# Memorandum

**Subject:** **INFORMATION:** Development of Fiscal Year 2021 Commercial Vehicle Safety Plans

**Date**: May 22, 2020

**From:** Joe DeLorenzo
Acting Associate Administrator for Enforcement

**Reply to Attn. of**: MC-ESS

JOSEPH P
DELORENZO

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DELORENZO
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**To:** Field Administrators; Division Administrators; State Program Managers

## PURPOSE:

This memo provides important information for use by Motor Carrier Safety Assistance Program (MCSAP) Lead Agencies in the preparation of their FY 2021 Commercial Vehicle Safety Plans (CVSPs) through the online eCVSP tool. Applicants are encouraged to read the entire memo carefully as it contains information critical to completing the application process.

## BACKGROUND:

Improving the safety of the Nation's transportation system is the top priority of U.S. Department of Transportation (USDOT) Secretary Elaine L. Chao. The goal of the Federal Motor Carrier Safety Administration's (FMCSA) MCSAP as provided in statute is to ensure that the Secretary of Transportation, States, and U.S. Territories work in partnership to establish and maintain programs that improve motor carrier, commercial motor vehicle (CMV), and driver safety and support an efficient surface transportation system by:

(1) making targeted investments to promote safe CMV transportation, including the transportation of passengers and hazardous materials;
(2) investing in activities likely to generate maximum reductions in the number and severity of CMV crashes and in fatalities resulting from such crashes;
(3) adopting and enforcing effective motor carrier, CMV, and driver safety regulations and practices consistent with Federal requirements; and
(4) assessing and improving statewide performance by setting program goals and meeting performance standards, measures, and benchmarks.

The Fixing America's Surface Transportation Act (FAST Act), Pub. L. No. 114-94, §§ 5101(a) and 5101(c) (2015) authorizes the MCSAP. The MCSAP is governed by 49 U.S.C. §§ 31102

(a)-(k) and 31104, as amended by the FAST Act, 49 C.F.R. part 350, and any other requirements under the annual appropriations act.

The term "State" includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the U.S. Virgin Islands.

## FY 2021 CVSP PLANNING INFORMATION:

### MCSAP FUNDING LEVELS

The MCSAP funding for FY 2021 will be allocated per the new funding formula as prescribed within the FAST Act, Section 5106(d)(1), and outlined within 49 CFR 350.323[1]. Since the FAST Act authorization is valid only through FY 2020, the FMCSA expects to award the full amount allowed under a future authorization effective for FY 2021. However, for planning purposes, the FMCSA will be using the FY 2020 authorization amount, which equals an estimated $304,069,500, subject to the availability of funds and enacted appropriations.

Estimated MCSAP funding levels for each State have been provided in the eCVSP tool, for use when completing estimated budgets.  Estimated funding totals for each State are also attached to this memorandum for reference.

### PROGRAM INFORMATION AND EMPHASIS AREAS

The MCSAP is comprised of nine national program elements derived from 49 U.S.C. § 31102, and further outlined in 49 CFR § 350.109.  These program elements are:

1. Driver/vehicle inspections;
2. Traffic enforcement;
3. Compliance reviews/investigations;
4. Public education and awareness;
5. Data collection;
6. New entrant safety audits – States are required to establish or maintain an interstate new entrant safety audit program to be eligible for MCSAP funds;
7. Border enforcement activities – States that share a land border with a foreign country may establish a border safety program targeting CMVs engaged in international commerce;
8. Performance and Registration Information Systems Management (PRISM) Full Participation. (Required by October 1, 2020)

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[1] A copy of the final rule, Motor Carrier Safety Assistance Program (Latest Part 350 Updates), including the elements comprising the new MCSAP funding allocation formula, may be found at the following link: https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/2020-05/FMC-P-200131-001%202126_AC02Part350RevisionFinalRuleforsignature05..__0.pdf.

9. Information technology system investment, including Information Technology Deployment (ITD) operations and maintenance, as activities critical to the MCSAP grant.

Additional information on the MCSAP emphasis areas relevant to completion of the FY 2021 CVSPs may be found below.  Please note that States are required to meet all eligibility and program requirements outlined in 49 U.S.C. §§ 31102 and 31104; and 49 CFR part 350 to receive MCSAP funds.

