



VERMONT

Commercial Vehicle Safety Plan

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

**Fiscal Years 2018 - 2020
Annual Update FY 2019**

Date of Approval: July 17, 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 (FY 2018 - 2020)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2018 - 2020)
- 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 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.

REMINDERS FOR FY 2019:

Multi-Year plans—For FY 2019, all States will be utilizing the multi-year CVSP format. This means that objectives, projected goals, and activities in the plan will cover a full 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 or Year 3 of a multi-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in the previous year and indicate whether anything needs to be updated for the upcoming fiscal year 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 previously will be editable and State users can make any necessary changes to their project plan. (Note: Trend information that supports your current activities is not editable.)
- If No is indicated, then no information in this section will be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All 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.

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.

Personally Identifiable Information – PII is information which, on its own or matched with other data, would permit identification of that individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

Part 1 Section 2 - Mission/Goal Statement

Please review the description of your State's lead CMV agency's goals or mission. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 Vermont Department of Motor vehicles (VT DMV) is responsible for the safe operation of commercial motor vehicles transporting goods and passengers across Vermont's highways. This is accomplished through education, engineering, and enforcement. DMVs crash reduction goal is consistent with FMCSAs goal of reducing truck and bus related crashes and fatalities. More specifically, DMVs goal is the reduction of CMV crashes and fatalities within the State of Vermont. Vermont is a small state with an average of 241 large truck and bus crashes, with an average of 8 fatalities. (MCMIS data snapshot dated 06-30-17 for FFY2013-FFY2016)

Vermont DMVs Commercial Vehicle Enforcement efforts are conducted through both fixed site details and mobile patrols. Fixed site details concentrate on vehicle inspections. All commercial vehicles and drivers are screened and vehicles are selected for inspection based on ISS scores, violation(s) observed, or randomly.

Mobile patrols focus on Level III inspections where a traffic enforcement offense has occurred. These patrols are completed primarily in high crash areas on either an interstate highway or a state highway. The desired outcome from these inspections is to change driver behavior in an attempt to reduce crashes.

DMV also conducts origin, destination, and terminal inspections on passenger carrier vehicles. The origin and destination inspections are completed primarily at the Vermont/Canada border crossings and at popular tourist locations.

DMV conducts operations at all hours of the day/night in an attempt to capture carriers/drivers that may only operate during night time hours. DMV also conducts post crash inspections on qualifying vehicles in an attempt to identify causation or contributing factors. DMV has **three Inspectors certified to conduct Level VI inspections** when origin inspections are required for vehicles entering Vermont from Canada or prior to a qualifying load being shipped by CMV. DMV has one non-sworn person who conducts Compliance Reviews/CSA Investigations full time. These investigations are selected and assigned through the FMCSA Vermont Division.

Part 1 Section 3 - MCSAP Structure Explanation

Please review your State's CMV enforcement program description. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 Department of Motor Vehicles (DMV) Commercial Vehicle Enforcement Unit is a comprehensive commercial motor vehicle enforcement agency. The unit is comprised of 21 sworn law enforcement inspectors and five civilian employees; 1 Captain, 4 Lieutenants, 16 Inspectors, 2 Administrative Assistants, one civilian Compliance Review Inspector, and **one part-time Safety Auditor**. In addition to DMV, the Vermont State Police and several local municipal and county agencies have MCSAP trained officers. DMV is the lead agency having responsibility statewide for motor carrier enforcement and is designated MCSAP lead agency. DMV's Commercial Vehicle Enforcement Unit currently has 18 Inspectors certified in General Hazardous Materials; 12 inspectors certified in Cargo Tank; 4 in Other Bulk Packaging; **3 inspectors certified in Level VI inspections**; 1 non-sworn inspector certified in Compliance Reviews; and 19 inspectors certified to conduct Passenger Carrier Inspections.

Vermont completes MCSAP inspections roadside while patrolling, and also at fixed site details. DMV Inspectors are also responsible for size and weight enforcement as well as general highway safety. DMV Inspectors split their time based on the activity they are performing, so they are not 100% funded through the MCSAP Grant. Vermont DMV Inspectors spend about 40% of their time completing MCSAP funded activities. The one non-sworn Compliance Review Inspector and two non-sworn part time New Entrant Safety Auditors are 100% funded through MCSAP; therefore, all of their activities performed are MCSAP eligible.

DMV Inspectors are all certified to administer Standard Field Sobriety Tests to determine an operator's level on impairment from drugs or alcohol. There are standard tests recognized in Vermont and taught by the Vermont Criminal Justice Training Council. All DMV Inspectors are also certified in Advance Roadside Impaired Driving Enforcement (ARIDE). These are additional tests that can be administered to operators to determine if there is an impairment due to drugs. DMV has three Drug Recognition Experts (DRE) who can administer additional tests within a controlled environment and render a decision as to what drug panel the operator is under the influence of, and make a decision as to the level of impairment.

All DMV Inspectors are issued, and carry, a portable breath testing instrument. These are accessible to Inspectors on mobile patrol and fixed site details.

All Vermont MCSAP certified officers (excluding DMV's civilian CR Investigator and part-time New Entrant Auditor) are sworn Police Officers. They are trained and certified by the Vermont Criminal Justice Training Council as full time law enforcement officers. All law enforcement officers are trained in drug interdiction. DMV Inspectors have also attended specific commercial vehicle interdiction training such as Drug Interdiction Assistance Program (DIAP).

DMV has **one** drug sniffing Canine. A Commercial Vehicle Enforcement Inspector is the Canine handler. This police dog rides with the handler while on duty, and is available during patrol and fixed site details. This police dog is used for screening and searching commercial vehicles.

All of DMV's commercial vehicle drug interdiction activities are completed in conjunction with an inspection.

In addition to DMV's Commercial Vehicle Enforcement Unit, Vermont has MCSAP certified officers from the Vermont State Police, municipalities and counties. The Vermont State Police have one Level I inspector and two level III inspectors; Shelburne Police Department has five Level I inspectors; South Burlington has one Level I inspector; Williston Police Department has one Level I inspector; Woodstock Police Department has two Level III

inspectors; and Addison County Sheriffs Department has one Level I inspector. These are participating agencies only and are not sub grantees. Some of these MCSAP certified officers work with DMV Inspectors at weekly details, and all take part in national programs such as Operation Patriot, Motor Coach Strike Forces, and Operation Road Check.

Part 1 Section 4 - MCSAP Structure

Please review your State's MCSAP structure information. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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:	VERMONT DEPARTMENT OF MOTOR VEHICLES
Enter total number of personnel participating in MCSAP activities	24
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	24
Traffic Enforcement Activities	21
Investigations*	1
Public Education and Awareness	21
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	6
Total # of MCSAP Participating Personnel:	13

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 2018 - 2020 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

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 Activity Dashboard and/or the CVSP Toolkit on the A&I Online website. The Activity 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>. 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

Please review the description of your State's crash reduction problem statement, goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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

Trend Analysis for 2012 - 2016

Instructions for all tables in this section:

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

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

ALL CMV CRASHES

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

Goal measurement as defined by your State: Large Truck Fatal Crashes per 100M VMT

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	9	0.1140	0.12
01/01/2015	12/31/2015	8	0.1140	0.11
01/01/2014	12/31/2014	12	0.1140	0.17
01/01/2013	12/31/2013	11	0.1140	0.15
01/01/2012	12/31/2012	5	0.1140	0.07

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: Large Truck Fatal Crashes per 100M VMT

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			
01/01/2016	12/31/2016	0	0.1140	0
01/01/2015	12/31/2015	0	0.1140	0
01/01/2014	12/31/2014	1	0.1140	0.01
01/01/2013	12/31/2013	2	0.1140	0.02
01/01/2012	12/31/2012	0	0.1140	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: Large Truck Fatal Crashes per 100M VMT

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			
01/01/2016	12/31/2016	0	0.1140	0
01/01/2015	12/31/2015	0	0.1140	0
01/01/2014	12/31/2014	0	0.1140	0
01/01/2013	12/31/2013	1	0.1140	0.01
01/01/2012	12/31/2012	0	0.1140	0

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

FMCSA Motor Carrier Management Information Systems (MCMIS) data snapshot as of 06/30/2017, including crash records through 02/28/2017. VMT information was obtained from the Vermont Agency of Transportation Highway Research.

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

Vermont is a small state with relatively low VMT and few fatal crashes each year. Vermont's goal has been consistent with FMCSA's goal of reducing the number of fatal CMV crashes. Since Vermont is a small state, a couple of bad crashes severely impacts the outcome. In CY2013, CY2014, and CY2015 there were CMV crashes with multiple fatalities. Since the VMT stays fairly consistent from year to year, a spike in the number of fatalities magnifies the outcome and makes it difficult to achieve the desired goal.

Vermont's Crash Reduction Goals have been designed to attempt to reduce the number of large truck and bus crashes in Vermont's high crash counties. While DMV has been successful in reducing crashes in the high crash counties, the number of crashes statewide has been static. Simply reducing crashes in the high crash counties did not achieve lesser total crashes statewide. DMV does not want to sacrifice the safety on one highway for safety on another highway. Therefore, in an effort to combat this trend, DMV has started completing scheduled traffic enforcement patrols statewide, on both Interstate Highways and State Highways. DMV tries to maintain an omni-presence image using available resources so large truck and bus drivers are alert on all Vermont roadways.

Vermont has extremely few fatalities from passenger carrier crashes, and doesn't have a specific crash reduction goal for passenger carriers. This has always been included with the large truck crash reduction goal. Vermont does have an active passenger carrier inspection program. From CY2012-CY2016, Vermont has only had three fatalities from passenger carrier crashes.

Vermont has no specific Hazardous Materials crash reduction goal. Vermont has few fatal crashes involving the transportation of hazardous materials. This is included in the large truck crash reduction goal. From CY2012-CY2016, Vermont has only had one fatal crash involving placarded hazardous materials vehicles.

Narrative Overview for FY 2018 - 2020**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.

Please see UPDATE under "Performance Measurements and Monitoring" below.

Vermont's goal of reducing the number of large truck and passenger carrier crashes is consistent with FMCSA's goal. In this Crash Reduction Goal, Vermont will concentrate on crash reduction in the highest three counties. During the previous Crash Reduction Goal, Washington County only had 22 crashes from January 1, 2012-June 30, 2015. Therefore, Washington County will be removed. Vermont will concentrate enforcement efforts on Chittenden County, Windsor County, and Windham County. By concentrating on these three high crash counties, it will allow Inspectors to broaden their patrols in an effort to affect more of the state and hopefully reduce the total number of crashes statewide. Data from Vermont Electronic Crash Repository (WebCrash) shows that out of 14 counties in Vermont, these three counties account for 46% of the total CMV recordable crashes statewide (200 of 432 crashes from January 1, 2012-June 30, 2015). Vermont averages 207 crashes per year (CY2012-CY2014). These will be the baselines used for future measurement. During this baseline period, there doesn't seem to be any trend for specific days or times that are consistently reflected as high crash days or times. Crashes are occurring every day of the week at all different hours. Crash reports uploaded to the Vermont Electronic Crash Repository can be monitored to see if any crash trends appear throughout this objective. If trends appear, directed patrols will target those trends.

DMV will attempt to reduce the number of crashes in each of these three counties by 3% in CY2016, 3% in CY2017, and 3% in CY2018. DMV will also use statewide enforcement efforts to ensure that the number of crashes in the rest

of the state does not increase.

The best tool to prevent crashes is by changing driver behavior. DMV used targeted traffic enforcement patrols in an effort to change driver behavior for CMVs and non-CMV's operating around CMVs. The traffic enforcement patrols outlined in the Traffic Enforcement National Program Element are used in this crash reduction effort.

Enter the data source and capture date:

Vermont Electronic Crash Repository (WebCrash). FMCSA Motor Carrier Management Information Systems (MCMIS) data snapshot as of 06/19/2015, including crash records through 02/28/2015. Data source capture date 07/15/2015.

