



MASSACHUSETTS

Commercial Vehicle Safety Plan

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

**Fiscal Years 2020 - 2022
Annual Update FY 2021**

Date of Approval: July 07, 2021

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 350.209, 350.211 and 350.213](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before the due date 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 or annual update each year to receive MCSAP funds.

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

- Part 1: MCSAP Overview (FY 2020 - 2022)
- Part 2: Crash Reduction and National Program Elements (FY 2020 - 2022)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2020 - 2022)
- Part 4: Financial Information (FY 2021)
- Part 5: Certifications and Documents (FY 2021)

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 2021:

Multi-Year plans—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—States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will review the project plan submitted the previous year and indicate any updates for the upcoming fiscal year by answering the "Yes/No" question provided in each Section of Parts 1-3.

- If Yes is indicated selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. (Note: Trend Analysis information that supports your current activities is not editable.) Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If "No" is selected, then no information in this section will be editable and the user should move forward to the next section.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2020 plans. States must carefully review and update this information to reflect FY 2021 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information that is added should detail major programmatic changes. Do not include minor modifications that reflect normal business operations (e.g., personnel changes).
- Add any updates to the narrative areas and indicate changes by preceding it with a heading (e.g., FY 2021 update). Include descriptions of the changes to your program, including how data tables were modified.

Personally Identifiable Information - PII is information which, on its own or matched with other data, would permit identification of an 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.

States are reminded **not** to include any PII in their CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

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 Commonwealth of Massachusetts is committed to reducing the number of traffic crashes and associated injuries/fatalities with coordinated enforcement and educational efforts focused on commercial vehicle operators as well as other vehicles and roadway users operating in the vicinity of commercial vehicles.

The Massachusetts State Police (MSP) has been the lead MCSAP agency in Massachusetts since the inception of the MCSAP program. The MSP Commercial Vehicle Enforcement Section (CVES) is responsible for implementing the MCSAP Program within Massachusetts. Under state statute, we have the authority to enforce all state laws and the appropriate FMCSA regulations anywhere in the territorial confines of Massachusetts.

The Department of Public Utilities (DPU) is a non-funded participating member. The DPU addresses the safety of equipment and operation of motorcoach companies and transit authority buses. The DPU also regulates commercial common carriers that perform residential household goods moved within the Commonwealth. The CVES and DPU continue to have an outstanding working relationship and as a result, passenger and household goods enforcement activities are jointly pursued. The FMCSA, MSP CVES, and DPU conduct quarterly meetings. In addition, the MSP CVES coordinates various safety programs with the Massachusetts Highway Safety Division, Department of Transportation and Registry of Motor Vehicles.

The University of Massachusetts Traffic Safety Research Program (UMassSafe) continues to provide state specific data analysis to help direct safety activities including crash causation, high crash regions and corridors as well as training development.

Part 1 Section 3 - MCSAP Structure Explanation

Please review your State's CMV enforcement program description. You must answer the questions about your grant activities. 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.

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.

Original: The MSP CVES is commanded by a Lieutenant and currently has a total of 35 personnel: 33 sworn personnel, and 2 civilian personnel assigned to the section. For FFY 2020 we anticipate 2 additional MCSAP personnel to fill retirements and will be assigned to the CVES for a **total staffing of 33 sworn officers** and 2 civilians. There are six teams deployed on a regional basis. One sergeant and three full time officers are assigned to the New Entrant Program.

For FY 2021 Update: The state makes the following update to the Multi-Year eCVSP: The MSP CVES is commanded by a Lieutenant and currently has a total of **34** personnel: **31** sworn personnel, and **3** civilian personnel assigned to the section. There are six teams deployed on a regional basis. Three full time officers are assigned to the New Entrant Program. One full time officer is assigned to 100% to HazMat enforcement.

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:	MA STATE POLICE (MSP) COMMERCIAL VEHICLE ENFORCEMENT SECTION (CVES)
Enter total number of personnel participating in MCSAP activities	34
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	31
Traffic Enforcement Activities	31
Investigations*	3
Public Education and Awareness	31
Data Collection and Reporting	34
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	RMV
Enter total number of personnel participating in MCSAP activities	20
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	20
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	1
Total # of MCSAP Participating Personnel:	11

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 2020 - 2022 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

In past years, the program effectiveness summary trend analysis and performance goals were separate areas in the CVSP. Beginning in FY 2017, these areas have been merged and categorized by the National Program Elements as described in [49 CFR 350.109](#). This change is intended to streamline and incorporate this information into one single area of the CVSP based upon activity type.

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

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

Part 2 Section 2 - CMV Crash Reduction

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 2014 - 2018

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:
Fatal Crashes

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	39	0.0547	0.0614
01/01/2017	12/31/2017	31	0.0547	0.0495
01/31/2016	12/31/2016	34	0.0547	0.0550
01/01/2015	12/31/2015	32	0.0497	0.0540
01/01/2014	12/31/2014	37	0.0643	0.0655

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: N/A

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:
fatalities (2-8 per year) too low to measure a goal

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	1		
01/01/2017	12/31/2017	2		
01/01/2016	12/31/2016	8		
01/01/2015	12/31/2015	3		
01/01/2014	12/31/2014	2		

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: N/A

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided: fatalities (0-1) too low to measure a goal.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	1		
01/01/2017	12/31/2017	0		
01/01/2016	12/31/2016	0		
01/01/2015	12/31/2015	0		
01/01/2014	12/31/2014	0		

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

--Fatal Count Source: FMCSA Motor Carrier Management Information System (MCMIS) data snapshot as of 06/28/2019, including crash records through 02/28/2019. MCMIS data are considered preliminary for 22 months to allow for changes - <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>. VMT Source: FHWA Annual Highway Statistics Table VM-2 as of 8/23/2018; 2018 was projected. --MC: FMCSA Motor Carrier Management Information System (MCMIS) data snapshot as of 06/28/2019, including crash records through 02/28/2019. MCMIS data are considered preliminary for 22 months to allow for changes - <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>. --HM: FMCSA Motor Carrier Management Information System (MCMIS) data snapshot as of 06/28/2019, including crash records through 02/28/2019. MCMIS data are considered preliminary for 22 months to allow for changes - <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>.

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

Compared to the majority of states (as well as the nation as a whole), Massachusetts consistently has a lower CMV fatality rate per 100 million vehicle miles traveled (VMT). In 2018, however, Massachusetts saw a sharp increase in the number of CMV fatalities and rate per 100 VMT. Despite this increase in fatalities, there was a decrease in injury and property damage only (PDO) CMV crashes.

The MSP CVES does not establish a goal specific to the reduction of motorcoach/passenger fatalities because the number of such fatalities is too low to adequately measure change. Instead, there is a goal to reduce all CMV crashes, which includes strategies to reduce motorcoach/passenger fatalities. The MSP CVES does implement motorcoach enforcement and inspection strategies, including a specific passenger transportation safety goal regarding inspections.