Consistent with the Department's R.O.U.T.E.S. Initiative (https://www.transportation.gov/rural), the Department encourages applicants to describe how activities proposed in their application would address the unique challenges facing rural transportation networks, regardless of the geographic location of those activities.

## 1) Driver and Vehicle Inspections

Driver and vehicle inspections are one of the most successful strategies used in the MCSAP to improve safety.  Approximately 3.5 million CMV inspections are conducted each year to ensure that drivers, trucks, and buses driving on the highways are operating safely.  There are several levels of inspections ranging from the most comprehensive Level I inspection, which evaluates both the driver and the vehicle, to inspections with a more specific area of focus (such as hazardous or radioactive materials).

Driver and vehicle inspections are eligible activities under the MCSAP grant to ensure motor carriers (including new entrants), CMVs, and drivers operating CMVs comply with safety regulations and requirements.  This also includes inspections of CMVs engaged in international commerce, primarily those entering the United States from a foreign country.  Specific areas of enforcement within driver and vehicle inspections include:

### a. Passenger Carrier Safety

Passenger carrier CMV safety and enforcement remains a major FMCSA safety focus.  The transportation of passengers inherently carries with it an increased risk of multiple injuries or fatalities when a crash occurs.

#### i. __Special Emphasis Area – Migrant Worker Transportation in Rural Areas__

FMCSA requests that, where data indicates a need, special emphasis be placed on the development and implementation of a targeted enforcement plan which incorporates recurring roadside enforcement in high density agricultural regions (during peak harvest seasons) for the specific purposes of improving the safe transportation of seasonal and migrant agricultural workers.

Applicants are referred to 49 CFR part 398 for definitions relating to agricultural worker classifications and requirements regarding the

transportation of these individuals.  States that have identified safety concerns regarding the transportation of seasonal and migrant farm workers are encouraged to work closely with their FMCSA Division Office and local offices of the Federal Department of Labor to institute an effective safety intervention effort.

**b.  Enforcement of Out of Service Orders at Roadside**

Carriers that knowingly operate in violation of an out-of-service (OOS) order are ignoring safety regulations and consciously disregarding the law.  Specifically, the importance of immobilizing carriers that are OOS due to a declaration of Imminent Hazard or determined to be Unsatisfactory/Unfit to operate, cannot be overstated.  Simply put, these carriers pose an immediate danger to the safety of the traveling public.  Every activity conducted as part of MCSAP (inspections, carrier investigations, traffic enforcement, data quality, and education and outreach) is undermined when these carriers continue to operate in violation of these orders and without consequences at roadside.  For FY 2021, FMCSA requires all States to look at ways to strengthen their ability to identify and immobilize OOS carriers during enforcement activities.  Checking a carrier's USDOT number or other identifiable information to ensure they are not OOS is a critical component of all enforcement activities and required by 49 CFR § 350.211.

FMCSA requires that States properly identify carriers operating in violation of a Federal OOS order and to place the vehicle out-of-service.  The target goal is that at least **85 percent of OOS carriers with an <u>Imminent Hazard</u> and <u>Unsatisfactory/Unfit order</u> are identified**.

States that do not meet the 85% identification rate for OOS carriers inspected in FY 2020 must explain in the CVSP how they have or will implement policies, utilize appropriate technology to better identify OOS carriers, and conduct quality assurance oversight to ensure that inspectors are using proper procedures to identify these high-risk carriers and preventing them from continued operations.  As part of this requirement, FMCSA will provide each State with a report indicating its identification Rate. This information is also available on the A&I Online website in the MCSAP Activity Dashboard area.  This report will be the basis for a State's planning in this national priority area.