Projected Goal for FY 2018 - 2020:

In the table below, state the crash reduction goal for each of the three fiscal years. The method of measurement should be consistent from year to year. For example, if the overall crash reduction goal for the three year period is 12 percent, then each annual goal could be 4 percent.

Fiscal Year	Annual Crash Reduction Goals
2018	3
2019	3
2020	3

This crash reduction goal will run from CY2016 to the end of CY2018 (3 years). 1. Reduce the number of crashes in the three high crash counties (Chittenden, Windsor, Windham) by 3% at the end of CY2016. 2. Reduce the number of crashes in the three high crash counties (Chittenden, Windsor, Windham) by 3% at the end of CY2017. 3. Reduce the number of crashes in the three high crash counties (Chittenden, Windsor, Windham) by 3% at the end of CY2018. 4. Use traffic enforcement patrols to ensure crash incidents statewide do not escalate during this three year objective.

Program Activities for FY 2018 - 2020: 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. Review crash reports uploaded into the Vermont Electronic Crash Repository on a quarterly basis for any problematic trends (ie: consistent locations, days, times, causation factors).

2. Sector Lieutenants will schedule 8 specific traffic enforcement patrols per month (96 per year). These patrols average about 4 hours each (384 hours per year).

In FFY2015, Inspectors conducted 122 directed patrols. There were a total of 264 inspections (16 Level I inspections, 104 Level II inspections, and 144 Level III inspections) completed. Eight drivers and 39 vehicles were placed out of service.

*Update:

In FFY2016, Inspectors conducted 173 directed patrols. There were a total of 420 inspections (23 Level I inspections, 130 Level II inspections, 263 Level III inspections, and 4 Level IV inspections) completed. Twenty-seven drivers and 52 vehicles were placed out of service.

In FFY2017, Inspectors conducted 72 directed patrols. There were a total of 192 inspections (9 Level I inspections, 73 Level II inspections, and 110 Level III inspections) completed. Fourteen drivers and 15 vehicles were placed out of service.

In FFY2018 (quarters 1-3), Inspectors conducted 96 directed patrols. There were a total of 138 inspections (10 Level I inspections, 76 Level II inspections, 52 level III inspections) completed. Ten drivers and 20 vehicles were placed out of service.

(This information is just what was completed during these patrols, and does not include any other traffic enforcement information completed outside scheduled patrols).

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 State of Vermont has a CMV Crash Protocol for all law enforcement agencies to contact DMV's Commercial Vehicle Enforcement Unit (office or on call supervisor) when they respond to a crash involving a tow away, injury, or fatality. DMV Inspectors complete a significant crash reporting form when they respond to a CMV crash and complete a qualifying post crash inspection. These crash reporting forms are sent to a supervisor for review, and attached to the incident in DMV's electronic incident reporting system.

Inspectors also complete an incident in DMV's electronic incident reporting system for each specific scheduled traffic enforcement patrol. Included in these incidents are the number of stops, inspections by level, driver violations, vehicle violations, drivers out of service, vehicles out of service, and tickets issued.

Any of this information is retrievable from the electronic database.

***UPDATE: DMV began a multi year crash reduction goal starting in CY2016 that is set to expire during CY2018 which falls within the time frame covered by this CVSP. Based on current crash statistics its unlikely this current crash objective would change so DMV will extend the current goal to also encompass FY2018-FY2020.**

Part 2 Section 3 - Roadside Inspections

Please review the description of your State's overall inspection program and identify if changes are needed for the upcoming fiscal year. You must also update the projected roadside inspection goals for the upcoming fiscal year. You must select "yes" to make changes.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2018 - 2020.

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

Trend Analysis for 2012 - 2016

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	1447	1750	1572	1738	2115
Level 2: Walk-Around	2233	2195	2347	2185	2273
Level 3: Driver-Only	1729	1499	1852	1866	1994
Level 4: Special Inspections	0	45	35	36	21
Level 5: Vehicle-Only	104	95	133	98	93
Level 6: Radioactive Materials	0	1	3	1	2
Total	5513	5585	5942	5924	6498

Narrative Overview for FY 2018 - 2020

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.

Vermont DMV conducts both roadside inspections while on patrol and inspections at fixed site details. On patrol days, Inspectors are assigned a specific area (town, highway, or geographical location). This is when most level III inspections and traffic enforcement inspections are completed. Each Inspector normally has about three patrol days per week. Patrol days are also when Inspectors are assigned specific traffic enforcement patrols as outlined in the Crash Reduction Goal. Inspectors also generally work one or two fixed site details per week. DMV's Commercial Vehicle Enforcement Unit is divided into four sectors, so there are normally a minimum of four fixed site details completed each week. DMV has several locations used for fixed site details. Most locations are located on the Interstate Highway System, but there are also sites located on State Highways. DMV conducts fixed site details in conjunction with federal, state, county and local MCSAP partners. DMV also works closely with border officials when working the various points of entry between Vermont and Canada. DMV inspectors are not completely funded through the MCSAP program. Inspectors divide their time between eligible MCSAP activities and other state funded activities. Inspectors dedicate approximately 40% of their time to MCSAP eligible activities. Fixed site details are completely funded through MCSAP, while patrol days are split based on the amount of MCSAP activities and state funded activities. Inspection activity is monitored through Gotham and SafetyNet reports. These reports allow progress to be monitored and occasionally compared to national averages. SafetyNet reports are used to monitor violations being cited, or not cited, by specific Inspectors. This allows sector Lieutenants to identify any potential training needs.

MCSAP funded activities are described by each individual Inspector in Vermont's payroll system.

Projected Goals for FY 2018 - 2020

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2018 - 2020. 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: VERMONT DEPARTMENT OF MOTOR VEHICLES

Enter the total number of certified personnel in the Lead agency: 21

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1526	250	40	1816	25.01%
Level 2: Walk-Around	2168	498	60	2726	37.54%
Level 3: Driver-Only	2547		60	2607	35.90%
Level 4: Special Inspections	50			50	0.69%
Level 5: Vehicle-Only			60	60	0.83%
Level 6: Radioactive Materials		2		2	0.03%
Sub-Total Lead Agency	6291	750	220	7261	

MCSAP subrecipient agency

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

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

Non-Funded Agencies

Total number of agencies:	6
Enter the total number of non-funded certified officers:	13
Enter the total number of inspections projected for FY 2019:	416

Summary

Projected Goals for FY 2019 - Roadside Inspections Summary

Projected Goals for FY 2019 Summary for All Agencies					
MCSAP Lead Agency: VERMONT DEPARTMENT OF MOTOR VEHICLES					
# certified personnel: 21					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 6					
# certified personnel: 13					
# projected inspections: 416					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1526	250	40	1816	25.01%
Level 2: Walk-Around	2168	498	60	2726	37.54%
Level 3: Driver-Only	2547		60	2607	35.90%
Level 4: Special Inspections	50			50	0.69%
Level 5: Vehicle-Only			60	60	0.83%
Level 6: Radioactive Materials		2		2	0.03%
Total ALL Agencies	6291	750	220	7261	

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.

Projected Goals for FY 2019 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	6845	0	416	7261
Enter total number of certified personnel	21	0	13	34
Projected Goals for FY 2020 Roadside Inspections				
Enter total number of projected inspections	6845	0	416	7261
Enter total number of certified personnel	21	0	13	34

Part 2 Section 4 - Investigations

Please review your State's investigation goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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.

Trend Analysis for 2012 - 2016

Investigative Types - Interstate	2012	2013	2014	2015	2016
Compliance Investigations	1	4	3	4	4
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	2	0	4
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	7	2	2	0	1
CSA On-Site Comprehensive	0	0	0	1	0
Total Investigations	8	6	7	5	9
Total Security Contact Reviews	0	0	0	0	1
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	0	0	0	0	0
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Narrative Overview for FY 2018 - 2020**Instructions:**

Describe the State's implementation of FMCSA's interventions model to the maximum extent possible for interstate carriers and any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort.

Projected Goals for FY 2018 - 2020

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2018 - 2020.

Projected Goals for FY 2018 - 2020 - Investigations						
Investigation Type	FY 2018		FY 2019		FY 2020	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	12	0	12	0	12	0
CSA On-Site Comprehensive	6	0	6	0	6	0
Total Investigations	18	0	18	0	18	0
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

Add additional information as necessary to describe the carrier investigation estimates.

Program Activities: Describe components of the State's carrier investigation activities. Include the number of personnel participating in this activity.

Vermont DMV has one full time non-sworn Inspector position that is 100% MCSAP funded and dedicated to CSA Carrier Interventions. Carrier investigations are assigned, monitored, and reviewed by the FMCSA Vermont Division. The Inspector has completed Enhanced Investigative Techniques training and works closely with the FMCSA Vermont Division. This Inspector is responsible for contacting, scheduling, completing, closing out, and submitting the findings to FMCSA Vermont Division. Even with having this full time Inspector working on carrier investigations on a full time basis, it is difficult to anticipate the number of investigations that will be completed. As learned in FFY2016, one extensive investigation can inhibit the ability to reach the stated goal. DMV has set a goal on completing 18 CSA Carrier Interventions each FFY 2018-2020.

Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress toward the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program, as well as outputs.

Most all aspects of the carrier interventions are monitored by FMCSA Vermont Division. DMV will monitor the program on a quarterly basis to meet the stated goal of 18 investigations. DMV and FMCSA maintain regular contact to discuss progress. Since DMV only has one Inspector completing carrier investigations, that Inspector is responsible to maintain certification. Vermont DMV shares the success of this program with FMCSA, since we have no intrastate program. Other than the number of investigations completed, the only real measure Vermont has is whether or not the reviews are approved by the Federal Programs Manager when they are submitted, and if FMCSA is successful in their Notice of Claims when enforcement action is taken.

Part 2 Section 5 - Traffic Enforcement

Please review the description of your State's traffic enforcement program, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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

Trend Analysis for 2012 - 2016

Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2016	06/30/2017	1250	1478
10/01/2015	09/30/2016	805	1100
10/01/2014	09/30/2015	998	1065
10/01/2013	09/30/2014	1149	1236
10/01/2012	09/30/2013	1125	1181

☒ 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		
06/01/2016	05/31/2017	58	75
06/01/2015	05/31/2016	52	62
06/01/2014	05/31/2015	47	60
06/01/2013	05/31/2014	0	0
06/01/2012	05/31/2013	0	0

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

Data Source for Traffic Enforcement information: Motor Carrier Management Information Systems (MCMIS) data snapshot as of 06/30/2017. Data varies from previous CVSP and contains the current information for this data source. The number of citations and warnings indicated in the CMV Traffic Enforcement with Inspection chart in the number of violations of the traffic enforcement inspections. Each violation was either a ticket or a warning. DMV does not conduct CMV traffic enforcement without an inspection. DMV does conduct non-CMV traffic enforcement activity when such non-CMVs are operating unsafely around CMVs. Prior to June 2014, DMVs data collection method was not capable of differentiating between non-CMV stops and non-CMV stops for operating unsafely around CMVs.

Narrative Overview for FY 2018 - 2020

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](#).

Vermont DMV Inspectors conduct traffic enforcement primarily on patrol days. Traffic enforcement is conducted on Interstate Highways and State Highways. Inspectors monitor the operation of CMV drivers and initiate a traffic stop and inspection when an infraction is observed. When a traffic enforcement inspection is completed, the Traffic Enforcement box is checked off in ASPEN. All Inspectors are issued a hand held speed detection device as well as a fixed radar unit mounted in the vehicle to detect speeding violations. Inspectors will also initiate a traffic stop and inspection when a CMV appears to exceed statutory height, length, width, or weight limits. In addition, Inspectors are assigned specific traffic enforcement patrols. These patrols target CMV operation within the high crash counties identified in the Crash Reduction Goal, as well as various other locations throughout the state. The results of these specific traffic enforcement patrols are documented in Valcour (incident reporting system). These patrols are intended to reduce the number of CMV related crashes in the high crash counties and to ensure CMV crashes do not increase in other areas outside the high crash counties. While conducting traffic enforcement, Inspectors monitor CMV traffic. CMVs will be stopped when a traffic enforcement offense is observed. This violation is documented on an inspection report whether or not a ticket is issued. DMV completes an average of around eight specific traffic enforcement patrols per month. These patrols target a specific location and last about 4 hours per patrol. Other traffic enforcement activities occur on scheduled patrol days and are included within the Inspectors 40% MCSAP activities. Vermont's traffic enforcement activities are a year long event. They are affected by inclement weather during the winter months. Inspection totals in MCMIS and Gotham will be reviewed on a monthly basis to ensure that adequate traffic enforcement inspections are completed and Vermont will meet FMCSA's goal of 33% Level III inspections. Completed traffic enforcement patrols can be monitored anytime using Valcour. Traffic enforcement activities are adjusted based on CMV crash data or enforcement needs.

