

# **DISTRICT OF COLUMBIA**

## **Commercial Vehicle Safety Plan for the Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program Fiscal Year 2018**

**Date of Approval: Oct 29, 2018**

**Final CVSP**

## Part 1 - MCSAP Overview

### 1 - Introduction

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to States to help reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved accidents, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.201](#) and [205](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before August 1 of each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan each year to receive MCSAP funds.

The online CVSP tool (eCVSP) outlines the State's CMV safety objectives, strategies, activities and performance measures and is organized into the following five parts:

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements
- Part 3: National Emphasis Areas and State Specific Objectives
- Part 4: Financial Information
- Part 5: Certifications and Documents

You will find that each of the five eCVSP parts listed above contains different subsections. Each subsection category will provide you with detailed explanation and instruction on what to do for completing the necessary tables and narratives.

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit either a single year, or a 3-year plan. As used within the eCVSP, the term 'State' means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

## 2 - Mission/Goal Statement

### Instructions:

*Briefly describe the mission or goal of the lead State commercial motor vehicle safety agency responsible for administering this Commercial Vehicle Safety Plan (CVSP) throughout the State.*

**NOTE:** *Please do not include information on any other FMCSA grant activities or expenses in the CVSP.*

The District of Columbia's Motor Carrier Safety Assistance Program's mission at the Metropolitan Police Department (MPD) is aimed at enhancing highway safety by preventing Commercial Motor Vehicle (CMV) related crashes and ensuring safe, secure transportation of people and property by CMVs on highways.

MPD manages its regular law enforcement duties in the District of Columbia. However, MPD is committed to achieving a set goal to reduce large truck and bus related crashes and fatalities by 2% compared to the previous year. From the District Department of Transportation (DDOT) and Howard University's Traffic Safety Statistics Report, an average of 3 fatalities per year was identified between 2014 and 2016 in the District of Columbia (DC). Therefore, the District plans to reduce that number by approximately 70% (2 fatalities) for the next fiscal year.

From previous years, the fatality rate in the District has been consistently low. However, it is important to note that MPD will continue to work on reducing fatalities and their possible causes in the hope of producing meaningful and measurable results. Thus, activities such as strike forces, and other motor coach safety initiatives such as Out-Of-Service (OOS) orders will be implemented.

### 3 - MCSAP Structure Explanation

#### Instructions:

*Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant.*

**NOTE:** *Please do not include activities or expenses associated with any other FMCSA grant program.*

The Metropolitan Police Department is the state agency in charge of enforcing Motor Carrier Safety laws and regulations in the District of Columbia. In addition to the laws pertaining to commercial vehicle safety, hazardous materials, the Controlled Substances Act and selected portions of the Criminal Code, MPD's Motor Carrier Safety Unit (MCSU) also enforces laws and regulations governing registration, tax compliance, size and weight, and over-dimensional loads. The District will collaborate with the Federal Motor Carrier Safety Administration (FMCSA) in the enforcement of federal requirements pertaining to registration and financial responsibility.

The District of Columbia's 2018 Commercial Vehicle Safety Plan (CVSP) is structured in accordance with Section 350.211(a) (2) of the Federal Motor Carrier Safety Regulations and FMCSA planning memorandum for FY18. Table 1 presents the participating agencies and number of personnel supporting the MCSAP program.

**Table 1: Participating agencies and number of personnel supporting the program**

Participating Agency	# Certified CMV Inspectors (non-sworn)	# Certified CMV Officers (sworn)	# Sworn Officers supported by MCSAP funds
Metropolitan Police Department - MCSU	7	1	8

**4 - MCSAP Structure****Instructions:**

Complete the following tables for the MCSAP lead agency, each subrecipient and non-funded agency conducting eligible CMV safety activities.

The tables below show the total number of personnel participating in MCSAP activities, including full time and part time personnel. This is the total number of non-duplicated individuals involved in all MCSAP activities within the CVSP. (The agency and subrecipient names entered in these tables will be used in the National Program Elements —Roadside Inspections area.)

The national program elements sub-categories represent the number of personnel involved in that specific area of enforcement. FMCSA recognizes that some staff may be involved in more than one area of activity.

Lead Agency Information	
Agency Name:	DC METROPOLITAN POLICE DEPARTMENT
Enter total number of personnel participating in MCSAP activities	8
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	7
Traffic Enforcement Activities	7
Investigations*	0
Public Education and Awareness	7
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	0
Total # of MCSAP Participating Personnel:	0

## Part 2 - Crash Reduction and National Program Elements

### 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2018 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

*In past years, the program effectiveness summary trend analysis and performance goals were separate areas in the CVSP. Beginning in FY 2018, these areas have been merged and categorized by the National Program Elements as described in [49 CFR 350.109](#). This change is intended to streamline and incorporate this information into one single area of the CVSP based upon activity type.*

**Note:** *For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures. Such measures include roadside inspections, traffic enforcement activity, investigation/review activity, and data quality by quarter for the current and past two fiscal years using the State Quarterly Report and CVSP Data Dashboard, and/or the CVSP Toolkit on the A&I Online website. The Data Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <http://ai.fmcsa.dot.gov/StatePrograms/Home.aspx>. A user id and password are required to access this system.*

*In addition, States can utilize other data sources available on the A&I Online website as well as internal State data sources. It is important to reference the data source used in developing problem statements, baselines and performance goals/ objectives.*

## 2 - CMV Crash Reduction

The primary mission of the Federal Motor Carrier Safety Administration (FMCSA) is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing commercial motor vehicle (CMV) related crashes.

### Trend Analysis for 2012 - 2016

#### Instructions for all tables in this section:

Complete the tables below to document the State's past performance trend analysis over the past five measurement periods. All columns in the table must be completed.

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
  - In the Goal column, enter the goal from the corresponding CVSP for the measurement period.
  - In the Outcome column, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.

### ALL CMV CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). Other can include injury only or property damage crashes.

**Goal measurement as defined by your State:** Actual # Fatalities

**If you select 'Other' as the goal measurement, explain the measurement used in the text box provided:**

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	0	2	0
10/01/2014	09/30/2015	3	3	3
10/01/2013	09/30/2014	4	6	4
10/01/2012	09/30/2013	7	2	7
10/01/2011	09/30/2012	3	5	3

## MOTORCOACH/PASSENGER CARRIER CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

**Goal measurement as defined by your State:** Actual # Fatalities

**If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:**

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	0	0	0
10/01/2014	09/30/2015	0	0	0
10/01/2013	09/30/2014	0	0	0
10/01/2012	09/30/2013	0	0	0
10/01/2011	09/30/2012	0	3	0



## Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

Hazardous material is anything that is listed in the hazardous materials table or that meets the definition of any of the hazard classes as specified by Federal law. The Secretary of Transportation has determined that hazardous materials are those materials capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term hazardous material includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, and all other materials listed in the hazardous materials table.

For the purposes of the table below, HM crashes involve a release/spill of HM that is part of the manifested load. (This does not include fuel spilled from ruptured CMV fuel tanks as a result of the crash).

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g., large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

**Goal measurement as defined by your State:** Actual # Fatal Crashes

**If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:**

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	0	0	0
10/01/2014	09/30/2015	0	0	0
10/01/2013	09/30/2014	0	0	0
10/01/2012	09/30/2013	0	0	0
10/01/2011	09/30/2012	0	0	0

***Enter the data sources and capture dates of the data listed in each of the tables above.***

Traffic Safety Statistics Report for the District of Columbia 2014-2016/FMCSA/MCMIS Traffic Safety Statistics Report for the District of Columbia 2013-2015/FMCSA/MCMIS Traffic Safety Statistics Report for the District of Columbia 2012-2014/FMCSA/MCMIS MPD Crash Database

***Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.***

A low number of fatalities per year was observed in the District, compared to what other states report on an annual basis. Nevertheless, MPD makes significant strides to minimize the average number of fatalities. Currently, State Safety Data Quality (SSDQ) is being addressed by the unit official in charge and MPD is on pace to achieve a good standing or "green" rating in all SSDQ categories prior to FY18.

In addition, a SaDip grant is needed to help support, streamline and re-configure the uploading process of the current traffic crash reporting system. These actions, if enacted, are expected to improve the system by separating the data (including crash) on commercial carrier vehicles from other forms of transportation that are currently covered under the generic form in the system.

Since 2011 fatalities related to large truck/buses have not occurred. Furthermore, when reviewing the total number of motor coach crashes reported, it must be taken into consideration that under the Metropolitan Police Traffic Crash Reporting System, all crashes that involve the Metro Bus Transit System (public transportation system) are recorded as a motor coach crash. MPD is in the process of filtering the system to add Metro Buses as a separate classification in order to more accurately capture motor coach crashes and use them in future analysis. No motor coach/passenger fatalities have been reported since 2011.

The District neither encounters HAZMAT traffic nor has it had significant events or crashes in the last several years involving HAZMAT. Within the past five years, the District has not experienced any HAZMAT fatalities, which could be attributed to MCSAP officers' diligence in ensuring that carriers of such abide by all safety rules and regulations as required by law.

***Narrative Overview for FY 2018******Instructions:***

*The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicles. The State has flexibility in setting its goal and it can be based on raw numbers (e.g., total number of fatalities or CMV crashes), based on a rate (e.g., fatalities per 100 million VMT), etc.*

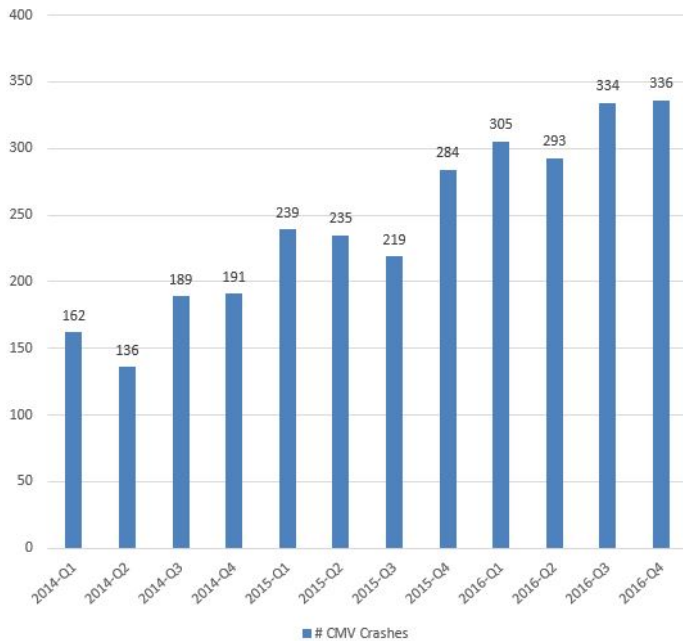
***Problem Statement Narrative: Describe the identified problem, include baseline data and identify the measurement method.***

Recent years have proven that the District of Columbia has consistently had a reduced number of CMV-related crashes compared to the national average. In addition, the District recognizes that the low number of commercial vehicle-related fatalities annually is directly correlated to the District's geographical small size.

However, due to a recent change in MPD's data structure, the District's CMV crash database includes all crashes that involve any type of vehicle used commercially. i.e., Metro Bus, taxi cabs, etc.

Thus, CMV-related crash data reflects a continuous increase since FY14. Figure 1 presents the number of CMV-related crashes per quarter from FY14 through FY16. The system is in the process of being upgraded to segregate the commercial passenger and commercial vehicle from those involving Metro Buses and Taxis.

**Figure 1: CMV-related crashes per quarter**



**Enter the data source and capture date:**

Data Source: Traffic Safety Statistics Report for the District of Columbia 2013-2015/ FMCSA/ MCMIS MPD Crash Database Capture Date: 07/31/2017

**Projected Goal for FY 2018**

**Enter Crash Reduction Goal:**

MPD's goal is to reduce CMV-related crashes and fatalities by 2% compared to the previous fiscal year.

**Program Activities: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.**

The District of Columbia shall continue to focus on an interactive approach of identifying cause and effect leading to those crashes and the geographic regions where they occur. In the past, there has been proven success concentrating MCSAP Officers on statistically high crash corridors within the city, subsequently reducing the number of crashes and fatalities. Therefore, to sustain this annual low fatality and crash rate, the MCSAP grant will continue to help to enforce areas of the city identified as high crash corridors in prior CVSP's.

The following are targeted as high Crash Corridors in the District:

- 1) Pennsylvania Avenue
- 2) New York Ave.
- 3) Georgia Ave.
- 4) North Capitol St.
- 5) Connecticut Ave.
- 6) Sixteenth St.
- 7) Wisconsin Ave.
- 8) Florida Ave.
- 9) Rhode Island Ave.
- 10) Benning Rd.
- 11) Southern Ave.
- 12) Bladensburg Rd
- 13) Constitution Ave.
- 14) New Jersey Ave.

In addition, the District plans to continue its quarterly motor coach strike force inspections and to increase the enforcement on high crash corridors, work zones and around the ever increasing downtown tourist areas in the District.

***Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the required Standard Form - Performance Progress Reports (SF-PPRs).***

***Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.***

The District will maintain a proactive approach by reviewing inspection and crash statistics reports and continuing its outreach to the public during its annual safety events and interaction with carriers while assisting in highlighting the safest routes for CMVs through the city and during escorts. As in prior years, these measures may be used to identify shortfalls on a quarterly basis and adjust enforcement operations to achieve the performance objectives. Finally, the District will monitor its reduction goal by monitoring key statistics in the quarterly and annual reports.

