

JOINT PERFORMANCE PLAN

DISTRICT DEPARTMENT OF TRANSPORTATION
AND
FEDERAL HIGHWAY ADMINISTRATION



FOR FISCAL YEARS
2004 & 2005

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DDOT-FHWA Joint Performance Plan

1. OFFICE OF THE DIRECTOR

A. FHWA-DDOT Stewardship Development

FHWA and DDOT Goal:

Transform the stewardship relationship between the District Department of Transportation and the Federal Highway Administration's DC Division Office.

Activities	Tasks	FY	Comments	Responsible Party
1. Create a joint research task force to explore stewardship agreements/relationships in other jurisdictions that can help to guide the development of future agreements between DDOT and FHWA. Identify the desired/ultimate stewardship relationship to work towards.	A. Create joint task force B. Identify and research selected stewardship relationships C. Identify desired/ultimate stewardship relationship.	A. Q2, FY04 B. Q3, FY04 C. Q4, FY04	Research will involve discussions with experts from FHWA and with those working at other state DOTs/Division Offices	DDOT: Bill Carr FHWA: Mark Kehrl (primary) Ed Sheldahl
2. Conduct a year-end assessment of progress made on activities/tasks included in this joint performance plan to A) identify near-term opportunities to incrementally modify/expand the stewardship relationship and B) develop an action plan to move the stewardship relationship to its eventual desired/ultimate state.	Conduct year-end assessment A. Identify incremental changes to stewardship agreement B. Develop action plan to get stewardship relationship to desired/ultimate state.	Q1, FY05 A. Q2, FY05 B. Q2, FY05		DDOT: Kevin Donahue and Bill Carr FHWA: Mark Kehrl (primary) Ed Sheldahl
3. Implement an FHWA-DDOT Stewardship Agreement				
	A. Finalize an FHWA-DDOT Stewardship Agreement where DDOT assumes oversight responsibilities for Federal-aid resurfacing projects in DC.	Q2, FY04		FHWA: Ed Sheldahl (primary person for task) DDOT: John Deatrick, Michelle Pourciau, Dan Tangherlini
	B. Develop a Process Review Plan of DDOT's	Q4, FY04		FHWA: Ed Sheldahl (primary person for task)

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Activities	Tasks	FY	Comments	Responsible Party
	resurfacing program for FY 05.			DDOT: Mesfin Lakew
4. Conduct a detailed risk assessment that identifies the “high and low risk” areas and areas of potential opportunity in which to focus limited FHWA and DDOT resources and stewardship initiatives.		Q4, FY04		DDOT: Bill Carr FHWA: Mark Kehrli

B. Civil Rights (EEO, ADA, DBE, and Title VI)

FHWA National Performance Objectives (for contextual purposes):

- Improve efficiency in the **administration of the Federal-aid and Federal Land Highway programs.**
 1. FHWA National Performance Measures: Decrease the total percentage of cost growth for construction projects; Improve percentage of cost estimates and scheduled milestones for major projects; Deliver at least 50 percent of Federal Lands projects on time.

Activities	Tasks	FY	Comments	Responsible Party
1. Title VI Review - Conduct a Title VI Program Review involving all applicable program offices, i.e., Civil Rights Division, Infrastructure Project Management Administration, and Policy and Planning Administration.		April 5 – 9, 2004 3 – 4 hour slot with each administration.	Needs to coordinate interviews with multiple Administrations. First day of review would require an opening with Dan/Gary and staff. A review/report would follow within 90 days.	DDOT: Ronnie Edwards is responsible for scheduling these interviews. FHWA: Tracey France is responsible conducting interviews.

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Activities	Tasks	FY	Comments	Responsible Party
2. ADA – Develop methodology for self-evaluation on system-wide accessibility in the District in compliance with the ADA.		Q2, FY04	The scope will cover all transportation and pedestrian facilities owned and operated by DDOT in the public rights of way. This includes sidewalks, streets, street furniture, street crossings, trails, pedestrian signals, etc. Sidewalks include curb ramps, curb cuts, detectable warnings, etc.	DDOT: Rick Rybeck and Mesfin Lakew are primarily responsible. Ronnie Edwards will provide technical consultation on ADA requirements. FHWA: Tracey France
3. ADA – Develop self-evaluation implementation plan along with a timeline – goals and milestones to measure progress.		Q3, FY04		Same as above
4. ADA - Implement self-evaluation plan.		Long term, beginning in FY05		DDOT: Ronnie Edwards
5. ADA - FHWA will provide technical assistance, notable practices to DDOT on ADA self evaluations and transition plans upon request.		Ongoing, with best practices deliverable in Q2, FY04		FHWA: Tracey France
6. ADA – Develop a complaints process for handling external complaints of discrimination filed under ADA (may combine ADA and Title VI processes).		FY04		DDOT: Ronnie Edwards
7. DBE – Conduct DBE Certification process review, implement corrective actions as needed.	A. Complete the review from 1/12 – 1/16. B. FHWA will provide a review report within 45 days. C. Implement corrective actions as needed, 90 days for that task	Q2, FY04, 1/12 – 1/16		DDOT: Jerry Carter FHWA: Tracey France
8. DBE – Conduct required annual review and approval of DDOT’s DBE goal and methodology.	Provide supporting documentation to legal counsel at the National Resource Center for concurrence in approval.	Q4, FY04 and into FY05		DDOT: Ronnie Edwards is responsible for providing FHWA with annual goal submission by Aug. 1, 2004. FHWA: Tracey France is

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Activities	Tasks	FY	Comments	Responsible Party
	Provide guidance/recommendations as necessary.			responsible for expediting the approval of DDOT's review within the fiscal year (by end of September).
9. EEO – Follow-up/monitor corrective action plan items from the 2001 EEO review.		FY04	A consolidated EEO program document is due to FHWA by October 1, 2003. (Change language: Provide electronic document of EEO program that this what is approved.)	FHWA: Tracey France to provide approval within 30 days of receiving the report.
10. CR General – Schedule training for DDOT's Civil Rights Division staff.		Week of 2/9 – 2/13	Arrange through the National Resource Center to have the Basic Civil Rights Management course presented in the District. The course is comprised of 6 modules covering: State Internal EEO; Contractor EEO Compliance; ADA; DBE; Title VI, and External Complaints Investigation.	DDOT: Ronnie Edwards is responsible for scheduling. FHWA: Tracey France is responsible for arranging for training.
11. Conduct contractor training		Week of 1/26		DDOT: Ronnie Edwards FHWA: Tracey France

C. Administration and Finance

FHWA National Performance Objectives (for contextual purposes):

- Provide **stewardship of funds** and coordinate efforts to ensure that our partners maintain good accountability for expenditures.
 2. FHWA National Performance Measures – Increase the percent of obligations expended on active projects compared to total obligations by 0.5% annually from a baseline of 71.3% in FY 2001; Reduce the annual amount of Federal aid funds obligated, but not expended, by 10% from the previous year.