Projected Goals for FY 2018 - 2020

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018 - 2020. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	1190	1190	1190
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	40	40	40
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	96	96	96

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
7677	18	280	7975	7975

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

The primary traffic enforcement offense noted on inspection reports is speeding. DMV Inspectors also actively search for seatbelt and hand held device violations. Vermont DMV completes about eight specific traffic enforcement patrols per month (96/year) in high risk areas, as well as some group traffic enforcement saturation patrol events. Each traffic enforcement patrol is about 4 hours. Each group traffic enforcement event is about 8 hours. Vermont will attempt to document 150 traffic enforcement inspections with a documented speed violation per quarter. 1. Vermont will complete 1190 CMV traffic enforcement stops with inspection each year. This can be monitored in Gotham. 2. Vermont will not complete CMV traffic enforcement stops without inspections. This is monitored in Valcour, DMVs Incident Management System. 3. Vermont will complete 40 traffic stops for non-CMV unsafe driving around CMVs each year. This is monitored in Valcour, DMVs Incident Management System. 4. Vermont will complete 150 traffic enforcement inspections with a speed violation per quarter. This is documented through Gotham.

Part 2 Section 6 - Safety Technology

Please verify your State's safety technology compliance levels, responsible agencies, and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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	No
PRISM	Exceeds Full Participation	Yes

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 2018 - 2020**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.

Vermont is currently at step 8 PRISM compliance.

Program Activities for FY 2018 - 2020: 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

Please review the description of your State's public education and outreach activities, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☒ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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

Trend Analysis for 2012 - 2016

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

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	2	16	16	22	6
CMV Safety Belt Education and Outreach	0	4	2	1	4
State Trucking Association Meetings	1	6	4	4	4
State-Sponsored Outreach Events	1	20	10	15	10
Local Educational Safety Events	1	13	7	16	9
Teen Safety Events	1	12	5	10	6

Narrative Overview for FY 2018 - 2020

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.

* Note: DMV's electronic incident reporting system was not in use during the 2012 year so the numbers above for 2012 are not complete. The numbers listed were obtained from a CVSP Quarterly Report however at that time not all educational/outreach activities were tracked specifically as listed above.*

Vermont DMV is aware that informed drivers and carriers will often result in safer drivers and safer carriers. DMV has several different opportunities to educate the trucking industry and the public. DMV takes part in instructing at CSA Presentations throughout the state, and occasionally, in a bordering state. These presentations inform drivers and carriers on how CSA works and the impact safety violations have. During these presentations, there is always other topics discussed such as hours of service. Over the past few years these presentations have allowed DMV to formulate a strong working group between the Vermont Truck and Bus Association, FMCSA VT and Project Roadsafe in conjunction with the Vermont Association of General Contractors. This working group has presented several joint trainings in topics including load securement classroom with practical exercises, reasonable suspicion training and hours of service classes. Other associations such as the Vermont Retail Lumber Builders Association, the Vermont Fuel Dealers Association and the the Vermont Well Drillers Association have had attendees at these training opportunities and now sponsor their own trainings instructed by the same collaborated group. DMV also conducts Level V terminal inspections on passenger carrier CMVs, which is always a good chance to educate a driver or carrier on regulations. These terminal inspections are often the only opportunity DMV has to complete full inspections on these vehicles. DMV is always asked by different groups and associations to train or present at functions. In addition to the specialized trainings mentioned above DMV normally gives some type of presentation or regulation update at the Vermont Truck and Bus Association meeting, the Vermont Fuel Dealers, and the Vermont Well Drillers Association meetings. DMV also presents to the general public about CMV safety, operating safely around CMVs, and the

functions of the Commercial Vehicle Enforcement Unit. DMV will also take part in teen events to speak about safe driving and law enforcement. These events are usually teen summer camps, but also include events such as the American Legion Cadet program. DMV attends different County Road Foreman meetings. This allows municipalities to interact with Inspectors and learn about the different rules and regulations. DMV has been presenting at Regional Highway Safety Forums around the state. These are arranged by the Vermont Highway Safety Plan Coordinator. This gives the audience an opportunity to ask questions and to see how the CVSP fits into the Vermont State Highway Safety Plan. Vermont is a small state, and DMV is typically asked to attend/present at the same events every year, so projections will be fairly level from year to year.

Projected Goals for FY 2018 - 2020

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

			Performance Goals		
Yes	No	Activity Type	FY 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	8	8	8
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	2	2	2

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.

Vermont DMV will continue to take part in instructing at CSA presentations. DMV makes it a priority to be available to present at organizational meetings where a large target audience is present. This type of contact ensures a good relationship between DMV and Vermont based carriers. DMV does not schedule CSA presentations, which can be problematic for reaching a quarterly goal. DMV does take part in all CSA presentations that are scheduled. DMV will maintain the goal of two CSA presentations per quarter, and will report quarterly on all other related events.

1. DMV completed two CSA presentations per quarter.
2. DMV completed two non-CSA presentations noted in the Public Education and Outreach Activities table above per quarter.

Part 2 Section 8 - State Safety Data Quality (SSDQ)

Please review your State's SSDQ compliance levels and narrative overview and identify if changes are needed for the upcoming fiscal year. You must also update the newly added Crash VIN Accuracy category rating. You must select 'yes' to make changes.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 2018 - 2020.

SSDQ Category	Current SSDQ Rating	Goal for FY 2018	Goal for FY 2019	Goal for FY 2020
Crash Record Completeness	Good	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Good	Good	Good	Good
Crash Accuracy	Fair	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good	Good
Inspection Timeliness	Good	Good	Good	Good
Inspection Accuracy	Good	Good	Good	Good

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

Data current of 6/29/18.

Narrative Overview for FY 2018 - 2020

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.

DMV and Vermont's FARS Analyst continue to work with Law Enforcement on the importance of accurate and timely crash reporting of all crashes. Crash reporting is emphasized during the law enforcement basic training and during a more advanced CMV Awareness & Enforcement class. It is difficult when you have to rely on other police agencies that don't necessarily understand the importance of timely and accurate crash reporting.

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

DMV staff continues to frequently monitor reports entered into WebCrash (electronic crash repository) to determine if they are properly classified as recordable (disabling damage, injury, fatality). Once determined to be recordable, they are uploaded to SafetyNet. Crashes that DMV Inspectors respond to, there is a significant crash report that can be matched to the WebCrash report. If DMV doesn't respond, and the officer doesn't immediately enter the crash into WebCrash, it significantly compromises Vermont's opportunity to achieve a green crash measures. This is why DMV staff and Vermont's FARS Analyst travel around to the Vermont Police Academy and various police departments teaching the importance of accurate and timely crash reporting.

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.

1. DMV will match Inspector Significant Crash Reports to WebCrash entries to ensure there is a match.
2. DMV will review, at least bi-weekly, crash records entered into WebCrash. FMCSA recordable crashes will be uploaded.
3. DMV will monitor all other green measures on a monthly basis.
4. DMV/Vermont's FARS Analyst will present at every law enforcement basic training class on the importance of accurate and timely crash records (including how to identify the proper carrier information, etc.).

Part 2 Section 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 2012 - 2016

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

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	115	108	124	137	212
Intrastate	0	0	0	0	0
Total Audits	115	108	124	137	212

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

Narrative Overview for FY 2018 - 2020

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency: Vermont Department of Motor Vehicles

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

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

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

Projected Goals for FY 2018 - 2020

For the purpose of completing the table below:

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

Projected Goals for FY 2018 - 2020 - New Entrant Safety Audits						
	FY 2018		FY 2019		FY 2020	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	40	0	40	0	40	0
# of Safety Audits (Offsite)	240	0	240	0	240	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	280	0	280	0	280	0
# of Non-Audit Resolutions	144	0	144	0	144	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.

Vermont's New Entrant Safety Program is monitored by a supervisor that checks individual assignments in MCMIS, to ensure assignments are being completed within the time stated in objective. This supervisor will work the FMCSA Vermont Division to ensure that the audits are complete. The supervisor will work with the auditors to ensure that they are following established time tables. As part of assisting FMCSA with Quebec assignments, Vermont takes assignments that might be close to due date/past due. Vermont has one full-time Inspector and one part-time auditor conducting New Entrant audits. The one full-time Inspector conducts audits on a part-time basis as part of his duties. Unforeseen events (ie crashes, training, etc) sometimes limit the amount of time these Inspectors have to conduct audits. The full-time auditor will work with the part-time auditor on assignments to minimize the amount of past due audits completed.

Activity Plan for FY 2018 - 2020: 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.

280 - Anticipated number of New Entrant Safety Audits to be conducted Annually FFY2018-FFY2020.(10% to be conducted at the carrier's principal place of business, 10% at a border location for the Quebec-based carriers, 80% conducted offsite).

144 - Anticipated number of non-audit resolutions (inactivation, non-responsive, convert to intrastate, etc) to be conducted annually FFY2018-FFY2020.

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.

Vermont's New Entrant Safety Audit program is monitored by a supervisor that is cross trained and knowledgeable in New Entrant Safety Audits. The supervisor checks individual assignments in MCMIS, to ensure assignments are being completed within the time stated in the objective. The supervisor will work with the FMCSA Vermont Division to ensure that the audits are complete and accurate. The supervisor will contact the auditors on a quarterly basis to monitor progress in meeting stated goals. Quarterly reports will be completed and forwarded to FMCSA as required; reflecting the progress toward completing the stated objectives. DMV will report on, and measure success, the following way:

Measurement #1: Number of safety audits completed;

Measurement #2: Number of safety audits completed and uploaded within 12 months for property carriers and 120 days for passenger carriers;

Measurement #3: Number of safety audits completed and uploaded beyond 12 months for property carriers and 120 days for passenger carriers;

DMV will make every effort to complete safety audits in a cost effective manner.

Part 2 Section 10 - Border Enforcement

Please review the agency responsible for conducting Border Enforcement activities and your State's objectives, goals, strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 2012 - 2016

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	169	334	147	179	241
Level 2: Walk-Around	516	435	245	270	255
Level 3: Driver-Only	420	224	279	346	356
Level 4: Special Inspections	0	4	0	0	0
Level 5: Vehicle-Only	0	0	0	0	0
Level 6: Radioactive Materials	0	1	3	1	1
Total	1105	998	674	796	853

Narrative Overview for FY 2018 - 2020

☐ The State chooses not to engage in border enforcement activities in FY 2018 - 2020. 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: Vermont Department of Motor Vehicles

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 2018 - 2020

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 2018 - 2020 - Border Enforcement			
	FY 2018	FY 2019	FY 2020
Number of International Commerce Regular CMV	800	800	800
Number of International Commerce HM	15	15	15
Number of International Commerce Passenger	70	70	70
Total International Commerce Inspections	885	885	885
Number of Fixed Facility International Inspections	440	440	440
Number of Non-Fixed Facility International Inspections	0	0	0
Traffic Enforcement	60	60	60
Strike Force Activities (CMVs)	0	0	0
Strike Force Activities (Passenger CMVs)	0	0	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.

The Vermont Department of Motor Vehicles will continue to work towards reducing the number of commercial motor vehicle crashes in the United States by ensuring that commercial motor vehicles involved in foreign commerce between the United States and Canada comply with the necessary Federal Motor Carrier Safety Regulations and the Hazardous Materials Regulations. Vermont DMV will also enforce FMCSRs related to Operating Authority and Financial Responsibility requirements. Inspectors will determine if the driver is properly licensed for the type of vehicle being operated. DMV will inspect and place out-of-service any vehicle or driver found to be operating in a condition that meets the requirements contained within the North American Standard Out-of-Service Criteria.