Although Massachusetts has only experienced a single HazMat fatality involving a release/spill during the five years reviewed, MA does have a higher OOS rate associated with HazMat inspections than the nation as a whole (FY18 19.08% vs 7.69% and FY19 thus far 12.39% vs. 7.14% nationally). Due to the risk factors associated with the products in transport, it is necessary to preserve vigilant oversight of HazMat transportation by motor carriers. Therefore, MA truck teams will continue conducting HazMat roadside inspections as well as cargo tank task forces in order to maintain safe operating practices.

Narrative Overview for FY 2020 - 2022**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.

Over the past 10 years there has been an overall decline in the number of commercial motor vehicle crashes. However, 2016 and 2017 saw an increase in CMV crashes, specifically those including fatal and injury crashes. While 2018 saw a notable decrease in injury crashes, along with moderate decrease in towaway crashes, fatal crashes increased. The chart below demonstrates the changes in CMV crashes by severity from 2015 to 2019 with 2019 representing only the first calendar quarter thus far.

 CMV sev part 2 rev

To further reduce the number and severity of crashes involving CMVs, UMassSafe conducted an extensive crash data analysis that included a study of crash locations and characteristics. (Data sources were MCMIS crash reports, Mass RMV Crash reports and State Police Records) The findings of this analysis are attached to this E-CVSP and will be utilized by the MSP CVES in planning and conducting crash prevention efforts.

Enter the data source and capture date:

FMCSA Motor Carrier Management Information System (MCMIS) data snapshot as of 06/28/2019, including crash records through 02/28/2019. (<https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>).

Projected Goal for FY 2020 - 2022:

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
2020	2
2021	2
2022	2

Reduce the number of fatal and injury crashes involving CMVs in Massachusetts by 6% from 426 in FY18 to 400 by the end of FY22 (8.5 fewer such crashes per year). New FY 2021: The number of reported fatal and injury crashes involving CMVs in Massachusetts in FY18 changed from 426 to 450. In addition, the number of reported injury crashes increased from 414 in FY18 to 765 in FY19 (FMCSA MCMIIS data snapshot as of 6/15/19 including crash records through 5/29/20). The MSP CVES is currently examining reasons for this increase. However, changes in law enforcement personnel and improved crash reporting procedures are likely reasons for this increase in crash reporting. Towaway crashes saw a similar increase while fatal crashes did not. Due to the increase described above, though the FY20 crash reduction goal will not be met. However, the full 3 year 6% crash reduction goal continues.

Program Activities for FY 2020 - 2022: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

The MSP CVES will implement the following activities toward reducing CMV crashes, and specifically the proportion of injury/fatality resulting CMV crashes.

- Conduct traffic enforcement activities at high-crash locations and HazMat corridors, as well as EPDO barracks with large numbers of truck crashes.
- New FY 2021: Conduct transportation activities on rural roads/corridors utilizing best practices of the USDOT R.O.U.T.E.S. initiatives.
- New FY 2021: Conduct analysis of CMV crashes on rural roadways as well as the unique challenges facing rural transportation networks and plan effective countermeasures based on these findings.
- New FY 2021: Officers will utilize ERODS during all inspections on subject drivers when an ELD is present.
- Conduct driver and vehicle inspections, as well as carrier interventions/investigations.
- Conduct Public Education and Awareness Activities.
- Conduct Effective Data Collection and Reporting.
- Target enforcement by analyzing crash causation data for CMVs and passenger cars, including location, driver behavior, day of week, and time of day, as well as violation types and specific unsafe driving behaviors.
- Provide CMV traffic enforcement training and technical assistance to MSP and local police who conduct traffic enforcement in order to ensure traditional traffic enforcement addresses unsafe CMV driving behaviors.
- Target 30% (at minimum) of roving patrols using crash causation data for CMVs and passenger cars, with the intent to mitigate high crash zones, times, and days of week.
- Target 30% (at minimum) of driver/vehicle inspections in high crash zones, during high crash times and days of week.
- Focus 10% of traffic enforcement on unsafe operating behaviors of non-CMV around CMVs.
- Targeted I-90 enforcement for following too closely, lane changes and other infractions.
- Conduct a Fatality Round Table similar to the Child Injury Round Table conducted by the DA's office.
- Conduct refresher ARIDE training for CVES troopers.
- Participate in NTC Electronic Logging Device (ELD) training for new officers and refresher training as necessary.
- Maintain current ELD software on all laptops and run when available.
- New FY 2021: ELD reporting is, and will continue to be done via web services.

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.

UMassSafe will examine quarterly CMV injury and fatality data from both the MassDOT Registry of Motor Vehicles Crash Data System and MCMIS in order to track progress towards CVSP goals. Furthermore, a quarterly and annual review of inspections, citations, and carrier interventions will be conducted. In addition, the **INSPECT** activity report will be reviewed by the MCSAP Commander, ensuring that necessary enforcement is conducted in relevant crash zones. Finally, a quarterly count and review of enforcement and roadside inspections conducted, POV citations issued (citations with TE notation), and hours spent patrolling high crash areas will be completed, which will then be measured against baseline data from FY18 and FY19.

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 2020 - 2022.

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 2014 - 2018

Inspection Types	2014	2015	2016	2017	2018
Level 1: Full	3621	2554	2244	2135	1736
Level 2: Walk-Around	7657	7396	10278	14130	17730
Level 3: Driver-Only	8333	3165	4692	5812	8041
Level 4: Special Inspections	1	12	16	6	56
Level 5: Vehicle-Only	1	830	946	853	1063
Level 6: Radioactive Materials	3	2	3	0	3
Total	19616	13959	18179	22936	28629

Narrative Overview for FY 2020 - 2022

Overview:

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

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

The CVES operates a mixture of fixed weight station and mobile patrols in crash zones and local community "hot spots". The MSP requires officers to use daily and monthly activity tally sheets. Program monitoring is performed with AI SSDQ measures as well Crystal reports productivity worksheet. The MSP CVES implemented an electronic record management system to track attendance by computer and radio log ins. DQ's are processed quickly, reviewed by a supervisor and thoroughly investigated to insure conformity with FMCSA regulations, enforcement guidance and CVSA policies. **The DPU conducts level 5 inspections as part of its statutory mandate.**

FY2021 Updates: Although Massachusetts does not have a large agricultural industry, further analysis of passenger carrier safety specific to migrant worker transportation in rural areas will be conducted. Furthermore, the MSP CVES will conduct outreach with the Massachusetts Farm Bureau to determine issues and needs as well as to provide public education and outreach. If the qualitative and quantitative data indicates a need, the MSP CVES will conduct recurring roadside enforcement in high density agricultural regions during peak harvest seasons in order to improve the safety transportation of seasonal and migrant agricultural workers. The MSP is providing recurrent ELD training and a Hours of Service Update. Troopers are now advised not to accept RODS by email instead if the ELD will not transfer to place the driver out of service. We anticipate that will improve our ELD transfer rate to surpass 85 %.