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Activities	Tasks	FY	Comments	Responsible Party
1. Conduct Process Review of the Federal-aid Project Authorization/ Agreement process at DDOT and division office to identify areas for improvement.		April 04		DDOT: Bill Lewis as primary (Teresa as secondary) takes lead on coordinating conduct of the plan. FHWA: Louis Varnado takes lead in putting together a process review plan.
2. Track movement of funds from project plan to obligation, obligation to contracting, and contracting to expenditure.		Q3, FY04		DDOT: Bill Lewis as primary FHWA: Louis Varnado
3. Conduct an organizational assessment DDOT's budget and accounting functions and develop a plan to enable a smooth succession of planning.		Q2 thru Q3, FY04	Succession planning is important in DDOT's Finance area due to impending departures over the next 18 months.	FHWA: Louis Varnado will provide front-end technical information. DDOT: Bill Lewis will conduct and manage the assessment process.
4. Continue to provide Federal Aid training 101 and incorporate basic finance training during employee orientation.		Q2, FY04	Keep in mind for federal training that are offered locally for a few key staff members within DDOT	DDOT: Diane Quinn FHWA: Mike Hicks to approve training request
5. *Conduct Process Review of the close-out/final voucher process at DDOT and division office to identify areas for improvement. (* Key Business Process Area: The process reviews alluded to above will help reduce the number of projects with unexpended balances.)		March FY04	This is a review of spending process, to verify that the contractor has signed a release document.	DDOT: Paul (?) takes lead on coordinating review. Dick Quammen and Serge Louis as secondary. FHWA: Louis takes lead in putting together a process review plan.
6. Support DDOT's ability to develop staff expertise on innovative finance methods and initiatives		TBD, FY04		FHWA: is Louis to coordinate the process to bring the experts. #3: DDOT: Bill Lewis will coordinate on DDOT's side.

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7. Exchange ideas and goals between DDOT and FHWA on innovative financing strategies		TBD, FY04	Dan shares his thoughts on innovative financing with FHWA and DDOT program and finance folks. This helps FHWA understand Dan's goals and better assist with their realization.	DDOT: Bill Lewis to coordinate timing with Dan Tangherlini and Teresa Henderson. FHWA: Louis will coordinate FHWA's staff
8. Help DDOT employ innovative finance alternatives on projects where appropriate		FY05		FHWA: Louis. DDOT: Teresa Henderson (primary) Bill Lewis and John Deatruck (secondary)
9. Support DDOT's ability to develop and manage Financial Management Plans for large projects.		FY05	In support of several AWI projects. Dates are project dependent.	FHWA: Louis DDOT: John Deatruck (primary) Allen Miller (secondary)
10. Provide briefing on final legislation for reauthorization and implementation of reauthorization.		TBD		FHWA: Mark Kehrl to generate the training. DDOT: Diane Quinn to coordinate attendance
11. Complete all Series 500 reporting requirements	A – Submit reporting documents B – Review lessons learned with FHWA	A – Dec., FY04 B –Q2, FY04		FHWA: Louis Varnado DDOT: Cianti Greenaugh (primary), Dick Quammen as secondary, with Ken Laden to product motor fuel report

FHWA National Performance Objectives (for contextual purposes):

- Develop and implement the FHWA human capital plan and emphasize **professional development and training**.
 1. Maintain employee levels at 99% or more of full employment; maintain percent of payroll for training and development at or above 3% of total salaries and compensation; increase the percent of employees with professional registration or certification in technical areas, the percent of employees with professional membership, and the hours of training per employee in a technical discipline.

Activities	Tasks	FY	Comments	Responsible Party
1. Develop a joint mid-year and end-of-year Accomplishments Report with DDOT.		End of April for mid year End of October for end of year.		DDOT: Kevin Donahue FHWA: Mark Kehrl (Cynthia McDuffie as secondary)

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2. INFRASTRUCTURE PROJECT MANAGEMENT ADMINISTRATION

A. Design and Construction

FHWA National Performance Objectives (for contextual purposes):

- Provide **stewardship of funds** and coordinate efforts to ensure that our partners maintain good accountability for expenditures.
 1. FHWA National Performance Measures – Increase the percent of obligations expended on active projects compared to total obligations by 0.5% annually from a baseline of 71.3% in FY 2001; Reduce the annual amount of Federal aid funds obligated, but not expended, by 10% from the previous year.
- Improve efficiency in the **administration of the Federal-aid** and Federal Land Highway Programs.
 2. FHWA National Performance Measures: Decrease the total percentage of cost growth for construction projects; 90% of projects will not have revision raising costs by more than 10% or delay of 60 days; 80% of projects require no change orders.

Activities	Tasks	FY	Comments	Responsible Party
1. Re-engineer DDOT change order process				
	A. Conduct an analysis of the FY03 change order data and processes surrounding the issuance of change orders.	December 2004	Focus should be on the quantity, dollar amount (as a percentage of the total contract amount), and the reason for the change order.	FHWA: Ed Sheldahl (primary) DDOT: Serge Louis
	B. Track number of, reasons for, and schedule impact of, FY04 change orders.	Q2, FY04	Lessons learned from the analysis of FY 03 change orders should be applied to current projects prior to execution of consultant agreements.	FHWA: Ed Sheldahl (primary) DDOT: Serge Louis
	C. Development of plans to alleviate causes that contribute to change orders.	Q3, FY04	A simple project purpose and need statement and walkthrough during the budgeting process should alert all interested parties of potential areas of concern that might result in change orders.	FHWA: Ed Sheldahl (primary) DDOT: Serge Louis, Ardeshir Nafici (main contact at DDOT)
	D. Identify most prevalent reasons for change orders and place greater emphasis on them during FHWA design and construction reviews.	Q3, FY04		FHWA: Ed Sheldahl (primary person for task)

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Activities	Tasks	FY	Comments	Responsible Party
	E. Identify and evaluate options for streamlining change orders. Implement reengineering ideas.	Identify and evaluation: Q2, FY04 Implementation: Q3, FY04		DDOT: Jerry Carter as primary, Serge as secondary FHWA: Ed Sheldahl
2. Improve fiscal reporting by creating a table that measures the transfer of projects from TIP to obligation and obligation to expenditures.		Q3, FY04		DDOT: Serge Louis FHWA: Ed Sheldahl
3. Explore opportunities to assess/improve quality and performance of DDOT's design consultants.		Throughout FY04: evaluate consultant performance FY05: Institute improvements to consultant selection process	Consider linking future awards to past performance of consultants, i.e., quality of their past designs and number of change orders attributable to poor designs	DDOT: Ardeshir Nafici (primary) FHWA: Ed Sheldahl to explore what other states have done in this area
4. FHWA will develop and implement a system to track design review comments by type.		Q3, FY04	Production of a checklist will assist in avoiding recurring problems.	FHWA: Ed Sheldahl (primary)
5. Identify areas of improvement (CPIS) in the HPMS program area; develop a continuous process improvement approach for HPMS.		Q2, FY04 for identification TMS/H: Q3 - Q4, FY04 HPMS: 2005		DDOT: Mesfin Lakew (primary for HPMS) FHWA: Sandra Jackson
6. Identify applicable courses for inspector construction.		Q2, FY04		FHWA: Mike Hicks (primary person for task) DDOT: Diane Quinn (training) and Mesfin Lakew (IPMA contact)
7. Update of field construction manual		Q2, FY04		DDOT: Ardeshir Nafici FHWA: Ed Sheldahl (primary person for task)

FHWA National Performance Objectives (for contextual purposes):

- Improve percentage of cost estimates and scheduled milestones for major projects.

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DDOT's Measure(s)

- 80% of bid responses will be within 10% of engineer's estimates; 80% of projects completed on-time and within budget.

