



## **NEW HAMPSHIRE**

### ***Commercial Vehicle Safety Plan***

## **Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program**

**Fiscal Year 2019**

**Date of Approval: June 27, 2019**

**FINAL CVSP**



**U.S. Department of Transportation  
Federal Motor Carrier Safety Administration**

## Part 1 - MCSAP Overview

### Part 1 Section 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 FAST Act required the Federal Motor Carrier Safety Administration (FMCSA) to “prescribe procedures for a State to submit a multiple-year plan and annual updates thereto, under which the State agrees to assume responsibility for improving motor carrier safety by adopting and enforcing State regulations, standards, and orders that are compatible with the regulations, standards, and orders of the Federal Government on commercial motor vehicle safety and hazardous materials transportation safety.”

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 (FY 2019)
- 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, a 3-year plan, or an Annual Update to 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.

#### NEW FOR FY 2019:

**Single Year and Multi-Year plans**—For FY 2019, the primary difference in the single year and multi-year CVSP formats is that objectives, projected goals, and activities in the 3-year plan will cover an entire three-year period. The financial information and certifications will be updated each fiscal year.

**Annual Updates for Multi-Year plans**—Those States in Year 2 of a 3-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in Year 1 and indicate whether anything needs to be updated for Year 2 via a Yes/No question provided in each Section of Parts 1-3. **NOTE: Answer carefully as there is one opportunity to check Yes/No and then the input is locked.**

- If Yes is indicated, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan.
- If No is indicated, the Year 1 information will not be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All single year, multi-year, and annual update plans have been pre-populated with data and information from their FY 2018 plans. States must carefully review and update this information to reflect FY 2019 activities prior to submission to FMCSA.

In addition, States are reminded to **not** include any personally identifiable information (PII) in the CVSP. The final

CVSP approved by FMCSA is required to be posted to a public FMCSA website.

**Part 1 Section 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 Department of Safety (NHDOS) Division of State Police Troop G is the lead agency in New Hampshire authorized to administer the Motor Carrier Safety Assistance Program (MCSAP).

NH State Police (NHSP) Troop G's mission is to develop and implement effective strategies to reduce commercial motor vehicle (CMV) involved crashes resulting in injuries or loss of human life. Identifying high risk crash corridors and causation by analyzing data assists us in utilizing uniform inspections and traffic enforcement activities to target menacing driver behaviors and unsafe commercial motor vehicles. Out of Service commercial motor vehicles and drivers jeopardize the safety of the motoring public on NH roadways. Troop G Troopers also augment their crash reduction efforts with education and outreach to the general public and the motor carrier industry.

New Hampshire has 1.3 million residents, as reported by the U.S. Census Bureau, within 10 counties. New Hampshire is predominately a rural state with a couple of urbanized areas. There are two cities in the southern tier which are densely populated; however, the northern tier is rural and mountainous. The northern tier borders the Quebec Province in Canada to the north, Vermont to the west and Maine to the east and serves as the primary location for logging and forestry operations. NH is a small state with a large transient CMV population. The interstate highways, nearly 300 miles, carry the majority of commercial traffic transporting passengers, hazardous materials and property.

By implementing the activities set forth in our FY 2019 Basic MCSAP, New Entrant Program, and Border Enforcement Program, Troop G's Motor Carrier Enforcement Unit's (MCEU) primary goal is to improve CMV operation safety resulting in less fatal and non-fatal crashes and hazardous material incidents.

### Part 1 Section 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 Division of State Police Troop G has the state's sole authority to enforce Federal Motor Carrier Safety Regulations, Federal Hazardous Material Regulations and compatible State Laws and Regulations under NH RSA 266:72a.

Troop G currently has 33 NASI certified State Troopers trained to perform commercial vehicle roadside inspections and traffic enforcement of CMVs and vehicles in the vicinity of CMVs. This is a reduction of six (6) Troopers since last year.

The Basic MCSAP Grant supports salaries and fringe benefits for five (5) of the Troop G Troopers and three (3) civilians dedicated 100% to the program. The eight (8) positions include: three (3) Sergeants responsible for supervising all motor carrier certified Troopers, data collection and analysis, responding to Data Q's, conducting inspections, safety audits, and carrying out MCSAP administrative tasks; two (2) Troopers that conduct roadside inspections, size and weight, and enforcement; and a Program Specialist III and two Program Assistants assigned to write, manage and administer the grant award, reports, data collection, clerical tasks, etc.

In addition to the five MCSAP funded Troopers, there are 13 other Troopers assigned to the Motor Carrier Enforcement Unit (MCEU) within Troop G having the primary responsibility of conducting roadside inspections and enforcing laws pertaining to commercial vehicle safety and hazardous materials. The remaining 12 Troopers in Troop G, while conducting inspections part time, also enforce the New Hampshire Motor Vehicle and Criminal Code, laws and regulations governing registration, state inspection, pupil transportation, Driver Education, size and weight, over-dimensional loads, dyed fuel violations, and IFTA. The time devoted to MCSAP eligible inspection activities by these full time and part time inspectors (as tracked) is either charged to the grant or used to meet the MOE requirement.

Of the 34 Troopers certified to conduct Level 1 inspections; the following have additional certifications:

- 15 are also certified to conduct hazardous materials inspections
- 12 are certified to conduct cargo tank inspections
- 12 are certified to conduct passenger carrier inspections
- 1 is certified to conduct Level VI Highway route controlled radioactive material inspections
- 3 are certified to conduct Crash Analysis Reconstruction

New Hampshire utilizes a hard match to fulfill the 15% matching requirement for MCSAP funding which is obtained through our state highway fund. The NH Highway fund provides the source of funding for the MCSAP Maintenance of Effort requirements such as salary and fringe benefit costs, vehicle and equipment costs, and supplies.

**Part 1 Section 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:	DOS STATE POLICE
Enter total number of personnel participating in MCSAP activities	36
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	33
Traffic Enforcement Activities	33
Investigations*	4
Public Education and Awareness	10
Data Collection and Reporting	4
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

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

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2019 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 2017, 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.*

## Part 2 Section 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 2013 - 2017

#### 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 # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	11	5	11
01/01/2016	12/31/2016	6	12	6
01/01/2015	12/31/2015	5	6	5
01/01/2014	12/31/2014	13	6	13
01/01/2013	12/31/2013	12		12



**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 # 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			
01/01/2017	12/31/2017	0	0	0
01/01/2016	12/31/2016	0	0	0
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	0	0	0
01/01/2013	12/31/2013	0	0	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			
01/01/2017	12/31/2017	0	0	0
01/01/2016	12/31/2016	0	0	0
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	0	0	0
01/01/2013	12/31/2013	2	0	2

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

FMCSA MCMIS and State Crash Records data snapshot 6/15/2018.

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

It should be noted that the CY 2013 goal for all CMV fatal crashes was not based on a reduction of actual fatalities; therefore, the goal field is empty. The goal that year was to reduce the large truck fatality rate per 100 million VMT to .03 in 2013 from .05 in 2010. The outcome was an increase in the fatality rate from .05 to .10 as a result of the increase in fatal crashes.

Although NH has not had a specific fatal crash reduction goal each year for passenger carriers or hazardous material transportation it has been included in the overall crash reduction goal. NH continues to be vigilant in enforcing passenger carrier and hazardous material regulations through inspections, traffic enforcement, industry outreach, and public outreach to increase awareness to drive safely around commercial motor vehicles.

### ***Narrative Overview for FY 2019***

#### ***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.***

New Hampshire is currently spending our 2017 MCSAP award and tracking the coinciding activities and goals established in that grant application.

**Fatal Crashes**

New Hampshire's fatal crashes increased from 6 in CY 2016 to 10 in CY 2017 resulting in 11 fatalities, a 66% increase. In the first six months of CY 2018 there have been 9 fatal crashes resulting in 12 fatalities already surpassing each of the 2016 and 2017 total fatalities. Often our fatal crashes occur in rural areas on two lane roads.

Troop G analyzed FARS data provided by DOS Division of Motor Vehicles, 2009 through 2012, and used this as our baseline to determine 80% of the fatal crashes (24) were deemed the fault of the passenger vehicle (PV). In CY 2016 the PV was at fault 66% of the time and in CY 2017 the PV was deemed at fault in 80% of the fatal crashes, 5 of the crashes were the result of center line encroachment, probably due to driver distraction.

**Non-fatal Crashes**

Non-fatal crashes have risen every year since FY 2013. There were 335 non fatal crashes in FY 2013 compared to 441 in FY 2016 and 527 in FY 2017. That is a 57.3% increase since FY 2013. Passenger vehicles were deemed at fault in 56.4% of the total crashes involving a commercial motor vehicle in FY 2017.

Crash trend analysis for FY 2016 and 2017 reveals:

- The highest number of crashes occur Monday through Friday between the hours of 6:00 AM and 6:00 PM.
- 70% occurred in three of our counties: Merrimack, Rockingham, and Hillsborough, home to our 5 highest crash cities/towns. Hillsborough County presents a continuing challenge for Troop G because there are limited safe locations to conduct inspections.
- The five high crash cities/towns are: Manchester and Nashua in Hillsborough County; Londonderry in Rockingham County; Concord in Merrimack County; and Portsmouth in Rockingham County.
- The primary crash causation was driver behavior to include driver inattention/distraction, failure to yield, following too close, speed, and improper lane use for CMVs and passenger vehicles. Sixty percent of the CMV involved crashes were the result of these 5 unsafe driving behaviors. Although, winter weather was a contributing factor in 21% of the crashes in FY 2017.