Projected Goals for FY 2020 - 2022

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2020 - 2022. For FY 2021, 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: MA STATE POLICE (MSP) COMMERCIAL VEHICLE ENFORCEMENT SECTION (CVES)

Enter the total number of certified personnel in the Lead agency: 31

Projected Goals for FY 2021 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	3300	1255	200	4755	24.69%
Level 2: Walk-Around	6000	500	1200	7700	39.99%
Level 3: Driver-Only	5200	200	600	6000	31.16%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	800	800	4.15%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	14500	1955	2800	19255	

MCSAP subrecipient agency

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

Subrecipient is: RMV

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

Projected Goals for FY 2021 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
Sub-Total Funded Agencies	0	0	0	0	

Non-Funded Agencies

Total number of agencies:	1
Enter the total number of non-funded certified officers:	11
Enter the total number of inspections projected for FY 2021:	800

Summary

Projected Goals for FY 2021 - Roadside Inspections Summary

Projected Goals for FY 2021 Summary for All Agencies					
MCSAP Lead Agency: MA STATE POLICE (MSP) COMMERCIAL VEHICLE ENFORCEMENT SECTION (CVES)					
# certified personnel: 31					
Subrecipient Agencies: RMV					
# certified personnel: 0					
Number of Non-Funded Agencies: 1					
# certified personnel: 11					
# projected inspections: 800					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	3300	1255	200	4755	24.69%
Level 2: Walk-Around	6000	500	1200	7700	39.99%
Level 3: Driver-Only	5200	200	600	6000	31.16%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	800	800	4.15%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total ALL Agencies	14500	1955	2800	19255	

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.

Note: States in Year 2 or Year 3 of a multi-year plan cannot edit the table shown below. It should be used as a reference.

Projected Goals for FY 2021 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	18000	0	800	18800
Enter total number of certified personnel	32	0	11	43
Projected Goals for FY 2022 Roadside Inspections				
Enter total number of projected inspections	18000	0	0	18000
Enter total number of certified personnel	32	0	0	32

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 2014 - 2018

Investigative Types - Interstate	2014	2015	2016	2017	2018
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	2	2	0	0	1
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	10	4	2	0	0
CSA On-Site Comprehensive	6	17	18	18	18
Total Investigations	18	23	20	18	19
Total Security Contact Reviews	2	4	0	0	1
Total Terminal Investigations	0	0	4	27	5

Investigative Types - Intrastate	2014	2015	2016	2017	2018
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 2020 - 2022**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 2020 - 2022

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2020 - 2022.

Projected Goals for FY 2020 - 2022 - Investigations						
Investigation Type	FY 2020		FY 2021		FY 2022	
	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	0	0	0	0	0	0
CSA On-Site Comprehensive	12	0	12	0	12	0
Total Investigations	12	0	12	0	12	0
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	2	0	2	0	2	0

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

New FY 2021: As documented in the table above, we will implement 12 CSA On-Site Comprehensive Investigations instead of 12 CSA On-Site Focused/Focused CR Investigations.

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

One investigator will conduct an estimated 12 carrier interventions in each fiscal year.

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.

The State will review the number of carrier interventions quarterly.

Part 2 Section 5 - Traffic Enforcement

Please review the description of your State's traffic enforcement program, projected goals and monitoring. You must answer the questions about your traffic enforcement activities in the Projected Goals area. 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.

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 2014 - 2018

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		
01/01/2018	12/31/2018	11122	15234
01/02/2017	12/31/2017	9768	14015
01/01/2016	12/31/2016	7303	10538
01/01/2015	12/31/2015	5262	7444
01/01/2014	12/31/2014	6098	8329

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2018	12/31/2018	1090	1090
01/01/2017	12/31/2017	201	201
01/01/2016	12/31/2016	524	524
01/01/2015	12/31/2015	1244	1244
01/01/2014	12/31/2014	417	417

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

Number of CMV Traffic Stops with an Inspection and Number of Citations/Warnings Issued: FMCSA's Motor Carrier Management Information System (MCMIS) Traffic Enforcement Activity Summary, data snapshot as of 6/28/19 - <https://ai.fmcsa.dot.gov/SafetyProgram/spRptRoadside.aspx?rpt=TEAS>. Number of Non-CMV Traffic Enforcement Stops & Number of Citations Issued: MSP Internal Records, June, 2019.

Narrative Overview for FY 2020 - 2022

Instructions:

Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State must conduct these activities in accordance with the [MCSAP Comprehensive Policy](#).

The Statewide CMV traffic enforcement program is a comprehensive program targeting unsafe driver behaviors associated with Massachusetts specific crash causation factors in high crash regions during high crash times of day and days of week as determined by UMassSafe conducted crash data analysis. 30 sworn personnel and 3 civilian personnel will be used for the implementation of the program. Targeting both CMV and non-CMV involvement in crashes, the CVES conducts highly visible enforcement. The goal is to maintain the MSP CVES annual level of effort in traffic enforcement associated with and without inspections. If the federal system is down or the computer network is not functioning, Troopers will conduct CMV moving violation enforcement using Massachusetts Uniform Traffic Citations (Troopers will mark citations with a TE notation for data collection purposes).

Projected Goals for FY 2020 - 2022

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2020 - 2022. 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.

Note: If you answer "No" to "Non-CMV" traffic enforcement activities, the State does not need to meet the average number of 2004/2005 safety activities because no reimbursement will be requested. If you answer "No" and then click the SAVE button, the Planned Safety Activities table will no longer be displayed.

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2020	FY 2021	FY 2022
☒	☐	CMV with Inspection	8000	8000	8000
☒	☐	CMV without Inspection	200	200	200
☒	☐	Non-CMV	200	200	200
☒	☐	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	2000	2000	2000

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States 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 2021 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2021 Activities	Average 2004/05 Activities
20055	12	505	20572	19496

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

The State will monitor and evaluate the effectiveness of its traffic enforcement activities through a monthly and annual review of the enforcement and inspection data.

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.

Performance and Registration Information Systems Management (PRISM) is a condition for MCSAP eligibility in [49 CFR 350.207\(27\)](#). 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.

PRISM, Operations and Maintenance (O&M) costs are eligible expenses subject to FMCSA approval. For Innovative Technology Deployment (ITD), if the State has an approved ITD Program Plan/Top-Level Design (PP/TLD) that includes a project that requires ongoing O&M, this is an eligible expense so long as other MCSAP requirements have been met. O&M expenses must be included and described both in this section and 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	Core CVISN Compliant	No
PRISM	Exceeds Full Participation	No

Available data sources:

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

Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency: MassDOT Registry of Motor Vehicles

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency: MassDOT Registry of Motor Vehicles

Narrative Overview for FY 2020 - 2022**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.