### 3 - Roadside Inspections

*In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2018.*

**Note:** *In completing this section, do NOT include border enforcement inspections. Border Enforcement activities will be captured in a separate section if applicable.*

#### **Trend Analysis for 2012 - 2016**

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	712	813	868	595	647
Level 2: Walk-Around	1683	1774	1725	1218	1142
Level 3: Driver-Only	2023	2596	2428	1254	1238
Level 4: Special Inspections	6	57	2	2	6
Level 5: Vehicle-Only	0	0	8	0	4
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>4424</b>	<b>5240</b>	<b>5031</b>	<b>3069</b>	<b>3037</b>

#### **Narrative Overview for FY 2018**

##### **Overview:**

*Describe components of the State's general Roadside and Fixed-Facility Inspection Program. Include the day-to-day routine for inspections and explain resource allocation decisions (i.e., number of FTE, where inspectors are working and why).*

**Enter a narrative of the State's overall inspection program, including a description of how the State will monitor its program to ensure effectiveness and consistency.**

The Metropolitan Police Department (MPD) is the state agency charged with enforcing motor carrier safety laws and regulations in the District of Columbia. In addition to the laws pertaining to commercial vehicle safety, hazardous materials, the controlled substances act and selected portions of the criminal code, MPD's motor carrier safety unit (MCU) also enforces laws and regulations governing registration, tax compliance, size and weight, and over-dimensional loads. The district collaborates with the federal motor carrier safety administration (FMCSA) in the enforcement of federal requirements pertaining to registration and financial responsibility.

#### **Projected Goals for FY 2018**

##### **Instructions for Projected Goals:**

*Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Year 2018. For FY 2018, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.*

*To modify the names of the Lead or Subrecipient agencies, or the number of Subrecipient or Non-Funded Agencies, visit [Part 1, MCSAP Structure](#).*

**Note:** *Per the [MCSAP Comprehensive Policy](#), States are strongly encouraged to conduct at least 25 percent Level 1 inspections and 33 percent Level 3 inspections of the total inspections conducted. If the State opts to do less than these minimums, provide an explanation in space provided on the Summary tab.*

#### **MCSAP Lead Agency**

**Lead Agency is:** DC METROPOLITAN POLICE DEPARTMENT

**Enter the total number of certified personnel in the Lead agency:** 7

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	863	0	803	1666	26.44%
Level 2: Walk-Around	618	0	608	1226	19.46%
Level 3: Driver-Only	1801	0	1607	3408	54.10%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	0	0	0.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>3282</b>	<b>0</b>	<b>3018</b>	<b>6300</b>	

#### **MCSAP subrecipient agency**

**Complete the following information for each MCSAP subrecipient agency. A separate table must be created for each subrecipient.**

You have not entered any subrecipient information. Visit Part 1, MCSAP Structure to add subrecipient information.

**Non-Funded Agencies**

Total number of agencies:	0
Enter the total number of non-funded certified officers:	0
Enter the total number of inspections projected for FY 2018:	0

**Summary**

## Projected Goals for FY 2018 - Roadside Inspections Summary

<b>Projected Goals for FY 2018 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: DC METROPOLITAN POLICE DEPARTMENT</b>					
<b># certified personnel: 7</b>					
<b>Subrecipient Agencies:</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 0</b>					
<b># certified personnel: 0</b>					
<b># projected inspections: 0</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	863	0	803	1666	26.44%
Level 2: Walk-Around	618	0	608	1226	19.46%
Level 3: Driver-Only	1801	0	1607	3408	54.10%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	0	0	0.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>3282</b>	<b>0</b>	<b>3018</b>	<b>6300</b>	

**Note:** If the minimum numbers for Level 1 and Level 3 inspections are less than described in the [MCSAP Comprehensive Policy](#), briefly explain why the minimum(s) will not be met.



**4 - Investigations**

*Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year.*



**The State does not conduct investigations. If this box is checked, the tables and narrative are not required to be completed and won't be displayed.**

## 5 - Traffic Enforcement

Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes).

### Trend Analysis for 2012 - 2016

#### Instructions:

Please refer to the [MCSAP Comprehensive Policy](#) for an explanation of FMCSA's traffic enforcement guidance. Complete the tables below to document the State's safety performance goals and outcomes over the past five measurement periods.

1. Insert the beginning and end dates of the measurement period being used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12-month period for which data is available).
2. Insert the total number CMV traffic enforcement stops with an inspection, CMV traffic enforcement stops without an inspection, and non-CMV stops in the tables below.
3. Insert the total number of written warnings and citations issued during the measurement period. The number of warnings and citations are combined in the last column.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2015	09/30/2016	974	0
10/01/2014	09/30/2015	586	0
10/01/2013	09/30/2014	1564	0
10/01/2012	09/30/2013	1719	0
10/01/2011	09/30/2012	1296	0

☒ The State does not conduct CMV traffic enforcement stops without an inspection. If this box is checked, the "CMV Traffic Enforcement Stops without an Inspection" table is not required to be completed and won't be displayed.

☒ The State does not conduct documented non-CMV traffic enforcement stops and was not reimbursed by the MCSAP grant (or used for State Share or MOE). If this box is checked, the "Non-CMV Traffic Enforcement Stops" table is not required to be completed and won't be displayed.

Enter the source and capture date of the data listed in the tables above.

Safetynet Inspection MCSAP Reporting System Capture date: 07/31/2017

### Narrative Overview for FY 2018

#### Instructions:

Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic

enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State must conduct these activities in accordance with the [MCSAP Comprehensive Policy](#).

The District will continue to target CMVs on all of the top CMV targeted crash corridors from prior year CVSPs and crash reports. The goal is to cite speeding, impaired and aggressive drivers. The objective is to increase aggressive driver enforcement citations by 10%. The District will deploy the seven (7) Motor Carrier Safety Unit (MCSU) officers that will monitor CMV traffic for driver violations. An impaired driving violation in conjunction with any of the other 19 violations noted in the MCMIS program does qualify as a Roadside Inspection (RI). CMV operators driving in an unsafe manner trigger enforcement activity to include roadside inspection. CMV speeding, aggressive/impaired driving, seatbelt, and secure cargo violations are common and a threat to public safety. CMV drivers are aware that the MPD's MCSU patrol coverage is limited to the small size of its unit. Thus, by regular enforcement MCSU officers will not work only to reduce crashes but create a presence thereby encouraging the improvement of safety concerns of carriers, drivers, and the general public.

### Projected Goals for FY 2018

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

			Enter Projected Goals (Number of Stops only)
Yes	No	Traffic Enforcement Activities	FY 2018
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	5803
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	550

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2018 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2018 Activities	Average 2004/05 Activities
6300	0	0	6300	6188

### Describe how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.

MPD's Motor Carrier Safety Unit (MCSU) officers will conduct traffic enforcement in high-frequency crash corridors on a rotating basis, in a manner that will be monitored by the CVSP Grant Manager and the MCSU Sergeant in order to provide consistent and even coverage of the corridors. Thus, by regular enforcement MCSU officers will create a presence in high-frequency crash locations, thereby encouraging the improvement of safety concerns of carriers, drivers, and the general public.

## 6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility. ([49 CFR 350.201 \(aa\)](#)) States must achieve full participation (Step 6) by October 1, 2020. Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(cc\)](#).)

For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of at least Step 6 in PRISM, O&M costs are eligible expenses.

These expenses must be included in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

### Safety Technology Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, please indicate that in the table below. Additionally, details must be in this section and in your Spending Plan.

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Deploying Core CVISN	No
PRISM	Step 8	No

Available data sources:

- [FMCSA website ITD information](#)
- [FMCSA website PRISM information](#)

**Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency:** DC Metropolitan Police Department

**Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:** DC Metropolitan Police Department

### Narrative Overview for FY 2018

#### Problem Statement Narrative and Projected Goal:

**If the State's PRISM compliance is less than full participation, describe activities your State plans to implement to achieve full participation in PRISM.**

**Program Activities: Describe any actions that will be taken to implement full participation in PRISM.**

**Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.**

## 7 - Public Education and Outreach

*A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses.*

### **Trend Analysis for 2012 - 2016**

*In the table below, provide the number of public education and outreach activities conducted in the past 5 years.*

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	0	0	0	0	0
CMV Safety Belt Education and Outreach	0	0	0	0	0
State Trucking Association Meetings	0	0	0	0	0
State-Sponsored Outreach Events	0	0	0	0	0
Local Educational Safety Events	0	0	0	1	1
Teen Safety Events	0	0	0	0	0

### **Narrative Overview for FY 2018**

**Performance Objective:** *To increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities such as safety talks, safety demonstrations, etc.*

**Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safety initiatives. Include the number of personnel that will be participating in this effort.**

As stated earlier, the District will continue to raise awareness annually for both pedestrians and CMV drivers of the dangers posed by CMVs and to highlight the problem of serious crashes involving turning CMVs and pedestrians at intersections. Over the past few years, the District has experienced eight (8) fatalities and at least the same number of critically injured pedestrians in crosswalks struck by CMVs while making turns at intersections.

### **Projected Goals for FY 2018**

**In the table below, indicate if the State intends to conduct the listed program activities, and the estimated number, based on the descriptions in the narrative above.**

			Performance Goals
Yes	No	Activity Type	FY 2018
<input type="radio"/>	<input checked="" type="radio"/>	Carrier Safety Talks	
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	2
<input type="radio"/>	<input checked="" type="radio"/>	State Trucking Association Meetings	
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	2
<input type="radio"/>	<input checked="" type="radio"/>	Local Educational Safety Events	
<input type="radio"/>	<input checked="" type="radio"/>	Teen Safety Events	

**Performance Measurements and Monitoring:** *Describe all performance measures and how the State will conduct monitoring of progress. States must report the quantity, duration and number of attendees in their quarterly SF-PPR reports.*

The District will continue to examine the crash data from the annual DDOT Traffic Safety Statistics Report in order to assess the overall impact on crashes along specific corridors during and after the conclusion of the safety campaigns

to quantify any reduction in crashes involving pedestrians and CMVs during that period.

In addition, the Grant Manager and his/her support staff will continue to engage officers to log the amounts of calls involving outreach, education to the industry and public. Such activities will assist the MCSU in quantifying the effect of MPD efforts to ensure that drivers, carriers and the public are aware of regulations and laws.

## 8 - State Safety Data Quality (SSDQ)

The FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Safety Data Systems (SSDQ) if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).

### SSDQ Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, select Yes. These expenses must be included in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Poor	No

Available data sources:

- [FMCSA website SSDQ information](#)

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2018.

SSDQ Category	Current SSDQ Rating	Goal for FY 2018
Crash Record Completeness	Poor	Fair
Fatal Crash Completeness	Good	Good
Crash Timeliness	Good	Good
Crash Accuracy	Poor	Fair
Crash Consistency	No Flag	No Flag
Inspection Record Completeness	Good	Good
Inspection VIN Accuracy	Good	Good
Inspection Timeliness	Poor	Fair
Inspection Accuracy	Good	Good

**Enter the date of the A & I Online data snapshot used for the "Current SSDQ Rating" column.**

<https://ai.fmcsa.dot.gov/DataQuality/StateOverall.aspx> 07/31/2017

### Narrative Overview for FY 2018

**Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary.**

As the source of the majority of reports related to traffic crashes in the District of Columbia, MPD has the primary responsibility for overseeing the collection and reporting accurate and timely safety data on CMVs to the Federal Motor Carrier Safety Administration (FMCSA). MPD is also an active participant on the interagency DC Traffic Records Coordinating Committee (TRCC), whose goal is to improve the quality of traffic crash data in the District of Columbia.

Within the past 2 years, MPD has not received a grant to support the improvement of the quality of the crash data and timely uploads into SAFETYNET and other programs. Due to the lack of personnel or resources to perform data audits, analysis and preparation of reports, MPD has been unable to meet its goal of improving the data quality and reporting requirements to FMCSA. As part of this funding initiative, MPD will engage Howard University to conduct a needs assessment for the improvement of crash data quality, especially for CMVs. This will include assessment of any needed enhancements to the current Traffic Crash Data Application as well as processes needed for approvals of crash reports. Howard University will continue to prepare annual CMV Crash Statistics Reports for dissemination.

Consequently, the District of Columbia's state rating is poor in three out of the nine FMCSAs SSDQ measures due to

its inability to verify the completeness and accuracy of the records uploaded, as well as the timeliness of their uploading to the system.

***Program Activities for FY 2018 - 2020: Describe any actions that will be taken to achieve a “Good” rating in any category not currently rated as “Good,” including measurable milestones.***

Howard University will be engaged to conduct a needs assessment of the state of crash data quality for MPD. This needs assessment will involve one or more of the following:

- A review of the current automated crash reporting system will be conducted. This will include a review of the categories in the current PD-10 specifically for CMVs. Reported crashes involving Metro Buses and Taxis will also be reviewed.
- Howard University will also review the CMV inspection Reports, MPD officers data input processes, reviews of supervisors as well all other processes that may potentially improve the quality of the crash data in DC.

***Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.***

The following are the performance measures that will be used to be undertaken by Howard University and the MPD Grant support staff:

- uploading all crash data within the 90-day to achieve an overall data improvement rating
- preparation of quarterly SF-PPR reports for MPD
- identify and address any problem areas identified in reference to the overall performance of each the three relevant areas related to CMV's SSDQs.
- prepare status reports for the needs assessment study for the crash data quality improvement



## 9 - New Entrant Safety Audits

The FAST Act states that conducting interstate New Entrant safety audits is now a requirement to participate in the MCSAP ([49 CFR 350.201](#).) The Act allows a State to conduct intrastate New Entrant safety audits at the State's discretion. States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

*Note: The FAST Act also says that a State or a third party may conduct New Entrant safety audits. If a State authorizes a third party to conduct safety audits on its behalf, the State must verify the quality of the work conducted and remains solely responsible for the management and oversight of the New Entrant activities.*

Yes	No	Question
<input type="radio"/>	<input checked="" type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input type="radio"/>	<input checked="" type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

### Trend Analysis for 2012 - 2016

In the table below, provide the number of New Entrant safety audits conducted in the past 5 years.