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

FMCSA MCMIS and State Crash Records data snapshot 6/15/2018.

***Projected Goal for FY 2019***

***Enter Crash Reduction Goal:***

New Hampshire's fatal crash reduction goal for FY 2018 was to maintain 5 or less fatal crashes based on the 5 fatal crashes in CY 2015. Based on the 10 fatal crashes (11 fatalities) in CY 2017 and 9 fatal crashes (12 fatalities) to date in CY 2018, our multi-year goal for CY 2019 and CY 2020 is to reduce fatal crashes to 10 in each year. The reduction goal for non-fatal crashes during the performance period of this grant (most probably FY 2020) is to: -reduce the 527 non-fatal crashes in FY 2017 to 511 (3%). -reduce the 70% of total CMV involved crashes in the 3 high crash counties to 68% during the performance period of this grant.

***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.***

1. Troop G will conduct 9,500 inspections during the performance period of this grant. Troop G has reduced the number of inspections this year for two reasons; a decrease in certified troopers and a reallocation of resources to address the upward trend in CMV crashes.
2. Troop G Troopers will conduct 16 inspection and high visibility enforcement initiatives, April through November, as weather permits. These "Truck Days" require participation by all certified Troopers and focus on CMV moving violations, safety belts, CDL license violations, equipment violations, hours of service, medical certifications, and hand held electronic device usage.
3. Troop G Troopers will conduct 6 high visibility enforcement initiatives on identified high crash corridors throughout

the performance period with a special emphasis in Hillsborough, Rockingham and Merrimack Counties in an effort to reduce the 70% of total CMV crashes occurring in those counties.

4. Increase our directed patrols for traffic enforcement on CMVs and non-CMV drivers driving erratically around CMVs as noted in Section 5-Traffic Enforcement.
5. The Motor Carrier Unit (MCEU) will schedule 6 unannounced directed patrols throughout the performance period in the City of Manchester in Hillsborough County. The MCEU will work with the Manchester Police Department to direct CMVs to various locations within city limits where it is safe to conduct inspections. Approximately 4 troopers and a supervising Sgt. will participate in each of the directed patrols.
6. Troop G will schedule 3 passenger carrier destination inspection events at ski resorts during the winter months with one or two troopers.
7. Troopers will target early morning CMV activity during 3 "Operation Sunrise" patrols to conduct inspections, traffic and weight enforcement.
8. Emphasize the primary types of driver behavior resulting in crashes (ie. distracted driving) during the annual Troop G in-service training in 2019.

***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 MCEU Sergeants will monitor the number of fatal and non-fatal crashes quarterly and compare to inspection and enforcement activity. This will enable them to identify trends in crash areas, CMV driver behavior, and inspection violations to develop strategic enforcement. The causation of fatal and non-fatal crashes will be tracked to determine commonalities such as the age of the at fault driver, road conditions, unsafe speed, driver negligence, etc. Quarterly meetings will be held with the Program Specialist and MCEU supervisors to monitor progress in reaching our FY 2019 and 2020 crash reduction goals. Progress will be reported quarterly to FMCSA in the SF-PPRs.

## Part 2 Section 3 - Roadside Inspections

*In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2019.*

**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 2013 - 2017**

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	3074	2473	2416	2578	2385
Level 2: Walk-Around	4512	4356	5057	4944	3862
Level 3: Driver-Only	3968	3695	3501	3640	2816
Level 4: Special Inspections	1	1	1	55	0
Level 5: Vehicle-Only	314	179	245	249	96
Level 6: Radioactive Materials		0	0	0	0
<b>Total</b>	<b>11869</b>	<b>10704</b>	<b>11220</b>	<b>11466</b>	<b>9159</b>

### **Narrative Overview for FY 2019**

#### **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 2017 inspection total does not include inspections conducted with Border Enforcement or High Priority funds.

NHSP understands that inspections are imperative to ensure CMV regulatory compliance and improve safety. Troop G tailors its inspection activities to specific targeted areas within the state; which includes the availability of two fixed facilities on I93 in the southern region of the state, off-road locations, pullout areas, and terminal locations. The MCEU Troopers are assigned daily to a regular patrol/inspection area. Troop G MCEU supervisors have directed certified Troopers to conduct a requisite number of inspections throughout the certification period and their activity levels are reviewed by their supervisors quarterly, at a minimum. It is important to note that the intended Level 3 inspection often becomes a Level 2 inspection as a result of an obvious equipment violation observed. Sergeants will emphasize the importance of quality and consistent roadside inspection data and identifying carriers under a Federal OOS order at Troop G's annual in service training.

Troopers also participate in special inspection and enforcement activities as necessary in high crash areas, Road Check and the National Passenger Safety Initiative, destination inspections, which are all critical in identifying safety violations. Quantitative progress of each inspection goal will be compared to the projected inspections quarterly in SafetyNet. The MCEU Sergeants will evaluate the type of violations and identify high risk areas so that strategies can be modified and resources reallocated to meet the present need. MCEU Sergeants research and respond to all RDRs; driver and carrier inspection challenges are monitored as part of a quality review to address any Trooper training deficiencies.

Although Troop G has modified its inspection goals during this performance period, they will reallocate resources to address the upward trend in CMV crashes with traffic enforcement and high visibility patrols.

## Projected Goals for FY 2019

### Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Year 2019. For FY 2019, 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:** DOS STATE POLICE

**Enter the total number of certified personnel in the Lead agency:** 30

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	2265	100	10	2375	25.00%
Level 2: Walk-Around	3600	300	0	3900	41.05%
Level 3: Driver-Only	3135	0	0	3135	33.00%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	90	90	0.95%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>9000</b>	<b>400</b>	<b>100</b>	<b>9500</b>	

**MCSAP subrecipient agency**

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

**Subrecipient is:**

**Enter the total number of certified personnel in this funded agency:** 0

Projected Goals for FY 2019 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



**Non-Funded Agencies**

Total number of agencies:	
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2019:	

**Summary**

## Projected Goals for FY 2019 - Roadside Inspections Summary

<b>Projected Goals for FY 2019 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: DOS STATE POLICE</b>					
<b># certified personnel: 30</b>					
<b>Subrecipient Agencies:</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies:</b>					
<b># certified personnel:</b>					
<b># projected inspections:</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	2265	100	10	2375	25.00%
Level 2: Walk-Around	3600	300	0	3900	41.05%
Level 3: Driver-Only	3135	0	0	3135	33.00%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	90	90	0.95%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>9000</b>	<b>400</b>	<b>100</b>	<b>9500</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.

Our projection is based on data from previous years. In the last few years we have completed an average of 21% of our total inspections as Level 1s as we have continued to experience a decrease in motor carrier certified troopers every year. This has impacted the number of Level 1 inspections completed. We anticipate adding certified troopers this year and will strive to increase the number of Level 1 inspections.

**Part 2 Section 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.**

## Part 2 Section 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 2013 - 2017

#### 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		
10/01/2016	09/30/2017	1016	241
10/01/2015	09/30/2016	1258	3208
10/01/2014	09/30/2015	1705	3003
10/01/2013	09/30/2014	1694	2000
10/01/2012	09/30/2013	2295	2060

☒ 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.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2017	09/30/2017	499	157
01/01/2017	12/31/2017		
01/01/2016	12/31/2016		
01/01/2015	12/31/2015		
01/01/2014	12/31/2014		

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

Data Source: FMCSA MCMIS data snapshot 6/29/2018 NHSP e-Citation Record System data snapshot 7/12/18 In the past NH was unable to document non-CMV traffic enforcement stops in the vicinity of a CMV which is why fields prior to FY 2017 are blank. NHSP added that capability in our e-Citation system in December 2016 to capture the number of passenger vehicles operating in the vicinity of a CMV that did or could potentially affect the safe operation of a CMV. The numbers depicted above represent enforcement activity January 2017 to September 30, 2017.

**Narrative Overview for FY 2019****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](#).*

NHSP Troop G has 18 Troopers dedicated to the MCEU full time. The remaining 12 certified Troopers conduct traffic enforcement 1% to 25% of their time when not assigned to other duties. Troop G has always required a Level I, II or III inspection be completed on any commercial motor vehicle where traffic enforcement action is taken. This requirement assures that all violations are recorded in SafetyNet.

Troop G also targets non-CMV drivers that drive unsafely or erratically in the vicinity of a CMV. In FY 2015, passenger vehicles were at fault 49% in CMV involved crashes, FY 2016 the percentage increased to 52% and further increased to 56.4% in FY 2017. Traffic enforcement related to non-CMVs was not documented for purposes of the MCSAP grant until January 2017 as noted above. In FY 2018 in addition to Troop G's activity, they enlisted the assistance of Troopers in other State Police barracks throughout the state to conduct eligible traffic enforcement activities during heavy commuting hours targeting unlawful driving behaviors of passenger vehicles such as improper passing, speed, aggressive driving, distracted driving, and texting in the vicinity of CMVs in an effort to reduce CMV crashes. NHSP utilized MCSAP overtime for these eligible patrols. Although the productivity was substantial, analysis did not depict a decrease in crashes.

Troop G will shift some of its resources to increase traffic enforcement directed patrols for CMVs and passenger vehicles in the vicinity of a CMV. Based on data analysis, high-risk corridors are identified and enforcement patrols are assigned to those areas. The majority of commercial motor vehicle involved crashes occur Monday through Friday 6 AM to 6 PM so Troopers are scheduled accordingly to optimize coverage and visibility. Additional directed patrols on high traffic corridors will be scheduled as public complaints or data deems necessary.