Vermont DMV will use Border Enforcement inspections to assist in our mission of reducing crashes and removing unsafe commercial motor vehicles and drivers from our highways. This will be accomplished by increasing the number of details targeting cross border traffic throughout the State of Vermont (a northern border state), and at Vermont's Ports of Entry.

Vermont has set a goal of completing 885 border enforcement inspections per FFY which will also include 60 traffic enforcement inspections. DMV has a goal of at least 70% of these inspections be completed on vehicles traveling in foreign commerce.

Inspectors will complete the "Border Enforcement Funded" field in ASPEN, and whether the vehicle was involved in foreign or domestic transportation. The completed inspection will then be uploaded. The Border Enforcement inspections will be monitored on a monthly basis and activities will be adjusted as necessary to meet the objectives.

Vermont receives a significant volume of international commercial vehicle traffic through its five commercial Ports of Entry along the Canadian Border. Overseas shipments, which arrive at the Ports of Montreal and Halifax, are transported by truck to various destinations within the U.S.; these shipments make up a large percentage of the commercial vehicle traffic passing through the State of Vermont.

Complainants to Vermont law enforcement officials from the motoring public about the erratic or unsafe operation of commercial motor vehicles on the Interstate highway system are very often focused on Canadian motor carriers. Additionally, intelligence continues to indicate that Vermont is a likely corridor for smuggling operations and for potential terrorist elements traveling between key metropolitan areas such as Montreal, Boston and New York.

Historically, Canadian carrier cross border traffic averages 17-27% of all ASPEN inspections completed by Inspectors in a given year. DMV has 21 sworn inspectors who split their time between MCSAP and state enforcement activities. Inspectors receive NAS Parts A&B, Basic HazMat, Cargo Tank, and Passenger Carrier training as part of their certifications. DMV schedules details with US Customs and Border Protection personnel at the Ports of Entry by utilizing MCSAP funds. Primarily enforcement occurs at the two busiest Vermont commercial ports of Highgate Springs and Derby Line, which combined, handle nearly 85% of Vermont's inbound cross-border CMV traffic.

This close working relationship with the ports has resulted in USCBP personnel and state CVE Inspectors serving as "extra eyes and ears" for each other and has proven to be beneficial for both the state CVE Inspectors and the federal port personnel. Continued participation in the Border Enforcement Program will help ensure continuation of this strong presence at the Ports of Entry, which may be a deterrent for commercial drivers contemplating entry to the U.S. with ill intentions or while operating in violation of FMCSA regulatory requirements. Port personnel have also gained a familiarity with the regulations state CVE Inspectors enforce and have been instrumental in contacting CVE Inspectors when they believe they have detected a violation. In November 2007 DMV was approached by U.S. Immigration and Customs Enforcement agents (ICE) about inspecting outbound international CMV traffic. Due to the talks DMV has conducted several outbound details from FFY08-FFY16. DMV and ICE/CBP are continuing to conduct joint details to check outbound CMV traffic within close proximity of the border and evaluate its effectiveness to enhance both agencies current operational missions. DMV continues to conduct joint TSA Visible Intermodal Protection and Response (VIPR) details with U.S. Air Marshal's focusing on international northern border traffic.

Vermont DMV recognized the need for an active motor coach / passenger vehicle program in light of the safety issues that are being observed around the country. Vermont DMV developed an inspection process for checking motor coaches crossing at Vermont's international border crossings with the Province of Quebec. Motor coaches must stop at US CBP Ports of entry to screen passengers which provides Vermont DMV motor coach Inspectors ample time to conduct a safety inspection of the motor coach / driver prior to its continued journey through Vermont. The Vermont Department of Motor Vehicles has acquired a set of motor coach ramps. The set has been split into two separate sets and are stored / transported in enclosed trailers. These ramps are used at the port of entries and at tourist destinations throughout the State.

Vermont DMV is committed to commercial vehicle safety and the safety of vehicles that operate around commercial vehicles. One way to improve highway safety is to make sure the commercial vehicles using the highways are operated safely by properly licensed drivers, and the commercial vehicles do not represent an imminent hazard. Potentially dangerous drivers and vehicles can be detected through roadside inspections. Unsafe drivers can also be detected through observation of driving behavior while inspectors are on patrol. Border Enforcement participation will allow DMV to complete more inspections and increase the likelihood of removing unsafe drivers and vehicles from the road. The more unsafe drivers and vehicles that are removed from the road will reduce the number of commercial vehicle crashes.

Activity Plan for FY 2018 - 2020: Describe the specific activities planned to reach border enforcement goals.

DMV will complete patrol and fixed site details where commercial vehicles involved in foreign commerce will be inspected. Border Enforcement participation also enable DMV to conduct some details during off peak hours when commercial vehicle drivers are less likely to expect to be inspected. DMV will attempt to complete 51 Level I inspections, 76 Level II inspections, and 73 Level III inspections per quarter. Included in these inspections are 15 traffic enforcement inspections, 17 passenger carrier inspections and 4 hazardous materials inspections per quarter. DMV will also use Automated License Plate Readers with PRISM hit files to select vehicles for inspection.

DMV will complete passenger carrier inspections as the vehicles enter the U.S. at port of entries on the U.S. - Canada Border while the passengers are being processed for entry into this country. Inspections will also be completed at any destination locations, post-crash, or en route if a hazardous condition exists. DMV will complete 17 Border Enforcement passenger carrier inspections during each quarter. Completing inspections at the border will help ensure that unsafe vehicles and drivers are removed from the highway and that the passengers reach their destination safely.

Performance Measurement Plan: Describe how you will measure progress toward the performance objective goal, to include quantifiable and measurable outputs (work hours, carrier contacts, inspections, etc.) and in terms of performance outcomes. The measure must include specific benchmarks that can be reported on in

the quarterly progress report, or as annual outcomes.

DMV will measure progress by using Safetynet reports to verify that quarterly objections in the activity plan were completed during each quarter. This will be monitored by a DMV Lieutenant on a monthly basis to reach these quarterly and overall goals.

DMV will measure progress by using Safetynet reports to verify that at least 17 Border Enforcement passenger carrier inspections were completed during each quarter. This will be monitored by a DMV Lieutenant on a monthly basis to ensure the end goal is achieved.

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 MCSAP CVSP Planning Memorandum and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2018 - 2020).

Part 3 Section 1 - Enforcement of Federal OOS Orders during Roadside Activities

Please review your State's Federal OOS catch rate during roadside enforcement activities, projected goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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

Please review your State's passenger carrier transportation goals, problem statement narrative, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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

No updates are required for this section.

Instructions:

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

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

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

Part 3 Section 4 - State Specific Objectives – Future

Please review your State specific objectives and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

Instructions:

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

Describe any State-specific objective(s) identified for FY 2018 - 2020. 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	\$1,193,579.00	\$210,466.00	\$1,404,045.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$210,466.00
MOE Baseline:	\$26,772.50

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):	\$210,466.00
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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
New Entrant Safety Auditors	2	100.0000	\$20,072.00	\$40,144.00	\$34,122.40	\$6,021.60	\$0.00
Captain	1	5.0000	\$76,056.60	\$3,802.83	\$3,232.41	\$570.42	\$0.00
Lieutenant	4	30.0000	\$70,720.00	\$84,864.00	\$72,134.40	\$12,729.60	\$0.00
Inspector	16	30.0000	\$60,590.40	\$290,833.92	\$247,208.83	\$43,625.09	\$0.00
Civilian Compliance Review Inspector	1	100.0000	\$69,264.00	\$69,264.00	\$58,874.40	\$10,389.60	\$0.00
Subtotal: Salary				\$488,908.75	\$415,572.44	\$73,336.31	\$0.00
Overtime Project Costs							
Overtime	20	10.0000	\$65,655.20	\$131,310.40	\$111,613.84	\$19,696.56	\$0.00
MOE Overtime	20	0.0000	\$39,406.25	\$0.00	\$0.00	\$0.00	\$39,406.25
Subtotal: Overtime				\$131,310.40	\$111,613.84	\$19,696.56	\$39,406.25
TOTAL: Personnel				\$620,219.15	\$527,186.28	\$93,032.87	\$39,406.25
Accounting Method:	Cash						

Enter a detailed explanation of how the personnel costs were derived and allocated to the MCSAP project.
 DMV has one Captain who spends about 5% of hours on MCSAP activities. (Total cost=\$3802.83).

The Commercial Motor Vehicle Unit is divided into four sectors, with each sector having a supervising Lieutenant. Each Lieutenant spends about 30% of straight time hours on MCSAP activities. The average straight rate for the Lieutenants is \$34.00/hr.

4 Lieutenants (30% funded) - \$84,864.00

There are 16 sworn Inspectors with various rates of pay. Inspectors spend about 30% of straight time hours on MCSAP activities. The average straight time rate of pay for Inspectors is \$29.13/hr.

16 Inspectors (30% funded) - \$290,833.92

There is one full time Civilian Compliance Review Inspector position. This position is 100% MCSAP funded. The straight time rate of pay for the person currently in this position is \$33.30/hr. (Total cost=\$69,264.00).

There are two part time Civilian New Entrant Safety Auditors. These positions are 100% MCSAP funded. Because they are part time the auditors receive a straight time rate with no overtime and no fringe benefits. Each auditor can work a maximum of 1,040 hours annually. The average straight time rate of pay for New Entrant Safety Auditors is \$19.30/hr.

2 New Entrant Safety Auditors (100% funded) - \$40,144.00

In addition to straight time hours, a percentage of MCSAP activities have to be accomplished through the use of overtime. Overtime hours are used to extend fixed site detail hours usually on a weekly basis and also for special initiatives that happen on a yearly basis, for training, and for the response to after hours CMV crashes/incidents.

About 10% of MCSAP activities completed by Lieutenants and Inspectors are overtime hours. The Lieutenants and Inspectors overtime rate of pay is one and one half times the straight time rate. The average blended overtime rate is \$47.35/hr. (Total cost=\$131,310.40)

These positions are all crucial to the successful operation and administration of the CVSP activities, such as fixed site details, traffic enforcement, and CSA Investigations. The Captain is responsible for the administration and oversight of the grant. The supervising Lieutenants are responsible for monitoring Inspector activity. The Inspectors are responsible for completing the work in association with the stated goals. The Civilian Investigator is responsible for completing carrier investigations (compliance reviews).

Vermont will meet it's \$26,772.50 Maintenance of Effort in the 20 employees overtime payroll. In addition to the overtime rate Vermont pays 9.22% for FICA and 20.79% for Retirement for a combined total of 30.01% on all overtime hours worked. Vermont pays this added cost and does not charge any of these amounts to grants. The total project cost for overtime is \$131,310.40. Total cost of FICA and Retirement paid on \$131,310.40 is \$39,406.25 which is \$12,633.75 more then required for Vermont's 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
Civilian Compliance Review Inspector	85.2700	100.0000	\$69,264.00	\$59,061.41	\$50,202.20	\$8,859.21	\$0.00
Lieutenants	85.2700	100.0000	\$84,864.00	\$72,363.53	\$61,509.00	\$10,854.53	\$0.00
Captain	85.2700	100.0000	\$3,802.83	\$3,242.67	\$2,756.27	\$486.40	\$0.00
Inspectors	85.2700	100.0000	\$290,833.92	\$247,994.08	\$210,794.97	\$37,199.11	\$0.00
TOTAL: Fringe Benefits				\$382,661.69	\$325,262.44	\$57,399.25	\$0.00

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

Fringe benefits applied to overtime hours are just FICA and Overtime. The FICA and Retirement percentages are paid for exclusively by Vermont DMV utilizing non grant funds.