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	0	0	0	0	0
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Intrastate safety audits will not be reflected in any FMCSA data systems—totals must be derived from State data sources.

### Narrative Overview for FY 2018

**Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency:** DC Metropolitan Police Department

**Program Goal:** Reduce the number and severity of crashes, injuries, and fatalities involving commercial motor vehicles by reviewing interstate new entrant carriers. At the State's discretion, intrastate motor carriers are reviewed to ensure they have effective safety management programs.

**Program Objective:** Statutory time limits for processing and completing interstate safety audits are:

- If entry date into the New Entrant program (as shown in FMCSA data systems) September 30, 2013 or earlier—safety audit must be completed within 18 months.
- If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later—safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

### Projected Goals for FY 2018

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.
- **Offsite safety audit** is a desktop review of a single New Entrant motor carrier's basic safety management controls and can be conducted from any location other than a motor carrier's place of business. Offsite audits are conducted by States that have completed the FMCSA New Entrant training for offsite audits.
- **Group audits** are neither an onsite nor offsite audit. Group audits are conducted on multiple carriers at an alternative location (i.e., hotel, border inspection station, State office, etc.).

Projected Goals for FY 2018 - New Entrant Safety Audits		
	FY 2018	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	0	0
# of Safety Audits (Offsite)	0	0
# Group Audits	0	0
<b>TOTAL Safety Audits</b>	<b>0</b>	<b>0</b>
# of Non-Audit Resolutions	0	0

**Strategies:** Describe the strategies that will be utilized to meet the program objective above. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.

MPD will lead the management of the New Entrant (NE) Program and conduct all Safety Audits (SA) of all new carriers to monitor drivers and carriers during their first 18 months on the road, with the oversight of the DC Division Office of FMCSA. This will ensure that MPD has the essential safety management practices in place. The safety audits will be designed to ensure new entrant carriers have the knowledge and tools they need to operate safely and comply with state and federal regulations.

Due to the size of the District of Columbia, in relation to the number of potential new entrants per year, the minimum required and applicable number of safety audits to be conducted in the DC will be determined in consultation with the Eastern Division Office of FMCSA.

**Activity Plan:** Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

**Performance Measurement Plan:** Describe how you will measure progress toward meeting the objective, such as quantifiable and measurable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks to be reported on in the quarterly progress report, or as annual outputs.

**Part 3 - National Emphasis Areas and State Specific Objectives**

*FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary.*

**1 - Enforcement of Federal OOS Orders during Roadside Activities****Instructions:**

*FMCSA has established an Out-of-Service (OOS) catch rate of 85 percent for carriers operating while under an OOS order. In this part, States will indicate their catch rate is at least 85 percent by using the check box or completing the problem statement portion below.*

**Check this box if:**

**As evidenced by the data provided by FMCSA, the State identifies at least 85 percent of carriers operating under a Federal OOS order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities.**

## 2 - Passenger Carrier Enforcement

### Instructions:

*FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high risk carriers. Additionally, States are asked to allocate resources to participate in the enhanced investigations training being offered by FMCSA. Finally, States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.*

### Check this box if:

☐ As evidenced by the trend analysis data, the State has not identified a significant passenger transportation safety problem. Therefore, the State will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the Federal Motor Carrier Safety Regulations (FMCSRs) pertaining to passenger transportation by CMVs in a manner consistent with the [MCSAP Comprehensive Policy](#) as described either below or in the roadside inspection section.

### Narrative Overview for FY 2018

#### **Problem Statement Narrative: Describe the problem as identified by performance data and include the baseline data.**

As the nation's capital, the District of Columbia is a common destination for charter and tour buses. During the high season, which runs from early April through July, it is estimated that motor coach visits to the District exceed 1,200 per year.

#### **Projected Goals for FY 2018: Enter performance goals.**

The MCSU shall maintain present levels of inspections by conducting a minimum of 2,500 motor coach inspections during FY18. Further, the MCSU seeks to reduce Motor Coach crashes by 2% through its annual strike force campaigns in high volume tour bus areas. This can be monitored by the number of inspections that are conducted during the quarterly Motor Coach Strike Force Operations that specifically target the passenger carriers as they enter the high volume tourist areas of the city. The District has the ability to inspect large numbers of Motor coach and buses due to the fact that these modes of commercial travel and converge in the same general locations which are the tourist attractions in and around the National Mall.

#### **Program Activities: Provide additional information regarding how these activities will be implemented.**

The District will continue mobile CMV enforcement utilizing 7 MPD MCSU Certified Officers as well as officers assigned to the various police districts within the city to support the MCSAP program. The District will also participate in annual public education, awareness and behavioral change campaigns such as the Distracted Driver, Pedestrian Safety, and Street Smart programs. The goal is to continue to reduce crashes by 2% or 16 crashes based on an average of 801 crashes annually.

#### **Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.**

Continuous review of the measurement of effectiveness based on inspection data compiled by the MCSAP Officers and subsequently entered into SAFETYNET. MPD will continue to use this proven process to assess its performance for FY18.

### 3 - State Specific Objectives – Past

#### Instructions:

*Describe any State-specific CMV problems that were addressed with FY2017 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2017 CVSP.*

#### **Progress Report on State Specific Objectives(s) from the FY 2017 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2017 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*

#### Activity #1

##### **Activity: Describe State-specific activity conducted from previous year's CVSP.**

Deployment of MCSAP Officers will be based on statistics from the District CMV Traffic Collision Fact Book 2013-2015. The data highlighted a greater number of CMV crashes are consistently reported between the hours of 8 AM and 6 PM, and approximately 45% of the CMV crashes resulting in injuries occurred during this period. Therefore, the District will deploy enforcement officers to perform daily enforcement and coordinate CMV crash reduction activities along these corridors to coincide with federal and local initiatives: Checkpoint Strike force; Street Smart, and Distracted Driver and Ticketing Aggressive Cars and Trucks. Regular enforcement shall continue on previously identified high collision I violation corridors. Overtime enforcement will be directed to respond to the changing patterns and routes with the rapid upswing in new construction in the down town business district.

##### **Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate).**

The program will continue to reduce CMV crashes annually by 2%. MPD's MCSU will continue enforcement operations using a combination of regular tour and overtime hours. The District's performance objective is to maintain or continue to reduce truck or bus related fatal crashes. The District shall focus on an interactive approach in maintaining its annual low number of CMV crashes and concentrate on identifying cause and effect leading to those crashes and thus educate the public and carriers to those safety concerns.

##### **Actual: Insert year to date progress (#, %, etc., as appropriate).**

There was an increase in the number of CMV-related crashes. However, this could be due to the change in the data structure of MPD's crash database that fails to segregate CMV-related crashes from crashes by commercially used vehicles (i.e. Metro Bus, Taxi cabs)

##### **Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

Over the last 3 years, the District averaged 1,027 CMV-related crashes from FY13 to FY 15. MPD will continue to use this process to assess their performance for FY17. MPD will continue to enforce identified high crash corridors to continue to reduce fatal and non-fatal CMV crashes by continuous daily enforcement and outreach. MPD occasionally escorts oversize and overweight vehicles and inspections them. The data on the frequency of such events are unavailable.

#### Activity #2

##### **Activity: Describe State-specific activity conducted from previous year's CVSP.**

With regard to the crash data, the District has uploaded backlogged data from prior years which has been the main source of the city's problem in terms of current data in the system. The District continues to make strides each year with improving input of all data on time. With data quality inspection, the District has generally been consistent. The data inspection over the last several years has been accurate; however, inspection report timeliness was a problem. The District currently has proposed automation of uploads and is working to finalize with IT support. Currently, the MCSU Sergeant, Program Manager, and their support staff are tasked with the overall review, update, and submission of reports to FMCSA. Both are currently involved in finally clearing the backlog of DataQs in FY17.

##### **Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate).**

By the end of FY17, the District anticipates to achieve a green or good overall rating. For crash data, the District proposes to achieve good ratings for all five of the crash measures to include crash consistency. For inspection data quality, MPD has consistently achieved a good rating over the last few years. With regard to DataQs, MPD continues to slowly improve on its response times. By FY17, MPD will consistently respond to Requests for Data Reviews (RDRs) within the FMCSA guidelines of 10 business days or less.

***Actual: Insert year to date progress (#, %, etc., as appropriate).***

Currently, the District has a POOR rating only on Crash Record Completeness and Crash Accuracy. On the other hand, Fatal Crash completeness and crash timeliness have a GOOD rating.

***Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.***

The District has identified its previous problems and continues to take next steps to resolve timeliness of inspection and crash report uploads and other data input issues associated with DataQs. Accurate and timely inspections, as well as crash and traffic enforcement data, are essential to identify existing and potential problems. In prior years, the District of Columbia's overall state rating was poor in almost all nine FMCSA State Safety Data Quality measures due to crash data quality and inability to upload data in a timely fashion.

#### 4 - State Specific Objectives – Future

##### Instructions:

*The State may include additional objectives from the national priorities or emphasis areas identified in the NOFO as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc.*

*Describe any State-specific objective(s) identified for FY 2018. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

##### State Objective #1

##### **Enter the title of your State-Identified Objective.**

Reduction of CMV-related crashes

##### **Narrative Overview for FY 2018**

##### **Problem Statement Narrative: Describe problem identified by performance data including baseline data.**

Over the last 3 years, the District averaged 974 CMV-related crashes from FY14 to FY16. MPD will continue to use this process to assess their performance for FY18. MPD will continue to enforce identified high crash corridors to continue to enforce a reduction in fatal and non-fatal CMV crashes by continuous daily enforcement and outreach. MPD occasionally escorts oversize and overweight vehicles and inspections them. The data on the frequency of such events are unavailable.

##### **Projected Goals for FY 2018:**

##### **Enter performance goal.**

The program will continue to reduce CMV crashes annually by 2%. MPD's MCSU will continue enforcement operations using a combination of regular tour and overtime hours. The District's performance objective is to maintain or continue to reduce truck or bus related fatal crashes. The District shall focus on an interactive approach in maintaining its annual low number of CMV crashes and concentrate on identifying cause and effect leading to those crashes and thus educate the public and carriers to those safety concerns.

##### **Program Activities: Describe the activities that will be implemented including level of effort.**

Deployment of MCSAP Officers will be based on statistics from the District CMV Traffic Collision Fact Book 2013 - 2015. The data highlighted a greater number of CMV crashes are consistently reported between the hours of 8 AM and 6 PM, and approximately 45% of the CMV crashes resulting in injuries occurred during this period. Therefore, the District will continue to deploy enforcement officers to perform daily enforcement and coordinate CMV crash reduction activities along these corridors to coincide with federal and local initiatives: Checkpoint Strike force, Street Smart and Distracted Driver and Ticketing Aggressive Cars and Trucks. Regular enforcement shall continue on previously identified high collision/violation corridors. Overtime enforcement will be directed to respond to the changing patterns and routes with the rapid upswing in new construction in the down town business district.

##### **Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.**

The program performance measure will be based on a monthly and quarterly review of crash data and statistics entered into MCMIS. The Program Manager will assess and provide input to MCSAP officers if data is omitted or not being uploaded. Additionally, the manager will make suggestions in case there is a need to make personnel adjustments to cover specific corridors due to excess of crash activity in specific regions of the District.

Also, MPD will make an effort to keep an accurate record of escorts and hours off MCSAP duty.

## State Objective #2

### ***Enter the title of your State-Identified Objective.***

CMV Safety Data Quality

### ***Narrative Overview for FY 2018***

#### ***Problem Statement Narrative: Describe problem identified by performance data including baseline data.***

The District has identified its previous problems and continues to take next steps to resolve timeliness of inspection and crash report uploads and other data input issues associated with DataQs. Accurate and timely inspections, as well as crash and traffic enforcement data, are essential to identify existing and potential problems. In prior years, the District of Columbia's overall state rating was poor in almost all nine FMCSA State Safety Data Quality measures due to crash data quality and inability to upload data in a timely fashion.

#### ***Projected Goals for FY 2018:***

##### ***Enter performance goal.***

By the end of FY18, the District anticipates achieving a green or good overall rating. For crash data, the District proposes to achieve good ratings for all five of the crash measures to include crash consistency. For inspection data quality, MPD has consistently achieved a good rating over the last few years. With regard to DataQs, MPD continues to slowly improve on its response times. By FY18, MPD will consistently respond to Requests for Data Reviews (RDRs) within the FMCSA guidelines of 10 business days or less.

#### ***Program Activities: Describe the activities that will be implemented including level of effort.***

With regard to the crash data, the District has uploaded backlogged data from prior years which has been the main source of the city's problem in terms of current data in the system. The District continues to make strides each year with improving input of all data on time. With data quality inspection, the District has generally been consistent. The data inspection over the last several years has been accurate; however, inspection report timeliness was a problem. The District currently has proposed automation of uploads and is working to finalize with IT support. Currently, the MCSU Sergeant, Program Manager, and their support staff are tasked with the overall review, update, and submission of reports to FMCSA. Both are currently involved in finally clearing the backlog of DataQs in FY18. In addition, as addressed in section 3.2, the department was awarded a SaDIP grant to improve data quality on the reporting system 3 years ago.

#### ***Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.***

The Program Manager will conduct quarterly evaluations and address any problem areas identified in reference to overall performance in each of the three relevant areas related to CMV's SSDQs. In addition, program staff will make adjustments as required while keeping FMCSA abreast of ongoing efforts as aggressive changes to ensure continuous improvements in the status of the crash data. Lastly, the actual number of reports uploaded will be used as the quantitative measure. The District's primary focus going forward during FY18 will be uploading of all crash data within the 90-day period to achieve an overall improvement rating going forward through FY18.