Troop G Troopers will conduct directed patrols in the three high crash counties which encompass corridors such as I89, I93 and I95, Rte 3, Rte 125 and 101. All activity will be documented in our E-Citation system since NHSP has recently added the capability to document passenger vehicles driving unsafely or erratically in the vicinity of a CMV.

State Police conducts a monthly "Safe Commute" directed patrol between the hours of 6AM and 10AM and again between the hours of 3PM and 7PM to target unsafe driving by both CMVs and non-CMVs during heavy commuting hours. In addition Troop G will schedule "Truck Days" as described in Section 2 Crash Reduction. Troop G will also use an unmarked cruiser to focus on traffic enforcement of passenger vehicles driving unsafely in the vicinity of a CMV.

All traffic enforcement activities will be conducted in accordance with the MCSAP Comprehensive Policy.

**Projected Goals for FY 2019**

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2019. 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 2019
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	1200
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	100
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	200
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	300

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 2019 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2019 Activities	Average 2004/05 Activities
9500	0	144	9644	8843

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

Troop G will extract traffic enforcement data from NHSP's e-Citation system. MCEU Sergeants will monitor the number of traffic enforcement contacts, citations and warnings for CMVs with an inspection quarterly. Non-CMV traffic enforcement will also be tracked through our e-Citation system. Funds for non-CMV traffic enforcement, primarily overtime, will be monitored with Trooper weekly activity sheets and overtime reports by the Troop G Lieutenant and the Program Specialist to ensure NHSP does not exceed the 10% statutory limit of MCSAP funds. Troop G will provide guidance and parameters to Troopers conducting CMV and non-CMV traffic enforcement to ensure consistency and will monitor Troopers activities to ensure they have an acceptable number of contacts during enforcement patrols.

## Part 2 Section 6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility in [49 CFR 350.201 \(aa\)](#). States must achieve full participation by October 1, 2020. FMCSA defines “fully participating” in PRISM, for the purpose of determining eligibility for MCSAP funding, as when a State’s or Territory’s International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

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\(aa\) \(cc\)](#)). 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 full participation in PRISM, O&M costs are eligible expenses. O&M expenses must be included and described 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	Yes
PRISM	Exceeds Full Participation	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:

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:

### Narrative Overview for FY 2019

#### 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.**

## Part 2 Section 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 2013 - 2017**

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

<b>Public Education and Outreach Activities</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Carrier Safety Talks	34	13	23	33	26
CMV Safety Belt Education and Outreach					2
State Trucking Association Meetings	7	2	3	6	8
State-Sponsored Outreach Events		1			
Local Educational Safety Events			1	1	5
Teen Safety Events		6	15	16	

### **Narrative Overview for FY 2019**

**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.**

Troop G has approximately 10 Troopers that provide education and outreach at events throughout the state.

1. Industry Outreach: They provide, upon request, a variety of topical presentations to industry related to Federal and State laws and regulations, pre-trip, load securement, safety improvement for motor carrier operations, CDL requirements, medical certification, and hazardous material transportation.
2. MCEU Sergeants provide instruction in basic hazardous material transportation to dispatchers and police recruits at NH Police Standards and Training approximately 3 times a year. They also provide CMV awareness to local police departments upon request.
3. MCEU Troopers will conduct 5 Teens and Trucks presentations at Driver Education programs throughout the state focusing on driver behavior, safe lane changes, proper driving distance between vehicles, "no zone", and driver distraction in an effort to reduce CMV involved crashes and injuries. Classes are usually scheduled during evening hours or on Saturdays. Troop G will partner with New Hampshire Motor Transport, when available, to elicit their members' voluntary participation by demonstrating actual "no zone" areas with their CMVs at driver education classes.

We did not enter a CMV Safety Belt Education and Outreach event because although Troopers do not present this information as a stand alone presentation it is a topic that is covered in every safety talk.

### **Projected Goals for FY 2019**

**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 2019
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	20
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	4
<input type="radio"/>	<input checked="" type="radio"/>	State-Sponsored Outreach Events	
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	3
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	5

**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 MCSAP Program Assistant will track the number of presentations, location, duration of the presentation, and number of attendees to meet the program goals and report quarterly to the FMCSA NH Division Office.

## Part 2 Section 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	Good	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 2019.

SSDQ Category	Current SSDQ Rating	Goal for FY 2019
Crash Record Completeness	Good	Good
Fatal Crash Completeness	Good	Good
Crash Timeliness	Good	Good
Crash Accuracy	Good	Good
Crash Consistency	No Flag	No Flag
Inspection Record Completeness	Good	Good
Inspection VIN Accuracy	Good	Good
Inspection Timeliness	Good	Good
Inspection Accuracy	Good	Good

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

Data Source: A&I as of May 25, 2018

### Narrative Overview for FY 2019

**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.

**Program Activities for FY 2019 - 2021:** Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

**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.

## Part 2 Section 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 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 type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input 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 2013 - 2017

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

New Entrant Safety Audits	2013	2014	2015	2016	2017
Interstate	191	213	242	188	170
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>191</b>	<b>213</b>	<b>242</b>	<b>188</b>	<b>170</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 2019

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency:

**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 2019

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 2019 - New Entrant Safety Audits		
	FY 2019	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	24	0
# of Safety Audits (Offsite)	120	0
# Group Audits	0	0
<b>TOTAL Safety Audits</b>	<b>144</b>	<b>0</b>
# of Non-Audit Resolutions	25	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.**

Although New Hampshire is a small state, approximately 300 new commercial motor vehicle operations apply for USDOT numbers when commencing in interstate commerce each year. The New Entrant program provides the State's first opportunity to assess a carrier's basic knowledge and ensure it has effective safety management tools in place. Our goal is to improve the safety performance of interstate new entrant carriers in an effort to reduce commercial motor vehicle involved crashes, injuries and hazardous material incidents.

The New Entrant Unit (NEU) within Troop G will conduct on-site and off-site safety audits and provide education and technical assistance, areas of improvement, and recommendations for operation modification to carriers so that they are compliant with Federal Motor Carrier Safety Regulations and State laws. The carrier's safety performance will be monitored during the New Entrant period.

Carriers that fail the safety audit will be provided with a corrective action plan and guidance regarding the information they need to supply to FMCSA. Approximately 15% of attempted audits result in a non-audit resolution due to carriers converting to intrastate, no contact, no show or out of business.

NHSP continuously faces staffing challenges to conduct safety audits. Troop G currently has four certified Troopers conducting audits part time, one which was just certified in October 2017. One of the auditors is a Sergeant that oversees the program. NH expects to certify two additional Troopers during the performance period of this grant.

**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.**

1. The NEU will conduct 120 off-site and 24 on-site safety audits. The Troopers will establish contact with the carrier to either schedule an onsite audit or request documents for an offsite audit. Documents will be reviewed and technical assistance will be provided to the carrier. Reports will be completed, reviewed and uploaded.
2. The NEU will provide education and technical assistance to new interstate commercial motor vehicle operations and drivers during a monthly class emphasizing regulatory compliance. They will host one free class each month, during the evening hours, for 12 months providing an overview of such topics as hours of service, gross vehicle weight rating, qualification of drivers, pre-trip inspections, load securement, drug and alcohol testing, medical certifications, etc.; all within the context of a mock safety audit. Attendees include New Entrant carriers and other industry representatives such as out of state carriers and consultants for carriers. The class is held at NH State Police Headquarters which is centrally located in the state.
3. At a minimum, the NE supervising Sergeant will schedule quarterly unit meetings to review open assignments and updates to federal regulations, sometimes partnering with the FMCSA NH Division to ensure consistent programmatic practices between State and Federal agencies.

***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.***

1. The FMCSA NH Division will ensure the NEU Troopers' audit reports are reviewed for quality and accuracy in accordance with EFOTM guidelines.
2. The NE supervising Sergeant will hold quarterly unit meetings to monitor progress of program goals. The Sgt. will monitor assignments and use FMCSA reports to monitor time line requirements to prevent overdue carriers.
3. The NEU will monitor the monthly outreach classes for attendance and review the presentation evaluations to determine outreach effectiveness. Modifications in content will be driven by the evaluations
3. The program assistant will track the number and type of audits conducted; the number of non-audit resolutions; and audit assignments. Quarterly performance reports will be submitted to the FMCSA NH Division with progress updates toward meeting our program goals.

## Part 2 Section 10 - Border Enforcement

The FAST Act affirms that States sharing a land border with another country will conduct a border commercial motor vehicle safety program focusing on international commerce, including enforcement and related projects ([49 CFR 350.201](#)). If a State sharing a land border with another country declines to engage in border related activities, it will forfeit all border enforcement funds the State is eligible to receive.

### Trend Analysis for 2013 - 2017

In the table below, provide the number of inspections conducted in the past 5 years.

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	0	0	28	33	19
Level 2: Walk-Around	0	0	361	391	321
Level 3: Driver-Only	0	0	24	34	41
Level 4: Special Inspections	0	0	0	0	0
Level 5: Vehicle-Only	0	0	0	0	0
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>413</b>	<b>458</b>	<b>381</b>

### Narrative Overview for FY 2019

☐ The State chooses not to engage in border enforcement activities in FY 2019. If this box is checked, no additional narrative is necessary in this section.

Enter the Agency name conducting Border Enforcement activities if other than the Lead Agency:

**Program Objectives:** In addition to the primary goal of the program as stated below, a State must identify at least one of the following priority objectives as a focus within their border enforcement program to be considered for participating within this focus area.