Activities	Tasks	FY	Comments	Responsible Party
1. Implement DDOT Highway Design Manual				
	A. Complete DDOT Highway Design Manual.	Q3, FY04	Include elements that support achievement of milestones, keeps project within budget constraints, and incorporates appropriate principles and goals from the "Highways for LIFE" Program.	FHWA: Ed Sheldahl DDOT: Ardeshir Nafici as primary, Douglas Noble and Jim Sebastian as secondary
	B. Incorporate a requirement into Manual that walk-thru's are completed prior to completion of project scoping and when approx. 60% complete.	Q3, FY04	Prior to completion of project scoping and when 30% complete, a project walk-thru should be completed to identify areas for improvement thereby helping preclude future problems and/or change orders.	FHWA: Ed Sheldahl DDOT: Ardeshir Nafici as primary, Douglas Noble and Jim Sebastian as secondary
	C. Develop a plan to institutionalize use of Highway Design manual within DDOT.	Q4, FY04	Plan would include training and rollout plans.	FHWA: Ed Sheldahl DDOT: Ardeshir Nafici as primary, Douglas Noble and Jim Sebastian as secondary
2. Implement an FHWA Site Review and Discussion Process.				
	A. FHWA will develop and implement a site review process that identifies all items to be reviewed and discussed by the FHWA Area Engineer during the site visit.	Q2, FY04		FHWA: Ed Sheldahl (primary) DDOT: Ardeshir Nafici
	B. Visit randomly selected Federal-aid construction projects at least once a month to test the site	Q3, FY04		FHWA: Ed Sheldahl

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Activities	Tasks	FY	Comments	Responsible Party
	review process. Feedback from DDOT staff will be used to modify the instrument.			
	C. Develop a system to track construction site visit findings. Develop remedies for recurring problems.	Q3, FY04		FHWA: Ed Sheldahl
3. Assist DDOT with implementation of Site Manager AASHTOWare pre-construction software modules.		2005		DDOT: Carol Joseph-Griffith and John Deatrick FHWA: Ed Sheldahl

B. Bridges and Structures

FHWA National Performance Objectives (for contextual purposes):

- Provide **longer lasting highway structures** thru preventative maintenance, rehabilitation, and replacement.
 1. FHWA National Performance Measure: Decrease the % of deck area on deficient **bridges** to 26.4 and 28.8 % on the NHS and non-NHS, respectively.
- Ensure new highway structures are designed and constructed to last longer and be more reliable.
 3. FHWA National Performance Measure: Increase the number of states that employ innovative materials on **Bridge** construction projects from a baseline of 41 in FY02 to 50 in 2004.

Activities	Tasks	FY	Comments	Responsible Party
1. If needed, conduct joint, local site visits with surrounding states/regions to observe use of high performance maintenance materials.		FY04	Implemented High Performance Spec. on Bridge Projects. Will need FHWA assistance in other materials. Joint local scan tour will be very beneficial.	DDOT: Frank Pacifico and Ardeshir Nafici FHWA: Bob Mihalek
2. Where appropriate, work with DDOT to utilize more high performance maintenance materials to enhance bridge durability and cost effectiveness.		Q3, FY04	DDOT Specifications Committee has been established, and FHWA is a member of the Committee. Revision to Std. Spec. is in progress.	DDOT: Don Cooney and Frank Pacifico FHWA: Bob Mihalek

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Activities	Tasks	FY	Comments	Responsible Party
3. Investigate and evaluate the utility of creating a PONTIS Network level Modeling Tool for DDOT.		End of FY04		FHWA: Bob Mihalek (primary responsibility for the evaluation/investigation) DDOT: Don Cooney (for cooperation), and Carol Joseph-Griffith
4. Support the implementation of the Tunnel Management System at DDOT and the execution of a Maintenance System and Reporting System for Tunnels.	A. Execution of a performance based asset management system for tunnels	2004 for development RFP 2005 implementation		FHWA: Bob Mihalek (involved in project development and RFP review) DDOT: Don Cooney
5. Verify and inventory fatigue-prone details in DC bridges.		End of 2004		FHWA: Bob Mihalek DDOT: Don Cooney (primary for completion)
6. Discuss functional obsolescence criteria with Headquarters regarding their “reasonableness” as they relate to “scoring” the bridges in the District, i.e., DC has many bridges that will never be replaced or widened to accommodate traffic.	B. FHWA Headquarters needs to provide a better explanation of what data means, definition of measurement terms. (i.e., fact sheet submitted with any data released to public)	2004	DDOT wants to narrow the definition of this to structurally deficient bridges.	FHWA: Bob Mihalek DDOT: Don Cooney (both are primary for completion)

C. Pavement and Materials

FHWA National Performance Objectives (for contextual purposes):

- Improve **pavement** surface characteristics
 1. FHWA National Performance Measure: Increase the percentage of VMT on NHS pavement with an acceptable ride quality to 93%; Increase the # of states that employ 3 or more technology practices to improve pavement smoothness, baseline TBD in FY04.

Activities	Tasks	FY	Comments	Responsible Party
1. Complete the “Rehabilitation Pavement Design Catalogue.”		May 2004		DDOT: Mesfin Lakew FHWA: Vinh Hoang
2. Develop Pavement Smoothness specifications as part of the Pavement Management System regarding	A. Incorporate this item into the FY05 obligation plan B. Develop specifications	a. Q1, FY04 b. FY05		DDOT: Mesfin Lakew for both tasks as primary FHWA: Vinh Hoang

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Activities	Tasks	FY	Comments	Responsible Party
construction acceptance.				
3. Develop and implement a DDOT "Preventative Maintenance Management System."	<p>A. Identify and share best practices for a preventive maintenance system, scanning tours possible as well as exploration of funding possibilities.</p> <p>B. Creation of a plan for the development of a maintenance management system to be integrated into the pavement management system.</p> <p>C. Develop the system based on the developed plan.</p>	<p>A. 2/1/04</p> <p>B. End of FY04</p> <p>C. FY05</p>		<p>For all tasks DDOT: Frank Pacifico as primary, Jerryl Trammel and Mesfin Lakew as secondary</p> <p>FHWA: Vinh Hoang (primary responsibility for best practices task)</p>
4. Provide course on 2002 Pavement Design Guide and Portland Cement Concrete (PCC) overlay to DDOT. Add concrete durability course for March 2004.	DDOT needs to coordinate this with NHI and get the right people to attend this.	FY04	Jan. 20, 2004.	DDOT: Mesfin as primary contact to coordinate with Diane Quinn about the training on Pavement Design
5. Traffic and Materials to develop a plan for implementing the 2002 design guide in materials and traffic.		End of FY04		DDOT: Kwabena Ofori as primary contact, Douglas Noble as secondary FHWA: Vinh Hoang
6. Implement the findings from the 2003 contract QC at PCC Plants and Cement Certification Process Review with DDOT.		Ongoing throughout 2004 and 2005		DDOT: Wasi Khan FHWA: Vinh Hoang
7. Conduct Process Review on Quality Assurance on Documentation of Materials Sampling and Testing (All: Concrete, Asphalt, Construction, Backfill/Structural Fill) or on DDOT's QA of materials.		Development of plan: 1/31/04. Review itself: 5/31/04. Complete report and closeout discussion: 7/31/04.		FHWA: Vinh Hoang DDOT: Wasi Khan
8. Continued (opportunities for expanding beyond the NHS) joint management of DC asset preservation project and consideration of future opportunities to expand beyond DC's		Ongoing throughout 2004	Prerequisite: Continuation of funding for the activity.	FHWA: Ed Sheldahl DDOT: Mesfin Lakew

DDOT-FHWA Joint Performance Plan

Activities	Tasks	FY	Comments	Responsible Party
NHS				
9. Exploration to identify best practices for the use of high performance concrete to expand roadway lifespan.		End of FY04		FHWA: Vinh Haong (primary for completion) DDOT: Wasi Khan (primary recipient within DDOT)

D. Innovations in Construction

FHWA National Performance Objectives (for contextual purposes):

- Identify, develop, and deploy **innovations in construction** practices and procedures.
 1. FHWA National Performance Measure – Increase the number of states using accelerated construction techniques from a baseline of 2 in FY2002 to 5 in 2004.