**c.  Electronic Logging Devices**

The Electronic Logging Device (ELD) Final Rule published on December 16, 2015, is intended to help create a safer work environment for drivers and make it more efficient for motor carriers to accurately track, manage, and review a driver's hours of service (HOS) data. To meet roadside electronic data reporting requirements an ELD must support one of two options for different types of electronic data transfer. The first option is telematics which it must electronically transfer data to an authorized safety official on demand via wireless Web services and email. The second option is a

local transfer method-type ELD that must electronically transfer data to an authorized safety official on demand via USB 2.0 and Bluetooth. To effectively implement the ELD Rule, States have the option of choosing a minimum of one "telematics" electronic data transfer method and one "local" electronic data transfer method. For those devices that support telematics, FMCSA's preferred method is to use the webservices option.

**Special Emphasis area: Use of eRODs and Data Transfer** - Officers should utilize ERODs during all inspections on subject drivers when an ELD is present.  The utilization of Webservices and successful data transfers is critical to safety and the efficient enforcement of the hours of service regulations.  The target goal is that eRODS are used whenever possible, and that webservices, which currently has a utilization rate of 68 percent, be increased to 85 percent with a goal of 100 percent usage.

For more details on ELD compliance, the FMCSA ELD web page may be found at: https://eld.fmcsa.dot.gov/

## 2) Traffic Enforcement

Many preventable crashes result from illegal or unsafe driver behavior, such as speeding, distracted driving, driving under the influence of alcohol, or following too closely.  State inspection programs and highly-visible traffic enforcement activities, especially in areas identified as high-risk crash corridors, have proven to deter such drivers.

Traffic enforcement activities may be specifically targeted to CMVs (including vehicles operating in foreign commerce) and/or non-CMVs, and are eligible under the MCSAP grant, if approved in the applicable grant agreement. This includes:

- CMV traffic enforcement associated with an inspection;

- CMV traffic enforcement without an accompanying inspection resulting from an observed unsafe driver behavior; and

- Non-CMV traffic enforcement when necessary to promote the safe operation in and around CMVs.

As required under 49 U.S.C. § 31102(h), documented and reported traffic enforcement of non-CMVs operating unsafely around CMVs is subject to the 10% statutory limit of MCSAP Basic funding, unless otherwise justified and approved.  **In order for non-CMV traffic enforcement activities to be <u>eligible for reimbursement</u>, the State must maintain the number of motor carrier safety activities at a level at least equal to the average level of such activities in FYs 2004 and 2005.**  FMCSA has calculated these activities by utilizing the volume of CMV safety inspections, new entrant safety audits and carrier investigations conducted during this period. This information will be included within the eCVSP application.

States that wish to spend more than 10 percent of their MCSAP Basic funding on non-CMV traffic enforcement must provide additional justification to support this request within their CVSP for review and approval by FMCSA.

Please note that while there is a 10% funding limit on traffic enforcement of non-CMVs operating unsafely around CMVs (absent an approved exception), there is no statutory funding limitation on CMV traffic enforcement.

a) **Special Emphasis Area – Work Zone Safety**

CMV crashes continue to be a major CMV safety focus, especially in relation to construction work zones. In 2017, 30 percent of work zone fatal crashes and 12 percent of work zone injury crashes involved at least one large truck. As identified by FHWA, the top 10 States for CMV involved work zone crashes are:

- Arkansas
- California
- Florida
- Georgia
- Illinois
- Indiana
- Ohio
- Oklahoma
- Pennsylvania
- Texas.

FMCSA strongly encourages these top 10 states to place special emphasis targeting CMV and non-CMV traffic in the immediate vicinity of CMVs, that incorporates enforcement efforts within work zones and congested areas immediately before and after work zones. Note that the above limitations on non-CMV traffic enforcement still apply, unless justified and approved.

As a reminder, States must provide specific data in their quarterly reports detailing traffic enforcement activities not associated with a CMV inspection. This allows FMCSA to strengthen traffic enforcement programs nationwide, enables better tracking of grant fund expenditures, as well as more accurate and efficient reporting to Congress on traffic enforcement activities. Please refer to the MCSAP Comprehensive Policy (MCP), Section 5, for details on reporting requirements.

3) **Compliance Reviews/Investigations**

Compliance reviews/investigations and/or interventions are on- or off-site examinations of a motor carrier's operation to determine whether it is compliant with the Federal Motor Carrier Safety Regulations (FMCSRs) (or State laws and regulations compatible with the FMCSRs) and Federal Hazardous Materials Regulations (HMRs). An investigation may be initiated based on compliance issues with the company's safety management controls or complaints.