**Program Goal:** Border States should conduct a border CMV safety program. The focus is on international commerce that includes enforcement and related projects, to ensure motor carriers and drivers operating CMVs (primarily those entering the United States from a foreign country) are in compliance with U.S. CMV safety standards and regulations, financial responsibility regulations, and registration requirements. It also ensures drivers of those vehicles are qualified and properly licensed to operate a CMV in the U.S.

Check all objectives that apply (minimum of 1):

☐ **Objective 1: International Motorcoach Inspections** - Facilitate the conducting of inspections of motorcoaches engaged in international commerce at bus stations, terminals, border crossings, maintenance facilities, destination locations, or other locations where a motor carrier may make a planned stop (excluding a weigh station). For FY 2018, FMCSA encourages States to examine their data on international motorcoach activity and use that data to establish reasonable goals that will result in an appropriate level of motorcoach-focused activities. States must justify the goals set and provide the data or data source references.

☐ **Objective 2: High Crash Corridor Enforcement Focused on International Commerce** - Conduct international commerce CMV enforcement activities (inspections and traffic enforcement) within corridors where the data indicate that there are a high number of crashes involving vehicles engaged in international commerce.

☒ **Objective 3: International Commerce CMV Inspections at Remote Border Sites Away from Border Crossings** - Conduct international commerce CMV safety inspections at identified sites where known international commerce activity occurs near the Canadian and Mexican borders but where there is no official border crossing facility. Site(s) must be identified in the narrative below and describe how far

these locations are from the nearest official border crossing facility, if any.

### Projected Goals for FY 2019

*Summarize projected border enforcement activities in the table below.*

**Note:** All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the CVSP, and not be indicated as BEG inspections on the inspection report which is uploaded into ASPEN

Projected Goals for FY 2019 - Border Enforcement	
	FY 2019
Number of International Commerce Regular CMV	475
Number of International Commerce HM	24
Number of International Commerce Passenger	1
<b>Total International Commerce Inspections</b>	<b>500</b>
Number of Fixed Facility International Inspections	100
Number of Non-Fixed Facility International Inspections	400
Traffic Enforcement	0
Strike Force Activities (CMVs)	0
Strike Force Activities (Passenger CMVs)	0

**Strategies:** *Include a description of the strategies that will be utilized to meet the program objective(s) above. The applicant must include any challenges or impediments foreseen.*

Although New Hampshire shares a 58 mile border with the Province of Quebec, we only have one port of entry which is minimally used by approximately 1,150 commercial vehicles each year. Therefore, the State's number of border crossings does not accurately reflect the foreign domiciled carriers entering NH every day. The international carriers access NH roadways from several ports of entry in our neighboring states of Vermont and Maine. Documenting the foreign domiciled carriers entering NH every day is a statistical challenge; however, the volume of foreign domiciled carriers utilizing our major international corridors as a primary conduit to Massachusetts and the eastern seaboard necessitates a need for remote site and roadside inspections.

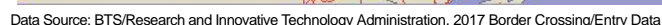
Troop G's patrol area encompasses the entire state so that they can enforce motor carrier laws and rules. The primary corridors utilized by Canadian carriers originate in Maine and Vermont including Interstates 89, 93, 95 and US 1, 2, 3 and 26. Interstate 95 begins at the Holton, ME port of entry; I89 begins at the Highgate Springs, VT crossing, and I93 begins at the Derby Line port of entry. In addition, international carriers also enter NH from the Beecher Falls, VT border crossing which is the closest crossing to NH. In 2017, over 300,000 trucks and buses entered and exited the Canadian Provinces through these four ports of entry. The Border Enforcement program augments the NH State Police's continuing efforts to ensure compliance of foreign domiciled carriers and drivers.

Troop G will conduct 500 inspections roadside and at remote sites on major international corridors originating from the Vermont and Maine border crossings. These sites include but are not limited to:

- Hampton and Portsmouth, NH on I95 which are approximately 300 miles from the Holton, ME crossing.
- Lebanon and Warner, NH on I89 which are 130 and 180 miles respectively from the Highgate Springs, VT port of entry.
- Littleton, NH on I93 is approximately 70 miles from the Derby Line, VT crossing and 60 miles from the Beecher Falls crossing.

As a result of our efforts, NH has very few crashes involving Canadian carriers each year: 8 crashes in FY 2015, 11 crashes in FY 2016, and 12 in FY 2017. None of these were fatal crashes. We are unable to conduct motor coach inspections at border crossings in neighboring states and en-route restrictions limit us to destination inspections. NH has very few venues where there is a Canadian charter transportation presence and access to safe locations to conduct inspections. Although we do not have a specific international carrier crash reduction goal, Troop G remains diligent in its efforts to ensure that all foreign domiciled carriers comply with regulations and operate safely.







**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.*

**Part 3 Section 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.**

**Part 3 Section 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.

**Part 3 Section 3 - State Specific Objectives – Past****Instructions:**

*Describe any State-specific CMV problems that were addressed with FY2018 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 2018 CVSP.*

**Progress Report on State Specific Objectives(s) from the FY 2018 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2018 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*

**Part 3 Section 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 2019. 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.*

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

The Spending Plan is an explanation of each budget component, and should support the cost estimates for the proposed work. The Spending Plan should focus on how each item will achieve the proposed project goals and objectives, and explain how costs are calculated. The Spending Plan must be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [2 CFR part 1201](#), [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 and necessary ([2 CFR §200.403](#) and [2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA regulations and directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable and Necessary** 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.
  - For 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 should include costs for FY 2019 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

The Spending Plan data tables are displayed by budget category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual and Subaward, and Other Costs). 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 is 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 is 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute up to 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 (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

#### 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.

- 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 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 and should be reviewed and updated by users as necessary.

States may edit the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate a different percentage to Federal and State shares. 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.

- **MOE Expenditures**

States may enter MOE on individual line items in the Spending Plan tables. The Personnel, Fringe Benefits, Equipment, Supplies, and Other Costs budget activity areas include edit checks on each line item preventing MOE costs from exceeding allowable amounts.

- If "Percentage of Time on MCSAP grant" equals 100%, then MOE must equal \$0.00.
- If "Percentage of Time on MCSAP grant" equals 0%, then MOE may equal up to Total Project Costs as expected at 100%.
- If "Percentage of Time on MCSAP grant" > 0% AND < 100%, then the MOE maximum value cannot exceed "100% Total Project Costs" minus "system-calculated Total Project Costs".

An error is shown on line items where MOE expenditures are too high. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

The Travel and Contractual budget activity areas do not include edit checks for MOE costs on each line item. States should review all entries to ensure costs reflect estimated expenditures.

- **Financial Summary**

The Financial Summary is a summary of all budget categories. The system provides warnings to the States on this page if the projected State Spending Plan totals are outside FMCSA's estimated funding amounts. States should review any warning messages that appear on this page and address them prior to submitting the eCVSP for FMCSA review.

The system will confirm that:

- Overtime value does not exceed the FMCSA limit.
- Planned MOE Costs equal or exceed FMCSA limit.
- States' proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' proposed Total Project Costs are within \$5 of \$350,000.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,332,508.00	\$234,964.00	\$1,567,472.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$234,964.00
MOE Baseline:	\$206,191.94

## Part 4 Section 2 - Personnel

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

**Note: Do not include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.**

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the CVSP. 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 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. Those same time and effort reports may be used to estimate salary expenses for a future period. For example, a MCSAP officer's time and effort reports for the previous year show that he/she spent 35 percent of his/her 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 salary column, enter the salary for each position.

Total Project Costs equal the Number of Staff x Percentage of Time on MCSAP grant x 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 (MCP), 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):	\$234,964.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Troopers Holiday Pay	5	100.0000	\$2,240.00	\$11,200.00	\$9,521.12	\$1,678.88	\$0.00
MCSAP Trooper	2	100.0000	\$79,640.00	\$159,280.00	\$135,403.93	\$23,876.07	\$0.00
MCSAP Program Specialist	1	100.0000	\$64,080.00	\$64,080.00	\$54,474.41	\$9,605.59	\$0.00
Program Assistant II	1	100.0000	\$43,200.00	\$43,200.00	\$36,724.32	\$6,475.68	\$0.00
Troopers-Part Time	29	3.0000	\$78,674.00	\$68,446.38	\$58,186.27	\$10,260.11	\$135,000.00
MCSAP Staff Sgt.	1	100.0000	\$90,560.00	\$90,560.00	\$76,985.06	\$13,574.94	\$0.00
MCSAP Sgt.	2	100.0000	\$84,020.00	\$168,040.00	\$142,850.80	\$25,189.20	\$0.00
Program Assistant I	1	100.0000	\$36,541.00	\$36,541.00	\$31,063.50	\$5,477.50	\$0.00
<b>Subtotal: Salary</b>				<b>\$641,347.38</b>	<b>\$545,209.41</b>	<b>\$96,137.97</b>	<b>\$135,000.00</b>
Overtime Project Costs							
Trooper	34	100.0000	\$4,738.59	\$161,112.06	\$136,961.36	\$24,150.70	\$0.00
<b>Subtotal: Overtime</b>				<b>\$161,112.06</b>	<b>\$136,961.36</b>	<b>\$24,150.70</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$802,459.44</b>	<b>\$682,170.77</b>	<b>\$120,288.67</b>	<b>\$135,000.00</b>
<b>Accounting Method:</b>	<b>Cash</b>						

***Enter a detailed explanation of how the personnel costs were derived and allocated to the MCSAP project.***

New Hampshire is currently expending the FY 2018 MCSAP grant. As suggested by FMCSA, the state share was calculated at 14.99% which changed all of the line costs.