The Massachusetts Registry of Motor Vehicles leads the PRISM and CVISN projects. Massachusetts is at PRISM Enhanced Level. The Massachusetts RMV needs funding for OM costs related to the CVIEW and MassIRP components necessary to support and maintain PRISM Enhanced certification. The annual cost is \$250,000. (Vendors are Explore Information Services LLC and ITERIS). The performance measures are maintenance of PRISM Enhanced Level and the number of carrier registrations revoked.

FY2021 Update: The RMV does not need funding for OM costs to the CVIEW and MassIRP components this year.

Program Activities for FY 2020 - 2022: Describe any actions that will be taken to implement full participation in PRISM.

The State will monitor and evaluate the effectiveness of its traffic enforcement activities through a monthly and annual review of the enforcement and inspection data.

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

The MSP CVES reviews quarterly updates from the RMV to determine they are continuing to meet compliance standards.

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 2014 - 2018

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

Public Education and Outreach Activities	2014	2015	2016	2017	2018
Carrier Safety Talks	10	10	9	4	16
CMV Safety Belt Education and Outreach	0	0	0	0	0
State Trucking Association Meetings	2	0	2	1	2
State-Sponsored Outreach Events	0	0	1	0	0
Local Educational Safety Events	0	0	0	0	1
Teen Safety Events	20	20	20	0	0

Narrative Overview for FY 2020 - 2022

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.

The MSP CVES will conduct 40 public education and awareness activities centered on passenger transportation, safety belts, hazardous materials, general crash reduction and best safety practices. These will include those for driver's education classes and those at fairs, as well as other target audiences and locations, as deemed necessary.

New FY 2021: Instead of 20 Teen Safety Events, the MSP CVES will conduct Farm Bureau Migrant Safety Talks as well as those for prospective drivers (both commercial and non-commercial vehicle drivers) and senior population. This will be implemented in conjunction with the Massachusetts Strategic Highway Safety Plan Older and Younger Driver emphasis area teams. Crash data analysis will be conducted to identify specific risk factors for these populations. In addition, the findings of the crash data analysis will guide the subject matter which will likely include, but not be limited to, passenger transportation, hazardous materials transportation, and "Share the Road Safely" initiatives..

Projected Goals for FY 2020 - 2022

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 2020	FY 2021	FY 2022
☒	☐	Carrier Safety Talks	10	10	10
☒	☐	CMV Safety Belt Education and Outreach	6	6	6
☒	☐	State Trucking Association Meetings	2	2	2
☒	☐	State-Sponsored Outreach Events	0	0	0
☒	☐	Local Educational Safety Events	2	2	2
☐	☒	Teen Safety Events	0	0	0

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.

Every month, the MSP CVES Commander will review the content, subject matter, and number of presentations to ensure compliance with goals and objectives. In addition, the Commander will review feedback and comments from motor carriers and driving schools in order to make appropriate adjustments to class content. The MSP CVES will report the quantity, duration and number of attendees in its quarterly Performance Progress Report.

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 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](#)

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

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 2020 - 2022.

SSDQ Category	Current SSDQ Rating	Goal for FY 2020	Goal for FY 2021	Goal for FY 2022
Crash Record Completeness	Good	Good	Good	Good
Crash VIN Accuracy	Good	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Fair	Good	Good	Good
Crash Accuracy	Good	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.

FY2021 Update: Data current as of May 29, 2020.

Narrative Overview for FY 2020 - 2022

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.).

Massachusetts currently has a 'good' SSDQ ranking in all categories except Crash Timeliness, which is 'fair'. However, there has been a slow increase over the last several months in the percent of timely records from 84% to a current 88%. The MSP CVES and RMV are working diligently to increase this each month.

Program Activities FY 2020 - 2022: Describe activities that will be taken to maintain a “Good” overall SSDQ rating. These activities should include all measures listed in the table above. Also, describe program activities to achieve a “Good” rating for all SSDQ measures based upon the Problem Statement Narrative including measurable milestones.

The MSP CVES will continue to monitor each SSDQ category rating on a quarterly basis, making any adjustments as needed. In addition, a monthly review of any crash report backlog in the RMV to MSP queue will continue, with personnel being adjusted as deemed necessary. Furthermore, the MSP will continue providing data quality training for law enforcement officers in order to reduce the need for MSP to conduct extensive research when the data received is of poor quality.

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

The quarterly FMCSA SSDQ ratings will be monitored and compared to FY19 baseline data on a quarterly basis.

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. You must complete the safety audit data questions for the current 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.

States must conduct interstate New Entrant safety audits in order to participate in the MCSAP ([49 CFR 350.201](#).) A State may conduct intrastate New Entrant safety audits at the State's discretion if the intrastate safety audits do not negatively impact their interstate new entrant program.

Note: 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
☒	☐	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.
☒	☐	Does your State conduct Group safety audits at non principal place of business locations?
☐	☒	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 2014 - 2018

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

New Entrant Safety Audits	2014	2015	2016	2017	2018
Interstate	417	242	536	578	509
Intrastate	0	0	0	0	0
Total Audits	417	242	536	578	509

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 2020 - 2022

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

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: The Statutory time limit for processing and completing interstate safety audits is: If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later, a safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

Projected Goals for FY 2020 - 2022

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 2020 - 2022 - New Entrant Safety Audits						
	FY 2020		FY 2021		FY 2022	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	65	0	65	0	65	0
# of Safety Audits (Offsite)	440	0	440	0	440	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	505	0	505	0	505	0
# of Non-Audit Resolutions	300	0	0	0	0	0

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

The CVES employs four full time officers to conduct New Entrant Investigations. Three investigators are deployed regionally, while one officer is the program administrator.

New Entrant training will be offered to any officer who is interested in performing audits.

UPDATE 2021:

The program administrator's responsibilities include vetting the applicant to ensure a review is needed, assigning investigations, and monitoring the queue to ensure the audits are completed in a timely manner. Due to the influx of New Entrant registrations due to the new intrastate number requirement, we are in the process of telephonically vetting each New Entrant application in the queue and adjusting carriers who wrongly selected "interstate" instead of intrastate. The process is to find carriers without an interstate trip, contact the carrier by telephone, review the requirements for an interstate DOT number, and when appropriate advise the carrier to change their DOT category to intrastate. We expect this will reduce the size of the overdue list. This should result in 100% on time completion.

It should be noted that the CVSP measures the number of audits completed. However, the actual number of NE applicants who must be vetted by SP personnel is 40% greater than the audits completed.

Activity Plan for FY 2020 - 2022: 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.

The MSP CVES utilizes a combination of off-site and on-site audits. Approximately 85 percent of audits are conducted off-site and 15 percent on-site. If we see an opportunity to improve efficiency by using group audits, we may implement this technique if clusters of carriers located near our working locations are identified.

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.

The program administrator monitors the queue, makes assignments, checks audits for completeness and accuracy, assembles monthly activity/performance reports, and provides a monthly and quarterly performance report. Our goal is to reach 100% on-time performance.

Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2020 - 2022).

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 IH or UNSAT/UNFIT 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.