Eligible activities include the examination of a motor carrier's transportation and safety records, training requirements, controlled substance and alcohol program, commercial driver's license (CDL) records, financial responsibility (insurance), HOS, and inspection and maintenance programs. These activities are eligible under the MCSAP grant program, as specified in the grant agreements.

**4) Public Education and Awareness**

Public education and awareness activities are designed to provide information on a variety of traffic safety issues related to CMVs and non-CMVs which operate around large trucks and buses. Public awareness and education are essential to changing social and cultural norms which perpetuate harmful practices. The FMCSA promotes activities to increase the safety awareness of the motoring public, motor carriers and drivers through activities such as safety talks, safety demonstrations, and creation of materials that highlight safe driving and public awareness.

**a) <u>Special Emphasis Area – Prospective and Mature Drivers</u>**

The crash risk posed by senior drivers and those new to motor vehicle operation continues to be a major highway safety concern. The FMCSA requests that special emphasis be placed on education and outreach activities that target new drivers of both commercial and non-commercial vehicles and the senior driving population. These targeted efforts should be based on data-driven factors that identify the specific risks posed by these populations, should include key components of safe driving in and/or around a commercial motor vehicle (as appropriate to the target audience) and may utilize a variety of education and outreach platforms (printed, audio, digital, etc.).

Applicants must describe the type of projects they plan to conduct, including but not limited to passenger transportation, hazardous materials transportation, and "Share the Road Safely" initiatives, including the number of personnel involved and the level of effort required for this effort. Public education and awareness activities as outlined above are eligible under the MCSAP grant; however, these activities do not include training materials or other items/activities for the direct benefit of the recipient organization (i.e., training grantee personnel). Further, costs for promotional items are unallowable (see the MCP for details related to promotional items).

**5) Data Collection and Quality**

The FMCSA uses data collected by States to monitor motor carrier compliance, to measure the condition of vehicle fleets, to track the driving records of licensed operators, and to record crashes involving CMVs on public roadways. High-quality, accurate, and timely data in each of these areas is crucial to the mission of improving the safety of CMVs. FMCSA is committed to ensuring the integrity of State and Federally-reported safety data in the Motor Carrier Management Information System (MCMIS).

As outlined in 49 U.S.C. § 31102(c)(2)(P), and pursuant to MCSAP grant conditions, States must establish and dedicate sufficient resources to a program to collect and report accurate, complete,

and timely motor carrier safety data and they must participate in DataQs, which is FMCSA's prescribed national motor carrier safety data correction system. The State lead MCSAP agency is responsible for all CMV crash and inspection data generated by its agency and/or sub-agencies and is responsible for reviewing and resolving all requests for data reviews or disputes pertaining to the collection and reporting of State-reported safety data into MCMIS.

## 6) New Entrant Safety Audits

New motor carriers seeking to operate in interstate commerce are subject to a new entrant safety audit as defined under 49 CFR part 385, subpart D. These motor carriers are designated as "New Entrants" and safety audit activities include an examination of a motor carrier's operations. These audits provide educational and technical assistance on safety and the operational requirements of the FMCSRs and HMRs, as applicable. In addition, these safety audits gather critical safety data needed to assess the carrier's safety performance and basic safety management controls. The audit may be conducted at the New Entrant's place of business or off-site, provided that program requirements are met.

As a requirement for participation in MCSAP under the FAST Act, States must have a New Entrant safety audit program that allows them to meet the current requirements for completion of safety audits and to address and prevent overdue audits. The FAST Act permits intrastate New Entrant safety audits as an eligible MCSAP expense at the State's discretion; however, States must prioritize interstate New Entrant inventory to prevent overdue interstate safety audits. The optional intrastate safety audit program must not have a detrimental impact to the MCSAP-required interstate safety audit program.

Please note that Territories, including Puerto Rico, are exempt from the new entrant safety audit requirements.

A State may authorize a third party, by sub-award or contract, to conduct safety audits on its behalf provided the State verifies and oversees the quality of the work conducted. The State will remain solely responsible and accountable for the management and oversight of all New Entrant Safety activities.