There are 8 full time personnel funded by MCSAP. State Police sworn personnel work 2080 hours in 26 pay periods. State Police civilians work 1950 hours in 26 pay periods.

The 3 MCSAP Sergeants spend 100% of their time supervising the day to day program activities outlined in the grant. These activities include: program implementation to ensure the State meets its grant goals and objectives; quarterly reporting requirements; data collection, conducting inspections; oversight of the New Entrant and Border program; Data Q responses; oversight of all motor carrier certified Troopers to ensure consistent quality inspections; and training and technical assistance to Troopers and industry.

The 2 Troopers dedicate their time to roadside inspections, scheduled enforcement activities, and industry outreach.

The Program Specialist and 2 Program Assistants are civilian positions dedicating their time to the program to write, manage, and administer the grant. Their tasks include the following: track and report grant activities for MCSAP, NE and BEG; upload crashes and inspections; procure approved equipment and supplies; develop the biennial state budget and oversight as it applies to the federal award; daily administrative and clerical tasks; respond to general public motor carrier inquiries related to FMCSR, HMR, and NE procedures; enter NE assignments into RMS; assign safety audits to Troopers, review NEWS summary page; and obtain information on NE carriers from the Secretary of State.

As negotiated in the New Hampshire Troopers Association Collective Bargaining agreement, Troopers work 2 mandatory holidays: Fast Day and Columbus Day. The 5 sworn personnel funded by the grant are compensated a time and a half rate on those 2 days totaling 80 hours. The MCSAP funded troopers work an average of 3 additional holidays throughout the year conducting CMV inspection and enforcement activities as approved by NHSP Command Staff. The projection in this budget line is based on 5 holidays for each of the 5 troopers (200 hours) at an average of \$56.00 **totaling \$11,200.00.**

The part time funding is for the remaining 29 Troopers to conduct safety audits and inspections during regular duty hours. We budgeted an average of 3% of their annual duty hours performing MCSAP eligible activities to be charged to the grant. We projected 1,032 hours at \$38.00 for the 4 New Entrant Troopers to conduct 24 on-site and 120 off-site safety audits in addition to unit meetings and 790 hours for the other 25 motor carrier certified troopers at \$37.00 per hour. The associated hourly rate and benefits for the actual time performing these eligible activities are transferred to this budget line as recommended during our 2009 FMCSA Program Review. These costs are not included in our MOE. **This line totals \$68,446.38.**



The overtime is estimated based on eligible activities in specific focus areas for New Entrant, Border Enforcement and MCSAP by the 34 certified Troopers (we anticipate certifying 4 additional troopers).

- Seven hundred and twenty (720) hours were budgeted for Border Enforcement to be used for 144 inspection details in 5 hour increments. Approximately 16 Troopers will conduct 9 overtime details each.
- One hundred and forty four (144) hours were projected for the New Entrant program for eligible activities such as the monthly evening classes and for audits when the carrier is only available after hours to review documents or communicate with the trooper.
- The remaining 2,013 hours of overtime is for 34 Troopers to perform eligible activities as needed throughout the year. It will be utilized for activities such as outreach presentations, inspection details, Road Check and other national initiatives, enforcement activities, post crash inspections, Data Qs and administrative tasks.

We estimated 2,877 overtime hours at an average of \$56.00 for a total of \$161,112.06. Overtime is paid at 1.5 times each Trooper's hourly rate.

NH's MOE is determined using a calculation based on the non-grant funded troopers' actual inspection hours as recommended and approved in our 2009 FMCSA Program Review. This calculation does not include the expenses charged directly to the grant or the State Share. The amount projected in the MOE column is based on the eligible salary costs calculated in last years MOE.

## Part 4 Section 3 - Fringe Benefits

*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 use the **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\(b\)](#).*

*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 through grants.gov. For more information on this item see [2 CFR §200.431](#).*

*Show 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 each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.

*Depending on the State, there are fixed 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 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 and the percentage of time on the grant is 50 percent, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is:  $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$  Total Project Costs.

*Total Project Costs equal the Fringe Benefit Rate x Percentage of Time on MCSAP grant x Base Amount divided by 100.*

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
MCSAP Sgts.	100.0000	100.0000	\$54,000.00	\$54,000.00	\$45,905.40	\$8,094.60	\$0.00
MCSAP Troopers	100.0000	100.0000	\$53,500.00	\$53,500.00	\$45,480.35	\$8,019.65	\$0.00
Civilians	100.0000	100.0000	\$51,000.00	\$51,000.00	\$43,355.10	\$7,644.90	\$0.00
Holiday Pay	30.8800	100.0000	\$11,200.00	\$3,458.56	\$2,940.12	\$518.44	\$0.00
Overtime	30.8800	100.0000	\$161,112.00	\$49,751.38	\$42,293.65	\$7,457.73	\$0.00
Estimated MOE Fringe Benefits	100.0000	0.0000	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
MCSAP Staff Sgt	100.0000	100.0000	\$32,000.00	\$32,000.00	\$27,203.20	\$4,796.80	\$0.00
Troopers Part-Time	30.8800	100.0000	\$68,446.00	\$21,136.12	\$17,967.82	\$3,168.30	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$264,846.06</b>	<b>\$225,145.64</b>	<b>\$39,700.42</b>	<b>\$35,000.00</b>

***Enter a detailed explanation of how the fringe benefit costs were derived and allocated to the MCSAP project.***

NH does not have a fringe benefit rate from our cognizant agency therefore our benefits are dictated by the NH Retirement System and the State Collective Bargaining Agreements. We entered actual benefits for the 8 personnel funded by the grant; therefore the rate for the first three budget lines are entered as 100%. The total for this cost is \$190,500.00.

The amount in the Sergeants and Troopers budget line is inclusive of their actual life, medical and dental insurance; retirement; and Medicare. There is no employer contribution for FICA for sworn personnel. The life, medical and dental benefits vary with each person's selected plan.

The amount in the Civilian's budget line is inclusive of the actual benefits for the Program Specialist and 2 Program Assistants inclusive of life, medical, and dental insurance; retirement; FICA and Medicare.

The following contribution rates are utilized when calculating benefits associated with holiday pay, overtime, and part time temporary pay because there isn't an insurance contribution. Per NH RSA 100-A:16, the employer contribution rate for civilians is: FICA 6.2%; Medicare 1.45%; and retirement 12.15% totaling 19.80%. The employer contribution rate for sworn personnel is : Medicare 1.45% and retirement 29.43% totaling 30.88%. For purposes of this budget the rate of 30.88% was utilized for all positions although minimal overtime used by the civilian positions will be reimbursed at the rate of 19.80%.

The amount projected in the MOE column is based on a percentage of the fringe benefit costs for the non-grant funded troopers when they are conducting CMV inspections, which was calculated in last years MOE. This calculation does not include the expenses charged directly to the grant or the State Share.

**Part 4 Section 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, percentage of time on MCSAP Grant, 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 manually input in the table below. There is no system calculation for this budget category.*

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Cargo Tank	6	5	100.0000	\$2,000.00	\$1,700.20	\$299.80	\$0.00
COHMED	2	5	100.0000	\$3,600.00	\$3,060.36	\$539.64	\$0.00
CVSA Conference	4	10	100.0000	\$7,400.00	\$6,290.74	\$1,109.26	\$0.00
Inspector Championship	1	5	100.0000	\$2,100.00	\$1,785.21	\$314.79	\$0.00
FMCSA Grant Training	5	4	100.0000	\$7,900.00	\$6,715.79	\$1,184.21	\$0.00
NE Safety Audits	2	10	100.0000	\$7,000.00	\$5,950.70	\$1,049.30	\$0.00
NASI A&B	4	10	100.0000	\$1,200.00	\$1,020.12	\$179.88	\$0.00
Level 6	2	4	100.0000	\$4,200.00	\$3,570.42	\$629.58	\$0.00
<b>TOTAL: Travel</b>				<b>\$35,400.00</b>	<b>\$30,093.54</b>	<b>\$5,306.46</b>	<b>\$0.00</b>

***Enter a detailed explanation of how the travel costs were derived and allocated to the MCSAP project.***

The projections for travel are estimations based on past expenditures and current State per diem policies. The location of events, number of days, and cost of air travel are all variables. Meals will be determined by GSA Per Diem; flights will be determined by location and the State's contractual agreement; and lodging will be determined by GSA conference rates. These funds are a placeholder for anticipated conferences and training.

Conference total: \$13,100.00

NH anticipates sending 4 Troopers to the CVSA conference; 1 Troopers to the Inspector's Championship, and 2 Troopers to the COHMED conference. Each of these are a 5 day commitment. We estimated \$4,300.00 for air travel for the 7 attendees, \$2,100.00 for meals, \$700.00 for ground travel from airport to hotel and baggage fees, and \$6,000.00 for hotel costs. The registration fees for the CVSA conference are listed in the "Other Costs" category.