## Part 4 - Financial Information

### 1 - Overview

The spending plan is a narrative explanation of each budget component, and should support the cost estimates for the proposed work. The plan should focus on how each item will achieve the proposed project goals and objectives, and justify how costs are calculated. The spending plan should be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [49 CFR part 350](#) and the [MCSAP Comprehensive Policy](#).

Before any cost is billed to or recovered from a Federal award, it must be allowable ([2 CFR §200.403](#), [2 CFR §200 Subpart E – Cost Principles](#)), reasonable ([2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable** costs are those which a prudent person would deem to be judicious under the circumstances.
- **Allocable** costs are those that are charged to a funding source (e.g., a Federal award) based upon the benefit received by the funding source. Benefit received must be tangible and measurable.
  - Example: A Federal project that uses 5,000 square feet of a rented 20,000 square foot facility may charge 25 percent of the total rental cost.

#### Instructions:

The spending plan data forms are displayed by budget category. You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. Federal share cannot exceed 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share must be at least 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort** expenditures will be entered in a separate line below each budget category table for FY 2018. MOE expenditures will not, and should not, be included in the calculation of Total Project Costs, Federal share, or State share line items.

#### New for FY 2018

- **Incorporation of New Entrant and Border Enforcement into MCSAP**

The FAST Act consolidated new entrant and border enforcement under the MCSAP grant. For FY 2018, costs for New Entrant safety audits and border enforcement activities will no longer be captured in separate spending plans. States may opt to identify new entrant and border enforcement costs separately in the budget tables, but are not required to do so.

- **Calculation of Federal and State Shares**

Total Project Costs are determined for each line based upon user-entered data and a specific budget category formula. Federal and State shares are then calculated by the system based upon the Total Project Costs and are added to each line item.

The system calculates an 85 percent Federal share and 15 percent State share automatically for States and populates these values in each line. Federal share is the product of Total Project Costs X .85. State share equals Total Project Costs minus Federal share. If Total Project Costs are updated based upon user edits to the input values, the 85 and 15 percent values will not be recalculated by the system.

*States may change or delete the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate 75 percent of an item to Federal share, and 25 percent of the item to State share. States must ensure that the sum of the Federal and State shares equals the Total Project Costs for each line before proceeding to the next budget category.*

*An error is shown on line items where Total Project Costs does not equal the sum of the Federal and State shares. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.*

*Territories must insure that Total Project Costs equal Federal share for each line in order to proceed.*

- **Expansion of On Screen Messages**

*The system performs a number of edit checks on Spending Plan data inputs to ensure calculations are correct, and values are as expected. When anomalies are detected, alerts will be displayed on screen.*

*The system will confirm that:*

- *Federal share plus State share equals Total Project Costs on each line item*
- *Accounting Method is selected in Personnel, Part 4.2*
- *Overtime value does not exceed the FMCSA limit*
- *Planned MOE Costs equal or exceed FMCSA limit*
- *Proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts*
- *Territory's proposed Total Project Costs are within \$5 of \$350,000*

*For States completing a multi-year CVSP, the financial information should be provided for FY 2018 only.*

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,026,352.00	\$181,121.00	\$1,207,473.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount ):	\$181,121.00
MOE Baseline:	\$36,715.31

**2 - Personnel**

Personnel costs are salaries for employees working directly on a project.

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the eCVSP.

**Note:** Do not include any personally identifiable information in the eCVSP.

Positions may be listed by title or function. It is not necessary to list all individual personnel separately by line. The State may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). Additional lines may be added as necessary to capture all of your personnel costs.

The percent of each person's time must be allocated to this project based on the amount of time/effort applied to the project. For budgeting purposes, historical data is an acceptable basis.

**Note:** Reimbursement requests must be based upon documented time and effort reports. For example, a MCSAP officer spent approximately 35 percent of his time on approved grant activities. Consequently, it is reasonable to budget 35 percent of the officer's salary to this project. For more information on this item see [2 CFR §200.430](#).

In the annual salary column, enter the annual salary for each position.

Total Project Costs are calculated by multiplying # of Staff X % of Time X Annual Salary for both Personnel and Overtime (OT).

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 15 percent limitation in the MCSAP Comprehensive Policy, then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 15 percent limitation as provided in the MCP. Any deviation from the 15 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP award amount):	\$181,121.00

Personnel: Salary and Overtime Project Costs						
Salary Project Costs						
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share	State Share
MCSAP Officer	1	75.0000	\$133,992.00	\$100,494.00	\$85,419.90	\$15,074.10
MCSAP Officer	1	75.0000	\$95,117.00	\$71,337.75	\$60,637.09	\$10,700.66
MCSAP Officer	1	75.0000	\$110,225.00	\$82,668.75	\$70,268.44	\$12,400.31
Supervisor	1	10.0000	\$187,040.91	\$18,704.09	\$15,898.48	\$2,805.61
MCSAP Officer	4	75.0000	\$125,487.00	\$376,461.00	\$319,991.85	\$56,469.15
<b>Subtotal: Salary</b>				<b>\$649,665.59</b>	<b>\$552,215.76</b>	<b>\$97,449.83</b>
Overtime Project Costs						
Officers	1	100.0000	\$69,939.91	\$69,939.91	\$59,448.92	\$10,490.99
<b>Subtotal: Overtime</b>				<b>\$69,939.91</b>	<b>\$59,448.92</b>	<b>\$10,490.99</b>
<b>TOTAL: Personnel</b>				<b>\$719,605.50</b>	<b>\$611,664.68</b>	<b>\$107,940.82</b>
<b>Accounting Method:</b>	<b>Cash</b>					
<b>Planned MOE: Personnel</b>	<b>\$36,715.31</b>					

Enter detailed explanation of how you came up with the personnel costs.

Title                      Name                      Salary                      Time %

LIEUTENANT	Wilkins, Ronald T	187,040.91	10%
SERGEANT	Schaefer, James M	133,992.00	75%
OFFICER	Garibay, Luis E	125,487.00	75%
SENIOR POLICE OFFICER	Garibay, Oscar U	95,117.00	75%
OFFICER	Ai, Wen	125,487.00	75%
OFFICER	Dionicio, Rafael I	125,487.00	75%
OFFICER	Nobriga, Lee R	125,487.00	75%
OFFICER	Khoury, Roy S	110,225.00	75%

**Explanation:** The MCSAP Supervisor oversees most of the activities of the project. He spends 10% of his time implementing the MCSAP project, supervising staff, and conducting activities to meet the objectives of this project. Activities include: supervising daily, the operation of projects and staff, providing staff training/technical assistance, coordinating staff work schedule/assignments, ensuring data entry, tracking and following-up on procedures to meet quality assurance, and tracking policy to ensure compliance. There are 7 MPD Officers that will spend 75% of their time in MCSAP activities. These officers conduct roadside inspections to fulfill MCSAP reporting requirements. There are 7 MPD Officers that will spend 75% of their time in MCSAP activities. These officers conduct roadside inspections to fulfill MCSAP reporting requirements. The salaries also include longevity pay.

### 3 - Fringe Benefits

Show the fringe benefit costs associated with the staff listed in the Personnel section. Fringe costs may be estimates, or based on a fringe benefit rate approved by the applicant's Federal cognizant agency for indirect costs. If using an approved rate, a copy of the indirect cost rate agreement must be provided. For more information on this item see [2 CFR §200.431](#).

Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-Federal grantees that have an accrual basis of accounting may have a separate line item for leave, and is entered as the projected leave expected to be accrued by the personnel listed within Part 4.2 – Personnel. Reference [2 CFR §200.431\(b\)](#).

Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS Statewide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

The cost of fringe benefits are allowable if:

- Costs are provided under established written policies
- Costs are equitably allocated to all related activities, including Federal awards
- Accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees

Depending on the State, there are set employer taxes that are paid as a percentage of the salary, such as Social Security, Medicare, State Unemployment Tax, etc.

- For each of these standard employer taxes, under Position you may list "All Positions," the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Part 4.2.
- The base multiplied by the respective rate would give the total for each standard employer tax. Workers' Compensation is rated by risk area. It is permissible to enter this as an average, usually between sworn and unsworn—any grouping that is reasonable and clearly explained in the narrative is allowable.
- Health Insurance and Pensions can vary greatly and can be averaged and like Workers' Compensation, can sometimes to be broken into sworn and unsworn.

In the Position column include a brief position description that is associated with the fringe benefits.

The **Fringe Benefit Rate** is:

- The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.
- For example, your agency pays 7.65 percent for FICA, 42.05 percent for health/life/dental insurance, and 15.1 percent for retirement. The aggregate rate of 64.8 percent (sum of the three rates) may be applied to the salaries/wages of personnel listed in the table.

The **Base Amount** is:

- The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.
- For example, if the total wages for all grant-funded staff is \$150,000, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is:  $\$150,000 \times 64.8/100 = \$97,200$  Total Project Costs.

The Total Project Costs equal Fringe Benefit Rate X Base Amount divided by 100.

Fringe Benefits Project Costs					
Position(s)	Fringe Benefit Rate	Base Amount	Total Project Costs	Federal Share	State Share
MCSAP Supervisor: Other payroll Costs/ Additional Gross Pay, longevity	10.0000	\$9,526.40	\$952.64	\$809.74	\$142.90
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	75.0000	\$16,452.80	\$12,339.60	\$10,488.66	\$1,850.94
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	75.0000	\$9,085.44	\$6,814.08	\$5,791.97	\$1,022.11
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	75.0000	\$9,085.44	\$6,814.08	\$5,791.97	\$1,022.11
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	75.0000	\$9,085.44	\$6,814.08	\$5,791.97	\$1,022.11
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	75.0000	\$6,056.96	\$4,542.72	\$3,861.31	\$681.41
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	75.0000	\$2,884.96	\$2,163.72	\$1,839.16	\$324.56
<b>TOTAL: Fringe Benefits</b>			<b>\$40,440.92</b>	<b>\$34,374.78</b>	<b>\$6,066.14</b>
<b>Planned MOE: Fringe Benefits</b>	<b>\$0.00</b>				

**Enter detailed explanation of how you came up with the fringe benefits costs.**

Title	Name	Longevity	Time %	Total
LIEUTENANT	Wilkins,Ronald T	9,526.40	10%	952.64
SERGEANT	Schaefer,James M	16,452.80	75%	12,339.60
OFFICER	Garibay,Luis E	9,085.44	75%	6,814.08
SENIOR POLICE OFFICER	Garibay,Oscar U	-	75%	-
OFFICER	Ai,Wen	9,085.44	75%	6,814.08
OFFICER	Dionicio,Rafael I	9,085.44	75%	6,814.08
OFFICER	Nobriga,Lee R	6,056.96	75%	4,542.72
OFFICER	Khoury,Roy S	2,884.96	75%	2,163.72

Longevity Pay: \$40,440.92

**Fringe Benefits are not charged to FMCSA.**

**4 - Travel**

*Itemize the positions/functions of the people who will travel. Show the estimated cost of items including but not limited to, lodging, meals, transportation, registration, etc. Explain in detail how the MCSAP program will directly benefit from the travel.*

*Travel costs are funds for field work or for travel to professional meetings.*

*List the purpose, number of persons traveling, number of days, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.474](#).*

*Total Project Costs should be determined by State users, and input in the table below.*

Travel Project Costs					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
Training and Travel	5	1	\$14,885.00	\$12,652.25	\$2,232.75
<b>TOTAL: Travel</b>			<b>\$14,885.00</b>	<b>\$12,652.25</b>	<b>\$2,232.75</b>
<b>Planned MOE: Travel</b>	<b>\$0.00</b>				

***Enter detailed explanation of how you came up with the travel costs.***

The total cost is a projected cost for all MCSAP training and also Training for the new officer assigned to Motor Carrier Unit.

#### MCSAP GRANT MANAGEMENT CLASS

Average cost of travel expenses to MCSAP Management Class

1 Grants Management Specialist, Hotel and air fare @ an estimated cost of \$2,000.00 Total cost \$2,000.00

#### BENDIX BRAKE SCHOOL:

3-DAYS CLASS COST \$300.00 PER MEMBER

4 Officers, Class Cost @ \$300.00 each Hotel and air fare @ \$4,000.00 Total cost \$5,200.00

#### Bendix Brake Training School

The Bendix Brake Training School is tailored to new and experienced technicians and features a curriculum that includes the fundamentals of compressed air; tactics for air system failure mode diagnosis and troubleshooting; and air brake system and foundation brake components, including air compressors, valves, foundation drum brake and air disc brakes. Conducted by the veteran ASE-certified Bendix team, this all-inclusive course incorporates description, operation, and service elements for the total range of components found within dual air brake systems. Additional topics covered include antilock braking systems (ABS), the SmarTire® tire pressure monitoring system, and stability technologies such as Bendix® ESP® Electronic Stability Program full stability system, and Bendix® Wingman® Advanced—a collision mitigation technology. In addition to classroom lectures and product cut-aways, visual aids are incorporated to demonstrate the components and related systems in each training class. All locations feature operational demonstration boards

#### IPTM COMMERCIAL VEHICLE:

Commercial Vehicle Crash Investigation - Level I

5-DAY CLASS COST \$795.00 PER MEMBER

1 Officer, Class Cost @ \$795.00 Hotel and air fare @ \$1,000.00 Total cost \$1,795.00

This intensive course will cover the unique characteristics of commercial motor vehicles and the special dynamics at play when one is involved in a collision.

Detailed information of the nomenclature and operation of commercial motor vehicles will provide you with a level of competence needed to have an adequate understanding of mechanical components, parts and pieces of the commercial motor vehicle and how they may factor into your investigation.

To reinforce the concepts presented, you will conduct "hands-on" exercises and vehicle testing during the course.