The following fringe benefits calculations are only applied to straight time hours. The current rate is 85.27%, as approved by our cognizant agency (FHWA approval letter attached). This rate varies from year to year based on over/under carry over. This rate is used to calculate the cost of paying benefits for personnel. The fringe benefits include the following:

FICA, Dental insurance, life insurance, medical insurance, unemployment/workers compensation, EAP, long term disability, administrative paid leave, annual paid leave, educational paid leave, holiday paid leave, military paid leave, personal paid leave, sick paid leave, and retirement.

The FFY2019 Load Factor Calculation spreadsheet is attached. The load factor calculation is based on the load factor components (ie: benefits) and the funds expected for each of these components. To calculate the percentage for each component, you must do the following:

1. Take the "load factor amount" for each individual "load factor component" and divide it by the "regular time" dollar amount. This will give you a decimal figure.
2. Add all the "load factor amount" decimal figures together.
3. Take the "current year carry forward-under/(over) recovery" dollar amount and divide it by the "regular time" dollar amount. This will give you a decimal figure.
4. The add/(subtract) the "current year carry over forward recovery" decimal figure to the "load factor amount" decimal total and that will give you the current load factor. (This year the "current year carry forward recovery" decimal was subtracted from the "load factor amount" decimal total.)

Load Factor Components and the percentage of the load factor for each component:

FICA (9.22%); Insurance-Dental (1.72%); Insurance-Life (0.51%); Insurance-Medical (29.12%); Insurance-Unemployment/Workers Comp (2.80%); EAP (0.06%); Long Term Disability (0.03%); Paid Leave-Administrative (0.01%); Paid Leave-Annual (8.05%); Paid Leave-Educational (0.00%); Paid Leave-Holiday (5.51%); Paid Leave-Military (0.02%); Paid Leave-Personal (1.52%); Paid Leave-Sick (5.68%); Retirement (20.79%); Current Year Carry Forward-Under/(Over) Recovery (.23%).

The percentages are rounded off resulting in Paid Leave-Educational showing (0.00%). If the percentages were carried out several more decimal places there would be an amount greater than zero.

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
Three Day Truck Detail	14	3	100.0000	\$7,301.70	\$6,206.45	\$1,095.25	\$0.00
MCSAP Certification Training	7	60	100.0000	\$14,520.00	\$12,342.00	\$2,178.00	\$0.00
CVSA Conference (spring)	4	6	100.0000	\$7,496.00	\$6,371.60	\$1,124.40	\$0.00
CVSA Conference (fall)	2	6	100.0000	\$3,748.00	\$3,185.80	\$562.20	\$0.00
NAIC	1	6	100.0000	\$1,874.00	\$1,592.90	\$281.10	\$0.00
COHMED	1	6	100.0000	\$2,024.00	\$1,720.40	\$303.60	\$0.00
CVSP Workshop/MCSAP Planning Meeting	3	3	100.0000	\$4,734.00	\$4,023.90	\$710.10	\$0.00
New Entrant Mileage	2	50	100.0000	\$1,090.00	\$926.50	\$163.50	\$0.00
New Entrant Annual Training	4	2	100.0000	\$976.00	\$829.60	\$146.40	\$0.00
CSA National Safety Intv. Rollout	1	4	100.0000	\$1,328.00	\$1,128.80	\$199.20	\$0.00
TOTAL: Travel				\$45,091.70	\$38,327.95	\$6,763.75	\$0.00

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

1. CVSA Conference (spring)-This is calculated using an estimate of air fare costs and an estimate of lodging costs. Arrival date would be the day before the conference and departure date would be the day after the conference. This includes 6 overnight lodgings and 7 days of contractual out of state meal reimbursement. DMV is budgeting to send 4 people to St. Louis, Missouri for the spring CVSA Conference.

Air fare =\$750.00 X 4 personnel = \$3,000.00
 Lodging =\$150.00 per night X 6 nights X 4 personnel =\$3,600.00
 Meals =\$32.00 per day X 7 days X 4 personnel =\$896.00
 Total Expense=\$7,496.00

2. CVSA Conference (fall)- This is calculated using an estimate of air fare costs and an estimate of lodging costs. Arrival date would be the day before the conference and departure date would be the day after the conference. This includes 6 overnight lodgings and 7 days of contractual out of state meal reimbursement. DMV is budgeting sending 2 people to Biloxi, Mississippi for the fall CVSA Conference.

Air fare =\$1,500.00
 Lodging =\$150.00 per night X 6 nights X 2 personnel =\$1,800.00
 Meals =\$32.00 per day X 7 days X 2 personnel =\$448.00
 Total Expense=\$3,748.00

3. NAIC- This is calculated using an estimate of air fare costs and an estimate of lodging costs. Arrival date would be the day before the event and departure date would be the day after the event. This includes 6 overnight lodgings

and 7 days of contractual out of state meal reimbursement. DMV is budgeting sending one person to Pittsburgh, Pennsylvania.

Air fair =\$750.00 X 1 personnel =\$750.00
 Lodging =\$150.00 per night X 6 nights X 1 personnel =\$900.00
 Meals =\$32.00 per day X 7 days X 1 personnel = \$224.00
 Total Expense =\$1,874.00

4. COHMED- This is calculated using an estimate of air fare costs and an estimate of lodging costs. Arrival date would be the day before the conference and departure date would be the day after the conference. This includes 6 overnight lodgings and 7 days of contractual out of state meal reimbursement. DMV is budgeting sending one person to San Antonio, Texas.

Air fare =\$900.00
 Lodging =\$150.00 per night X 6 nights X 1 personnel =\$900.00
 Meals =\$32.00 per day X 7 days X 1 personnel =\$224.00
 TOTAL EXPENSE =\$2,024.00

5. CVSP Workshop/MCSAP Planning- This is calculated using an estimate of air fare costs and an estimate of lodging costs. Arrival date would be the day before the workshop, and departure date would be the last day of the workshop. This budget anticipates a 3 day workshop and includes 3 overnight lodgings and 3 days of contractual out of state meal reimbursement. DMV will budget sending three people to workshops/MCSAP Planning Meeting.

Air fare =\$750.00 X 3 personnel =\$3,000
 Lodging =\$150.00 per night X 3 nights X 3 personnel =\$1,350.00
 Meals =\$32.00 per day X 4 days X 3 personnel =\$384.00
 Total Expense =\$4,734.00

6. Three Day Truck Detail- This is calculated based on personnel driving department vehicle to and front the event. Arrival date would be the day before the event, and departure date would be the last day of the event. This includes estimated lodging costs, and contractual in state meal reimbursement. It is estimated that approximately 14 personnel will have to lodge. Meal rate is less for in state activity.

Lodging =\$150.00 per day X 3 nights X 14 personnel =\$6,300.00
 Meals =\$23.85 per day X 3 days X 14 personnel =\$1,001.70
 TOTAL EXPENSES =\$7,301.70

7. MCSAP Certification Training- This is calculated based on sending two people to Cargo Tank Certification, two people to NASTI PART A & B Certification, two people to Basic Hazardous Materials Certification, and one person to New Entrant Auditor Training. This would be arriving the day prior to the start of training, and departing the last day of training. Included costs would be estimated rental vehicle cost, estimated lodging cost, and contractual out of state meal reimbursement. Cargo Tank and Basic Hazardous Materials Certifications are 5 days each, NASTI Part A & B is 10 days (separated into two weeks), and New Entrant Auditor Training is 10 days (separated into two weeks).

Rental vehicle (1 per course) = 4 vehicles X \$150.00 per week X 6 weeks (1 wk CT, 1 wk HM, 2 wks NASTI, 2 wks NE)
 = \$3,600.00
 Lodging = \$150.00 per day X 60 nights =\$9000.00
 Meals =\$32.00 per day X 60 days =\$1,920.00
 Total Expense = \$14,520.00

These travel expenses are all necessary for participation in events to stay current with enforcement and industry, and to be better educate and enhance the Commercial Vehicle Enforcement Unit. They also assist the Commercial Vehicle Enforcement Unit accomplishing the goals set forth in the CVSP and FMCSA's priorities.

8. New Entrant Mileage - Estimated mileage reimbursement for two civilian auditors to travel in their own vehicle to onsite audits and inspection details to maintain certification.

1000 miles/year X 2 auditors X \$0.545 = \$1,090.00

9. New Entrant Annual Training - Annual refresher training is held in the State of Massachusetts. This two day training requires all four New Entrant Safety Auditors attend annually. This is calculated using an estimate of rental vehicle cost, estimated lodging cost, and out of state meal reimbursement.

Rental vehicles = 2 vehicles X \$30.00/day X 2 days = \$120.00
Lodging = \$150.00 day X 4 people X 1 night = \$600.00
Meals = \$32.00 per day X 4 people X 2 days = \$256.00
Total Expense = \$976.00

10. CSA National Safety Interventions Rollout Training - This is calculated using an estimate for air fare costs and an estimate of lodging cost. Arrival would be the day before the training, and departure date would be the day after the training. DMV will budget for their civilian compliance review inspector to attend this required training. DMV received several emails from FMCSA indicating this mandatory training should be budgeted in the FFY 2019 CVSP however no additional details have been provided therefore the amount listed are based on estimates.

Airfare = \$750.00
Lodging = \$150.00 per night X 3 nights X 1 personnel = \$450.00
Meals = \$32.00 per day X 4 days X 1 personnel = \$128.00
Total Expense = \$1328.00

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
TOTAL: Equipment				\$0.00	\$0.00	\$0.00	\$0.00
Equipment threshold is greater than \$5,000.							

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

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
FMCSR Books	75 each	\$20.00	100.0000	\$1,500.00	\$1,275.00	\$225.00	\$0.00
Hazardous Materials Regs	29 each	\$20.00	100.0000	\$580.00	\$493.00	\$87.00	\$0.00
Out of Service Criteria	41 each	\$35.00	100.0000	\$1,435.00	\$1,219.75	\$215.25	\$0.00
Uniform purchase/cleaning	1 year	\$13,105.38	100.0000	\$13,105.38	\$11,139.57	\$1,965.81	\$0.00
Laptop computer with warranty	9 each	\$2,000.00	100.0000	\$18,000.00	\$15,300.00	\$2,700.00	\$0.00
Docking station & electronic kit	9 each	\$1,158.00	100.0000	\$10,422.00	\$8,858.70	\$1,563.30	\$0.00
Printers	6 each	\$760.00	40.0000	\$1,824.00	\$1,550.40	\$273.60	\$0.00
Printers	2 each	\$280.00	100.0000	\$560.00	\$476.00	\$84.00	\$0.00
Office supplies	1 year	\$1,805.00	100.0000	\$1,805.00	\$1,675.00	\$130.00	\$0.00
Thermal Printer Paper	100 Box	\$41.80	40.0000	\$1,672.00	\$1,421.20	\$250.80	\$0.00
Port. Signs/stands	50 each	\$200.00	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Port. Pop up Canopy	4 each	\$250.00	100.0000	\$1,000.00	\$850.00	\$150.00	\$0.00
Camera Binocular	4 each	\$200.00	100.0000	\$800.00	\$680.00	\$120.00	\$0.00
Lasers (Lidar)	4 each	\$2,500.00	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Radar Calibration	1 year	\$3,500.00	100.0000	\$3,500.00	\$2,975.00	\$525.00	\$0.00
TOTAL: Supplies				\$76,203.38	\$64,913.62	\$11,289.76	\$0.00

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

1. DMV Commercial Vehicle Enforcement Unit has a K-9 program which currently includes one drug detection dog and handler (who is also a CMV Inspector). The drug detection dog exist to support the MCSAP program. The drug detection dogs have been responsible for detecting illegal drugs possessed by drivers operating CMVs, as well as providing notice to CMV drivers that DMV has the capability of drug detection dogs. They are used to sweep the

exterior of CMVs and to search CMVs. DMV budgets for the yearly medical exams, town clerk registration, food, and certification by the Vermont Criminal Justice Training Council. Also budgeted is boarding expenses for the dogs if the handler is unavailable to care for the dog (vacation, training, etc.) DMV is budgeting \$2,000.00 for continued success of the K-9 program.

Medical Exam- \$250.00 year-
 Criminal Justice Training Council Certification- \$45.00 year-
 Town Clerk Registration- \$20.00 year-
 Food- \$1,185.00 year-
 Boarding- \$500.00.
 Total K-9 Program Expense- \$2,000.00

This line item has been deleted from the budget. The department canine retired.