Training total: \$22,300.00

There has been a significant reduction in Troop G personnel and certifications since 2010. It is expected that several more Troopers will retire within the next year, prompting recruitment among the Division. Training funds have been budgeted for the following certifications: 2 Troopers to New Entrant Safety Audit training; 4 Troopers to NASI A&B; 6 Troopers to Cargo Tank; and 2 Troopers to Level 6 training. These certifications are necessary to conduct inspections and safety audits within State Police. We have also budgeted for 4 representatives to attend the FMCSA grant training as new personnel have assumed grant responsibilities. All of these trainings have different time commitments and training sites yet to be determined, although A & B Certification is often hosted at the Massachusetts State Police Academy which can reduce air travel and hotel costs. We are estimating \$6,200.00 for air travel, \$6,000.00 for meals, \$1,100.00 for ground transportation and baggage fees, and \$9,000.00 for hotel costs.

## Part 4 Section 5 - Equipment

Equipment is tangible or intangible personal 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 capitalization threshold is below \$5,000, check the box below and provide the 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 the quantity, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP grant.

Total Project Costs equal the Number of Items x Full Cost per Item x Percentage of Time on MCSAP grant.

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Replacement cruiser	1	\$60,000.00	100	\$60,000.00	\$51,006.00	\$8,994.00	\$0.00
Haenni Portable Weighing Device	8	\$5,000.00	100	\$40,000.00	\$34,004.00	\$5,996.00	\$0.00
Replacement Mobile Printer	1	\$300.00	100	\$300.00	\$255.03	\$44.97	\$0.00
Calibration Kit	2	\$700.00	100	\$1,400.00	\$1,190.14	\$209.86	\$0.00
Ludlum Portable Meter	2	\$1,500.00	100	\$3,000.00	\$2,550.30	\$449.70	\$0.00
Survey Meter	2	\$1,000.00	100	\$2,000.00	\$1,700.20	\$299.80	\$0.00
Thermal Camera for brakes	24	\$400.00	100	\$9,600.00	\$8,160.96	\$1,439.04	\$0.00
<b>TOTAL: Equipment</b>				<b>\$116,300.00</b>	<b>\$98,866.63</b>	<b>\$17,433.37</b>	<b>\$0.00</b>
<b>Equipment threshold is \$250</b>							

### Enter a detailed explanation of how the equipment costs were derived and allocated to the MCSAP project.

New Hampshire defines and inventories equipment that is tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$250.00 or more per unit.

The State will purchase a cruiser (SUV) to replace a MCSAP funded SUV purchased in 2009 as per our replacement policy. This vehicle will be utilized by a MCSAP funded trooper to perform eligible motor carrier tasks. The cost includes the vehicle, law enforcement package, (as required by NHSP) and interior storage unit as per state contract.

CMV weight enforcement is accompanied by an inspection in NH. There are only 2 fixed weigh stations in the southern region of the state. Recently, NHDOS was able to secure limited funding from NHDOT for new or replacement scales. Troop G resorted to borrowing portable scales from the State of Maine. Currently, NHSP does not have enough sets to provide each Trooper in the Motor Carrier Enforcement Unit (MCEU). Troop G has budgeted for 8 portable scales to increase enforcement effort for overweight checks of commercial motor vehicles, especially in the northern region where our logging and forestry industry is located.

We have budgeted for a replacement mobile printer at an estimated cost of \$300.00 for Troopers conducting on-site safety audits.

Troop G is also requesting funds to procure 2 sets of meters and calibration kits for radiological hazmat inspections. The Ludlum portable meter, survey meter and calibration kit will determine the amount of radioactivity emitting from cargo. The cost for each setup is \$3,200 totaling \$6,400.00.

Troop G has budgeted for 24 thermal camera and infrared thermometers to measure brake temperatures and detect deficient brakes when conducting an inspection.

All of the equipment listed above will only be utilized when conducting eligible MCSAP, New Entrant and Border Enforcement activities.

## Part 4 Section 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.*

*Provide a description of each unit/item requested, including the quantity of each unit/item, the unit of measurement for the unit/item, the cost of each unit/item, and the percentage of time on MCSAP grant.*

*Total Project Costs equal the Number of Units x Cost per Unit x Percentage of Time on MCSAP grant.*

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Office Supplies	1	\$4,025.00	100.0000	\$4,025.00	\$3,421.65	\$603.35	\$0.00
Trooper Supplies	1	\$21,000.00	100.0000	\$21,000.00	\$17,852.10	\$3,147.90	\$0.00
Estimated MOE Supplies	1	\$3,000.00	0.0000	\$0.00	\$0.00	\$0.00	\$3,000.00
<b>TOTAL: Supplies</b>				<b>\$25,025.00</b>	<b>\$21,273.75</b>	<b>\$3,751.25</b>	<b>\$3,000.00</b>

***Enter a detailed explanation of how the supply costs were derived and allocated to the MCSAP project.***

The general office supplies include items such as copier paper, pens, printer ink, and toner for grant funded personnel to administer and perform clerical tasks for the MCSAP, New Entrant and Border programs. The supplies are used by the Sergeants, Troopers, Program Specialist and Program Assistants at Troop G and the fixed inspection stations for inspection reports, etc.

The money budgeted for uniforms and inspection supplies will be utilized for replacement of tactical pants and shirts, jackets, boots, etc. as needed. It will also fund miscellaneous inspection supplies such as soapstone markers, chamber mates, gloves, scrubs in a bucket, creepers, flashlights, etc. as needed. As mandated by state police policy, the clothing and tools are specific to the 34 certified Troopers and only utilized when conducting CMV inspections, therefore not prorated and approved by FMCSA. These estimates are based on actual costs from prior years. This amount was increased from \$20,000 to \$21,000 with the final award.

The projected amount entered in the MOE column is based on eligible supplies utilized by the non-grant funded troopers beyond what is charged to the grant and the State Share.



## Part 4 Section 7 - Contractual and Subaward

This section includes 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](#) and [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. The tool does not automatically calculate the total project costs for this budget category.

**Operations and Maintenance**-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 using to support (i.e., ITD, PRISM, SSDQ or other services.)

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Iteris, Inc.	EIN 952588496	Contract	100.0000	\$25,000.00	\$21,252.50	\$3,747.50	\$0.00
Description of Services: Maintenance for 3rd party inspection software							
Vendor	DUNS 0	Contract	100.0000	\$60,500.00	\$51,431.05	\$9,068.95	\$0.00
Description of Services: CVIEW Operation and Maintenance Cost							
<b>TOTAL: Contractual and Subaward</b>				<b>\$85,500.00</b>	<b>\$72,683.55</b>	<b>\$12,816.45</b>	<b>\$0.00</b>

**Enter a detailed explanation of how the contractual and subaward costs were derived and allocated to the MCSAP project.**

NHDOS contracted with a 3rd party vendor in 2017, Iteris, Inc., to purchase INSPECT software with the approval of FMCSA. The annual hosting and maintenance cost for the performance period of this grant is \$25,000.00.

NHDOS applied for the 2018 High Priority grant to purchase and implement a CVIEW software application. If approved a RFP will be developed and posted in accordance with NH procurement laws and policies. A vendor will



be selected and a contract will be submitted to NH Governor & Counsel for approval. We have estimated the annual Operations and Maintenance cost based on inquiries we have made in anticipation of receiving 2018 High Priority funds. We do not have a vendor and EIN number at this time as we will not proceed until we have received HP funding. This line was reduced from \$80,000 to \$60,500 with the final award.

## Part 4 Section 8 - Other Costs

*Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained 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.), unit cost, and percentage of time on MCSAP grant must be included.*

**Operations and Maintenance**—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. Sufficient detail must be provided in the narrative that explains what components of the specific program are being addressed by the O&M costs.

*Enter a description of each requested Other Cost.*

*Enter the number of items/units, the unit of measurement, the cost per unit/item, and the percentage of time dedicated to the MCSAP grant 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 the Number of Units x Cost per Item x Percentage of Time on MCSAP grant.*

### 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 claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Modified Total Direct Costs (MTDC)	12.60	\$1,233,802.50	\$155,459.11	\$132,155.84	\$23,303.27
<b>TOTAL: Indirect Costs</b>			<b>\$155,459.11</b>	<b>\$132,155.84</b>	<b>\$23,303.27</b>

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Postage	1 Year	\$130.00	100.0000	\$130.00	\$110.51	\$19.49	\$0.00
CVSA Decals	4 Quarter	\$168.00	100.0000	\$672.00	\$571.27	\$100.73	\$0.00
Cruiser Insurance	5 Year	\$260.00	100.0000	\$1,300.00	\$1,105.13	\$194.87	\$0.00
CVSA Conference Registration Fee	6 Each	\$575.00	100.0000	\$3,450.00	\$2,932.85	\$517.15	\$0.00
Dry Cleaning	1 Year	\$400.00	100.0000	\$400.00	\$340.04	\$59.96	\$0.00
Building Lease	1 Year	\$4,000.00	100.0000	\$4,000.00	\$3,400.40	\$599.60	\$0.00
Utilities	12 Month	\$250.00	100.0000	\$3,000.00	\$2,550.30	\$449.70	\$0.00
CVSA Dues	1 Year	\$10,300.00	100.0000	\$10,300.00	\$8,756.03	\$1,543.97	\$0.00
Audit Fee	1 Year	\$1,410.39	100.0000	\$1,410.39	\$1,198.97	\$211.42	\$0.00
Books	1 Year	\$4,500.00	100.0000	\$4,500.00	\$3,825.45	\$674.55	\$0.00
Cruiser fuel for FT & PT Inspections	12 Monthly	\$2,653.00	100.0000	\$31,836.00	\$27,063.78	\$4,772.22	\$0.00
Cruiser Maintenance & Repairs	5 Year	\$2,000.00	100.0000	\$10,000.00	\$8,501.00	\$1,499.00	\$0.00
Communications	12 Month	\$957.00	100.0000	\$11,484.00	\$9,762.55	\$1,721.45	\$0.00
Estimated MOE Fuel & Maintenance	25 0	\$1,800.00	0.0000	\$0.00	\$0.00	\$0.00	\$45,000.00
<b>TOTAL: Other Costs</b>				<b>\$82,482.39</b>	<b>\$70,118.28</b>	<b>\$12,364.11</b>	<b>\$45,000.00</b>

***Enter a detailed explanation of how the 'other' costs were derived and allocated to the MCSAP project.***

The CVSA decals are necessary to identify commercial vehicles that are defect free each quarter; we have estimated a need for 175 sheets at **\$3.84** per sheet plus shipping totaling **\$672.00**. We have budgeted **\$3,450.00** (\$575.00 per person) for CVSA registration fees for 2 Troopers to attend the spring CVSA conference and 2 Troopers to attend the fall conference and 2 Troopers to attend the COHMED conference. The CVSA membership dues are **\$10,300.00**. The membership provides uniformity and reciprocity among states for standardized inspections and out of service criteria, regulation and training updates; therefore, necessary to our mission.