Activities	Tasks	FY	Comments	Responsible Party
1. Identify the type of projects that are appropriate for using Design-Build contracting.		2004		FHWA: Mike Hicks to identify best practices. DDOT: Said Cherifi
2. Pursue training on Final Rule for Design Build principles and practices.		2004	If no course exists, FHWA will provide more informal technical assistance on design-build issues.	FHWA: Mike Hicks to identify best practices. DDOT: Diane Quinn
3. Encourage the use of innovative contract approaches (e.g., A+B Bidding) for accelerated construction.		2004		FHWA: Vinh Hoang DDOT: Ardeshir Nafici, with Kathleen Penny as secondary

E. National Homeland Security

FHWA National Performance Objectives (for contextual purposes):

- Reduce the **vulnerability of critical bridges and tunnels**.
 1. FHWA National Performance Measures: Highway-related security plans and standards completed by TSA are reflective of highway industry institutional knowledge and have industry support; Critical bridges and tunnels with vulnerabilities are identified and countermeasure implementation to reduce vulnerability has begun.

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Activity	Tasks	FY	Comments	Responsible Party
1. Once the development and distribution of policies and technical guidance from FHWA headquarters and/or other key stakeholders is complete, integrate with the DDOT assessment of key vulnerability issues and solutions to threats against bridges and tunnels in the District.	A. December meeting to come up with strategy for moving forward B. Completion of assessment would be done by the end of FY04 as long as there is funding and expertise available	Task 1: A. Q1, FY04 B. End of FY04	There has been no DDOT assessment. Integration would therefore be a FY05 activity.	FHWA: Ed Sheldahl (provide substantial technical expertise) DDOT: Natalie Jones and Don Cooney (management of assessment) (50-50 split initially; conduct of assessment would be DDOT responsibility)

FHWA National Performance Objectives (for contextual purposes):

- Improve **preparedness** for response to, and recovery from, man-made or natural disasters involving DC highway **infrastructure**.
 1. FHWA National Performance Measure: Emergency preparedness is improved in the top 25 U.S. metropolitan areas considered at significant risk of man-made or natural disasters.

Activity	Tasks	FY	Comments	Responsible Party
1. Discuss with DDOT and DC EMA preparedness for protecting the most vital bridges and roadways in DC. Keep DC Division COOP updated.	A. Identify appropriate response and recovery for critical infrastructure to be included in above assessment B. (two plans in place, District Response Plan (ESF), second plan is a detailed Emergency Transportation Plan)	End of FY04	Timing is based on completion of Assessment	DDOT: Natalie Jones (Primary) FHWA: Ed Sheldahl (provide technical expertise)

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3. TRAFFIC SERVICES ADMINISTRATION

A. Traffic Operations/ITS

FHWA National Performance Objectives (for contextual purposes):

- Further deploy **Intelligent Transportation Systems** infrastructure and sustain improvements to system operating practices.
 1. FHWA National Performance Measures: Increase the number of regional ITS architectures deployed to 190; Increase the number of metropolitan areas deploying an integrated ITS infrastructure to 70; Increase the share of the nation’s population with access to 511-traveler information telephone number to 40%.

DDOT’s Measure(s):

- 90% of signals operated through control center

Activities	Tasks	FY	Comments	Responsible Party
1. Optimize all (95%) city signals with coordinated timing plans		April, FY04		DDOT: Bill McGuirk (primary), Kamal Hamud (secondary) FHWA: Frank Mirack (contact point)
2. Ensure a standardized specification (NTCIP compliant) for procurement of DDOT Variable Message Signs	A. Begin expenditures for the VMS integration earmark.	Task: Q2, FY04 Activity: Q3, FY04		DDOT: Kamal Hamud (primary), Jim Austrich as secondary FHWA: Frank Mirack
3. Expand ITS data integration with regional partners and other District Agencies				
	A. Create a regional steering committee for expansion of ITMS integration	Q4, FY04		DDOT: Douglas Noble FHWA: Frank Mirack and Ed Sheldahl
	B. Identify project opportunities to integrate data with EMA, police, and fire	Ongoing thru FY04		DDOT: Kamal Hamud (primary) Carol Lewis (secondary) FHWA: Frank Mirack and Ed Sheldahl
	C. Participate in CapWin pilot project	Ongoing thru FY04 & 05		DDOT: Jim Austrich FHWA: Frank Mirack and Ed Sheldahl
4. Participate in regional CCTV website		December, FY04		DDOT: Kamal Hamud (primary) FHWA: Frank Mirack
5. Complete 511 study		End of FY04		DDOT: Ken Laden (primary), Mesfin Lakew (secondary) FHWA: Frank Mirack

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Activities	Tasks	FY	Comments	Responsible Party
6. Complete the ITIP project		End of FY04		DDOT: Kamal Hamud FHWA: Frank Mirack
7. Develop a continuous process improvement approach for TMS/H.		Q3, FY04 for identification TMS/H: Q4, FY04		DDOT: Douglas Noble FHWA: Sandra Jackson

FHWA National Performance Objectives (for contextual purposes):

- **Reduce work zone delay**

1. FHWA National Performance Measure: Improve upon the Work Zone Self Assessment's national score, from 7.8 in FY03 to 8.6 in FY04.

DDOT Measure(s):

- 85% of ROW permittees in compliance; 85% of utility cuts completed within 45 days.

Activities	Tasks	FY	Comments	Responsible Party
1. Support DDOT's ability to automate its public space permit process, including comprehensive database of all closures, and web site for public.		2004	Current plan includes the modification of application, CitiWorks, for asset inventoring. Partially complete. System is in place but does not capture all closures – i.e., federal.	DDOT: Carol Joseph-Griffith (primary), John Deatruck and Clarissa Byrd as secondary FHWA: Frank Mirack
2. Provide demonstration of QuickZone software, and other work-zone modeling tool.		Q2, FY04 for QuickZone Q3, FY04 for other modeling tools		FHWA: Frank Mirack (primary for activity) and Sandra Jackson (primary for other modeling software) DDOT: Rick Rybeck (primary), Clarissa Byrd, Jerryl Trammel (secondary)
3. Develop strategies and opportunities to advance self-assessment findings from last year.		Ongoing	Incident management, work zone and safety are the three self-assessment areas	DDOT: Clarissa Byrd FHWA: Frank Mirack
4. Draft new design rules toward implementation of rulemaking on work zone mobility and delay		Q3, FY04	Includes items such as getting procedures for different Project Types into Design Manual; integrating work zone considerations into DDOT's project plans at the beginning stages; establishing work zone performance measures, e.g., maximum queue, minimum temp LOS	DDOT: Clarissa Byrd FHWA: Frank Mirack (primary for activity)

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B. Incident Response

FHWA National Performance Objectives (for contextual purposes):

- Reduce delay attributable to **incidents**.
 1. FHWA National Performance Measures: Improve upon the Incident Management self-assessment national baseline, from 47.3 in FY03 to 52% in FY04.

DDOT's Measure(s):

- 85% of streets passable within established timeframes; 85% of main roads passable within 12 hours after the end of a 4-8 inch snowstorm; 80% of traffic incidents communicated to public in 2 hours; 100% of damaged stop or yield signs responded to within 24 hours.