Narrative Overview for FY 2020 - 2022

Enter your State's OOS Catch Rate percentage if below 85 percent: 67%

Projected Goals for FY 2020 - 2022: Enter a description of the State's performance goals.

Fiscal Year	Goal (%)
2020	75
2021	80
2022	85

Massachusetts' objective is to increase the identification of Federal out-of-service vehicles to 85%, compliant with the FMCSA's national goals.

Program Activities for FY 2020 - 2022: Describe policies, procedures, and/or technology that will be utilized to identify OOS carriers at roadside. Include how you will conduct quality assurance oversight to ensure that inspectors are effectively identifying OOS carriers and preventing them from operating.

Although the Massachusetts OOS catch rate is 67% thus far in FY19, as shown below, it was almost 90% for the previous two years.

 MA OOS Catch Rate Chart

All personnel are currently required to check for Federal out-of-service orders. All Massachusetts carriers who are issued a Federal OOS orders have their vehicle registrations analyzed and suspended as appropriate.

The MSP CVES will further examine the data on the FMCSA Activity Dashboard to determine reasons for the decrease in the catch rate as well as the available tools suggested to identify OOS carriers. Based on these findings, any needed changes in policies and procedures will be implemented.

FY2021 Update: the MSP CVES will conduct retraining for all CVES troopers, as a refresher on the FMCSA enforcement memorandum.

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

The MSP CVES will utilize monthly PRISM reports generated within our agency to monitor the performance measures for OOS orders. Furthermore, the Commander will monitor reports and accountability for Troopers in the field. Finally, a review of the OOS catch rate reports on the FMCSA Activity Dashboard will be reviewed.

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.

Narrative Overview for FY 2020 - 2022

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

The number of Massachusetts crashes involving passenger carriers (all bus types as defined by SafetyNet) declined from 2017 to 2018. As shown in the chart below, all crash types (fatal, injury, and towaway) were marked with reductions, with notably only one fatality in 2018. Preliminarily, the first quarter of 2019 seems to be on a similar trajectory, although it is too soon to make observations.

 bus 6

To further reduce the number of crashes involving passenger carriers, UMassSafe conducted an extensive crash data analysis that included a study of crash locations and characteristics. The findings of this analysis are attached to this E-CVSP and will be utilized by the MSP CVES in planning and conducting all passenger carrier crash prevention efforts.

Projected Goals for FY 2020 - 2022: Enter the performance goal for the three year CVSP period for the State's passenger carrier enforcement initiative. Annual passenger carrier enforcement benchmarks for FY 2020, 2021 and 2022 must also be included.

The MSP CVES does not establish a goal specific to the reduction of motorcoach/passenger fatalities because the number of such fatalities is too low to adequately measure change. Instead, there is a goal to reduce all CMV crashes, which includes strategies to reduce motorcoach/passenger fatalities. In addition, the MSP CVES has a passenger transportation safety goal regarding inspections. The goal is to conduct 2,000 passenger carrier inspections per fiscal year.

Program Activities for FY 2020 - 2022: Provide additional information regarding how these activities will be implemented.

In addition to conducting ongoing inspections, Massachusetts will implement 75 multi-agency task forces annually as well as participate in national and regional strike force activities.

FY 2021 Updates: The MSP CVES will conduct enhanced investigations for motor carriers of passengers and other high risk carriers as well as allocate resources to participate in the enhanced investigations training being offered by FMCSA. We will continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.

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

Passenger transportation safety activities will be monitored and evaluated by the State during a monthly and annual evaluation of activities, inspections, enforcement efforts, CSA SMS scores, and presentations. The performance measures and milestones described in this document will be used to measure progress. Passenger Carrier Enforcement goals will be monitored quarterly and annually through evaluation of both the number and percent of passenger carrier inspections.

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 FY 2019 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 2019 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2019 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2019 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Activity #1

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

Target OOS Carriers at Roadside as well as Re-inspection In order to address the high OOS rates in Massachusetts, which are significantly higher than the nation, the MSP CVES conducted extensive enforcement of OOS at roadside as well as targeted high OOS carriers for re-inspections.

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

Conduct 1,000 inspections/re-inspections

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

In FY18 and FY19, there were 11,115 and 7,425 driver inspections, 6,874 and 4,705 vehicle inspections as well as 528 and 344 HazMat inspections conducted during traffic enforcement. It is not discernible how many of these were specifically enforcement of OOS at roadside but all of these reviewed conditions impacting OOS rates. Massachusetts OOS rates from driver, vehicle and HazMat inspections are significantly higher than that for the Nation. In FY18, the MA driver OOS rate was 10.57% which was slightly higher than the FY17 rate of 10.46% and compares to the FY18 national rate of 8.30%. The vehicle OOS rate was 30.77% in FY18 a decline since the FY17 rate of 34.79% but compared to 26.53% nationally. The FY18 HazMat OOS rate was 26.33% compared to 23.48% in FY17. The national HazMat OOS rate was 10.25% in FY18. OOS rates in FY19 thus far were also higher than the national rates.

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

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

Describe any State-specific objective(s) identified for FY 2020 - 2022. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

State Objective #1

Enter the title of your State-Identified Objective.

Safety of Workers on Roadways - Work Zone Crash Reduction

Narrative Overview for FY 2020 - 2022

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

In Massachusetts, commercial motor vehicles (CMVs) have more than twice as many crashes in work zones as other motor vehicles. Of all 2018 crashes involving CMVs, 4.1% occurred in work zones compared to a work zone crash rate of 1.8% for all vehicle types. A similar trend exists for 2019 crashes thus far, where CMV involved crashes are overrepresented in work zone crashes at 3.8% compared to 2.7% of crashes with any vehicle type. Considering summer months have yet to be accounted for, this is too preliminary to draw conclusions. To further reduce the number of CMV crashes in work zones, UMassSafe conducted a extensive crash data analysis. The findings of this analysis are attached to this E-CVSP and will be utilized by the MSP CVES in planning and conducting all work zone crash prevention efforts.

Projected Goals for FY 2020 - 2022:

Enter performance goal.

Conduct 2,000 truck inspections in or near work zones per year.

Program Activities for FY 2020 - 2022: Describe the activities that will be implemented including level of effort.

The activities which will be implemented to address work zone crashes include enforcement of Move Over Law, driver and vehicle inspections, and extensive traffic enforcement utilizing CMV crash causation analysis to target enforcement. In addition, the MSP CVES will work with the MA Strategic Highway Safety Plan's Safety of Workers on Roadways emphasis area team on various safety initiatives.

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

The MSP CVES will examine quarterly CMV injury and fatality data in order to track progress towards work zone goals. Furthermore, the MSP CVES Commander will conduct a quarterly and annual review of inspections and citations.