Topics include:

- Tractor-trailer nomenclature
- Brake systems: configuration and operation
- Wheels, rims and tires
- Steering suspensions and frames
- Trailer coupling devices - fifth wheels
- Driver concerns - log books
- Vehicle components
- Center of mass determinations
- Skid mark measurements and speed analysis
- Jackknifing
- Rollover
- Vehicle dynamics in braking
- Weight shifting

**Prerequisite:** This course is designed for traffic crash investigators who have completed, at a minimum, IPTM's At-Scene Traffic Crash/Traffic Homicide Investigation course or its equivalent. You should have a good working knowledge of the techniques and applications of the formulas presented in the basic course, as the presentation of mathematical formulas will build upon techniques already used by investigators.

**Audience:** Law enforcement and private traffic crash investigators, claims adjusters, engineers, attorneys, safety officers, military investigative personnel, animators and graphic designers

Course length: 40 hours

#### ADVANCED COMMERCIAL VEHICLE INVESTIGATION

5-DAY CLASS COST \$1,195.00 PER MEMBER.

1 Officer, Class Cost @ \$1,195.00 Hotel and air fare @ \$1,000.00 Total cost \$2,195.00

#### SECOND IN THE HEAVY TRUCK CRASH INVESTIGATION SERIES

This course is designed to further enhance the knowledge and skills you acquired in IPTM's Investigation of Commercial Vehicle Crashes course. You will learn how to conduct a detailed analysis of commercial motor vehicle dynamics and its application to traffic crash reconstruction.

During this course, you will analyze the ABS air brake system by conducting tests to determine average air chamber pressure. You will also be shown how to determine the limits of axle weights based upon the location of center mass, as well as static-quasistatic and dynamic roll propensities.

Topics include:

- Kinetic energy - determining delta-V in central impacts
- ABS - Air Brake Systems
- Speed analysis using gear reduction ratios
- Low speed - high speed off-tracking
- Dynamic roll propensities
- Axle weight distribution - using equilibrium and free body diagrams
- Liquid load analysis

**Note:** You should bring a scientific calculator and, if available, an engineers scale along with a 30/60/90 degree triangle.

**Prerequisite:** You must have completed, at a minimum, IPTM's Advanced Traffic Crash Investigation and Investigation of Commercial Vehicle



Crashes courses.

Audience: Law enforcement and private traffic crash investigators, claims adjusters, engineers, attorneys, safety officers, military investigative personnel, animators and graphic designers

Course length: 40 hours

Heavy Vehicle Electronic Control Module Data Use in Crash Reconstruction

5-DAY CLASS COST \$1,195.00 PER MEMBER.

1 Officer, Class Cost @ \$1,195.00 Hotel and air fare @ \$1,000.00 Total cost \$2,195.00

### THIRD IN THE COMMERCIAL VEHICLE CRASH INVESTIGATION SERIES

This course will assist you with the forensic collection and analysis of event data that is available in Heavy Vehicle Electronic Control Modules (HVECM), also referred to as Heavy Vehicle Event Data Recorders (HVEDR).

During the training, you will learn how to analyze the data that is imaged from an HVECM and then apply the information to your investigation. We will explain the data that is available and can be imaged from commercial vehicles and conduct a detailed discussion of the various reports obtainable from Caterpillar, Cummins, Detroit Diesel, Mack/Volvo, International and other manufacturers.

Finally, we will image available vehicles and show you how to use and reconcile HVECM data with other methods of reconstruction analysis as well as

examine and analyze the data to determine its validity.

Topics include:

- Accessing and imaging data using the recommended hardware and software
- Latest HVECM devices and available data, including but not limited to:
  - Detroit Diesel
  - Mercedes-Benz
  - Cummins
  - Caterpillar
- ABS, GPS and collision avoidance systems
- Determining the validity and reliability of HVECM data
- Applying the data to your investigation
- Reconciling data with other reconstruction analysis

Prerequisite: You must have successfully completed IPTM's Advanced Traffic Crash Investigation course, its equivalent, or have prior approval of the instructor.

Audience: Law enforcement and private traffic crash investigators, insurance fraud special investigators and claims adjusters, engineers, attorneys, safety officers, military investigative personnel, collision animation and simulation graphics users

Course length: 40 hours

Introduction to Heavy Vehicle Data Records

3 DAY CLASS COST EST \$500.00

1 Officer, Class Cost @ \$500.00 Hotel and air fare @ \$1,000.00 Total cost \$1,500.00

This course will introduce you to electronic control modules (ECMs) and electronic programs from a variety of heavy truck engine manufacturers. You'll learn what event data records may be available for evaluation and their potential use in commercial vehicle crash reconstructions.

We will begin by reviewing what data and records the programs can retrieve from a vehicle's ECM, including imaging reports. We will then examine the

current anti-lock braking, stability control, cruise control and collision avoidance systems and the data that may be recorded and present within those

electronic systems as well as the reports that may be available. In addition, we will discuss the numerous communications-based platforms and add-on components that may be capable of providing data.

Topics include:

- Heavy vehicle electronic control modules (HVECMs) and programs

- Event data records available from HVECMs
- Use of event data records in crash reconstruction
- Braking, stability control, cruise control and collision avoidance systems data and reports
- Communications-based platforms data and reports

Note: This course does not include instruction, or the actual imaging, of heavy vehicle electronic control modules.

Prerequisite: You should have completed IPTM's 40-hour Commercial Vehicle Crash Investigation – Level I course, or its equivalent, and be familiar

with program data recording concepts based upon truck components and operation.

Audience: Law enforcement and private traffic crash investigators, district attorneys, prosecutors, insurance fraud investigation specialists and

claims adjusters, engineers, attorneys, safety officers, military investigative personnel, collision animation and simulation graphic programs users

Course length: 24 hours

**5 - Equipment**

Equipment is tangible property. It includes information technology systems having a useful life of more than one year, and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity (i.e., the State) for financial statement purposes, or \$5,000.

- If your State's equipment threshold is below \$5,000, check the box below and provide the equipment threshold amount. See §§[200.12](#) Capital assets, [200.20](#) Computing devices, [200.48](#) General purpose equipment, [200.58](#) Information technology systems, [200.89](#) Special purpose equipment, and [200.94](#) Supplies.

Show the total cost of equipment and the percentage of time dedicated for MCSAP related activities that the equipment will be billed to MCSAP. For example, you intend to purchase a server for \$5,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$1,000. If the equipment you are purchasing will be capitalized (depreciated), you may only show the depreciable amount, and not the total cost ([2 CFR §200.436](#) and [2 CFR §200.439](#)). If vehicles or large IT purchases are listed here, the applicant must disclose their agency's capitalization policy.

Provide a description of the equipment requested. Include how many of each item, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP activities.

The Total Project Costs equal # of Items x Full Cost per Item x Percentage of Time Dedicated to MCSAP.

Equipment Project Costs						
Item Name	# of Items	Full Cost per Item	% Time Dedicated to MCSAP	Total Project Costs	Federal Share	State Share
Vehicle and equipment	1	\$45,841.58	100	\$45,841.58	\$38,965.34	\$6,876.24
<b>TOTAL: Equipment</b>				<b>\$45,841.58</b>	<b>\$38,965.34</b>	<b>\$6,876.24</b>
<b>Equipment threshold is greater than \$5,000.</b>						
<b>Planned MOE: Equipment</b>	<b>\$0.00</b>					

**Enter detailed explanation of how you came up with the equipment costs.**

Desc	Cost
1. Truck	\$ 25,109.61
2. Lighting	\$ 4,620.00
3. Rear Cap & Scale Rack--Slider & Modification-	\$ 16,111.97
<b>Total Per Unit</b>	<b>\$ 45,841.58</b>

1. 2018 CHEV 4-DOOR PICK UP TRUCK 2500 SERIES 2-WHEEL DRIVE.

## 2018 SILVERADO 2500HD 2WD Crew Cab, Standard Box LT



## Specs

- Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (Does not include E85 capability with (ZW9) pickup box delete.)
- Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar
- GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine. Not available with CK25943 or CC25903 model.)
- Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Wheels, 17" (43.2 cm) machined aluminum includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (Upgradeable to (PYV) 18" (45.7 cm) chromed aluminum wheels, (RT4) 18" (45.7 cm) Black aluminum wheels, (RTH) 20" (50.8 cm) polished aluminum with Dark Argent Metallic pockets wheels or (PYU) 20" (50.8 cm) polished aluminum wheels.) (Upgradeable to (PYV) 18" (45.7 cm) chromed aluminum wheels, (RT4) 18" (45.7 cm) Black aluminum wheels, (RTH) 20" (50.8 cm) polished aluminum with Dark Argent Metallic pockets wheels, (PYT) 18" painted steel wheels or (PYU) 20" (50.8 cm) polished aluminum wheels.)
- Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Not included when (ZW9) pickup box delete or (9J4) rear bumper delete is ordered.)
- Seats, front 40/20/40 split-bench, 3-passenger. Available in cloth or leather. Includes driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Also includes manually adjustable driver lumbar, lockable storage compartment in seat cushion, and storage pockets. (Leather with (KA1) heat is an available extra charge option with (H1Y) Jet Black leather appointed interior trim and requires (PCM) LT Convenience Package. Upgradeable to (A95) front bucket cloth seats.) (Leather with (KA1) heat is an available extra charge option with (H1Y) Jet Black leather appointed interior trim and requires (PCY) LT Fleet Convenience Package. Upgradeable to (A95) front bucket cloth seats.)
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
- Air bags Crew Cab: single-stage frontal and thorax side-impact, driver and front passenger, and head curtain side-impact, front and rear outboard seating positions (With (ZW9) pickup box delete on Double and Regular Cab you will get single-stage frontal and thorax side-impact, driver and front passenger, and head curtain side-impact, front and rear outboard seating positions. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

## 2. EMERGENCY LIGHTING FOR ENTIRE TRUCK

SOUND OFF CORPORATION will install Emergency Lighting Equipment for the entire truck \$4,620.00

## 3. REAR CAP &amp; SCALE RACK-SLIDER &amp; MODIFICATION : \$ 16,111.97

**6 - Supplies**

*Supplies means all tangible property other than that described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment. Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.*

*List a description of each item requested, including the number of each unit/item, the unit of measurement for the item, and the cost of each item/unit.*

*Total Project Costs equal #of Units x Cost per Unit.*

Supplies Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
Office Supplies	1		\$1,400.00	\$1,400.00	\$1,190.00	\$210.00
<b>TOTAL: Supplies</b>				<b>\$1,400.00</b>	<b>\$1,190.00</b>	<b>\$210.00</b>
<b>Planned MOE: Supplies</b>	<b>\$0.00</b>					

***Enter detailed explanation of how you came up with the supplies costs.***

General office supplies include paper, printer ink, etc. for MCSAP Officers.

All office supplies are ordered on a as needed basis from an approved blanket purchase order agreement in accordance with the District of Columbia procurement regulations.

This is general supplies that the division needs throughout the year.

**1. OFFICE SUPPLIES:**

MISC SUPPLIES FOR CMV INSPECTIONS: PENS,PAPER,NOTEPADS,FILE FOLDERS,STAPLERS,MARKERS.

7 X 200.00 = \$1,400.00

TOTAL: \$1,400.00

## 7 - Contractual and Subaward

This section includes both contractual costs and subawards to subrecipients. Use the table below to capture the information needed for both contractual agreements and subawards. The definitions of these terms are provided so the instrument type can be entered into the table below.

**CONTRACTUAL** – A contract is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award ([2 CFR §200.22](#)). All contracts issued under a Federal award must comply with the standards described in [2 CFR §200 Procurement Standards](#).

**Note:** Contracts are separate and distinct from subawards; see [2 CFR §200.330](#) for details.

**SUBAWARD** – A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract ([2 CFR §200.92](#), [2 CFR §200.330](#)).

**SUBRECIPIENT** - Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual who is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency ([2 CFR §200.93](#)).

Enter the legal name of the vendor or subrecipient if known. If unknown at this time, please indicate 'unknown' in the legal name field. Include a description of services for each contract or subaward listed in the table. Entering a statement such as "contractual services" with no description will not be considered meeting the requirement for completing this section.

Enter the DUNS or EIN number of each entity. There is a drop-down option to choose either DUNS or EIN, and then the State must enter the corresponding identification number.

Select the Instrument Type by choosing either Contract or Subaward for each entity.

Total Project Costs should be determined by State users and input in the table below.

If the State plans to include O&M costs that meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below.

Please describe the activities these costs will be used to support (i.e. ITD, PRISM, SSDQ or other services).

Contractual and Subaward Project Costs						
Legal Name	DUNS/EIN	Number	Instrument Type	Total Project Costs	Federal Share	State Share
TBD	EIN		Contract	\$360,000.00	\$306,000.00	\$54,000.00
Description of Services: MCSAP Grant Manager						
<b>TOTAL: Contractual and Subaward</b>				<b>\$360,000.00</b>	<b>\$306,000.00</b>	<b>\$54,000.00</b>
<b>Planned MOE: Contractual and Subaward</b>	<b>\$0.00</b>					

**Enter detailed explanation of how you came up with the contractual and subaward costs.**

MPD will hire a contractor that will support MPD in the management of this grant and will be involved in addressing timely data uploads by all officers, prepare quarterly and annual reports, as well as other activities involving this grant. The team will also review Data Qs with the MCSAP Sergeant to reduce backlogged volume of requests. This will ensure the improvement of the current rating by the end of the FY17. Reviews of all documents for timely uploads during each quarter will allow the District to measure the progress and provide appropriate updates for future activities if required. Finally, the team will conduct quarterly evaluations and address problem areas identified in reference to overall requirements of this grant. The following is a summary of the tasks to be undertaken by the contractor.