Activities	Tasks	FY	Comments	Responsible Party
1. Deploy wider use of portable Variable Message Signs and determine method of integrating devices into the control center		Deployment: End of FY04 Methodology: Q3, FY04		DDOT: Kamal Hamud (primary), Jim Austrich (secondary) FHWA: Frank Mirack
2. Establish an Incident Management Committee comprised of MOA partners.		Q3, FY04	Suggest Plans to include partners in upcoming training will greatly improve relationships and performance.	DDOT: Jim Austrich FHWA: Frank Mirack
3. Develop a Roadway Operations Patrol (ROP) procedures manual.		Q3, FY04		DDOT: Jim Austrich FHWA: Frank Mirack
4. Implement Automatic Vehicle Locator (AVL) technology on incident management vehicles.	A. Implement an AVL test on snow and ROP vehicles for incident management & assess success	Q1, FY04 to begin deployment Q3, FY04 to complete year's deployment		DDOT: Carol Joseph Griffith FHWA: Frank Mirack
5. Provide MPD with training on basic traffic control procedures.		End of FY04		FHWA: Frank Mirack DDOT: Jim Austrich (50-50 split)
6. Deliver Road Weather Management course to DDOT.		2005		FHWA: Frank Mirack DDOT: Diane Quinn (primary), Jim Austrich and Daniel Harrison as secondary

DDOT-FHWA Joint Performance Plan

C. Safety

FHWA National Performance Objectives (for contextual purposes):

- Reduce fatalities involving **roadway departure**.

DDOT's Measures:

- 2 fatalities per 100 mil VMT; reduce accidents and injuries by 4% annually per 100 mil VMT

Activities	Tasks	FY	Comments	Responsible Party
1. Examine multiple small cost improvements		Q4, FY04	Examples include: track 5+ fixed object sites and develop and execute strategies (e.g., guard rail, delineation) to address run of the road crashes; implement findings from high hit attenuator sites review, and install missing guardrail/ attenuators at selected sites.	DDOT: Fouad Youssef (primary) and Don Cooney (secondary) FHWA: Frank Mirack
2. Fund and enhance the city-focus to the "Smooth Operator" program.		Throughout FY04		DDOT: Carole Lewis (primary) FHWA: Frank Mirack
3. Provide technical assistance on retro-reflectivity: bring in van to demonstrate technology, present short seminar on new requirements.		Q3, FY04		DDOT: Jean McCall (primary), Frank Pacifico as secondary FHWA: Frank Mirack

FHWA National Performance Objectives (for contextual purposes):

- Reduce **intersection-related fatalities**.
 1. FHWA National Performance Measure: Increase the number of State highway agencies developing an Intersection Safety Plan, from 17 to 25.

DDOT's Measure(s):

- 80% of malfunctioning signals repaired within 24 hours; 100% of damaged stop/yield signs responded to within 24 hours.

Activities	Tasks	FY	Comments	Responsible Party
1. Complete review of all signalized intersections with RLR cameras				
	A. Coordinate Red Light Running studies done by consultants and research	Q2, FY03		DDOT: Frank Mirack and Bill Carr FHWA: Fouad Youssef

DDOT-FHWA Joint Performance Plan

Activities	Tasks	FY	Comments	Responsible Party
	programs			
	B. Complete Red Light Running (RLR) review to check amber clearances	Q3, FY04		FHWA: Frank Mirack DDOT: Johnny Aniagboso
	C. Training on RLR countermeasures	Q2, FY04		DDOT: Frank Mirack, Diane Quinn (primary) FHWA: Fouad Youssef
	D. Timing fixes at problematic intersections (dependant on results from consultant's work	Q4, FY04		FHWA: Frank Mirack DDOT: Fouad Youssef and Johnny Aniagboso
2. Provide "Intersection Safety" course to DDOT.		Q4, FY04	Will only proceed with this task after confirming that the need exists	DDOT: Diane Quinn (primary) and Fouad Youssef and John Deatrick (secondary) FHWA: Frank Mirack
3. Catalog, structure and continue to implement widespread low cost improvements	A. Initiate discussion on possibilities B. Implementation	A. Q3, FY04 B. Ongoing thru FY04 & FY05	Examples may include: crosswalk ladder striping, yield to pedestrian pylons, colored/highlighted intersection pavements, advertising/warning of high hazard intersections, and gap assistance and stopping distance striping.	DDOT: Patrick Ogbeide FHWA: Frank Mirack
4. Develop proposal to integrate B/C-justified concepts into RFP selection process.	A. Initial discussions B. Pilot revised RFP language	A. Q3, FY04 B. Q4, FY04		DDOT: Fouad Youssef and Patrick Ogbeide FHWA: Frank Mirack (primary)

FHWA National Performance Objectives (for contextual purposes):

- Reduce **pedestrian-related fatalities**.
 1. FHWA National Performance Measure: Increase the number of States that have a pedestrian safety plan, from 2 to 4 of the 10 states with the highest pedestrian fatality rates.

DDOT's Measure(s)

- Reduce mileage of streets without sidewalks from current 200 miles to 180 miles. 4% decrease in collisions per 1000 bike trips.

DDOT-FHWA Joint Performance Plan

Activities	Tasks	FY	Comments	Responsible Party
1. Implement Pedsafe 2 nd Year activities.				
	Complete four zonal studies	End of FY04		DDOT: Harry Cepeda FHWA: Frank Mirack
	Develop MOU on shared responsibilities with police, health department, schools	Q2, FY04		DDOT: Harry Cepeda FHWA: Frank Mirack
	Conduct Safety Media Campaign	Q1, FY04		DDOT: Harry Cepeda FHWA: Frank Mirack
2. Implement automated speed deterrent devices near school zones.		Q3, FY04		DDOT: Steve Asher FHWA: Frank Mirack
3. Identify locations where there is a need for countdown pedestrian signals.		Ongoing		DDOT: Harry Cepeda FHWA: Frank Mirack
4. Implement modifications to work zones to accommodate pedestrians, including development of standard requirements for inclusion in Design Manual.		End of FY04		DDOT: Harry Cepeda FHWA: Frank Mirack
5. Participate in regional "Streetsmart" campaign	HSIP funds to fund this project	Q2, FY04	Already completed	DDOT: Carole Lewis FHWA: Frank Mirack

FHWA National Performance Objectives (for contextual purposes):

- Support national **safety** strategies, including an increase in seat belt use.

Activities	Tasks	FY	Comments	Responsible Party
1. Bring the Highway Safety Improvement Program into compliance with 23CFR 924.				DDOT
	A. Construct 34 intersection improvements through EFLH sites and in-house work.	Q3, FY04		DDOT: Patrick Ogbeide (EFLH) FHWA: Frank Mirack
	B. Construct 27 intersection improvements through in-house work	Q3, FY04		DDOT: Frank Pacifico (in-house) FHWA: Frank Mirack
	C. Promote and implement work zone "safety" strategies.	2004		DDOT: Clarissa Byrd FHWA: Frank Mirack
	D. Improve accident record system. Help update PD-10 forms, provide training to police on filling out PD-10, involve OMCS in form update.	Form updates: FY04, Training: FY05		DDOT: Yusuf Aden (for OMCS involvement) FHWA: Frank Mirack
	E. Hold discussions/ create technical memo	Q3, FY04		DDOT: Doug Noble and

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Activities	Tasks	FY	Comments	Responsible Party
	on program requirements to improve obligation of set-aside safety funds.			Patrick Ogbeide FHWA: Frank Mirack and Sandra Jackson
	F. Work with DDOT and COG to conduct Safety Needs Assessment.	Begin by end of FY04		FHWA: Frank Mirack (primary) DDOT: Carole Lewis and Clarissa Byrd
	G. Promote idea of adding schedule, end of year evaluations and accomplishments to the Comprehensive Transportation Safety Plan.	Q2, FY04		DDOT: Carole Lewis and Clarissa Byrd FHWA: Frank Mirack (primary)
	H. Support DDOT in 1) implementing new data analysis in new ways, 2) develop truck accident statistics, and 3) dedicate DDOT staff person to enter truck data into CVARS.	1 – Q4, FY04 2 – Q2, FY04 3 – Q1, FY04	We have a comprehensive set of recommendations for improving our counting program but we will need help to implement them.	DDOT: Yusuf Aden FHWA: Frank Mirack
2. Coordinate presentation on “Fundamentals of Highway Safety” to DDOT		Q4, FY04		DDOT: Douglas Noble (primary) and John Deatrick to initiate IPMA cooperation FHWA: Frank Mirack (primary)
3. Use lawsuit data to develop strategies for enhancing safety.		2005	Assumes that we can gather lawsuit relevant data (preliminary task)	DDOT: Danette Walker, Douglas Noble (secondary) FHWA: Frank Mirack (primary)
4. Discuss ways to involve DDOT safety staff earlier in the project planning/ scoping phase.		Q3, FY04	Possibly investigate the utility of Ward-based teams.	DDOT: Douglas Noble (primary), John Deatrick, and Ken Laden FHWA: Frank Mirack
5. Review the use of NCHRP-350 specs in all projects at the end of the fiscal year.		Ongoing throughout 2004		FHWA: Frank Mirack (primary) and Vinh Hoang DDOT: Douglas Noble
6. Conduct a Best Practice Search of best value safety criteria in project solicitations to reward contractors for innovative methods for reducing accidents.		2005		FHWA: Frank Mirack (primary) DDOT: Douglas Noble