2. Uniform purchase/cleaning- DMV spends about \$9000.00 annually on sworn Inspectors for purchase of new uniforms, replacing work uniforms, and dry cleaning. Inspectors average about \$95.00/month for uniform cleaning. These expenses are all shared based on the amount of time Inspectors are completing MCSAP eligible activities. DMV spends about \$500.00 annually for the two part-time civilian auditors and one full time civilian compliance review Inspector for new uniforms, and replacing work uniforms. These positions are funded at 100% for a total of about \$9500.00 combined annually.

Uniform purchase- \$428.55/yr. X 20 Lieutenants/Inspectors X 40% = \$3,428.40, X 1 Captain X 5% = \$21.43 TOTAL \$3,449.83. \$166.66/yr. X 2 part-time New Entrant Auditors X 1 full time civilian compliance review Inspector 100% = \$499.98.

Dry Cleaning- \$95.00/month X 12 months X 20 Lieutenants/Inspectors X 40% = \$9,120.00
 X 1 Captain X 5% = \$57.00

Total uniform purchase = \$3928.38; Total uniform cleaning = \$9,177.00
 Total Expenses = \$13,105.38

3. Office supplies- DMV is budgeting ~~\$2,180.00~~ \$1,805.00 for the purchase of various office supplies. DMV uses pens, pencils, staplers, staples, paper, computer paper, copier paper, printer ink/toner, notebooks, etc. in support of MCSAP activities.

4. Printers- DMV continues to budget for several printers. DMV has started the process of transitioning from traditional ink jet printers to thermal printers. The printers also have to be compatible with Vermont's new eTicket program. Printers replacement occurs regularly because the printers are mounted inside a patrol vehicle, and absorb all the road shock. The primary function of these printers is printing out roadside inspections. After transitioning to Vermont's new eTicket program DMV will now prorate the cost of the printers at 40% because they are in the enforcement vehicles for MCSAP activity but also used to print tickets for non MCSAP activity. In addition DMV is budgeting for the replacement of two printers used by the New Entrant Safety Auditors for audits. These are used exclusively for MCSAP activity and are not prorated at 40%.

Thermal Printer- \$760.00 each X 6 printers X 40% \$1,824.00
 Printer (for safety audits)- \$280.00 X 2 printers = \$560.00
 Total Expenses = \$2,284.00

5. Docking station with electronic kit- DMV expects to replace 9 laptop computers. Since DMV has purchased different computers, DMV must purchase different in car docking stations with electronics kits. These packages are \$1,158.00 each, totaling \$10,422.00.

Docking Stations w/electronics kits- \$1,158.00 X 9 units = \$10,422.00

6. Laptop computers- DMV expects to replace 9 laptop computers. DMV replaces computers as needed or due to age. DMV has been purchasing Panasonic CF-54 computers with a cost of \$2,000.00 each which includes the warranty; total cost of \$18,000.00. The primary function of these computers is to carry out MCSAP activities. Having laptop computers with connectivity with completing roadside MCSAP activities supports Vermont's SSDQ rating. DMV did not prorate the cost of the laptop computers because that are in the enforcement vehicles for MCSAP activities and connectivity for MCSAP activities.

7. Federal Motor Carried Safety Regulations- DMV will purchase a total of 75 copies of the FMCSRs. These are distributed as follows: 22 Inspectors/Investigator; 7 office copies; 12 other MCSAP Officers; 25 court copies; 4

Lieutenants home offices; 5 extra copies for new MCSAP officers and/or to replace damaged or lost regulations. Current regulations are essential for up to date and proper enforcement of federal regulations. DMV purchases a copy for every Inspector (and Investigator). There are also copies purchased for Headquarters, as well as the Lieutenants home offices. DMV purchases current regulations for other non-DMV MCSAP officers. DMV is the lead MCSAP Agency, and takes responsibility in how non-DMV Officers enforce regulations. In addition extra copies are purchased to replace any lost or damaged book and/or in case a new inspector or non-DMV officer is sent to MCSAP training. DMV is also required to produce Federal Regulations when prosecuting a traffic ticket written for a federal violation. This is done by purchasing a copy of the regulations for the various locations that traffic court is conducted. This ensures that the traffic court judge has a current copy to view during the court proceeding. DMV has been purchasing Mancomm spiral bound regulation books. Inspectors have found these the easiest to navigate which reduces errors.

FMCSRs- \$20.00 each X 75 copies = \$1,500.00

8. Hazardous Materials Regulations- DMV will only purchase Hazardous Materials Regulations for DMV's 22 Inspectors/Investigator, and 7 copies for Headquarters and the Lieutenants home offices. Current hazardous materials regulations are essential to proper and effective enforcement. DMV has been purchasing Mancomm spiral bound regulation books. Inspectors have found these the easiest to navigate which reduces errors.

HM Regulations- \$20.00/each X 29 copies = \$580.00

9. Out of Service Criteria- DMV will purchase pictorial Out of Service Criteria for every Inspector/Investigator and every non-DMV MCSAP Officer. DMV is the lead MCSAP Agency, and believes it is essential for each MCSAP Inspector to have the most current out of service criteria for effective enforcement. DMV will purchase a total of 41 copies of the pictorial Out of Service Criteria. They will be distributed as follows: 22 copies to DMV Inspectors/Investigator; 12 non-DMV MCSAP Officers; and 7 copies to Headquarters and the Lieutenants home offices. Inspectors have found it beneficial to have pictures of the out of service violations while completing roadside inspections.

OOS Criteria- \$35.00/each X 41 copies = \$1,435.00.

10. Thermal Printer Paper- The thermal printers DMV has transitioned over to takes special thermal paper. The printers are used primarily to print inspection reports. With Vermont's eTicket program now in use for all commercial and non commercial infractions the printers are used for activity other then MCSAP. Because of this the thermal paper is prorated at 40%. The thermal paper is purchased by the box; each box contains 6 rolls of thermal printer paper.

Thermal printer paper- \$41.80/box X 100 boxes X 40% = \$1672.00

11. Fixed site detail signs. DMV fixed site detail policy requires the use of 3 portable signs in addition to fixed site signs. Truck safety inspection ahead, all trucks right and all trucks must stop signs are placed at 1 mile, 1/2 mile and at the entrance to the detail alerting all trucks to stop for inspection. DMV also utilizes All Trucks Left signs at some of the fixed site detail sites. Sign stands are used to set the signs up roadside. Often times when the signs are damaged the sign stands are not. DMV replaces more signs then sign stands. These portable signs often get hit by vehicles, blow over and break or simply wear out and require replacement. DMV did not prorate the cost of portable signs as they are required for Inspectors to open fixed site MCSAP inspections roadside details.

45 12 portable sign sets (3 portable signs each set)- \$200.00 each sign X 45 36 signs = ~~\$9000.00~~ **\$7200.00**
 20 14 portable sign stands- \$200.00 each X 20 14 = ~~\$4000.00~~ **\$2800.00**
 Total expenses - ~~\$13,000.00~~ **\$10,000.00**

12. Portable pop up canopy. Each DMV fixed site detail has a site coordinator responsible for screening truck traffic for inspections. Technology increasingly plays a roll in selecting what trucks should be parked for a MCSAP Inspection. Vermont weather conditions to include sun, rain and snow makes it difficult to utilize this technology properly. DMV will set the portable pop up canopy up over the back of the site coordinators vehicle so the computer used for screening purposes is visible and protected from the elements. DMV has four enforcement sectors and will purchase one canopy for each sector. In addition this allows the site coordinator to be positioned outside of their vehicle to have interaction with the driver and also be screening for vehicle defects. DMV did not prorate the pop up canopy as they will be used exclusively for MCSAP activity.

Portable pop up canopy - \$250.00/each X 4 = \$1000.00

13. Camera Binoculars. DMV has concentrated more time enforcing CMV driver seatbelt and portable electronic

device violations by utilizing a spotter roadside. This spotter is positioned outside of a patrol vehicle usually on an elevated position such as an overpass or embankment keeping them out of sight of the drivers and with a good view of the CMV cab/drivers. Binoculars are often times used to spot violations. DMV would like to utilize camera binoculars so a image of the violation is documented for the stop. This will help with ticket convictions and could also assist in the DataQ process. DMV has four enforcement sectors and will purchase one pair of camera binoculars for each sector. DMV did not prorate the camera binoculars as they will be used exclusively for MCSAP activity to include TACT stops.

Camera Binoculars - \$200.00/each X 4 = \$800.00

14. Lasers. Speed detection lidar/lasers are used by DMV to detect speeding violations. The units are handheld and not mounted in inspectors vehicle. They are assigned to each inspector. DMVs primary focus is enforcing CMV violations and cars operating in an unsafe manner around CMVs (TACT stops). Because DMVs primary focus is on CMV traffic these units are not prorated. DMV will replace the oldest/outdated 5 Lasers currently being used in the field by full time commercial motor vehicle inspectors. In addition DMV will purchase a mount/adaptor to be used with the inspectors issued cell phone which will take a picture of the vehicle/vehicle speed as seen on the laser units display. Pictures obtained using this mount have helped getting convictions upheld in court and also with the DataQ process.

Lasers w/cell phone camera mount - \$2500.00/each X 5 ~~4~~ = ~~\$12,500.00~~ **\$10,000.00**

~~15. Radars. Speed detection radars are mounted in the inspectors patrol vehicle and used to detect speeding violations. DMVs primary focus is enforcing CMV violations and cars operating in an unsafe manner around CMVs (TACT stops). Because DMVs primary focus is on CMV traffic these units are not prorated. DMV will replace/upgrade 5 radars currently being used in the field by full time commercial motor vehicle inspectors. The radars DMV is currently purchasing work much better then the current radars used by DMV especially on the Interstate Highways as the usable distance is longer and the time it takes to acquire a moving speed target is much quicker.~~

~~Radars - \$4500.00/each X 5 = \$22,500.00~~

This line item has been removed due to final funding limits.

16. Radar Calibration/Certification. DMV operates a fleet of 23 patrol vehicles equipped with mounted radar units used for speed detection. Several of these units are several years old and have been switched through multiple vehicles. The radar manufacturer recommends the units be re-tested / calibrated. DMV has not had this done and as a result some of the certifications do not include certifications for the tuning forks as recommended. DMV is going to begin following the manufactures recommendations by having the existing radar units checked by a certified technician, repaired if needed and re-calibrated/re-certified. This will help ensure no tickets are lost in traffic court on problems with administrative certifications. The amount requested is a cost estimate. Depending what the units need may increase or decrease this anticipated amount. Because these radar units are used by full time commercial motor vehicle inspectors the amount is not prorated.

Radar Calibration/Certification technician / repair cost - \$3500.00

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
Vermont AOT-Central Garage	EIN 36000264	Contract	100.0000	\$7,584.00	\$6,446.40	\$1,137.60	\$0.00
Description of Services: Compliance Review Investigator Vehicle Lease (100% funded)							
Vermont AOT-Central Garage	EIN 36000264	Contract	100.0000	\$91,449.60	\$77,732.16	\$13,717.44	\$0.00
Description of Services: Inspector/Lieutenant Vehicle Lease (40% funded)							
Vermont AOT-Central Garage	EIN 36000264	Contract	100.0000	\$519.60	\$441.66	\$77.94	\$0.00
Description of Services: Captain Vehicle Lease (5% funded)							
TOTAL: Contractual and Subaward				\$99,553.20	\$84,620.22	\$14,932.98	\$0.00

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

The Vermont Department of Motor Vehicles is a department under the Vermont Agency of Transportation. DMV does

not own the Compliance Review Investigator's vehicle, Inspectors vehicles, Lieutenants vehicles, or the Captain's vehicle. These vehicles are purchases, owned, and maintained by the Agency of Transportation. After vehicles are rotated out of DMV's fleet, usage reverts back to the Agency of Transportation.