- a. The contractor will provide support for all tasks related to this grant
- b. The contractor will conduct a needs assessment for the improvement of the quality of crash data in the District. This may involve several tasks including reviews of current data entry practice, timeliness, and completeness of data uploads into the existing Records Management System, and review the crash data approval process at MPD.
- c. The contractor will address processes involving the preparation and reporting of CMV Inspections Reports' and the timeliness of responses to Requests for Data Reviews (RDRs).
- e. The contractor will review crash data Management Systems available in the United States and recommend changes (if any) to the current system being used by MPD

NO CONTRACTOR HAS BEEN HIRED FOR THIS GRANT YET. The solicitation for proposals will be posted on DC's Office of Contracts and Procurement's website after which proposals will be reviewed in accordance with State regulations.

Total cost for Contractual: \$360,000.00

**8 - Other Costs**

Other costs are those not classified elsewhere, such as communications or utility costs. As with other expenses, these must be allocable to the Federal award. The total costs and allocation bases must be shown in the narrative. Examples of Other costs may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.) and unit cost must be included. All Other costs must be specifically itemized and described.

If the State plans to include O&M costs that do not meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below. Please identify these costs as ITD O&M, PRISM O&M, or SSDQ O&M.

Enter a description of each requested Other Cost.

Enter the number of items/units, the unit of measurement, and the cost per unit/item for each other cost listed. Show the cost of the Other Costs and the portion of the total cost that will be billed to MCSAP. For example, you intend to purchase air cards for \$2,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$400.

Total Project Costs equal Number of Units x Cost per Item.

**Indirect Costs**

Information on Indirect Costs ([2 CFR §200.56](#)) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

- **Cost Basis** — is the accumulated direct costs (normally either total direct salaries and wages or total direct costs exclusive of any extraordinary or distorting expenditures) used to distribute indirect costs to individual Federal awards. The direct cost base selected should result in each Federal award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.
- **Approved Rate** — is the rate in the approved Indirect Cost Rate Agreement.
- **Eligible Indirect Expenses** — means after direct costs have been determined and assigned directly to Federal awards and other activities as appropriate. Indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.
- **Total Indirect Costs** equal Approved Rate x Eligible Indirect Expenses divided by 100.

**Your State will not claim reimbursement for Indirect Costs.**

Other Costs Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
CVSA Dues	1		\$5,300.00	\$5,300.00	\$4,505.00	\$795.00
Communication/ air cards, mobile phones, etc.	1		\$9,000.00	\$9,000.00	\$7,650.00	\$1,350.00
Vehicle Repair and Maintenance	1		\$11,000.00	\$11,000.00	\$9,350.00	\$1,650.00
<b>TOTAL: Other Costs</b>				<b>\$25,300.00</b>	<b>\$21,505.00</b>	<b>\$3,795.00</b>
<b>Planned MOE: Other Costs</b>	<b>\$0.00</b>					

**Enter detailed explanation of how you came up with the other costs.**

Other Cost Budget Narrative



Item Name	#of Units	Cost per Unit	Total Cost
CVSA Dues	1	\$5,300.00	\$5,300.00
Communications/Air Cards	1	\$9,000.00	\$9,000.00
Vehicle Repair and Maintenance	1	\$11,000.00	\$11,000.00

Communication Air/Card are for 7 officers this is an estimated cost per year:

1. CVSA DUES:  $1 \times 5,300.00 = 5,300.00$

SUBTOTAL: 5,300.00

2. COMMUNICATIONS I CELL PHONES, AIR CARDS FOR SEVEN MEMBERS (7).

$1 \times 9,000.00 = 9,000.00$

SUBTOTAL: 9,000.00

3. VEHICLE MAINTENANCE AND REPAIR FOR SEVEN (7)TRUCKS

$1 \times 11,000.00 = 11,000.00$

SUBTOTAL: 11,000.00

TOTAL : \$25,300.00

**9 - Comprehensive Spending Plan**

The comprehensive spending plan is auto-populated from all line items in the tables and is in read-only format.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,026,352.00	\$181,121.00	\$1,207,473.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$181,121.00
MOE Baseline:	\$36,715.31

<b>Estimated Expenditures</b>			
<b>Personnel</b>			
	Federal Share	State Share	Total Project Costs
MCSAP Officer	\$85,419.90	\$15,074.10	\$100,494.00
MCSAP Officer	\$60,637.09	\$10,700.66	\$71,337.75
MCSAP Officer	\$70,268.44	\$12,400.31	\$82,668.75
Supervisor	\$15,898.48	\$2,805.61	\$18,704.09
MCSAP Officer	\$319,991.85	\$56,469.15	\$376,461.00
<b>Salary Subtotal</b>	<b>\$552,215.76</b>	<b>\$97,449.83</b>	<b>\$649,665.59</b>
Officers	\$59,448.92	\$10,490.99	\$69,939.91
<b>Overtime subtotal</b>	<b>\$59,448.92</b>	<b>\$10,490.99</b>	<b>\$69,939.91</b>
<b>Personnel total</b>	<b>\$611,664.68</b>	<b>\$107,940.82</b>	<b>\$719,605.50</b>
<b>Planned MOE</b>	<b>\$36,715.31</b>		

<b>Fringe Benefits</b>			
	Federal Share	State Share	Total Project Costs
MCSAP Supervisor: Other payroll Costs/ Additional Gross Pay, longevity	\$809.74	\$142.90	\$952.64
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	\$10,488.66	\$1,850.94	\$12,339.60
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	\$5,791.97	\$1,022.11	\$6,814.08
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	\$5,791.97	\$1,022.11	\$6,814.08
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	\$5,791.97	\$1,022.11	\$6,814.08
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	\$3,861.31	\$681.41	\$4,542.72
MCSAP Officer: Other payroll Costs/ Additional Gross Pay, longevity	\$1,839.16	\$324.56	\$2,163.72
<b>Fringe Benefits total</b>	<b>\$34,374.78</b>	<b>\$6,066.14</b>	<b>\$40,440.92</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Travel			
	Federal Share	State Share	Total Project Costs
Training and Travel	\$12,652.25	\$2,232.75	\$14,885.00
<b>Travel total</b>	<b>\$12,652.25</b>	<b>\$2,232.75</b>	<b>\$14,885.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Equipment			
	Federal Share	State Share	Total Project Costs
Vehicle and equipment	\$38,965.34	\$6,876.24	\$45,841.58
<b>Equipment total</b>	<b>\$38,965.34</b>	<b>\$6,876.24</b>	<b>\$45,841.58</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Supplies			
	Federal Share	State Share	Total Project Costs
Office Supplies	\$1,190.00	\$210.00	\$1,400.00
<b>Supplies total</b>	<b>\$1,190.00</b>	<b>\$210.00</b>	<b>\$1,400.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Contractual and Subaward			
	Federal Share	State Share	Total Project Costs
TBD	\$306,000.00	\$54,000.00	\$360,000.00
<b>Contractual and Subaward total</b>	<b>\$306,000.00</b>	<b>\$54,000.00</b>	<b>\$360,000.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Other Costs			
	Federal Share	State Share	Total Project Costs
CVSA Dues	\$4,505.00	\$795.00	\$5,300.00
Communication/ air cards, mobile phones, etc.	\$7,650.00	\$1,350.00	\$9,000.00
Vehicle Repair and Maintenance	\$9,350.00	\$1,650.00	\$11,000.00
<b>Other Costs total</b>	<b>\$21,505.00</b>	<b>\$3,795.00</b>	<b>\$25,300.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Total Costs			
	Federal Share	State Share	Total Project Costs
<b>Subtotal for Direct Costs</b>	<b>\$1,026,352.05</b>	<b>\$181,120.95</b>	<b>\$1,207,473.00</b>
<b>Total Costs Budgeted</b>	<b>\$1,026,352.05</b>	<b>\$181,120.95</b>	<b>\$1,207,473.00</b>
<b>Total Planned MOE</b>	<b>\$36,715.31</b>		

## 10 - Financial Summary

The Financial Summary is auto-populated by the system by budget category. It is a read-only document and can be used to complete the SF-424A in Grants.gov.

- The system will confirm that percentages for Federal and State shares are correct for Total Project Costs. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that Planned MOE Costs equal or exceed FMCSA funding limitation. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that the Overtime value does not exceed the FMCSA funding limitation. The edit check is performed on the **"Overtime subtotal"** line.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,026,352.00	\$181,121.00	\$1,207,473.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$181,121.00
MOE Baseline:	\$36,715.31

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	\$552,215.76	\$97,449.83	\$649,665.59	NA
Overtime Subtotal	\$59,448.92	\$10,490.99	\$69,939.91	NA
Personnel Total	\$611,664.68	\$107,940.82	\$719,605.50	\$36,715.31
Fringe Benefits Total	\$34,374.78	\$6,066.14	\$40,440.92	\$0.00
Travel Total	\$12,652.25	\$2,232.75	\$14,885.00	\$0.00
Equipment Total	\$38,965.34	\$6,876.24	\$45,841.58	\$0.00
Supplies Total	\$1,190.00	\$210.00	\$1,400.00	\$0.00
Contractual and Subaward Total	\$306,000.00	\$54,000.00	\$360,000.00	\$0.00
Other Costs Total	\$21,505.00	\$3,795.00	\$25,300.00	\$0.00
	85% Federal Share	15% State Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	\$1,026,352.05	\$181,120.95	\$1,207,473.00	\$36,715.31
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
<b>Total Costs Budgeted</b>	<b>\$1,026,352.05</b>	<b>\$181,120.95</b>	<b>\$1,207,473.00</b>	<b>\$36,715.31</b>

**Part 5 - Certifications and Documents**

*Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to as a condition of participation in MCSAP. The submission of the CVSP serves as official notice and certification of compliance with these requirements. State or States means all of the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.*

*If the person submitting the CVSP does not have authority to certify these documents electronically, then the State must continue to upload the signed/certified form(s) through the "My Documents" area on the State's Dashboard page.*

**1 - State Certification**

*The State Certification will not be considered complete until the four questions and certification declaration are answered. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.*

1. What is the name of the person certifying the declaration for your State? Peter Newsham
2. What is this person's title? Chief of Police
3. Who is your Governor's highway safety representative? Carole Lewis
4. What is this person's title? Manager Department of Transportation

**The State affirmatively accepts the State certification declaration written below by selecting 'yes'.**

- ☒ Yes
- ☐ No

**State Certification declaration:**

I, Peter Newsham, Chief of Police, on behalf of the State of DISTRICT OF COLUMBIA, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the State satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

**2 - Annual Review of Laws, Regulations, Policies and Compatibility Certification**

*You must answer all three questions and indicate your acceptance of the certification declaration. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.*

1. What is the name of your certifying State official? Peter Newsham
2. What is the title of your certifying State official? Chief of Police
3. What are the phone # and email address of your State official? Peter.Newsham@dc.gov

**The State affirmatively accepts the compatibility certification declaration written below by selecting 'yes'.**

- ☒ Yes
- ☐ No

I, Peter Newsham, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.

**3 - New Laws/Legislation/Policy Impacting CMV Safety**

**Has the State adopted/enacted any new or updated laws (i.e., statutes) impacting CMV safety since the last CVSP or annual update was submitted?**

☐ Yes ☒ No

**Has the State adopted/enacted any new administrative actions or policies impacting CMV safety since the last CVSP?**

☐ Yes ☒ No



U.S. Department  
of Transportation

Federal Motor Carrier  
Safety Administration

1700 New Jersey Avenue, NE  
Washington, DC 20590

September 22, 2017

In Reply Refer To: MC-CR  
FY 2018 Pre-Award DCMPD

Mr. Peter Newsham, Chief of Police  
District of Columbia Metropolitan Police Department  
300 Indiana Avenue, N.W.  
Washington, DC 20001

Dear Mr. Newsham:

We are in receipt of the District of Columbia Metropolitan Police Department's (MPD) Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Compliance Plan. We have reviewed your FMCSA Title VI Program Compliance Plan and find that the Plan contains all elements stipulated in the FMCSA Title VI Program Compliance Plan Checklist. Therefore, FMCSA approves the District of Columbia MPD's Title VI Program Compliance Plan for Federal Fiscal Year (FY) 2018. We do request that the District of Columbia MPD notify FMCSA's Office of Civil Rights should it provide funding to another Recipient (Sub-Recipient) and/or be the object of a Title VI Program compliance review conducted by another Federal agency. In this eventuality, we will coordinate with the District of Columbia MPD to ensure that the Title VI Program Compliance Plan is updated with the additional information.


On an annual basis, FMCSA's Office of Civil Rights will conduct compliance reviews of a representative sampling of FMCSA Grant Recipients. FMCSA has approximately 125 Recipients annually. If and/or when the District of Columbia MPD is chosen as one of the FMCSA Grant Recipients' Title VI Program that will be reviewed in a given year, the Office of Civil Rights will use the approved Title VI Program Compliance Plan as the basis for conducting the desk audit and will request additional documentation as deemed appropriate during the review.

In addition, a small number of Recipients who are selected for a Title VI Program compliance review will also be selected for an on-site visit which will include personnel interviews. We appreciate your future assistance in the event the District of Columbia MPD is chosen for a compliance review in a given year.



If at any time your Agency has Title VI Program-related questions, please do not hesitate to contact Mr. Lester Finkle, National Title VI Program Manager at (202) 366-4474 or [lester.finkle@dot.gov](mailto:lester.finkle@dot.gov).