## 7) Border Enforcement

As outlined in 49 U.S.C. § 31102(c)(2)(AA), if a State shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce (i.e., transporting cargo or passengers whose origin and/or destination is to/from a foreign country) that includes enforcement or related projects. Note that although Border Enforcement activities are optional for qualifying states, Border Enforcement activities must be cited and included in the State's CVSP, or funding calculated within the MCSAP allocation formula for border-related activities will be forfeited. Any forfeited funds will then be redistributed among remaining MCSAP participants (excluding the State that forfeited the border enforcement funds). The Border Enforcement requirements are as follows.

- Increase the number of inspections of motorcoaches engaged in international commerce. FMCSA encourages States to examine their data on international motorcoach activity and use that data to establish reasonable goals that will result in an increase of international motorcoach-focused activities. In the application, States must substantiate the goals set and provide supporting data for the goal(s), or data source references;

- Conduct enforcement activities (i.e., inspections and traffic enforcement) on CMVs engaged in international commerce within corridors where the data indicate (the data analysis to support corridor selection must be included in the CVSP) that there are a high number of crashes involving commercial vehicles engaged in international commerce; and/or;

- Improve the capability to conduct CMV safety inspections at remote and other sites at or near the Canadian and Mexican borders. If included, the application should provide data-driven support for how non-fixed location inspections will increase the likelihood of reducing crashes, injuries, and fatalities involving CMVs engaged in international commerce. If border enforcement activities are conducted at locations that are a significant distance from the international border, justification must be included in the CVSP providing information such as the volume of CMVs involved in international commerce at that location, crash rates involving CMVs operating in international commerce, etc.

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

The FAST Act required that MCSAP recipients must "fully participate" in PRISM no later than October 1, 2020 to remain eligible for full funding, or demonstrate participation in an FMCSA-approved alternative approach that provides an equivalent level of safety. For information on the definition of "Full Participation" and PRISM requirements, please visit the MCP section 4.3.1 at https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/docs/mission/grants/73001/motor-carrier-grant-comprehensive-policy-v31.pdf

If a State is aware that it will not meet the October 1, 2020 deadline for full participation in PRISM, it MUST include this information in its CVSP, along with an explanation detailing why it has failed to meet this requirement, what steps it will take to ensure compliance, and an estimated date of implementation of full PRISM participation. The FMCSA will review this information and determine if additional Administrative action is necessary regarding MCSAP eligibility. Should the CVSP be approved, MCSAP funds may be used to achieve the full participation goal if a State has failed to meet the October 1 deadline.

FMCSA waived the October 1, 2020 deadline for the U.S. Territories. At this time, due to the limited applicability of Federally issued OOS orders in the U.S. Territories, these jurisdictions are unable to meet the criteria of "Full Participation." The deadline has been temporarily waived until such time as legislation, rulemaking and or a Territorial action requires that it achieve compatibility with PRISM.

MCSAP lead agencies are expected to use MCSAP funds to achieve and maintain compliance with the requirements for all levels of PRISM participation, even if the program is administered by a non-MCSAP lead agency. MCSAP lead agencies may issue sub-awards for PRISM related costs to appropriate State entity(s) in their jurisdiction responsible for the operation of their State's PRISM program.

**9) Innovative Technology Deployment (ITD)**

The use of MCSAP funding for ongoing Operations and Maintenance (O&M) for ITD is an eligible MCSAP expense. Any MCSAP lead agency needing O&M funding for deployed projects should request MCSAP funding for this purpose. State Lead agencies may also issue sub-awards for ITD related costs to the appropriate agency(s) in their jurisdiction responsible for the O&M of their ITD components.

Please note that if a MCSAP lead agency has not budgeted for O&M costs within their multi-year CVSP, and is later denied ITD O&M funds under a discretionary High Priority financial assistance application, FMCSA will only consider amendments to the year of obligation's MCSAP budget for ITD O&M funding in exceptional circumstances and when legally permissible.