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Activities	Tasks	FY	Comments	Responsible Party
7. Research the use of graduated driver licenses and testing for elderly, to decrease the potential for accidents due to diminished capacity.		By end of FY04	Conduct research on the efficacy of these actions in other states. DMV participation is needed for this activity.	FHWA: Frank Mirack (primary) DDOT: Carole Lewis
8. Evaluate current local support for speed enforcement and investigate alternatives for expanding the program.		End of FY04	This is largely a conversation b/n FHWA and MPD. DDOT will provide consultation	FHWA: Frank Mirack (primary) DDOT: Patrick Ogbeide and Kamal Hamud
9. Research and report on speed management ideas in an urban setting.			This is already part of our traffic calming efforts throughout the city.	FHWA: Frank Mirack (primary) DDOT: Kamal Hamud

C. Freight Corridors

FHWA National Performance Objectives (for contextual purposes):

Reduce travel time on key **freight corridors**.

1. Travel time on key freight corridors.

Activity	Task	FY	Comments	Responsible Party
1. Identify key freight corridors in the District and identify strategies for mitigating congestion/bottlenecks.		End of FY04	Study is underway	DDOT: Ken Laden (primary) FHWA: Sandra Jackson

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4. TRANSPORTATION POLICY AND PLANNING ADMINISTRATION

A. Overall Transportation Planning

FHWA National Performance Objectives (for contextual purposes):

- Effective **Planning**/Transportation Decision-making
 2. FHWA National Performance Measures: Develop (or review/revise) and implement full PCI MOUs with FTA regions; provide effective oversight and value-added stewardship for state and MPO planning; identify priority areas for improvement in each state; develop plan for achieving improvement; and raise the state of the practice in travel forecasting by MPOs and state DOTs.

Activities	Tasks	FY	Comments	Responsible Party
1. Work with DDOT (including Office of Mass Transit) to develop a joint PCI (Planning Collaborative Initiative) MOU.	FHWA: Develop an MOU DDOT: Review the MOU	End of June FY04 for development of MOU		FHWA: Sandra Jackson DDOT: Ken Laden
2. Implement joint PCI MOU		FY05		DDOT: Ken Laden FHWA: Sandra Jackson
3. Identify areas for technical assistance and support DDOT in increasing its capabilities in these areas	A. Development of list (DDOT) B. Discussion of plan (both) C. Identification of areas where FHWA technical assistance plan and how to support the District in its emphasis areas	A. December 15, 2003 for development of list B. January 31, 04 for discussion C. February 31, 04 for creation of assistance strategy	The deliverable will be much less formal than an official plan.	Ken Laden is responsible for developing the initial list and holding a discussion with FHWA (Ann Simpson-Mason as secondary) FHWA: Sandra Jackson is responsible for steps 2 and 3
4. Identify opportunities with COG to raise the state of the practice in the following areas: safety planning, early consideration of environment, travel forecasting, and *freight planning. (**Working on crosscutting issues with FMCSA)		Ongoing		FHWA: Sandra Jackson
5. Conduct an assessment to measure the ability of DDOT to expand its in-house capacity to		Q1, FY04		DDOT: Ken Laden FHWA: Sandra Jackson

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Activities	Tasks	FY	Comments	Responsible Party
conduct modeling exercises.				
6. Support DDOT's needs in the area of value pricing strategies.	A. Identification of needs B. FHWA identify areas for technical assistance C. Initiate and hold discussions	A. 12/15 B. 1/15 C. Ongoing		FHWA=Sandra Jackson, DDOT = Rick as lead, Ken as secondary
7. Complete updated transportation vision plan. Q2, FY04	Initiate coordination of trans. Vision plan with DC Vision Plan and DC Comprehensive plan update.	Q4, FY04		DDOT: Michelle Pourciau (primary), Maurice Keys (secondary) FHWA: Sandra Jackson

B. Resource Stewardship

FHWA National Performance Objectives (for contextual purposes):

- Provide **stewardship of Funds** and coordinate efforts to ensure that our partners maintain good accountability for expenditures.
 1. FHWA National Performance Measures – Increase the percent of obligations expended on active projects compared to total obligations by 0.5% annually from a baseline of 71.3% in FY 2001; Reduce the annual amount of Federal aid funds obligated, but not expended, by 10% from the previous year.

Activities	Tasks	FY	Comments	Responsible Party
1. Formalize a structured system for tracking project development and implementation advanced from the TIP.	Four tasks within this activity of Tracking Project Implementation: 1) develop a methodology to formalize the tracking process by 12/31, 2) Review the process 1/1 – 1/31. 3) Modify the process 2/1 – 3/31. 4) Begin implementation on 4/1.	Q1, FY04 thru Q3, FY04		DDOT: Bill Lewis (primary), TPPA's Resource Allocation Officer as secondary, and Mesfin as contact point within IPMA FHWA: Sandra Jackson
2. Approve process to determine whether DDOT will use its TIP and its STIP.	Review STIP guidelines and compare with current processes	Q2, FY04		DDOT: Rick Rybeck FHWA: Sandra Jackson

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3. Generate data, conduct analysis, and generate a report on FY03 projects that advanced from the TIP.		FY04	Take data and analysis done in FY03 for projects moving off the TIP, and create a report.	FHWA: Sandra Jackson DDOT: Bill Lewis
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C. Alternative Transportation Methods

FHWA National Performance Objectives (for contextual purposes):

- Mitigate overall impacts of congestion through effective **local partnerships**.
 1. FHWA National Performance Measure: Increase the number of local and regional partnerships focusing on congestion mitigation strategies

DDOT's Measures:

- Implement alternative strategies to enhance system capacity and traffic flow; Increase use of alternative transportation methods. Increase by 3% the number of trips taken by alternative transportation means; Increase transit ridership by 3%; Increase total trips by bicycle by 1%; Increase number of bike lanes striped by 10 miles per year.