Sincerely,



*for* Kennie J. May, Sr.  
Director  
Office of Civil Rights

Cc: Marcella Clark, Lead Grants Analyst, District of Columbia MPD  
Joe Shea, Division Administrator, District of Columbia Division Office  
Bernard McWay, Federal Program Specialist, District of Columbia Division Office



# Title VI Program Compliance Plan

Federal Motor Carrier Safety Administration

FFY 2018



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**METROPOLITAN POLICE DEPARTMENT**



**TITLE VI PROGRAM COMPLIANCE PLAN**

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Prepared by:

**Metropolitan Police Department**

300 Indiana Avenue, NW  
Washington, DC 20001

Submitted to:

**Federal Motor Carrier Safety Administration**

District of Columbia Division Office  
1990 K Street NW, Suite 510  
Washington, DC 20006

**Federal Fiscal Year 2018**

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## I. POLICY STATEMENT

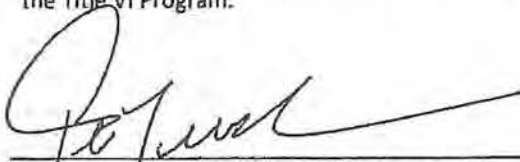
### I. Policy Statement, Authorities and Citations

#### a. Policy of Nondiscrimination

The Metropolitan Police Department (MPD) assures that no person shall on the grounds of race, color, national origin, sex, age, disability, income, or limited English proficiency (LEP) as provided by Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MPD sponsored program or activity. MPD further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event MPD distributes Federal aid funds to another entity, it will include Title VI Program language in all written agreements and will monitor for compliance.

Title VI Program compliance is a condition of receipt for Federal funds. MPD's Chief of Police/Administrator, and the Diversity and Equal Employment Opportunity Compliance Branch (D/EEO) team are authorized to ensure compliance with provisions of this policy and with the law, including the authorities and assurances identified in the signed FMCSA Title VI Program Assurance (to include 49 CFR Part 21 and 49 CFR Part 303). Additionally, Program Directors and affected personnel are directed to coordinate with the MPD Title VI Coordinator to ensure the effective implementation of the Title VI Program.

  
Metropolitan Police Department, Chief of Police

SEP 14 2017

Date

## **II. FMCSA TITLE VI PROGRAM ASSURANCE**

A copy of MPD's signed Title VI Non-Discrimination Program Assurance is presented in Appendix 1.

## **III. DESCRIPTION OF FEDERAL-AID PROGRAMS**

### **Motor Carrier Safety Assistance Program (MCSAP) Basic and Incentive Grant**

MCSAP Basic and Incentive grants are governed by 49 USC 31102-31104 and 49 CFR Part 350. Under the Basic and Incentive grant programs, a State lead MCSAP agency, as designated by its Governor, is eligible to apply for Basic and Incentive grant funding by submitting a commercial vehicle safety plan (CVSP). A State lead MCSAP agency may qualify for Incentive Funds if it can demonstrate that its CMV safety program has shown improvement in reducing CMV related fatalities, improving data quality and roadside inspections.

### **Border Enforcement Grant (BGE)**

The BEG program is a Federal discretionary grant program that provides financial assistance to States and entities that share a land border with another country for carrying out border Commercial Motor Vehicle (CMV) safety programs and related enforcement activities and projects. The goal of the BEG program is to reduce the number and severity of commercial motor vehicle crashes in the United States. CMVs from foreign countries entering the United States must comply with the Federal Motor Carrier Safety and Hazardous Material regulations, financial responsibility and registration requirements of the United States. All drivers of those vehicles must be properly licensed and qualified to operate the CMV.

### **New Entrant Safety Assurance Program (NE)**

The goal of the New Entrant Safety Assurance Program (NE) is to reduce CMV involved crashes, fatalities, and injuries through consistent, uniform, and effective CMV safety programs. MCSAP NE grant funds will be awarded, at the discretion of the FMCSA, to States and local government for New Entrant safety audits on interstate motor carriers. States may use these funds for salaries and related expenses of New Entrant auditors, including training, equipment, and to perform other eligible activities that are directly related to conducting safety audits.

### **High Priority Grant**

Section 4101 of SAFETEA-LU authorizes the Motor Carrier Safety Grants funding for FY 2005 through FY 2009 to enable recipients to carry out activities and projects that improve CMV safety and compliance with CMV regulations. Funding is available for projects that are national in scope, increase public awareness and education, demonstrate new technologies and reduce the number and rate of CMV accidents. Eligible recipients are State agencies, local governments, and organizations representing government agencies that use and train qualified officers and employees in coordination with State motor vehicle safety agencies.

#### **Commercial Vehicle Information Systems and Networks (CVISN)**

The Commercial Vehicle Information Systems and Networks (CVISN) grant program provides funding for states and the District of Columbia to deploy, operate, and maintain elements of their CVISN programs, including commercial vehicle, commercial driver, and carrier-specific information systems and networks. The expected level of funding for CVISN in FY 2014 is \$25,000,000. The agency in each state and the District of Columbia that is designated as the primary agency responsible for the development, implementation, and maintenance of CVISN-related systems is eligible to apply for grant funding.

#### **Performance and Registration Information Systems Management (PRISM)**

The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of Federal and State safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections. The PRISM program requires that motor carriers improve their identified safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a Federal Out-of-Service order and concurrent State registration suspensions. The PRISM program has proven to be an effective means of motivating motor carriers to improve their compliance and performance deficiencies.

#### **Safety Data Improvement Program (SaDIP)**

The goal of the Safety Data Improvement Program grant funding is to provide financial and technical assistance to States to facilitate the collection of accurate, complete, and timely data on all large commercial truck and bus crashes that involve a fatality, injury, or a vehicle towed from the crash scene. The Federal Motor Carrier Safety Administration (FMCSA) is responsible for regulating the safety of interstate truck and bus travel in the United States. To fulfill this role, FMCSA uses data collected by States to update inventories and monitor compliance of motor carrier companies, measure the condition of vehicle fleets, track the driving records of licensed operators, and record crashes involving commercial motor vehicles (CMVs) on public roadways. High-quality, timely data in each of these areas is crucial to the mission of improving the safety of CMVs.

#### **Commercial Motor Vehicle Operator**

The Commercial Motor Vehicle Operator Safety Training Grant (CMV) Operator Training Grant Program, which was established by Congress in 2005 through the Safe, Accountable, Flexible, Efficient Transportation Equity Act — A Legacy for Users (SAFETEA-LU), has two goals:

- to expand the number of CDL holders possessing enhanced operator safety training to help reduce the severity and number of crashes on U.S. roads involving commercial motor vehicles; and
- to assist current or former members of the United States Armed Forces (including National Guard members and Reservists) and their spouses to receive training to transition to the CMV operation industry.

#### **Commercial Driver's License (CDL) Program Implementation**

The Commercial Driver's License (CDL) Program Implementation Grant provides financial assistance to States to achieve compliance with the requirements of 49 CFR Parts 383 and 384. Additionally, the CDLPI grant program provides financial assistance for other entities capable of executing national projects that aid States in their compliance efforts and that will improve the national Commercial Driver's License (CDL) program.

The goal of the national CDL program is to reduce the number and severity of commercial motor vehicle crashes in the United States by ensuring that only qualified drivers are eligible to receive and retain a CDL. This goal focuses on maintaining the concept that for every driver, there is only one driving record and only one licensing document (commonly referred to as "One Driver — One License — One Record" .) To further this concept, States are required to conduct knowledge and skills testing before issuing a CDL, to maintain a complete and accurate driver history record for anyone that obtains a CDL, and to impose appropriate disqualifications against any driver that violates certain offenses. This effort is directly linked to the FMCSA focus of reducing crashes, injuries, and fatalities involving large trucks and buses.

#### **IV. DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE BRANCH: ORGANIZATION, STAFFING AND COORDINATION**

##### **A. Staffing and Structure**

###### ***MPD Chief of Police/Administrator***

The MPD Chief of Police (COP)/Administrator is authorized to ensure compliance with provisions of the MPD's policy of non-discrimination and with the law, including the requirements of 49 CFR Part 303 and 49 CFR Part 21. MPD's grants compliance function and Title VI Program coordination shall be performed under the authority of MPD's COP.

###### ***Diversity Manager***

MPD has an Internal Affairs Bureau headed by Assistant Chief of Police Kimberly Chisley-Missouri with Diversity Manager/EEO Director, Mr. Alphonso Lee, both of whom oversee and ensure implementation of the agency's Title VI Federally-funded Programs. The identified personnel have other duties and responsibilities in addition to Title VI Program responsibilities.

##### **C. Other Support Staff**

The Office of Diversity and Equal Employment Opportunity Compliance (D/EEO) administers the agency's nondiscrimination programs, and monitors program areas and sub-recipients for compliance with applicable civil rights statutes. A team of 5 full-time employees/support staff are responsible for ensuring compliance with various federal and local nondiscrimination authorities. The full list of names and email address of members of the team together with the responsibilities of the Diversity and EEO Manager, EEO Investigators and Counselors are presented in **Appendix 2**.



The D/EEO team is responsible for administering the following programs:

- I. Title VI Compliance
- II. Title VII Compliance /Affirmative Action
- III. ADA Program
- IV. On-the-Job Training Program
- V. Business and Workforce Development Program

Title VI Program Responsibilities:

1. Coordinate Title VI Program, provide technical assistance to program areas and work collaboratively with Title VI Implementation Committee and key program managers to implement Title VI requirements.
2. Manage Title VI Program data collection process.
3. Review program directives, policies, and manuals for compliance with Title VI Program. Incorporate applicable language or guidance as needed.
4. Conduct annual reviews of program areas for compliance with Title VI Program.
5. Conduct periodic reviews of sub-recipients (contractors, subcontractors, sub-grantees), including pre and post award reviews, for compliance with Title VI Program.
6. Maintain Title VI Program complaint procedures and process or redirect complaints as appropriate.
7. Disseminate Title VI Program information and resources to the public.
8. Maintain partnerships with the Mayor's outreach offices to ensure effective engagement of minority and limited English proficient populations.
9. Monitor implementation of mitigating measures.
10. Identify and eliminate Title VI Program violations and deficiencies according to established guidelines.

## **V. SUB-RECIPIENT REVIEW AND COMPLIANCE REPORTS**

MPD does not sub-award FMCSA funds to other recipients.

## **VI. TITLE VI PROGRAM TRAINING PROCEDURES**

### **A. Title VI Program Training**

In keeping with adopted MPD's policy of nondiscrimination, departmental procedures will be established or followed for employees to have equal access to applicable educational and training opportunities. MPD staff will maintain program administration documentation and data necessary for preparation of annual Title VI Program reports, and will routinely supply the necessary data to the D/EEO team.

The D/EEO team is responsible for overall Title VI-Program related training and staff development for Title VI Specialists and other MPD employees. The Coordinator will organize or conduct a minimum of one internal Title VI Program training session annually. The D/EEO team will organize and facilitate the provision of Title VI training sessions for consultants, contractors, and subcontractors periodically. FMCSA may ask MPD to provide applicable training. The training, at a minimum, will include a review or introduction of the Policy Statement, FMCSA Title VI Program Assurance and the FMCSA Basic Title VI Program PowerPoint presentation.

The D/EEO team will also facilitate targeted training for each program area. The purpose of the additional training was to raise the Associate Directors' and EEO Investigators' and Counselors' awareness of Title VI and related Nondiscrimination authorities as it pertains to the more technical aspects of their programs and activities. Program area training may arise from needs specifically expressed by the program area, or as identified by the Title VI Coordinator. As appropriate and taking into consideration the availability of resources, external training vendors, individuals and consultants may be utilized to facilitate program specific trainings.

## **VII. TITLE VI PROGRAM COMPLAINT PROCEDURES**

### Overview

These procedures apply to complaints filed pursuant to Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities by MPD's beneficiaries (i.e., members of the Public) against MPD and its' recipients, including but not limited to contractors, subcontractors, consultants and other sub-recipients of Federal and State funds. Title VI Program complaints filed against a MPD sub-recipient will be processed and investigated by MPD, Title VI Office, 300 Indiana Avenue NW, Washington, D.C. 20001. Non-transit related Title VI Program complaints that identify MPD as the respondent will be disposed of by MPD; transit related complaints filed against MPD will be forwarded to the Federal Transit Administration.

MPD's D/EEO Branch will make every effort to resolve complaints within MPD; however, these procedures do not deny or limit the right of a complainant to file a formal complaint with an outside enforcement agency (U.S. Department of Transportation, FMCSA, FHWA or FTA) or to seek private counsel for complaints alleging discrimination based on race, color, national origin sex, age or disability, including income and LEP.

### Definitions

- Race is defined as an individual belonging to one of the accepted anthropological racial groups or perception, based usually on physical characteristics that a person is a member of a racial group;
- Color is defined as the color of the skin, including shade of skin within a racial group;
- National Origin is one's birth site. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered;

- Sex includes gender, sexual harassment and pregnancy. Sex applies to both women and men;
- Age covers persons of any age;
- Disability covers physical or mental impairment; permanent, temporary, or perceived; and
- Intimidation or retaliation includes threats, coercion, or discrimination against any individual for the purpose of interfering with any rights or privilege because he/she made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing pursuant to Title VI.

The identity of every complainant will be kept confidential, except to the extent necessary to carry out the purpose of 49 CFR 21.11. Every effort will be made to obtain early resolution of complaints at the lowest possible level. The option of informal mediation between the affected parties and the investigator may be utilized at any stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Information regarding requested relief and settlement opportunities will be sought during the initial interviews with the complainant and respondent.

#### A. Title VI Program Complaint Processing Procedures

The processing procedures outline the appropriate steps for non-transit related complaints. MPD currently has a draft complaint procedures that are specific to MPD employee-related grievances/complaints. The background, policies, objectives, organizational relationships, procedures and responsibilities for those procedures were drafted in 2005 (GO-PER-201.09), and can be found at <https://go.mpdconline.com/GO/3160000.pdf>.