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 2021 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			
	85.01% Federal Share	14.99% State Share	Total Estimated Funding
Total	\$4,706,808.00	\$830,548.00	\$5,537,356.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$830,548.00
MOE Baseline:	\$335,450.37

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 14.99 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 14.99 percent limitation as provided in the MCP. Any deviation from the 14.99 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 (14.99% of MCSAP Award Amount):	\$830,548.00
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Overtime Costs budgeted must be equal to or less than the 14.99 percent FMCSA funding limitation (+/- \$5 allowed.) Please include a justification to exceed the limit in the Personnel section.

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
Trooper	15	0.0000	\$206,800.00	\$0.00	\$0.00	\$0.00	\$335,450.37
Administrative	1	100.0000	\$80,345.46	\$80,345.46	\$68,301.68	\$12,043.78	\$0.00
Administrative	1	100.0000	\$62,460.58	\$62,460.58	\$53,097.74	\$9,362.84	\$0.00
Clerical	1	50.0000	\$83,591.56	\$41,795.78	\$35,530.59	\$6,265.19	\$0.00
Lieutenant	1	35.0000	\$166,564.32	\$58,297.51	\$49,558.71	\$8,738.80	\$0.00
Sergeant	2	35.0000	\$142,309.44	\$99,616.60	\$84,684.07	\$14,932.53	\$0.00
Sergeant	2	35.0000	\$127,114.00	\$88,979.80	\$75,641.73	\$13,338.07	\$0.00
Trooper	1	35.0000	\$95,841.98	\$33,544.69	\$28,516.34	\$5,028.35	\$0.00
Trooper	1	35.0000	\$97,921.98	\$34,272.69	\$29,135.21	\$5,137.48	\$0.00
Trooper	1	35.0000	\$98,185.62	\$34,364.96	\$29,213.65	\$5,151.31	\$0.00
Trooper	2	35.0000	\$122,731.96	\$85,912.37	\$73,034.11	\$12,878.26	\$0.00
Trooper	1	100.0000	\$93,554.76	\$93,554.76	\$79,530.90	\$14,023.86	\$0.00
Trooper	3	100.0000	\$122,731.96	\$368,195.88	\$313,003.32	\$55,192.56	\$0.00
Subtotal: Salary				\$1,081,341.08	\$919,248.05	\$162,093.03	\$335,450.37
Overtime Project Costs							
Administrative	1	100.0000	\$64,276.37	\$64,276.37	\$54,641.34	\$9,635.03	\$0.00
Administrative	1	100.0000	\$46,845.44	\$46,845.44	\$39,823.31	\$7,022.13	\$0.00
Clerical	1	100.0000	\$62,693.67	\$62,693.67	\$53,295.89	\$9,397.78	\$0.00
Lieutenant	1	100.0000	\$124,923.24	\$124,923.24	\$106,197.25	\$18,725.99	\$0.00
Sergeant	2	100.0000	\$95,335.50	\$190,671.00	\$162,089.42	\$28,581.58	\$0.00
Sergeant	1	100.0000	\$85,301.78	\$85,301.78	\$72,515.04	\$12,786.74	\$0.00
Trooper	1	100.0000	\$62,154.50	\$62,154.50	\$52,837.54	\$9,316.96	\$0.00
Trooper	1	100.0000	\$65,317.59	\$65,317.59	\$55,526.48	\$9,791.11	\$0.00
Trooper	1	100.0000	\$70,166.07	\$70,166.07	\$59,648.18	\$10,517.89	\$0.00
Trooper	6	100.0000	\$73,639.22	\$441,835.32	\$375,604.21	\$66,231.11	\$0.00
Trooper	1	100.0000	\$70,321.49	\$70,321.49	\$59,780.30	\$10,541.19	\$0.00
Trooper	2	100.0000	\$88,366.79	\$176,733.58	\$150,241.22	\$26,492.36	\$0.00
Trooper	7	100.0000	\$92,048.78	\$644,341.46	\$547,754.68	\$96,586.78	\$0.00
Trooper	1	100.0000	\$73,441.49	\$73,441.49	\$62,432.61	\$11,008.88	\$0.00
Trooper	1	100.0000	\$75,199.41	\$75,199.41	\$63,927.02	\$11,272.39	\$0.00
Trooper	2	100.0000	\$71,881.49	\$143,762.98	\$122,212.91	\$21,550.07	\$0.00
Sergeant	2	100.0000	\$106,731.89	\$213,463.78	\$181,465.56	\$31,998.22	\$0.00
Subtotal: Overtime				\$2,611,449.17	\$2,219,992.96	\$391,456.21	\$0.00
TOTAL: Personnel				\$3,692,790.25	\$3,139,241.01	\$553,549.24	\$335,450.37
Accounting Method:	Cash						

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

Costs are based upon FMCSA policies and guidance, the FMCSA grants manuals, and OMB circulars. MCSAP activities delineated in this eCVSP are funded by MCSAP funds. Without MCSAP funding, these activities would not be conducted. The State Police has adequate policies and monitoring to ensure compliance with federal grant rules. There are 3 civilian and 31 sworn personnel presently assigned to the Commercial Vehicle Enforcement Section. MCSAP funds only support MCSAP activities.

Funding for staffing is provided in the following manner:

2 Full-time civilian administrative personnel are assigned to MCSAP activities 100% of the time (37.5 hours/week)

1 Full-time civilian administrative personnel is assigned to MCSAP activities 50% of the time. (18.75 hours/week)

1 Lieutenant, 4 Sgts and 5 Troopers are assigned to MCSAP activities 35% of the time. (14 hours/week)

4 Troopers are assigned to MCSAP activities 100% of the time (3 New Entrant and 1 MCSAP Hazmat.) (40 hours/week)

All personnel work an average of 16 hours/week overtime on MCSAP activities as part of the MCSAP program. This time is tracked by a separate activity sheet and operational activity reports are maintained and verified by administrative staff.

UPDATE: Overtime Justification : The CVES has modified the former Premium Time calculation to reflect the new FMCSA overtime calculation policy. If approved the new overtime calculation will allow us to continue our successful MCSAP operations such as Data Driven High Visibility Crash Reduction Enforcement in High Crash Corridors, New Entrant Auditors extending their workday, Off hours education and Out Reach including early morning ToolBox Style safety meetings, and Joint Passenger Carrier Task Forces with the Mass. Department of Public Utilities. Due to the State Police Collective Bargaining agreement , regular work hours are 0700-1530 hours Monday through Friday. The requested overtime will allow us to complete the tasks delineated in the CVSP during off hour periods.