Activities	Task	FY	Comments	Responsible Party
1. Advance transit highway integration opportunities	A. Advance DDOT's transit priority project on Georgia Avenue B. K Street busway C. Anacostia light-rail demonstration project	All by end of FY04		DDOT: 1 st Kamal Hamud, 2 nd and 3 rd : John Deatrck, Allen Miller, and Alex Eckmann FHWA: 1 st Frank Mirack, 2 nd and 3 rd : Sandra Jackson
2. Execute freight and parking management techniques (stemming from Freight Study) Advance freight management	A. Complete ITS CVO study B. Complete Motor Carrier Threat Analysis study	2004/2005	Incorporate parking management techniques into recommendations from the mayor's parking task force (not an FHWA task).	DDOT: Douglas Noble, Task 2 = Jerryl T and Ken Laden FHWA: Sandra Jackson, Task 2 = Frank Mirack and Sandra Jackson
3. Develop local congestion strategies and policy direction with key stakeholders.	A. Create a congestion taskforce B. Completion of final report by end of FY04	A. February, FY04 B. End of Q1, FY05		DDOT: John Bullock (primary), Ken Laden (secondary) FHWA: Sandra Jackson
4. Develop an in-house capacity to conduct traffic planning/ calming studies and corridor analyses		Inhouse activity: Q4, FY04 Corridor	Must complete TSA reorganization to initiate this activity in earnest. Coordinate with SPR work program development.	DDOT: New TSA Director; Michelle Pourciau (for corridor analysis)

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		analyses: Q3, FY04		FHWA: Frank Mirack; Sandra Jackson
5. Identify the top 10 bottlenecks in the city and support solutions with DDOT		Q2, FY04		DDOT: Michelle Pourciau FHWA: Frank Mirack
6. Complete city-wide Bike Plan.		Q3, FY04	Coordinate with SPR work program development.	DDOT: Jim Sebastian FHWA: Frank Mirack
7. Complete preliminary design plan of Metropolitan Branch Trail Project.	A. Complete 8 th street scheduled sections of the trail	Q4, FY04		DDOT: Jim Sebastian (primary) and Chris Holden FHWA: Frank Mirack

D. Environmental Assessments and Impacts

FHWA National Performance Objectives (for contextual purposes):

Establish timeframes for all current projects requiring **Environmental Impact Statements or Environmental Assessments**; reduce environmental processing time.

2. FHWA National Performance Measures: Establish a baseline number of EIS and EA projects with a negotiated timeframe; reduce the median time to complete an EIS for all projects to 48 months; reduce the median time to complete an EA for all projects to 16 months.

Activities	Tasks	FY	Comments	Responsible Party
1. Use the Klinge Road EIS as a benchmark for future projects and process improvements.		Start: Jan, 04 End: Q4, 2005	Coordinate with SPR work program development.	DDOT: Maurice Keys (primary for completion) FHWA: Mike Hicks
2. Complete L'Enfant Plaza EA and develop implementation plan for following environmental documentation.		EA Completion: Q3, FY04 Follow-up environmental documentation: Q4, FY04		DDOT: Rick Rybeck (primary), Maurice (secondary) FHWA: Mike Hicks (would comment on the process)
3. Initiate EA process and complete draft documents on Theodore Roosevelt Bridge		Initiation: Q2, FY04 Draft document: Q4, FY04		DDOT: Laurence Nwankwo (primary) FHWA: Mike Hicks

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Activities	Tasks	FY	Comments	Responsible Party
		Completion Q4, FY05		
4. Establish criteria and timelines for environmental actions associated with capital projects.	A. Establish criteria to determine the level of environmental documentation required for project approval. B. Establish a timeline for all phases of environmental assessment.	A. Criteria: Q3, FY04 b. Timeline: Q3, FY04		DDOT: Maurice Keys (provides input to FHWA) FHWA: Mike Hicks (primary for completion)
5. Develop strategies and options to incorporate more NEPA responsibilities into DDOT planning, engineering and project management staff.		Q4, FY04		DDOT: John Deatrck, Ken Laden FHWA: Mike Hicks
6. Hire a dedicated NEPA staff resource		Q4, FY04		DDOT: Maurice Keys and Diane Quinn FHWA: Mike Hicks
7. Facilitate the development of an Environmental Guidebook.	Guidebook completion	Q4, FY04	DDOT needs an MOU with the National Park Service addressing interpretation and application of Section 4(f). DDOT also needs an MOU with the State Historic Preservation Officer (SHPO) on Section 106 of the Historic Preservation Act.	DDOT: Maurice Keys FHWA: Mike Hicks (50-50 responsibility split)
8. Facilitate the incorporation of environmental procedures and permitting into DDOT design standards	Incorporation of environmental procedures	Q4, FY04		DDOT: Maurice Keys FHWA: Mike Hicks (50-50 responsibility split)
9. Support DDOT in the development of a streamlined environmental process with all relevant agencies.		End of FY05	DDOT uses a standard programmatic 4(f) evaluation document produced in cooperation with FHWA and NPS.	DDOT: Maurice Keys FHWA: Mike Hicks (50-50 responsibility split)
10. Come to an agreement with NPS for environmental documents and 4F.		End of FY05		DDOT: Maurice Keys FHWA: Mike Hicks (50-50 responsibility split)

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Activities	Tasks	FY	Comments	Responsible Party
11. Support DDOT in training planning and engineering staff in NEPA requirements.		End of FY04	Underway.	DDOT: Maurice Keys and Diane Quinn FHWA: Mike Hicks

FHWA National Performance Objectives (for contextual purposes):

- Increase number of States implementing Integrated Approaches and **Context Sensitive Solutions (CSS)**.
 1. FHWA National Performance Measures: Increase the number of states that have adopted CSS from 8 to 11; establish baseline of best practices associated with integrated approaches to multimodal planning, the environmental process and project development.

Activities	Tasks	FY	Comments	Responsible Party
1. Conduct CSS/CSD training for DDOT.		Q3, FY04		DDOT: Faisal Hameed (primary), John Deatruck and Diane Quinn (secondary) FHWA: Mike Hicks

FHWA National Performance Objectives (for contextual purposes):

- Advance knowledge of FHWA staff in **ecosystem and habitat conservation** and showcase existing exemplary initiatives.
 1. FHWA National Performance Measures: Disseminate best practices on existing initiatives; increase the number of exemplary initiatives from 8 to 10; continue to replace at least a program wide average of 1.5 acres of wetlands per acre directly affected by Federal-aid highway projects.

Activities	Tasks	FY	Comments	Responsible Party
1. Assist DDOT in identifying wetlands in the District.		Q1, FY04		FHWA: Mike Hicks (primary) DDOT: Maurice Keys
2. Develop procedures for wetland avoidance and include them in the environmental taskforce.	Possible task: Develop an annual Wetland Report.	Q4, FY04	This may be of limited value prior to AWI implementation.	FHWA: Mike Hicks (primary) DDOT: Maurice Keys

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E. Research

FHWA National Performance Objectives (for contextual purposes):

- Lead and coordinate efforts to effectively perform the role of Innovator for a Better Future, and increase the effectiveness of all FHWA units, as well as our partners and stakeholders, in determining **research priorities and deploying technologies** and innovation.
 1. FHWA National Performance Measures: Implementation of the corporate master plan; percent of functional areas that have initiated a systematic process for engaging stakeholders, are using multiyear plans, and are employing merit reviews; establishment of performance measures for evaluating the effectiveness of research and deployment of technology and innovation.

Activities	Tasks	FY	Comments	Responsible Party
1. Finalize DDOT's 2004 Research Work Program		Q1, FY04	For all, coordinate with RD&T work program	DDOT: Bill Carr FHWA: Bob Mihalek
2. Implement administrative elements of DDOT's 2004 Research Work Program		Q2 – Q4, FY04		DDOT: Bill Carr FHWA: Bob Mihalek
3. Develop scope and issue solicitations for high priority research projects		Q2 – Q4, FY04		DDOT: Bill Carr FHWA: Bob Mihalek
4. Definition of research priority areas for FY05 and put out a call for new projects		Q2 – Q4, FY04		DDOT: Bill Carr FHWA: Bob Mihalek
5. Implement action items identified in final report from the 2003 Research Peer Exchange		Q2 – Q4, FY04		DDOT: Bill Carr FHWA: Bob Mihalek
6. Share and discuss FHWA's "Corporate Master Plan for Research and Technology and Innovation Deployment"		Q2 – Q4, FY04		DDOT: Bill Carr FHWA: Bob Mihalek

F. Air Quality

FHWA National Performance Objectives (for contextual purposes):

- Reinforce continued **reductions in on-road mobile source emissions**.
 1. FHWA National Performance Measure – Maintain the number of conformity lapses to at or below the average level for the previous 12 months, based on a baseline of 6 lapses in October 2002.

