% (6)	23% (67)	100% (296)				
XXX		100% (1)					100% (1)				

Median Salary by Grade and Race Number of Employees in parentheses											
Grade	Black, not of Hispanic origin	White, not of Hispanic origin	Asian or Pacific Islander	American Indian/Alaskan Na.	Hispanic	Null & Not Reported	Grand Total				
Null	\$81,562 (1)					\$77,327 (1)	\$81,562 (2)				
02	\$208,986 (1)						\$208,986 (1)				
03	\$22,755 (138)	\$24,714 (1)		\$23,408 (1)	\$24,714 (1)	\$20,795 (47)	\$22,755 (188)				
04	\$36,846 (7)						\$36,846 (7)				
05	\$61,776 (1)						\$61,776 (1)				
07	\$62,712 (51)	\$81,515 (1)		\$56,901 (1)	\$64,542 (3)	\$53,409 (61)	\$62,712 (116)				
08	\$58,677 (65)	\$69,770 (2)		\$77,700 (2)	\$56,608 (5)	\$58,357 (27)	\$58,677 (88)				
09	\$71,516 (131)	\$69,770 (2)	\$69,988 (1)	\$77,700 (2)	\$75,816 (8)	\$73,757 (22)	\$71,516 (164)				
10	\$77,584 (31)					\$68,973 (13)	\$74,687 (44)				
11	\$80,357 (110)	\$85,987 (10)	\$93,735 (3)	\$85,987 (1)	\$83,500 (2)	\$84,391 (26)	\$80,357 (151)				
12	\$93,311 (127)	\$88,300 (8)	\$115,104 (6)		\$95,616 (5)	\$83,289 (36)	\$93,311 (199)				
13	\$119,916 (104)	\$116,943 (45)	\$119,916 (10)		\$123,589 (10)	\$128,000 (31)	\$119,916 (199)				
14	\$134,103 (31)	\$132,000 (8)	\$130,047 (11)	\$125,889 (1)		\$119,916 (17)	\$131,587 (87)				
15	\$150,688 (13)	\$154,933 (14)	\$146,134 (1)			\$144,095 (4)	\$150,688 (31)				
16	\$173,782 (2)	\$189,000 (5)	\$175,186 (2)			\$186,038 (1)	\$186,038 (9)				
ES		\$211,522 (1)					\$211,522 (1)				

Current Employees - % by Grade Number of Employees in parentheses											
Grade	Black, not of Hispanic origin	White, not of Hispanic origin	Asian or Pacific Islander	American Indian/Alaska..	Hispanic	Null & Not Reported	Grand Total				
Null	50% (1)					50% (1)	100% (2)				
02	100% (1)						100% (1)				
03	73% (133)	1% (1)		1% (1)	1% (1)	25% (47)	100% (188)				
04	100% (7)						100% (7)				
05	100% (1)						100% (1)				
07	44% (51)			1% (1)	3% (3)	53% (51)	100% (116)				
08	64% (65)	1% (1)		6% (5)	31% (27)	17% (26)	100% (88)				
09	83% (131)	1% (2)	1% (1)	1% (2)	5% (8)	13% (22)	100% (164)				
10	70% (31)					30% (13)	100% (44)				
11	73% (110)	7% (10)	2% (3)	1% (1)	1% (2)	17% (26)	100% (151)				
12	64% (127)	14% (28)	3% (6)		3% (5)	18% (36)	100% (199)				
13	53% (104)	23% (45)	5% (10)		5% (10)	18% (31)	100% (199)				
14	36% (31)	32% (28)	13% (11)	1% (1)		20% (17)	100% (87)				
15	42% (13)	45% (14)	3% (1)			13% (4)	100% (31)				
16	22% (2)	56% (5)	22% (2)			11% (1)	100% (9)				
ES		100% (1)					100% (1)				