## STATE TRAINING PLANS

State MCSAP Partners are encouraged to submit a plan of their anticipated FY2021 training needs directly to the National Training Center (NTC). This will allow the NTC to plan out the FY2021 so that it may better align the scheduling of training courses, assignment of instructors and procurement of instructional materials with the needs of State partners. This will also allow greater flexibility for State Partners in that NTC will be able to forecast the need for scheduling any additional courses that are generally in demand based on States' additional hiring or program changes. States are encouraged to submit their annual training plan to the NTC via email by August 7th at ntc-state-programs@dot.gov.

## TITLE VI ASSESSMENTS

The FMCSA Title VI Program Grant requirements consist of a Title VI Program Compliance Plan, which includes a CEO-signed/dated Title VI Program Assurance. The Title VI Program Assurance commits the grant applicant to complying with Title VI and related nondiscrimination authorities to ensure that no person in the United States shall, on the grounds of, race, color, national origin, sex, age, disability, low-income, or Limited English Proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from FMCSA.

Prior to the Grant Program application submission deadline, the Applicant should complete these items:

- **Title VI Program Assurance** – The Applicant is required to fill in, where prompted, the name of the Applicant's organization on pages #1-4 of the document and the Applicant's Chief Executive Officer (CEO) is required to sign and date page #4 of the document. The Assurance will then be inserted as section two of the Plan or may be referenced in section two of the Plan and attached at the end of the Plan;

- **Title VI Program Compliance Plan Checklist** – The Applicant is required to use the Checklist as the format for the draft Plan. If the Applicant has a Plan that was developed using the Checklist and previously approved by FMCSA, the Applicant should update the Plan by having the Applicant's CEO re-sign/re-date the Policy Statement and Assurance and shall update the remainder of the Plan by providing the status on any sections under development and/or any procedural changes. The Applicant is required to submit the revised draft Plan to the FMCSA Office of Civil Rights (OCR) for review, comments as appropriate, and approval. The Applicant should then upload the FMCSA OCR approved Plan along with the Grant application.

To begin this coordination, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager, at 202-366-4474 or lester.finkle@dot.gov.

## FY 2021 APPLICATION AND eCVSP INFORMATION

All MCSAP grant application materials will be due to the Agency on **August 7, 2020**. Submitting a MCSAP grant application is a two-step process using Grants.gov and the eCVSP tool.

### Grants.gov

FMCSA utilizes Grants.gov for accepting specific forms required for application under the MCSAP grant. Grants.gov is the Federal system for searching and applying for all Federal funding. FMCSA does not own or maintain Grants.gov, thus, all technical issues must be directed to Grants.gov.

- Grants.gov technical support information is located at: http://www.grants.gov/web/grants/support.html.

- Grants.gov training on how to apply in the Grants.gov system is available at: http://www.grants.gov/applicants/apply-for-grants.html.

Applicants must complete registration in the System for Award Management (SAM), and obtain a valid Dun and Bradstreet Universal Numbering System (DUNS) Number before application submission in Grants.gov. Both a valid SAM registration and DUNS number are required to complete the MCSAP application components in Grants.gov.

**eCVSP Tool**

The CVSP is submitted separately via the Electronic Commercial Vehicle Safety Plan (eCVSP) tool. A complete and accepted CVSP is required for MCSAP eligibility. The FY 2021 eCVSP application is currently scheduled for release on or about June 1, 2020.  States may begin working on their FY 2021 CVSP once the system is deployed.

Applicants who, for good cause, cannot submit their applications by the deadline may request an extension in writing (i.e., e-mail) of no more than 30 calendar days from the FMCSA Division Administrator with a copy provided to the Chief, State Programs Division, and the FMCSA Grants Management e-mail box at: FMCSA_GrantMgmtHelpDesk@dot.gov.

**eCVSP Access and training**

Access to the eCVSP website is through FMCSA's MCSAP page of the Analysis and Information website (http://ai.fmcsa.dot.gov/StatePrograms/Home.aspx) and requires a username and password.  The FMCSA works directly with each State/Territory to develop a list of users that require access to the eCVSP website.

Technical support with the eCVSP tool, including access issues, can be found at https://ai.fmcsa.dot.gov/ecvsp/Data/ContactUs.aspx.

Please note that FMCSA may not make a Federal award to a State lead agency until the State lead agency has complied with all applicable requirements.