The State is self insured; however, the State uses an insurance company to handle claims, mediation, etc. and is charged an administrative fee per vehicle. There are 5 vehicles that were purchased with MCSAP funds and dedicated to MCSAP eligible activities so the associated insurance is reimbursed by the grant. Based on last year's costs we estimate this fee to be \$260.00 per vehicle for a total of **\$1,300.00**.

Dry cleaning is budgeted for the 5 MCSAP funded Troopers only. This cost is an average based on an annual cost to dry clean their state police uniforms.

The Troop G barracks/building is shared physical space with the State Police Aircraft Unit and other Special Enforcement Units. The methodology for Troop G's portion of the building lease was determined by the NHSP Director in 2008 when Troop G moved to this location. Approximately 50% of the property, to include the parking lot and three floors in part of the building, is occupied by Troop G offices and meeting rooms to conduct eligible program activities and motor carrier related equipment storage. All Troop G troopers are certified to conduct CMV

inspections and enforcement and this site is their assigned troop station. The building lease, \$16,539.00 per year, was apportioned between Troop G (47%) and the Special Enforcement Units (53%) for the last 5 years and the monthly utilities are apportioned at 25%. The 5 year lease for this building will expire in December 2022 and we are anticipating an increase in the annual cost to approximately \$19,500.00. We have budgeted an apportioned annual lease amount of **\$9,200.00** for Troop G and their share of the utility costs are projected to be **\$3,000.00**.

**NOTE: Troop G has relocated to a new space within the DOS Division of Motor Vehicles. The NH Department of Administrative Services provided a cost for rent based on square footage that was allocated to Troop G. The amount for rent is \$4,000 for fiscal year 2020. The cost reduction has been reflected in the table above.**

NH RSA 124:16 requires agencies that receive Federal funds to set aside .1% of the amount received to pay for financial and compliance audits. FMCSA has accepted the justification for this expense as submitted by DHHS.

The OOS Criteria, FMCSR handbooks, and HM handbooks are necessary for all Troop G motor carrier certified Troopers to conduct program activities. The books provide regulatory information and guidelines to ensure carrier and program compliance. The costs of the books and shipping and handling are based on prior year expenditures.

NHDOS purchases fuel annually at a fixed price from the NH Department of Transportation. The projected budget for cruiser fuel is based on prior year usage and estimated price per gallon. We have budgeted \$4,000 for each of the 5 grant funded cruisers totaling **\$20,000**. We have also budgeted **\$10,000** for fuel for non-grant funded Troopers when conducting eligible inspection and enforcement activities. This fuel cost transferred to the grant will utilize a pro-rated calculation based on their fuel expenditures and inspection time. The projection of **\$1,836.00** for New Entrant and Border is based on 612 gallons at \$3.00 per gallon for 24 on site audits and 144 inspection details. The average miles for an on site audit is 82 divided by 15 miles per gallon. The average miles per BEG inspection detail is 50 divide by 15 miles per gallon, again based on prior years.

We also budgeted \$2,000 per year for each of the 5 grant funded troopers for cruiser maintenance and repairs for a total of **\$10,000**.

The MOE projection is based on a percentage of fuel and maintenance costs for the 25 non-grant funded troopers when conducting inspections which we estimate to be \$55,000. We budgeted \$10,000 (see above) of the \$55,000 costs so that we can charge the grant for reimbursement. The remaining \$45,000 is eligible MOE and does not include expenses charged directly to the grant or the State Share. The amount projected in the MOE column is based on last years MOE.

Communication costs are necessary for the 8 personnel dedicated 100% to the grant to conduct program activities and fulfill program goals. There is an annual dedicated telephone, voice mail and data line expense for each of the funded personnel (\$3,840); 5 air cards for the funded Troopers (\$2,700); an annual \$500.00 cellular phone stipend paid to each Trooper per the State Collective Bargaining Agreement (\$2,500); and a T-1 data line at the 2 fixed inspection facilities (\$2,444). The air cards are a necessity to ensure roadside connectivity when conducting inspections. The average monthly cost for communications is \$957.00 totaling **\$11,484.00**.

Postage is for mailing motor carrier and New Entrant related correspondence.

**Part 4 Section 9 - Comprehensive Spending Plan**

The Comprehensive Spending Plan is auto-populated from all line items in the tables and is in read-only format. Changes to the Comprehensive Spending Plan will only be reflected by updating the individual budget category table(s).

**ESTIMATED Fiscal Year Funding Amounts for MCSAP**

	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,332,508.00	\$234,964.00	\$1,567,472.00

**Summary of MCSAP Funding Limitations**

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$234,964.00
MOE Baseline:	\$206,191.94

**Estimated Expenditures****Personnel**

	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Troopers Holiday Pay	\$9,521.12	\$1,678.88	\$11,200.00	\$0.00
MCSAP Trooper	\$135,403.93	\$23,876.07	\$159,280.00	\$0.00
MCSAP Program Specialist	\$54,474.41	\$9,605.59	\$64,080.00	\$0.00
Program Assistant II	\$36,724.32	\$6,475.68	\$43,200.00	\$0.00
Troopers-Part Time	\$58,186.27	\$10,260.11	\$68,446.38	\$135,000.00
MCSAP Staff Sgt.	\$76,985.06	\$13,574.94	\$90,560.00	\$0.00
MCSAP Sgt.	\$142,850.80	\$25,189.20	\$168,040.00	\$0.00
Program Assistant I	\$31,063.50	\$5,477.50	\$36,541.00	\$0.00
<b>Salary Subtotal</b>	<b>\$545,209.41</b>	<b>\$96,137.97</b>	<b>\$641,347.38</b>	<b>\$135,000.00</b>
Trooper	\$136,961.36	\$24,150.70	\$161,112.06	\$0.00
<b>Overtime subtotal</b>	<b>\$136,961.36</b>	<b>\$24,150.70</b>	<b>\$161,112.06</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$682,170.77</b>	<b>\$120,288.67</b>	<b>\$802,459.44</b>	<b>\$135,000.00</b>