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
Administrative	37.3500	100.0000	\$80,345.46	\$30,009.02	\$25,510.67	\$4,498.35	\$0.00
Administrative	37.3500	100.0000	\$62,460.58	\$23,329.02	\$19,832.01	\$3,497.01	\$0.00
Clerical	37.3500	50.0000	\$83,591.56	\$15,610.72	\$13,270.68	\$2,340.04	\$0.00
Lieutenant	48.6500	35.0000	\$166,564.32	\$28,361.73	\$24,110.31	\$4,251.42	\$0.00
Sergeant	48.6500	35.0000	\$142,309.44	\$24,231.73	\$20,599.40	\$3,632.33	\$0.00
Sergeant	48.6500	35.0000	\$142,309.44	\$24,231.73	\$20,599.40	\$3,632.33	\$0.00
Sergeant	48.6500	35.0000	\$127,114.00	\$21,644.33	\$18,399.85	\$3,244.48	\$0.00
Sergeant	48.6500	35.0000	\$127,114.00	\$21,644.33	\$18,399.85	\$3,244.48	\$0.00
Trooper	48.6500	35.0000	\$95,841.98	\$16,319.49	\$13,873.20	\$2,446.29	\$0.00
Trooper	48.6500	35.0000	\$97,921.98	\$16,673.66	\$14,174.28	\$2,499.38	\$0.00
Trooper	48.6500	35.0000	\$98,185.62	\$16,718.55	\$14,212.44	\$2,506.11	\$0.00
Trooper	48.6500	35.0000	\$122,731.96	\$20,898.18	\$17,765.55	\$3,132.63	\$0.00
Trooper	48.6500	35.0000	\$122,731.96	\$20,898.18	\$17,765.55	\$3,132.63	\$0.00
Trooper	48.6500	100.0000	\$122,731.96	\$59,709.09	\$50,758.70	\$8,950.39	\$0.00
Trooper	48.6500	100.0000	\$122,731.96	\$59,709.09	\$50,758.70	\$8,950.39	\$0.00
Trooper	48.6500	100.0000	\$122,731.96	\$59,709.09	\$50,758.70	\$8,950.39	\$0.00
Trooper	48.6500	100.0000	\$93,554.76	\$45,514.39	\$38,691.78	\$6,822.61	\$0.00
Payroll Tax	1.9700	100.0000	\$3,692,791.56	\$72,747.99	\$61,843.07	\$10,904.92	\$0.00
TOTAL: Fringe Benefits				\$577,960.32	\$491,324.14	\$86,636.18	\$0.00

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

These rates are established by the Commonwealth of Massachusetts and the cognizant federal agency – The US Department of Justice.

The proposed Civilian Fringe rate effective 7/1/2021 is 37.35%.

The proposed Sworn Fringe rate effective 7/1/2021 is 48.65%.

Fringe benefit is only assessed against regular salary.

The Payroll Tax rate effective 7/1/2021 is 1.97%.

Payroll tax is assessed against both regular salary and overtime.

The last line is the 1.97% payroll tax that is assessed on all payroll.

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, airfare, lodging, meals, transportation, 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
Training Travel	10	6	100.0000	\$25,000.00	\$21,252.50	\$3,747.50	\$0.00
Routine MCSAP Travel	3	3	100.0000	\$9,140.00	\$7,769.91	\$1,370.09	\$0.00
Conference Travel	3	3	100.0000	\$5,000.00	\$4,250.50	\$749.50	\$0.00
TOTAL: Travel				\$39,140.00	\$33,272.91	\$5,867.09	\$0.00

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

Training travel is for NTC approved and required courses for 2 Troopers who are NTC Instructors to attend recertification classes, 2 officers to attend the NTC instructor development course which is presently two weeks, 6 officers to attend New Entrant Certification or Investigations Training typically in Colorado or Texas etc) Travel includes CVSA meetings- Fall Workshop, Conference, COHMED, NAIC, Level 6 recertification, and the FMCSA Annual Grants conference. MCSAP funds are only used for FMCSA approved travel and MCSAP eligible travel. All costs are the same as all other MCSAP states; lowest cost air fare, government rate hotels, and the Massachusetts state per diem on \$24.50 per day. The number of travelers varies from 3-4 depending on the work to be accomplished at the conference.

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
Truck Caps & Equipment	3	\$15,000.00	100	\$45,000.00	\$38,254.50	\$6,745.50	\$0.00
Drone	1	\$10,000.00	100	\$10,000.00	\$8,501.00	\$1,499.00	\$0.00
Tahoes	2	\$75,000.00	100	\$150,000.00	\$127,515.00	\$22,485.00	\$0.00
TOTAL: Equipment				\$205,000.00	\$174,270.50	\$30,729.50	\$0.00
Equipment threshold is \$1,000							

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

The equipment is necessary to conduct speed enforcement under the CMV traffic enforcement program. The truck caps & equipment racks are necessary to store the MCSAP equipment. Vehicles are pro rated given the level of MCSAP participation of the officer. The vehicles are procured under the Massachusetts State Procurement program. The truck equipment: caps and racks are used to protect and secure MCSAP necessary equipment from damage for each officer performing MCSAP duties. We will utilize a drone in high crash corridors to detect unsafe driving acts and to investigate significant cmv crashes.

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
Printers	10 each	\$600.00	100.0000	\$6,000.00	\$5,100.60	\$899.40	\$0.00
Computers	10 each	\$5,000.00	100.0000	\$50,000.00	\$42,505.00	\$7,495.00	\$0.00
Office Supplies	1 ea	\$10,690.00	100.0000	\$10,690.00	\$8,590.00	\$2,100.00	\$0.00
Uniforms	22 each	\$2,000.00	100.0000	\$44,000.00	\$37,404.40	\$6,595.60	\$0.00
Supplies for vehicles	30 ea	\$1,000.00	100.0000	\$30,000.00	\$25,503.00	\$4,497.00	\$0.00
TOTAL: Supplies				\$140,690.00	\$119,103.00	\$21,587.00	\$0.00

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

Uniform expense is for replacement uniform parts for inspectors to include inspection coats, boots, gloves, etc.

Office supplies are for general office supplies, paper, toner, etc.

Individuals assigned to this unit are 100% dedicated to CMV activities. However only 35-53% of their time is paid for with federal funding, which explains the difference between the personnel dollars and fact that the equipment is 100% allocated to the program. Supplies for vehicles is to provide flood/spot lights, push bumpers, truck bed covers, police lights, tools, and CB radios for CVES vehicles. The computer expense is necessary to provide one lap top per officer that is configured to connect to the FMCSA systems on a separate VPN and to provide a screen large enough to view and manipulate the FMCSA enforcement programs. The printers provide a non thermal paper copy of the truck inspections. The department thermal printers provide a low resolution copy that is easily damaged and fades. The CVES has found the thermal paper copies of post inspection repair certifications were illegible.

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
SHI	DUNS 611429481	Contract	100.0000	\$35,000.00	\$29,753.50	\$5,246.50	\$0.00
Description of Services: ITERIS INSPECT CLOUD APPLICATION							
UMASS	DUNS 153926712	Contract	100.0000	\$99,510.00	\$84,593.45	\$14,916.55	\$0.00
Description of Services: Data Analysis							
intelligent imaging systems	DUNS 240387154	Contract	100.0000	\$22,500.00	\$19,127.25	\$3,372.75	\$0.00
Description of Services: alpr trailer support and Maintenance							
TOTAL: Contractual and Subaward				\$157,010.00	\$133,474.20	\$23,535.80	\$0.00

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

An annual subscription to "INSPECT" will be purchased so that real-time inspection data is available road-side to the inspectors. This software is necessary to insure we are able to maintain our 100% Out of Service Match rate. This purchase is approved by FMCSA policy. This is purchased through the state approved vendor, SHI..