FMCSA will host training for State lead agencies that will provide guidance in:  1) using and navigating the eCVSP tool; 2) identifying problem statements and best practices to aid in application development; and 3) preparing the budget narrative and spending plan.

Information on training opportunities will be provided by the FMCSA in a separate announcement.

**Grant Reporting and Other Requirements**

The grant terms and conditions outline the reporting requirements that the recipient must meet after award.  Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal Financial Report (SF-FFR, also known as the SF-425).  Recipients shall submit financial reports electronically through GrantSolutions. Contact the primary or secondary point of contact listed in the overview of the funding notification for additional information.  Recipients should submit quarterly performance reports via email.  Additional quarterly report information and other required forms and templates are available at http://www.fmcsa.dot.gov/mission/grants/grantee-resources.

Reimbursement requests (SF-270s) are also part of the reporting process, providing FMCSA another opportunity to determine the status of the project.  Quarterly interim reports are due no later than 30 days after the end of each reporting period. Final reports are due no later than 90 days after the project or grant period end date.

Grantees are also required to establish reporting requirements in accordance with 2 CFR §170.100 for information on sub-awards and executive total compensation, as required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of Public Law 110-252, hereafter referred to as "the Transparency Act".

FMCSA will continue to notify recipients of grant approval by issuing a Notice of Grant Award via GrantSolutions (www.grantsolutions.gov), FMCSA's grant management system. States will need to ensure that they continue to have access to this application for the FY 2020 MCSAP grant.

All FMCSA grant programs are cost reimbursable and all recipients must submit vouchers for reimbursement on at least a quarterly basis as required by the FAST Act. Reimbursement means that grant funded entities must first expend their own money for activities identified in the grant application. Entities will then be reimbursed by FMCSA for actual costs incurred. This request must include a Request for Advance or Reimbursement (SF-270) and a detailed expenditures worksheet outlining how the funds were utilized. All costs must be in line with the approved budget, Office of Management and Budget cost principles and FMCSA policies. Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier). Additional information is available at: http://www.dot.gov/cfo/delphi-einvoicing-system.

**Public Posting of CVSPs**

FMCSA is required to post copies of the approved FY 2021 CVSPs for each State on a website accessible to the public. States will have the option to redact safety sensitive information prior to the Plan being posted. Further guidance on this process for will be provided following the issuance of the final grant award for FY 2021.

**Special Considerations Relating to the Coronavirus (COVID-19) Response**

As States and Territories continue to adapt operations in response to the COVID-19 outbreak, we encourage our MCSAP lead agencies to refer to the FMCSA's COVID-19 resource page (https://www.fmcsa.dot.gov/COVID-19) for updated information on operational, enforcement and grant management impacts.

Should MCSAP lead agencies experience factors that could potentially impact their ability to meet MCSAP participation requirements, these should be discussed within the State's/Territories CVSP. Lead agencies should also refer to previous guidance within the MCSAP Comprehensive Policy on maintenance of effort modifications, should they be needed.

**Contacts and Resources**

The MCSAP grant program is managed by the FMCSA Associate Administrator for Enforcement. However, for more information related to this announcement or application

submission, the State lead agency may contact the FMCSA Division Office in its State, the FMCSA Grants Management Help Desk at FMCSA_GrantMgmtHelpDesk@dot.gov, or Mr. Tom Liberatore, Chief, State Programs Division at:

1200 New Jersey Avenue, SE
MC-ESS
Washington, DC  20590
Phone: 800-832-5660
Thomas.Liberatore@dot.gov

**Attachment 1:**

1. Estimated Fiscal Year (FY) 2021 Motor Carrier Safety Assistance Program (MCSAP) Funding Distribution

| FY 2021 Estimated MCSAP Formula Award (using new MCSAP formula as outlined within 49 CFR 350.323) | | | |
|---|---|---|---|
| State/Territory | Federal Share | State Share | Total Program Funds |
| Alabama | $5,965,678 | $1,051,941 | $7,017,619 |
| Alaska | $1,257,326 | $221,707 | $1,479,033 |
| American Samoa | $350,000 | $0 | $350,000 |
| Arizona | $10,804,840 | $1,905,241 | $12,710,081 |
| Arkansas | $4,138,170 | $729,693 | $4,867,863 |
| California | $19,145,982 | $3,376,053 | $22,522,035 |
| Colorado | $4,950,448 | $872,923 | $5,823,371 |
| Connecticut | $2,527,768 | $445,727 | $2,973,495 |
| Delaware | $1,166,066 | $205,615 | $1,371,681 |
| District of Columbia | $1,118,593 | $197,244 | $1,315,837 |
| Florida | $13,102,346 | $2,310,365 | $15,412,711 |
| Georgia | $10,443,179 | $1,841,469 | $12,284,648 |
| Guam | $439,941 | $0 | $439,941 |
| Hawaii | $1,099,298 | $193,842 | $1,293,140 |
| Idaho | $2,436,607 | $429,652 | $2,866,259 |
| Illinois | $11,285,176 | $1,989,940 | $13,275,116 |
| Indiana | $7,286,679 | $1,284,876 | $8,571,555 |
| Iowa | $4,837,215 | $852,957 | $5,690,172 |
| Kansas | $4,458,505 | $786,178 | $5,244,683 |
| Kentucky | $4,686,676 | $826,412 | $5,513,088 |
| Louisiana | $4,346,759 | $766,474 | $5,113,233 |
| Maine | $1,751,636 | $308,870 | $2,060,506 |
| Maryland | $4,175,980 | $736,360 | $4,912,340 |
| Massachusetts | $4,604,630 | $811,945 | $5,416,575 |
| Michigan | $8,967,604 | $1,581,277 | $10,548,881 |
| Minnesota | $6,422,249 | $1,132,449 | $7,554,698 |

| | | | |
|---|---|---|---|
| Mississippi | $3,893,741 | $686,592 | $4,580,333 |
| Missouri | $6,844,323 | $1,206,875 | $8,051,198 |
| Montana | $2,994,454 | $528,019 | $3,522,473 |
| Nebraska | $3,626,881 | $639,536 | $4,266,417 |
| Nevada | $2,584,009 | $455,644 | $3,039,653 |
| New Hampshire | $1,343,600 | $236,920 | $1,580,520 |
| New Jersey | $6,943,724 | $1,224,402 | $8,168,126 |
| New Mexico | $4,107,636 | $724,308 | $4,831,944 |
| New York | $12,842,509 | $2,264,548 | $15,107,057 |
| North Carolina | $8,972,029 | $1,582,058 | $10,554,087 |
| North Dakota | $2,696,955 | $475,560 | $3,172,515 |
| Northern Marianas | $350,000 | $0 | $350,000 |
| Ohio | $9,781,884 | $1,724,861 | $11,506,745 |
| Oklahoma | $5,769,781 | $1,017,398 | $6,787,179 |
| Oregon | $3,946,430 | $695,883 | $4,642,313 |
| Pennsylvania | $10,424,935 | $1,838,252 | $12,263,187 |
| Puerto Rico | $1,166,066 | $205,615 | $1,371,681 |
| Rhode Island | $1,300,175 | $229,263 | $1,529,438 |
| South Carolina | $4,796,236 | $845,731 | $5,641,967 |
| South Dakota | $2,253,064 | $397,288 | $2,650,352 |
| Tennessee | $6,489,424 | $1,144,294 | $7,633,718 |
| Texas | $31,217,150 | $5,504,589 | $36,721,739 |
| Utah | $3,085,281 | $544,034 | $3,629,315 |
| Vermont | $1,298,730 | $229,008 | $1,527,738 |
| Virgin Islands | $350,000 | $0 | $350,000 |
| Virginia | $6,895,938 | $1,215,976 | $8,111,914 |
| Washington | $6,457,545 | $1,138,673 | $7,596,218 |
| West Virginia | $2,171,592 | $382,922 | $2,554,514 |
| Wisconsin | $6,188,280 | $1,091,193 | $7,279,473 |
| Wyoming | $1,507,775 | $265,869 | $1,773,644 |
| **Total** | **$304,069,500** | **$53,354,518** | **$357,424,018** |