**Fringe Benefits**

	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
MCSAP Sgts.	\$45,905.40	\$8,094.60	\$54,000.00	\$0.00
MCSAP Troopers	\$45,480.35	\$8,019.65	\$53,500.00	\$0.00
Civilians	\$43,355.10	\$7,644.90	\$51,000.00	\$0.00
Holiday Pay	\$2,940.12	\$518.44	\$3,458.56	\$0.00
Overtime	\$42,293.65	\$7,457.73	\$49,751.38	\$0.00
Estimated MOE Fringe Benefits	\$0.00	\$0.00	\$0.00	\$35,000.00
MCSAP Staff Sgt	\$27,203.20	\$4,796.80	\$32,000.00	\$0.00
Troopers Part-Time	\$17,967.82	\$3,168.30	\$21,136.12	\$0.00
<b>Fringe Benefits total</b>	<b>\$225,145.64</b>	<b>\$39,700.42</b>	<b>\$264,846.06</b>	<b>\$35,000.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Cargo Tank	\$1,700.20	\$299.80	\$2,000.00	\$0.00
COHMED	\$3,060.36	\$539.64	\$3,600.00	\$0.00
CVSA Conference	\$6,290.74	\$1,109.26	\$7,400.00	\$0.00
Inspector Championship	\$1,785.21	\$314.79	\$2,100.00	\$0.00
FMCSA Grant Training	\$6,715.79	\$1,184.21	\$7,900.00	\$0.00
NE Safety Audits	\$5,950.70	\$1,049.30	\$7,000.00	\$0.00
NASI A&B	\$1,020.12	\$179.88	\$1,200.00	\$0.00
Level 6	\$3,570.42	\$629.58	\$4,200.00	\$0.00
<b>Travel total</b>	<b>\$30,093.54</b>	<b>\$5,306.46</b>	<b>\$35,400.00</b>	<b>\$0.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Replacement cruiser	\$51,006.00	\$8,994.00	\$60,000.00	\$0.00
Haenni Portable Weighing Device	\$34,004.00	\$5,996.00	\$40,000.00	\$0.00
Replacement Mobile Printer	\$255.03	\$44.97	\$300.00	\$0.00
Calibration Kit	\$1,190.14	\$209.86	\$1,400.00	\$0.00
Ludlum Portable Meter	\$2,550.30	\$449.70	\$3,000.00	\$0.00
Survey Meter	\$1,700.20	\$299.80	\$2,000.00	\$0.00
Thermal Camera for brakes	\$8,160.96	\$1,439.04	\$9,600.00	\$0.00
<b>Equipment total</b>	<b>\$98,866.63</b>	<b>\$17,433.37</b>	<b>\$116,300.00</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Office Supplies	\$3,421.65	\$603.35	\$4,025.00	\$0.00
Trooper Supplies	\$17,852.10	\$3,147.90	\$21,000.00	\$0.00
Estimated MOE Supplies	\$0.00	\$0.00	\$0.00	\$3,000.00
<b>Supplies total</b>	<b>\$21,273.75</b>	<b>\$3,751.25</b>	<b>\$25,025.00</b>	<b>\$3,000.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Iteris, Inc.	\$21,252.50	\$3,747.50	\$25,000.00	\$0.00
Vendor	\$51,431.05	\$9,068.95	\$60,500.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$72,683.55</b>	<b>\$12,816.45</b>	<b>\$85,500.00</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Postage	\$110.51	\$19.49	\$130.00	\$0.00
CVSA Decals	\$571.27	\$100.73	\$672.00	\$0.00
Cruiser Insurance	\$1,105.13	\$194.87	\$1,300.00	\$0.00
CVSA Conference Registration Fee	\$2,932.85	\$517.15	\$3,450.00	\$0.00
Dry Cleaning	\$340.04	\$59.96	\$400.00	\$0.00
Building Lease	\$3,400.40	\$599.60	\$4,000.00	\$0.00
Utilities	\$2,550.30	\$449.70	\$3,000.00	\$0.00
CVSA Dues	\$8,756.03	\$1,543.97	\$10,300.00	\$0.00
Audit Fee	\$1,198.97	\$211.42	\$1,410.39	\$0.00
Books	\$3,825.45	\$674.55	\$4,500.00	\$0.00
Cruiser fuel for FT & PT Inspections	\$27,063.78	\$4,772.22	\$31,836.00	\$0.00
Cruiser Maintenance & Repairs	\$8,501.00	\$1,499.00	\$10,000.00	\$0.00
Communications	\$9,762.55	\$1,721.45	\$11,484.00	\$0.00
Estimated MOE Fuel & Maintenance	\$0.00	\$0.00	\$0.00	\$45,000.00
<b>Other Costs total</b>	<b>\$70,118.28</b>	<b>\$12,364.11</b>	<b>\$82,482.39</b>	<b>\$45,000.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$1,200,352.16</b>	<b>\$211,660.73</b>	<b>\$1,412,012.89</b>	<b>\$218,000.00</b>
Indirect Costs	\$132,155.84	\$23,303.27	\$155,459.11	NA
<b>Total Costs Budgeted</b>	<b>\$1,332,508.00</b>	<b>\$234,964.00</b>	<b>\$1,567,472.00</b>	<b>\$218,000.00</b>

## Part 4 Section 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. Changes to the Financial Summary will only be reflected by updating the individual budget category table(s).

- 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	\$1,332,508.00	\$234,964.00	\$1,567,472.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$234,964.00
MOE Baseline:	\$206,191.94

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$545,209.41	\$96,137.97	\$641,347.38	\$135,000.00
Overtime Subtotal	\$136,961.36	\$24,150.70	\$161,112.06	\$0.00
Personnel Total	\$682,170.77	\$120,288.67	\$802,459.44	\$135,000.00
Fringe Benefits Total	\$225,145.64	\$39,700.42	\$264,846.06	\$35,000.00
Travel Total	\$30,093.54	\$5,306.46	\$35,400.00	\$0.00
Equipment Total	\$98,866.63	\$17,433.37	\$116,300.00	\$0.00
Supplies Total	\$21,273.75	\$3,751.25	\$25,025.00	\$3,000.00
Contractual and Subaward Total	\$72,683.55	\$12,816.45	\$85,500.00	\$0.00
Other Costs Total	\$70,118.28	\$12,364.11	\$82,482.39	\$45,000.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,200,352.16	\$211,660.73	\$1,412,012.89	\$218,000.00
Indirect Costs	\$132,155.84	\$23,303.27	\$155,459.11	NA
<b>Total Costs Budgeted</b>	<b>\$1,332,508.00</b>	<b>\$234,964.00</b>	<b>\$1,567,472.00</b>	<b>\$218,000.00</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.*

### Part 5 Section 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? John Barthelmes
2. What is this person's title? Commissioner of the NH Department of Safety
3. Who is your Governor's highway safety representative? John Barthelmes
4. What is this person's title? Commissioner of the NH Department of Safety

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

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

#### State Certification declaration:

I, John Barthelmes, Commissioner of the NH Department of Safety, on behalf of the State of NEW HAMPSHIRE, 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](#).

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

FMCSA approved a corrective action plan for NH to comply with 49 CFR 350.201 (j.) "demonstration of knowledge" at the time of vehicle registration. This corrective action will be implemented by September 30, 2018.

**Part 5 Section 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? John J. Barthelmes
2. What is the title of your certifying State official? Department of Safety Commissioner
3. What are the phone # and email address of your State official? 603-223-3897 John.Barthelmes@dos.nh.gov

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

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

I, John J. Barthelmes, 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.

49 CFR 393.42: Brakes Required On All Wheels: NH RSA 266:30 and Administrative Rule Saf-C 905.01 exempt certain motor vehicle trailers or semi-trailers in intrastate commerce from the requirements of 393.42. Pursuant to 49 CFR 350.341(c), FMCSA granted a waiver exempting NH from this regulatory incompatibility as the NH statute was in effect prior to 1988 and applies to specific industries operating in intrastate commerce. A copy of the waiver has been uploaded into Documents.

<b>Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety</b>
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**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

In the table below, please provide the bill number and effective date of any new legislation. Include the code section which was changed because of the bill and provide a brief description of the legislation. Please include a statute number, hyperlink or URL, in the summary. Do NOT include the actual text of the Bill as that can be very lengthy.

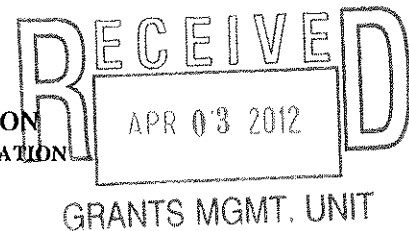
Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
HB1364	07/24/2018	NH RSA 266:78 (i)	Prohibits use of amber emergency lights when towing or transporting a vehicle. <a href="http://gencourt.state.nh.us/bill_status/billText.aspx?sy=2018&amp;id=1500&amp;txtFormat=html">http://gencourt.state.nh.us/bill_status/billText.aspx?sy=2018&amp;id=1500&amp;txtFormat=html</a>
HB 1523	07/24/2018	NH RSA 259:40-b	Inserts new section defining "heavy duty recovery vehicle" (wrecker) regarding maximum weights allowed for such vehicles on interstate. <a href="http://gencourt.state.nh.us/bill_status/billText.aspx?sy=2018&amp;id=1496&amp;txtFormat=html">http://gencourt.state.nh.us/bill_status/billText.aspx?sy=2018&amp;id=1496&amp;txtFormat=html</a>

**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  
70 Commercial Street, Suite 102  
Concord, NH 03301



IN REPLY REFER TO:  
MC-EFE-NH

March 29, 2012

Earl M. Sweeney  
Assistant Commissioner  
State of New Hampshire, Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Dear Assistant Commissioner Sweeney:

This letter is in response to your letter, dated December 30, 2011, pertaining to 49 CFR 393.42, *Brakes on All Wheels*.

Following is the response from FMCSA Headquarters (Kristin Wertman, Attorney) which I believe addresses your concerns:

In the 2009 State of New Hampshire MCSAP Review, there was a regulatory finding regarding NH RSA 266:30 and its implementing regulations. The State statute provides an exception from its trailer brakes laws for the transportation in intrastate commerce of "wood-sawing machines, log splitters, cement mixers, compressors, tar kettles, conveyors, devices of 2 wheels used by public utilities for the transportation of cables or poles not exceeding 6 in number, road rollers and sweepers, thawing devices, or refreshment booths on wheels towed not more than 2 miles at any one time." The review team found this statute inconsistent with 49 C.F.R. § 393.42, which requires that every CMV be equipped with brakes acting on all wheels. Subsections 393.42(b)(3) and (4) provides exceptions for trailers with gross weights of 3,000 pounds or less subject to certain conditions. The New Hampshire exceptions apply regardless of weight, and on that basis, the review team found the NH statute incompatible.

Our tolerance guidelines allow a State to "retain those exemptions from its motor carrier safety laws and regulations that were in effect before April, 1988, are still in effect, and apply to specific industries operating in intrastate commerce." 49 C.F.R. § 350.341(c). This is commonly known as a "grandfathering" provision. New Hampshire is claiming that RSA 266:30 meets the requirements of § 350.341(c) and that the exceptions contained therein are thereby grandfathered.

As I understand it, there has been no formal mechanism for approving or validating State statutes as properly grandfathered. I have reviewed the 1981 New Hampshire legislation. The enumerated exceptions appear to have become effective on January 1, 1982. The exceptions in place today are unchanged from the original legislation. I believe this satisfies the requirements of 49 C.F.R. § 350.341(c).

I hope the above adequately addresses your concerns but feel free to contact me if you have additional questions on this matter or any other FMCSA related matter moving forward.  
Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Carter", with a long horizontal flourish extending to the right.

Kevin P. Carter  
Division Administrator

Cc: Terri Hartley, Program Specialist III, Grants Management, NH DOS