DMV leases these vehicles from the Agency of Transportation based upon an agreed monthly amount depending on the vehicle type and usage (lease rate document attached). The Compliance Review Investigator vehicle is leased for \$632.00/month. The Inspectors vehicles, Lieutenants vehicles, and the Captain's vehicle are all law enforcement vehicles leased for \$866.00/month. There is one compact SUV used by the Compliance Review Investigator. There are 18 Inspector vehicles, which includes the 16 vehicles assigned to the Inspectors, one spare marked enforcement vehicle, and one unmarked enforcement vehicle. There are four Lieutenant vehicles, and one Captain vehicle. The Compliance Review Investigator vehicle is 100% funded; Inspector vehicles are 40% funded, Lieutenant vehicles are 40% funded, and the Captain vehicle is 5% funded.

Compliance Review Investigator vehicle- $\$632.00/\text{month} \times 12 \text{ months} \times 1 \text{ vehicle} \times 100\% = \$7,584.00$

Inspector vehicle- $\$866.00/\text{month} \times 12 \text{ months} \times 18 \text{ vehicles} \times 40\% = \$74,822.40$

Lieutenant vehicle- $\$866.00/\text{month} \times 12 \text{ months} \times 4 \text{ vehicles} \times 40\% = \$16,627.20$

Captain vehicle- $\$866.00/\text{month} \times 12 \text{ months} \times 1 \text{ vehicle} \times 5\% = \519.60

DMV Inspectors, Lieutenants, and Captain, are full time certified police officers and operate emergency vehicles in performance of their duties. These vehicles are essential to the MCSAP program. They are used daily for traffic enforcement patrol, traveling to and from MCSAP training, and travel to and from fixed site truck inspection details. DMV also leases a spare vehicle for use when a regularly assigned vehicle is down for maintenance, and an unmarked vehicle used for covert activities. The 40% is the average percentage personnel spend completing MCSAP eligible activities. The 40% includes 30% straight time activities and 10% over time activities. The civilian Compliance Review Investigator operates a compact SUV as an assigned vehicle. This SUV is used to travel to and from Vermont's FMCSA office, training, fixed site truck inspection locations, and investigations.

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 not claim reimbursement for Indirect Costs.

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
Internet Service	1 year	\$1,560.00	100.0000	\$1,560.00	\$1,326.00	\$234.00	\$0.00
Server	1 each	\$9,500.00	100.0000	\$9,500.00	\$8,075.00	\$1,425.00	\$0.00
Aircard/Mobile phone service	2 year	\$1,620.00	100.0000	\$3,240.00	\$2,754.00	\$486.00	\$0.00
CVSA Decals	104 each	\$9.63	100.0000	\$1,001.52	\$851.29	\$150.23	\$0.00
Misc inspection items	1 year	\$1,590.00	100.0000	\$1,590.00	\$1,351.50	\$238.50	\$0.00
Vehicle fuel	1 year	\$42,802.95	100.0000	\$42,802.95	\$36,382.51	\$6,420.44	\$0.00
Valcour license fee	1 year	\$672.00	100.0000	\$672.00	\$571.20	\$100.80	\$0.00
CVSA membership	1 year	\$7,800.00	100.0000	\$7,800.00	\$6,630.00	\$1,170.00	\$0.00
Communications	12 months	\$3,333.33	100.0000	\$39,999.96	\$33,999.97	\$5,999.99	\$0.00
Electric/propane	12 month	\$250.00	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Conference registration fees	7 year	\$550.00	100.0000	\$3,850.00	\$3,272.50	\$577.50	\$0.00
Iteris Inspection Program	1 each	\$60,000.00	100.0000	\$60,000.00	\$51,000.00	\$9,000.00	\$0.00
Vehicle Maintenance Cost	1 year	\$7,000.00	40.0000	\$2,800.00	\$2,380.00	\$420.00	\$0.00
PRISM O&M	1 year	\$2,500.00	100.0000	\$2,500.00	\$2,125.00	\$375.00	\$0.00
TOTAL: Other Costs				\$180,316.43	\$153,268.97	\$27,047.46	\$0.00

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

1. CVSA Decals-DMV budgets for the purchase of CVSA Decals. Decals are purchased for all MCSAP certified Inspectors/Officers in Vermont. DMV purchases decals 4 times a year, for 26 MCSAP Level I certified Inspectors/Officers. These decals are purchased so they can be applied to CMVs that pass a Level I or Level V inspection. This is one way to recognize carriers with good maintenance practices, and allows Inspectors/Officers to avoid re-inspection of one of these vehicles.

CVSA Decals- \$9.63/quarter X 26 MCSAP Inspectors X 4 quarters = \$1001.52

2. Misc Inspection Equipment- DMV needs to replace broken, worn out, or depleted inspection equipment every year. Equipment is replaced on an "as needed" basis, so it's difficult to project the actual cost. DMV is budgeting \$1,590.00 to replace miscellaneous inspection equipment.

Misc Inspection Equipment- \$1,590.00/year

3. Vehicle Fuel- Vehicle fuel is not included in the vehicle lease; therefore, DMV must pay for it's fuel used. DMV averages fuel cost about \$8,365.00/ per month for the certified Inspectors vehicles, and about \$200.00/month for the Compliance Review Investigator vehicle. The certified Inspectors vehicles are 40% funded, the Lieutenants vehicles are 40% funded, the Compliance Review Investigator vehicle is 100% funded, and the Captains vehicle is 5% funded.

Inspector/Lieutenant vehicle fuel- \$418.25/month X 20 vehicles X 12 months X 40% = \$40,152.00
 Compliance Investigator vehicle fuel- \$200.00/month X 12 months X 100% = \$2,400.00
 Captain vehicle fuel- \$418.25/month X 12 months X 1 vehicle X 5% = 250.95
 Total = \$42,802.95

4. Valcour License Fee- Valcour is DMV's incident management system. This is a multi-departmental database which DMV feeds information into. DMV uses this database to record events, and to run activity reports. DMV records driver information, vehicle information, carrier information, ticket information, and arrest information. Signed and returned inspection reports and pictures are also uploaded into the system. Valcour is used to retrieve information that is used in MCSAP quarterly reports and CVSPs, such as non-CMV traffic enforcement around CMVs. Valcour allows roadside Inspectors to conduct license and registration checks. Valcour is a web based program that does allow other programs to interface with it. Valcour is owned and maintained by Crosswinds Technology.

Valcour License Fee- \$1,680.00/year for the department X 40% = \$672.00

5. CVSA Membership- Vermont DMV is a current member of CVSA and will remain an active member. CVSA is an important organization and is the key contact for several national programs. They also provide inspection bulletins or guidance throughout the year that provide or clarify inspection procedure or out of service items.

CVSA Membership- \$7,800.00/year for the department.

6. Communications- Maintaining connectivity while completing roadside inspections is crucial for accuracy and proper enforcement checks. Mobile connectivity allows inspectors to check certain databases such as CDLIS, Query Central, L&I etc. These databases are important for real time enforcement of financial responsibility insurance, operating authority, and active Federal Out of Service Orders. These are all integral parts of a roadside inspection program. It also allows for timely uploads of completed inspections in support of Vermont's Data Quality. Communications include mifis for inspectors for roadside connectivity, cell phones for contacting headquarters, other inspectors, FMCSA, or carriers. Cell phones are also used to photograph violations. DMV also provides a land line and fax line to the Compliance Review Investigator for a home office. This allows much work to be completed at the Investigators residence, maximizing work time, and reducing travel to and from an office. Communications are not prorated at 40% because we have these communications for MCSAP activities. These communications are used for roadside connectivity for real time inspection data, and data quality. These directly support MCSAP eligible activities.

Compliance Review Investigator phone and fax lines-\$100.00/month X 12 months = \$1200.00
 Inspector cell/mifi & Compliance Investigator cell/mifi & New Entrant Safety Auditors cell/mifi- \$3233.33/month X 12 months = \$38,800.00
 Total= \$40,000.00.

7. Electric/Propane- DMV utilizes two buildings at different inspection sites, and one site with just electricity. One of the buildings has electric heat, and one has propane heat. The combined utilities are approximately \$250.00/month for electricity and propane. The cost for electric and propane for these building is not prorated at 40% because these buildings are only used for MCSAP Truck Inspection Details.

Electric/Propane-\$250.00/month X 12 months =\$3,000.00

8. Conference registration fees- DMV is budgeting to send one person to COHMED, 4 people to the CVSA spring conference, and 2 people to the CVSA fall conference. The registration fee for each person for each conference is budgeted at \$550.00.

Conference Registration Fees- 7 attendees X \$550.00 = \$3,850.00.

9. Server- DMV is budgeting \$9,500.00 for server expenses to maintain commercial vehicle data. The commercial vehicle data that is maintained will be used for carrier investigations and to review historical data looking for travel trends of out of service carriers.

Server- \$9,500.00

10. Internet service - One New Entrant Auditor lives in a remote area that has limited internet connections. The fee for internet at this Inspector/Auditors Home Office is more expensive then most so is broken out into it's own line item.

Internet- \$1,560.00/year.

11. Iteris Inspection Program- DMV is budgeting for the anticipated switch from ASPEN to Iteris. Iteris has the capability of interfacing with Valcour, which will require less duplication of data/data entry. ASPEN has no compatibility with Valcour. Iteris is a web based inspection program and will not decrease the effectiveness of DMVs current inspection program. DMV has been engaged with, and has sent written notification to, the Vermont Division Administrator about procuring a third party inspection software. DMV has contact Iteris and received a probably timeline. When field testing is ready, it takes 1-2 weeks to set up the software demo for 5-10 pilot users. The field testing portion usually takes 4-6 months, depending on progress. After that, it would be a matter of working with FMCSA IT.

Iteris- \$60,000.00

12. Vehicle non contractual maintenance costs including car washes and repairs not covered under vehicle lease. This amount, like the vehicles, is prorated at 40%.

Vehicle maintenance cost - \$7000.00/year X 40% = \$2800.00

13. PRISM O&M- DMV is budgeting \$2,500.00 for PRISM operating and maintenance costs for repairing automatic license plate readers that are currently deployed on mobile patrol units. These ALPR units suffer anticipated damage from being utilized on mobile patrol vehicles, and need occasional repairs.

ALPR repairs (PRISM O&M) cost- \$2,500.00/year

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	\$1,193,579.00	\$210,466.00	\$1,404,045.00

Summary of MCSAP Funding Limitations

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$210,466.00
MOE Baseline:	\$26,772.50

Estimated Expenditures**Personnel**

	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
New Entrant Safety Auditors	\$34,122.40	\$6,021.60	\$40,144.00	\$0.00
Captain	\$3,232.41	\$570.42	\$3,802.83	\$0.00
Lieutenant	\$72,134.40	\$12,729.60	\$84,864.00	\$0.00
Inspector	\$247,208.83	\$43,625.09	\$290,833.92	\$0.00
Civilian Compliance Review Inspector	\$58,874.40	\$10,389.60	\$69,264.00	\$0.00
Salary Subtotal	\$415,572.44	\$73,336.31	\$488,908.75	\$0.00
Overtime	\$111,613.84	\$19,696.56	\$131,310.40	\$0.00
MOE Overtime	\$0.00	\$0.00	\$0.00	\$39,406.25
Overtime subtotal	\$111,613.84	\$19,696.56	\$131,310.40	\$39,406.25
Personnel total	\$527,186.28	\$93,032.87	\$620,219.15	\$39,406.25