Activities	Tasks	FY	Comments	Responsible Party
1. Support DDOT's needs in the area of sub-allocation of mobile emissions budgets	A. ID the District's current share of the regional emissions range. B. FHWA ids areas for technical assistance C – Initiate discussions on	A. December, FY04 B. January, FY04 C. ongoing		FHWA: Sandra Jackson DDOT: Maurice Keys

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Activities	Tasks	FY	Comments	Responsible Party
	the subject			
2. Provide technical assistance to DDOT related to Air Quality Conformity Rule requirements and the Clean Air Act.		Q2, FY04	Specifically, related to conformity regulation and interagency consultation process.	FHWA: Sandra Jackson DDOT: Maurice Keys (primary) 50-50 Split
3. Update, complete CMAQ plan to project for six years	Proposals for effective projects/programs to promote effective approaches to improve air quality in the District.	Q3, FY04	DDOT activity with comments from FHWA.	FHWA: Sandra Jackson DDOT: Maurice Keys (primary)
4. Support DDOT in improving its technical capacity to improve air quality (i.e., hire an air quality/CMAQ planner)		Q2, FY04	DDOT selected a candidate to fill the spot.	FHWA: Sandra Jackson DDOT: Maurice Keys (primary)

G. Rights-of-Way Policies

FHWA National Performance Objectives (for contextual purposes):

- Ensure property owners and tenants receive protections of the Uniform Act, through increased training, innovative **ROW practices**, realty certificate program, LPA outreach and training, technical assistance to Divisions, and partnerships with IRWA, AASHTO, and colleges.
 1. FHWA National Performance Measure: Ensure all States have an effective ROW program for state ROW acquisitions and property management and for LPAs.

Activities	Tasks	FY	Comments	Responsible Party
1. Develop strategies and milestones necessary to have an FY04 approval of the ROW Manual.		End of December, 2004		DDOT: Ken Laden
2. Conduct review of DDOT's ROW Program.	A. Get a consensus within DDOT as to where organizational this function will sit B. Reach out to other agencies to incorporate those departments into row issues, 3 rd hire person, 4 th update the row manual.	End of Q2, FY04 as target date for completion of Tasks 1-3. End of FY04 as target for updating ROW manual.	Comment from Gary Henderson: ROW program is broader than the acquisition of property. Also includes encroachment issues. Management of ROW.	DDOT: Ken Laden as primary for Tasks 1 – 3, with Kevin Donahue as secondary. New hire will be responsible for Task 4. ROW: Tracey France

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Activities	Tasks	FY	Comments	Responsible Party
3. Support DDOT by developing a plan and strategies for enhancing their staff's professional capacity in appropriate areas of the ROW program.	Obtain necessary approvals in personnel process for classification, advertisement, and selection of ROW manager.	Q3 and Q4, FY04.	Happens after hiring of a dedicated ROW staff member. This task involves the identification of gaps	DDOT: Ken Laden and Virgil Green FHWA: Tracey France
4. Provide ROW training and technical assistance through NHI web-based ROW Uniform Act course, ROW Utilities National Conference, International Right of Way Association (IRWA) and other appropriate activities.		Q4, FY04 thru FY05		DDOT: Diane Quinn and future ROW staff member FHWA: Tracey France and Mike Hicks (as primary for completion)
5. Hold monthly meetings with FHWA to build the rights of way program.		Ongoing	First meeting in Dec 16 th Tuesday at 1pm on the 7 th floor of the Reeves Center TPPA conference room. Prior to Dec meeting, DDOT will put together an outline of what the different administrations are doing.	DDOT: Ken Laden FHWA: Tracey France
6. Encourage DDOT's ROW staff to participate in CSS training activities.		End of FY04	This should go into the training section.	DDOT: Diane Quinn FHWA: Mike Hicks
7. Encourage the use of existing FHWA ROW Knowledge Management tools, e.g., Peer to Peer exchange, with DDOT staff.		Q4, FY04 into FY05		DDOT: Future ROW staff member FHWA: Tracey France and Mike Hicks (as primary for completion)

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APPENDIX A: TRAINING ACTIVITY CONSOLIDATION

Activities	Tasks	FY	Comments	Responsible Party
1. Identify applicable NHI courses for inspector construction.		Q2, FY04		FHWA: Mike Hicks (primary person for task) DDOT: Diane Quinn
2. Provide course on 2002 Pavement Design Guide and Portland Cement Concrete (PCC) overlay to DDOT. Add concrete durability course for march 2004. Diane Quinn.	DDOT needs to coordinate this with NHI and get the right people to attend this.	FY04	Scheduled for Sep. 16 & 17, 2003 and Jan. 20, 2004.	DDOT: Mesfin as primary contact to coordinate with Diane Quinn about the training on Pavement Design
3. Pursue training on Final Rule for Design Build principles and practices.		2004	If no course exists, FHWA will provide more informal technical assistance on design-build issues.	FHWA: Mike Hicks to identify best practices. DDOT: Diane Quinn
4. Deliver Road Weather Management course to DDOT.		2005		FHWA: Frank Mirack DDOT: Diane Quinn (primary) Jim Austrich
5. Provide "Intersection Safety" course to DDOT.		Q4, FY04	Will only proceed with this task after confirming that the need exists	DDOT: Diane Quinn (primary) and Fouad Youssef and John Deatruck (secondary) FHWA: Frank Mirack
6. Develop strategies and options to incorporate more NEPA responsibilities into DDOT planning, engineering and project management staff.		Q4, FY04		DDOT: John Deatruck, Ken Laden and Diane Quinn (primary) FHWA: Mike Hicks
7. Hire a dedicated NEPA staff resource		Q4, FY04		DDOT: Maurice Keys and Diane Quinn FHWA: Mike Hicks
8. Support DDOT in training planning and engineering staff in NEPA requirements.		End of FY04	Underway.	DDOT: Maurice Keys and Diane Quinn FHWA: Mike Hicks

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Activities	Tasks	FY	Comments	Responsible Party
9. Conduct CSS/CSD training for DDOT.		Q3, FY04		DDOT: Ann Simpson Mason (primary) and Diane Quinn FHWA: Mike Hicks
10. Provide ROW training and technical assistance through NHI web-based ROW Uniform Act course, ROW Utilities National Conference, International Right of Way Association (IRWA) and other appropriate activities.		Q4, FY04 thru FY05		DDOT: Diane Quinn and future ROW staff member FHWA: Tracey France and Mike Hicks (as primary for completion)
11. Encourage DDOT's ROW staff to participate in CSS training activities.		End of FY04	This should go into the training section.	DDOT: Diane Quinn FHWA: Mike Hicks
12. Continue to provide Federal Aid training 101 and incorporate basic finance training during employee orientation.		Q2, FY04	Keep in mind for federal training that are offered locally for a few key staff members within DDOT	DDOT: Diane Quinn FHWA: Mike Hicks to approve training request
13. Provide briefing on final legislation for reauthorization and implementation of reauthorization.		TBD		FHWA: Mark Kehrli to generate the training. DDOT: Diane Quinn to coordinate attendance
14. Training on RLR countermeasures		Q2, FY03		DDOT: Frank Mirack, Diane Quinn (primary) FHWA: Fouad Youssef
15. Training on Contract Administration procedures		FY04		DDOT: Diane Quinn and Jerry Carter FHWA: Mark Kehrli