However, for the Title VI Program Complaint Processing Procedures, the following will be adhered to:

- Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a written complaint with the D/EEO Branch of MPD.
- A formal complaint must be filed within 180 calendar days of the alleged occurrence. The EEO Investigator (or Title VI Program Coordinator) in the D/EEO Office at MPD will not officially act or respond to complaints made verbally.
- Upon receipt of the written complaint, the D/EEO Office at MPD will determine its jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint.
- If the complaint is against a sub-recipient, consultant, or contractor, under contract with MPD, the appropriate division and/or agency shall be notified of the complaint within 15 calendar days.
- Once MPD decides its course of action, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint will be logged into the records of the D/EEO Office, and the basis for the allegation identified including race, color, national origin, disability, age or

sex, to include income-status and limited English proficiency.

- In cases where MPD assumes investigation of the complaint, the D/EEO Office will provide the respondent with the opportunity to address the allegations in writing. The respondent will have ten (10) calendar days upon receipt, to furnish the D/EEO Office with his/her response to the allegations.
- Within 60 days of receipt of the complaint, as assigned EEO Investigator will prepare a written investigative report for MPD's Internal Affairs Bureau Diversity Manager. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
- After the investigative report becomes final, briefings will be scheduled with each party within 15 days. Both the complainant and the respondent shall receive a copy of the investigative report during the briefings and will be notified of their respective appeal rights.
- A copy of the complaint and MPD's investigative report will be issued to Chief of Police (with a copy sent to FMCSA) within 60 calendar days of the receipt of the complaint.
- If the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminatory practice(s), he or she shall be advised of their rights to MPD's decision to U.S. Department of Transportation or U.S. Department of Justice. The complainant has 180 calendar days after MPD's final resolution to appeal to USDOT or to D.C. Office of Human Rights within fifteen (15) calendar days after receiving an unsatisfactory determination from MPD's D/EEO Office.
- Unless new facts not previously considered come to light, reconsideration of the final determination by the EEO Investigator will not be available.

**B. Title VI Program Complaint Log**

MPD maintains a log of all complaints and appeals. The following is the list the information for each complaint filed that MPD maintains in its Complaint Log:

- The name and address of the person filing the complaint
- The date of the complaint
- The basis of the complaint
- The disposition of the complaint
- The status of the complaint

Only qualified, well-trained investigators should conduct these investigations.

**C. Title VI Program Complaint Form**

Title VI Program complaints must be filed within 180 days from the date of the alleged discrimination or when the alleged discrimination becomes known to the complainant. The complaint form contains information necessary to assist OCR in processing complaints (see Appendix 3). If assistance is required to complete the form, the following contact information is provided: MPD Title VI Office, 300 Indiana Avenue NW,

Washington, D.C. 20001. The completed form must be returned to the same address listed.

## **VIII. DISSEMINATION OF INFORMATION/NOTICE TO THE PUBLIC**

### **NOTICES TO BENEFICIARIES UNDER THE TITLE VI PROGRAM AND INFORMATION DISSEMINATION**

MPD will provide information to the public regarding its Title VI Program obligations and apprise the public of the protections against discrimination afforded to them by the Title VI Program. The notification of rights under the Title VI Program is provided in the MPD Title VI Program policy statement. This includes a statement that the agency operates without regard to race, color, national origin, sex, age, disability, income, or LEP, a description of the procedures that members of the public should follow to request additional information, and a description of the procedures to file a Title VI Program complaint.

The D/EEO Branch at MPD manages the process for dissemination of Title VI Program notices and information to the public. The Title VI Program policy and notification of rights are available to MPD employees at the D/EEO Branch of MPD. The Title VI Program policy and notification of rights are also available in prominent locations at MPD's office in hardcopies. Within the next fiscal year, the D/EEO Branch office will develop Title VI Policy and notification pamphlets, brochures or posters.

The D/EEO team is responsible for ensuring that the Title VI Program policy and notification of rights are also readily available at the following Police Districts:

- First District Station: 101 M Street, SW, Washington, DC 20024
- First District Substation: 500 E Street, SE, Washington, DC 20024
- Second District Station: 3320 Idaho Avenue, NW, Washington, DC 20016
- Third District Station: 1620 V Street, NW; Washington, DC 20009
- Fourth District Station: 6001 Georgia Avenue, NW; Washington, DC 20011
- Fourth District Substation: 750 Park Road, NW; Washington, DC 20010
- Fifth District Station: 1805 Bladensburg Road, NE, Washington, DC 20002
- Sixth District Station: 5002 Hayes Street, NE, Washington, DC 20019
- Sixth District Substation: 2701 Pennsylvania Avenue, SE; Washington, DC 20019
- Seventh District Station: 2455 Alabama Ave., SE; Washington, DC 20020

### **Title VI Program Complaint Procedures & Discrimination Complaint Form**

The Title VI Program Complaint Procedures and Discrimination Complaint Forms are available to the public at the D/EEO Branch Office. MPD's Title VI Program contains information on complaint procedures and is disseminated as identified above.

#### Dissemination in Non-English Languages

The D/EEO team facilitates the process for the translation of Title VI Program information to the public. Title VI Program notifications and outreach materials are considered vital documents with a city-wide distribution. As such the MPD program information and Title VI Program outreach materials identified in this section will be translated into Spanish, French, Korean, Vietnamese, Chinese, and Amharic languages.

Within the next Fiscal Year, the D/EEO Branch will formalize a partnership with the Mayor's Outreach Office on Latino Affairs and limited or non-English speaker (LEP/NEP) representatives to effectively target those communities. The Office staff will participate in targeted outreach activities in the next Fiscal Year in order to build partnerships with LEP/NEP communities and ensure that equitable public involvement opportunities are afforded to all individuals, regardless of their level of English proficiency.

#### **IX. STATUS OF CORRECTIVE ACTIONS IMPLEMENTED BY APPLICANT TO ADDRESS DEFICIENCIES PREVIOUSLY IDENTIFIED DURING A TITLE VI PROGRAM COMPLIANCE REVIEW**

MPD's Title VI Program has not been previously reviewed by any Federal Agency for compliance.

#### **X. ACCESS TO RECORDS**

Documents related to MPD's Title VI Program will be made available to FMCSA for review upon request during normal business hours.

#### **XI. COMMUNITY PARTICIPATION PROCESS**

MPD does not conduct any motorist licensure/motor vehicle registration activities or services, thus, not applicable.



# **APPENDIX 1**

## **Title VI Non-Discrimination Program Assurance**

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The (The Metropolitan Police Department) (herein referred to as the "Recipient"). HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12893, 3 C.F.R. 359 (1995), entitled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" emphasizes that



Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI, to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FHWA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: <http://www.fhwa.dot.gov/epfoia/other/epfoia.cfm>

Additionally, Executive Order 13166, 3 C.F.R. 289 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the "application of Title VI's prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency." When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT's "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons," dated December 14, 2005, 470 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted FMCSA Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (c) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection

with all Federal Motor Carrier Safety Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source;

*"The (The Metropolitan Police Department), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, [Name of the recipient] also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FMCSA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FMCSA. You must keep records, reports, and submit the material for review upon request to FMCSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. [Name of Recipient] gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the FMCSA Program. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the FMCSA Program. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient

The Metropolitan Police Department  
(Name of Recipient)

by

  
(Signature of Authorized Official)

DATED 09/14/2017

## ASSURANCE APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FMCSA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FMCSA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FMCSA may direct as a means of enforcing such provisions including



sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### ASSURANCE APPENDIX B CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the (Title of Recipient) will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of Federal Motor Carrier Safety Administration (FMCSA) Program, and the policies and procedures prescribed by the FMCSA of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Recipient) all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (Title of Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (Title of Recipient), its successors and assigns.

The (Title of Recipient), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, national origin, sex, age, disability, income level, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the (Title of Recipient) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in

and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

**ASSURANCE APPENDIX C  
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER  
THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (Title of Recipient) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (Title of Recipient) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (Title of Recipient) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (Title of Recipient) and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

**Appendix E — United States Department of Transportation Standard Title  
VI/Non-Discrimination Assurances (DOT Order No. 1050.2A)**

**ASSURANCE APPENDIX D  
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED  
UNDER THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by (Title of Recipient) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, (Title of Recipient) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, (Title of Recipient) will there upon revert to and vest in and become the absolute property of (Title of Recipient) and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

**ASSURANCE APPENDIX E**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303;

## Appendix E — United States Department of Transportation Standard Title VI/Non-Discrimination Assurances (DOT Order No. 1050.2A)

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- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28), (“...which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*), as implemented by 49 C.F.R. § 25.1 *et seq.*



## **APPENDIX 2**

### **Diversity & Equal Employment Opportunity Branch Team/Support Staff and Responsibilities;**



METROPOLITAN POLICE DEPARTMENT  
INTERNAL AFFAIRS BUREAU  
Internal Affairs Division  
Diversity and  
Equal Employment Opportunity Compliance Branch



MEMORANDUM

TO: Ms. Marcella Clark  
MPD Grants Department

FROM: Diversity Manager  
Internal Affairs Bureau

DATE: July 5, 2016

SUBJECT: Request for Information for Grant

The purpose of this formal memorandum is to provide to the Metropolitan Police Department's Grants Department, per Ms. Clark's request on July 5, 2016 on or about 1130hrs, the names of the EEO "staff", position titles and roles and responsibilities.

Effective June 13, 2016, the Diversity and Equal Employment Opportunity Compliance Branch consists of the following staff members:

- Internal Affairs Bureau - Assistant Chief of Police Kimberly Chisley-Missouri
- Diversity Manager/EEO Director - Mr. Alphonso Lee
- Casualty & EEO Liaison Officer - Lieutenant Jacob Major
- EEO Investigator - Ms. Lisa Tapp
- EEO Investigator - Ms. Doreen Haines

EEO Counselor Program consists of the following members:

Tapp, Lisa (MPD) <lisa.tapp@dc.gov>; Haines, Doreen A. (MPD) <doreen.haines@dc.gov>; Cowan, Tiffani (MPD) <Tiffani.Cowan@dc.gov>; Daniels, Linda M. (MPD) <linda.daniels@dc.gov>; Dipasquale, Christopher (MPD) <Christopher.Dipasquale@dc.gov>; Dryden, Jane (MPD) <jane.dryden@dc.gov>; Dzidzienya, Kenneth (MPD) <Kenneth.Dzidzienya@dc.gov>; Fletcher, Junis (MPD) <junis.fletcher@dc.gov>; Gantt, Sheila (MPD) <sheila.gantt@dc.gov>; Gray, Robertina <robertina.gray@dc.gov>; Heath, Latoyia (MPD) <latoyia.heath@dc.gov>; Hill, George M. <george.hill@dc.gov>; Jamison, Josephine (MPD) <Josephine.Jamison@dc.gov>; Jones, Elizabeth T. (MPD) <elizabeth.t.jones@dc.gov>; Kennedy, Renee (MPD) <renee.kennedy@dc.gov>; Lawrence, Willie (MPD)

<Willie.Lawrence@dc.gov>; Mitchell, Juanita (MPD) <juanita.mitchell@dc.gov>;  
Mongal, Tyshena (MPD) <tyshena.mongal@dc.gov>; Moore, Lennie V. (MPD)  
<lennie.moore@dc.gov>; Dipasquale, Christopher (MPD)  
<Christopher.Dipasquale@dc.gov>; Webster, Nicole (MPD)  
<Nicole.Webster@dc.gov>; Rivers, Subrena (MPD) <Subrena.Rivers@dc.gov>

Per the Equal Employment Opportunity General Order/Policy (GO-PER-201.09), the roles of and responsibilities in summary are as follows:

- The Diversity and EEO Manager provides day-to-day management of the EEO Investigators; is responsible for the prompt resolution of complaints; and ensures expedient corrective action when appropriate.
- The EEO Investigators are responsible for the investigation of EEO complaints; maintaining the confidentiality of employees who come to them for assistance, except to the extent necessary to perform their duties, or if otherwise released by the employee in writing; and perform investigative duties as prescribed in Title 4, DCMR § 100 et. Seq
- The EEO Counselors provide advice and counsel to employees within units who feel they have been subjected to discriminatory treatment; provide information on the complaint process and avenues the employee may use to have their complaint addressed, including the right to seek counseling services from any other counselor or outside the agency, if the employee chooses to do so. In addition, Counselors may provide information to the employee on the Employee Assistance Program. Serve only in an advisory, non-investigative role and have no authority to investigate.

The information provided is for official business purposes. Thank you for your patience and attention in this matter.

Respectfully,



Mr. Alphonso Lee  
Diversity Manager/EEO Director

# **APPENDIX 3**

## **Complaint Form**

### MPD Title VI Program Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Related Nondiscrimination authorities include sex, age, disability, income, and LEP.

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complainants' Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Telephone Number (home) \_\_\_\_\_ business \_\_\_\_\_

Cell \_\_\_\_\_

Person discriminated against (if someone other than the complainant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

1. Which of the following best describes the reason you believe the Discrimination took place? Was it because of your: (check reason)

a. Race/Color \_\_\_\_\_ c. Age \_\_\_\_\_

b. National Origin \_\_\_\_\_ d. Disability \_\_\_\_\_

e. Gender \_\_\_\_\_ f. Income Range \_\_\_\_\_

g. Limited English Proficiency? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. What date did the alleged discrimination take place and the location?

Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

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3. Have you filed this complaint with any other federal, state, or local agency; or  
With any federal or state court? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, check all that apply:

\_\_\_\_\_ Federal Agency \_\_\_\_\_ Federal Court \_\_\_\_\_ State Agency  
\_\_\_\_\_ State court \_\_\_\_\_ Local Agency

4. Please provide information about a contact person at the agency/court where  
The complaint was filed.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Please sign below. You may attach any written materials or other information that you think is  
relevant to your complaint.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date