Fringe Benefits

	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Civilian Compliance Review Inspector	\$50,202.20	\$8,859.21	\$59,061.41	\$0.00
Lieutenants	\$61,509.00	\$10,854.53	\$72,363.53	\$0.00
Captain	\$2,756.27	\$486.40	\$3,242.67	\$0.00
Inspectors	\$210,794.97	\$37,199.11	\$247,994.08	\$0.00
Fringe Benefits total	\$325,262.44	\$57,399.25	\$382,661.69	\$0.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Three Day Truck Detail	\$6,206.45	\$1,095.25	\$7,301.70	\$0.00
MCSAP Certification Training	\$12,342.00	\$2,178.00	\$14,520.00	\$0.00
CVSA Conference (spring)	\$6,371.60	\$1,124.40	\$7,496.00	\$0.00
CVSA Conference (fall)	\$3,185.80	\$562.20	\$3,748.00	\$0.00
NAIC	\$1,592.90	\$281.10	\$1,874.00	\$0.00
COHMED	\$1,720.40	\$303.60	\$2,024.00	\$0.00
CVSP Workshop/MCSAP Planning Meeting	\$4,023.90	\$710.10	\$4,734.00	\$0.00
New Entrant Mileage	\$926.50	\$163.50	\$1,090.00	\$0.00
New Entrant Annual Training	\$829.60	\$146.40	\$976.00	\$0.00
CSA National Safety Intv. Rollout	\$1,128.80	\$199.20	\$1,328.00	\$0.00
Travel total	\$38,327.95	\$6,763.75	\$45,091.70	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Equipment total	\$0.00	\$0.00	\$0.00	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
FMCSR Books	\$1,275.00	\$225.00	\$1,500.00	\$0.00
Hazardous Materials Regs	\$493.00	\$87.00	\$580.00	\$0.00
Out of Service Criteria	\$1,219.75	\$215.25	\$1,435.00	\$0.00
Uniform purchase/cleaning	\$11,139.57	\$1,965.81	\$13,105.38	\$0.00
Laptop computer with warranty	\$15,300.00	\$2,700.00	\$18,000.00	\$0.00
Docking station & electronic kit	\$8,858.70	\$1,563.30	\$10,422.00	\$0.00
Printers	\$1,550.40	\$273.60	\$1,824.00	\$0.00
Printers	\$476.00	\$84.00	\$560.00	\$0.00
Office supplies	\$1,675.00	\$130.00	\$1,805.00	\$0.00
Thermal Printer Paper	\$1,421.20	\$250.80	\$1,672.00	\$0.00
Port. Signs/stands	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Port. Pop up Canopy	\$850.00	\$150.00	\$1,000.00	\$0.00
Camera Binocular	\$680.00	\$120.00	\$800.00	\$0.00
Lasers (Lidar)	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Radar Calibration	\$2,975.00	\$525.00	\$3,500.00	\$0.00
Supplies total	\$64,913.62	\$11,289.76	\$76,203.38	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vermont AOT-Central Garage	\$6,446.40	\$1,137.60	\$7,584.00	\$0.00
Vermont AOT-Central Garage	\$77,732.16	\$13,717.44	\$91,449.60	\$0.00
Vermont AOT-Central Garage	\$441.66	\$77.94	\$519.60	\$0.00
Contractual and Subaward total	\$84,620.22	\$14,932.98	\$99,553.20	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Internet Service	\$1,326.00	\$234.00	\$1,560.00	\$0.00
Server	\$8,075.00	\$1,425.00	\$9,500.00	\$0.00
Aircard/Mobile phone service	\$2,754.00	\$486.00	\$3,240.00	\$0.00
CVSA Decals	\$851.29	\$150.23	\$1,001.52	\$0.00
Misc inspection items	\$1,351.50	\$238.50	\$1,590.00	\$0.00
Vehicle fuel	\$36,382.51	\$6,420.44	\$42,802.95	\$0.00
Valcour license fee	\$571.20	\$100.80	\$672.00	\$0.00
CVSA membership	\$6,630.00	\$1,170.00	\$7,800.00	\$0.00
Communications	\$33,999.97	\$5,999.99	\$39,999.96	\$0.00
Electric/propane	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Conference registration fees	\$3,272.50	\$577.50	\$3,850.00	\$0.00
Iteris Inspection Program	\$51,000.00	\$9,000.00	\$60,000.00	\$0.00
Vehicle Maintenance Cost	\$2,380.00	\$420.00	\$2,800.00	\$0.00
PRISM O&M	\$2,125.00	\$375.00	\$2,500.00	\$0.00
Other Costs total	\$153,268.97	\$27,047.46	\$180,316.43	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$1,193,579.48	\$210,466.07	\$1,404,045.55	\$39,406.25
Total Costs Budgeted	\$1,193,579.48	\$210,466.07	\$1,404,045.55	\$39,406.25

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	\$1,193,579.00	\$210,466.00	\$1,404,045.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$210,466.00
MOE Baseline:	\$26,772.50

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$415,572.44	\$73,336.31	\$488,908.75	\$0.00
Overtime Subtotal	\$111,613.84	\$19,696.56	\$131,310.40	\$39,406.25
Personnel Total	\$527,186.28	\$93,032.87	\$620,219.15	\$39,406.25
Fringe Benefits Total	\$325,262.44	\$57,399.25	\$382,661.69	\$0.00
Travel Total	\$38,327.95	\$6,763.75	\$45,091.70	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00	\$0.00
Supplies Total	\$64,913.62	\$11,289.76	\$76,203.38	\$0.00
Contractual and Subaward Total	\$84,620.22	\$14,932.98	\$99,553.20	\$0.00
Other Costs Total	\$153,268.97	\$27,047.46	\$180,316.43	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,193,579.48	\$210,466.07	\$1,404,045.55	\$39,406.25
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
Total Costs Budgeted	\$1,193,579.48	\$210,466.07	\$1,404,045.55	\$39,406.25

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? Kevin Andrews
2. What is this person's title? Captain & Chief of Safety
3. Who is your Governor's highway safety representative? Keith Flynn
4. What is this person's title? Governor's Highway Safety Program Chief

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

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

State Certification declaration:

I, Kevin Andrews, Captain & Chief of Safety, on behalf of the State of VERMONT, 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.

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? Kevin Andrews
2. What is the title of your certifying State official? Captain & Chief of Safety
3. What are the phone # and email address of your State official? 802-828-2078 kevin.andrews@vermont.gov

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

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

I, Kevin Andrews, 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.

Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety

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

☐ Yes ☒ No

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

☐ Yes ☒ No

FY2019 Load Factor Calculation

<u>Load Factor Components</u>	<u>Load Factor Amounts</u>
FICA	\$ 5,335,554.00
Insurance-Dental	\$ 994,700.00
Insurance-Life	\$ 294,185.00
Insurance-Medical	\$ 16,856,405.00
Insurance-Unemployment/Workers Comp	\$ 1,618,662.00
EAP	\$ 36,780.00
Long Term Disability	\$ 18,675.00
Paid Leave-Administrative	\$ 6,806.74
Paid Leave-Annual	\$ 4,660,226.62
Paid Leave-Educational	\$ -
Paid Leave-Holiday	\$ 3,191,651.48
Paid Leave-Military	\$ 10,022.64
Paid Leave-Personal	\$ 878,865.30
Paid Leave-Sick	\$ 3,298,955.81
Retirement	\$ 12,034,349.00
Total	<u>\$49,235,838.59</u>
Current Year Carry Forward - Under/(Over) Recov	<u>\$120,157.83</u>
Total	<u><u>\$49,355,996.41</u></u>
Regular Time	\$ 57,879,150.42
Load Factor	0.8527

85.27%



**State of Vermont
Agency of Transportation
Audit Section**

One National Life Drive
Montpelier, VT 05633-5001
cathy.hilgendorf@state.vt.us

[phone] 802-828-2406
[fax] 802-828-5989

June 21, 2018

Mr. Matthew Hake, Division Administrator
Federal Highway Administration
Vermont Division
P.O. Box 568
Montpelier, VT 05601-0568

RE: FY2019 Payroll Load Factor

Dear Mr. Hake:

Certification - Payroll Load Factor Rate

VTrans Audit Section has reviewed the payroll load factor rate of **85.27%** to be applied during state fiscal year 2019. To the best of my knowledge all costs included are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, Subpart E, and all calculations are correct and accurate.

Vermont Agency of Transportation

A handwritten signature in blue ink, reading "Cathy Hilgendorf", written over a horizontal line.

Cathy Hilgendorf
Audit Section Chief

cc: Renea Bordeaux, Financial Operations Chief
Wayne Gammell, Director, Finance & Administration Division
Patrick Kirby, FHWA VT Finance Manager



**Vermont Agency of Transportation
Central Garage
Vehicle & Equipment Possession Rates**

Effective July 1, 2018

Category	Description	
03	DMV enforcement	\$ 866 / month
04	Full-sized van	\$ 644 / month
05	2WD 1/2 ton or compact pick-up (or compact van)	\$ 632 / month
06	Road analyzer van - federally funded	\$ 66 / month
07	2WD 3/4 ton pick-up	\$ 669 / month
08	2WD 1 ton pick-up w/ special bed or body	\$ 779 / month
09	2WD >1 ton pick-up w/ special bed or body	\$ 1,465 / month
11	4WD 1/2 ton pick-up	\$ 748 / month
16	Tandem axle plow truck	\$ 3,976 / month
17	Single axle plow truck	\$ 2,872 / month
18	Sign truck	\$ 993 / month
19	5th wheel tractor	\$ 1,444 / month
20	Bucket truck	\$ 2,948 / month
21	Auger truck	\$ 4,248 / month
23	Paint truck	\$ 1,358 / month
24	4WD 3/4 ton pick-up w/o plow	\$ 791 / month
25	4WD 1 ton pick-up w/ special bed or body, and/or plow	\$ 1,011 / month
26	4WD >1 ton pick-up w/ special bed or body, and/or plow	\$ 1,781 / month
27	Baby dump plow truck	\$ 1,914 / month
28	4WD 3/4 ton pick-up, Hi-Rail equipped	\$ 1,365 / month
29	4WD 3/4 ton pick-up w/ plow	\$ 901 / month
30	Mobile drill truck	\$ 493 / month
33	Airport snow removal truck - federally funded	\$ 1,846 / month
34	Stakebody truck	\$ 495 / month
36	Underbridge inspection truck	\$ 4,446 / month
36F	Servilift - federally funded	\$ 560 / month
37	Grader	\$ 2,529 / month
40	Tractor mower	\$ 1,271 / month
44	Loader	\$ 1,782 / month
46	Airport Loader - federally funded	\$ 491 / month
50	Tracked drill	\$ 2,223 / month
52	Mini excavator	\$ 1,120 / month
53	Excavator	\$ 1,152 / month
55	Core drill	\$ 1,360 / month
57	Flatbed trailer	\$ 457 / month
58	Backhoe	\$ 1,892 / month
61	Pavement drill	\$ 582 / month
66	FWD trailer	\$ 6 / month
67	Water trailer	\$ 881 / month
68	Water pump	\$ 91 / month
72	Fork lift	\$ 245 / month
73	Tow plow	\$ 990 / month
74	Low bed trailer	\$ 746 / month
75	Sweeper	\$ 750 / month


Scott Rogers, P.E. Director of Maintenance and Operations



U.S. Department
of Transportation

Federal Motor Carrier
Safety Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

July 31, 2018

In Reply Refer To: MC-CR
FY 2019 Pre-Award
VTDMV

Ms. Wanda Minoli, Interim Commissioner
Vermont Department of Motor Vehicles
120 State Street
Montpelier, VT 05603

Dear Ms. Minoli:


We are in receipt of the Vermont Department of Motor Vehicles' (DMV) Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Compliance Plan. We have reviewed your FMCSA Title VI Program Compliance Plan and find that the Plan contains all elements stipulated in the FMCSA Title VI Program Compliance Plan Checklist. Therefore, FMCSA approves the Vermont DMV's Title VI Program Compliance Plan for Federal Fiscal Year (FY) 2019. We do request that the Vermont DMV notify FMCSA's Office of Civil Rights should it provide funding to another Recipient (Sub-Recipient) and/or be the object of a Title VI Program compliance review conducted by another Federal agency. In this eventuality, we will coordinate with the Vermont DMV to ensure that the Title VI Program Compliance Plan is updated with the additional information.

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

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

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

Sincerely,


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

Cc: Kevin Andrews, Vermont Department of Motor Vehicles
Susan Hackney, Deputy Chief of Civil Rights, Vermont Agency of Transportation
Lori Valburn, Chief of Civil Rights, Vermont Agency of Transportation
Ture Nelson, Division Administrator, Vermont Division Office
Joe Arduca, Safety Program Specialist, Vermont Division Office