UMassSafe develops a data based CVSP, crash data analysis and enforcement planning as well as developing quarterly performance metrics and monitoring the data stream for possible issues that might affect the SSDQ rating. UMassSafe was selected following a statewide RFP solicitation.

Intelligent imaging systems will provide support and maintenance to the ALPR trailer through the state approved vendor IT vendor SHI. The ALPR trailer was purchased with PRISM funding and is used to find out-of-service or high ISS score carriers roadside.

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 (typically non-tangible) may include utilities, leased property or equipment, fuel for vehicles, 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 in the “My Documents” area in the eCVSP tool and through Grants.gov. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

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

Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Salaries and Wages (SW)	17.55	\$3,692,791.56	\$648,084.91	\$550,936.99	\$97,147.92
TOTAL: Indirect Costs			\$648,084.91	\$550,936.99	\$97,147.92

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
Mail Machine Postage	10 Each	\$300.00	100.0000	\$3,000.00	\$2,550.30	\$449.70	\$0.00
CVSA DUES	1 EACH	\$12,900.00	100.0000	\$12,900.00	\$10,966.29	\$1,933.71	\$0.00
CVES air cards and phones	10 months	\$1,000.00	100.0000	\$10,000.00	\$8,501.00	\$1,499.00	\$0.00
Training Fees Crash Investigations	1 annual	\$14,280.00	100.0000	\$14,280.00	\$12,139.43	\$2,140.57	\$0.00
Conference Costs CVSA	10 each	\$500.00	100.0000	\$5,000.00	\$4,250.50	\$749.50	\$0.00
CVSA Decals	4000 each	\$0.25	100.0000	\$1,000.00	\$850.10	\$149.90	\$0.00
Training Costs CMVE Crash Reconstruction	1 each	\$25,500.00	100.0000	\$25,500.00	\$21,677.55	\$3,822.45	\$0.00
Training Costs - Hazwoper	1 each	\$5,000.00	100.0000	\$5,000.00	\$4,250.50	\$749.50	\$0.00
TOTAL: Other Costs				\$76,680.00	\$65,185.67	\$11,494.33	\$0.00

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

A valid indirect cost rate agreement is attached.

CVES air cards, phones, data plans are for communications necessary to upload to FMCSA systems. This covers the cost of air cards and data plans for cell phones and iPads as well as the internet services for the CVES unit in Concord.

Training Fees - Crash Investigation: For fees (\$ 25,000.00) associated with commercial motor vehicle crash investigation training for CVES personnel to access and interpret CMV data from vehicle system engines and systems. The CVES and the State Police Crash Reconstruction Section respond to truck fatalities in Massachusetts. These reports are forwarded to FMCSA and for consideration in FMCSA enforcement actions. The fee is the class instructor cost to provide a class in Heavy Truck Engine downloads and CMV crash investigation at the Massachusetts State Police Academy for both the CVES members and the members of the reconstruction unit dedicated to truck crash investigations. The classes are offered by several accredited universities. Crash Investigation: For funding to send 3 MCSAP officers to the Florida Highway Patrol Academy or other agency for an Advanced CMV Crash investigation course focused on CMV vehicle inspection in severe crashes. The course is conducted over 14 days. This covers analytic methods for determining braking efficiency. All travel expenses are conducted in accordance with the Massachusetts State Employee travel policy; low cost air fare, government rate hotel, and contractually mandated per diem.

Training Fees - Hazwoper: HazMat training provided for troopers in order to stay in compliance with state worker safety laws.

CVSA Conference: attendance fees for the Spring and Fall Conference, and COHMED.

CVSA Dues- Dues for Level 3-State/Provincial / Territorial Member dues for the Massachusetts State Police

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			
	85.01% Federal Share	14.99% State Share	Total Estimated Funding
Total	\$4,706,808.00	\$830,548.00	\$5,537,356.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of Basic Award Amount):	\$830,548.00
MOE Baseline:	\$335,450.37

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Trooper	\$0.00	\$0.00	\$0.00	\$335,450.37
Administrative	\$68,301.68	\$12,043.78	\$80,345.46	\$0.00
Administrative	\$53,097.74	\$9,362.84	\$62,460.58	\$0.00
Clerical	\$35,530.59	\$6,265.19	\$41,795.78	\$0.00
Lieutenant	\$49,558.71	\$8,738.80	\$58,297.51	\$0.00
Sergeant	\$84,684.07	\$14,932.53	\$99,616.60	\$0.00
Sergeant	\$75,641.73	\$13,338.07	\$88,979.80	\$0.00
Trooper	\$28,516.34	\$5,028.35	\$33,544.69	\$0.00
Trooper	\$29,135.21	\$5,137.48	\$34,272.69	\$0.00
Trooper	\$29,213.65	\$5,151.31	\$34,364.96	\$0.00
Trooper	\$73,034.11	\$12,878.26	\$85,912.37	\$0.00
Trooper	\$79,530.90	\$14,023.86	\$93,554.76	\$0.00
Trooper	\$313,003.32	\$55,192.56	\$368,195.88	\$0.00
Salary Subtotal	\$919,248.05	\$162,093.03	\$1,081,341.08	\$335,450.37
Administrative	\$54,641.34	\$9,635.03	\$64,276.37	\$0.00
Administrative	\$39,823.31	\$7,022.13	\$46,845.44	\$0.00
Clerical	\$53,295.89	\$9,397.78	\$62,693.67	\$0.00
Lieutenant	\$106,197.25	\$18,725.99	\$124,923.24	\$0.00
Sergeant	\$162,089.42	\$28,581.58	\$190,671.00	\$0.00
Sergeant	\$72,515.04	\$12,786.74	\$85,301.78	\$0.00
Trooper	\$52,837.54	\$9,316.96	\$62,154.50	\$0.00
Trooper	\$55,526.48	\$9,791.11	\$65,317.59	\$0.00
Trooper	\$59,648.18	\$10,517.89	\$70,166.07	\$0.00
Trooper	\$375,604.21	\$66,231.11	\$441,835.32	\$0.00
Trooper	\$59,780.30	\$10,541.19	\$70,321.49	\$0.00
Trooper	\$150,241.22	\$26,492.36	\$176,733.58	\$0.00
Trooper	\$547,754.68	\$96,586.78	\$644,341.46	\$0.00
Trooper	\$62,432.61	\$11,008.88	\$73,441.49	\$0.00
Trooper	\$63,927.02	\$11,272.39	\$75,199.41	\$0.00
Trooper	\$122,212.91	\$21,550.07	\$143,762.98	\$0.00
Sergeant	\$181,465.56	\$31,998.22	\$213,463.78	\$0.00
Overtime subtotal	\$2,219,992.96	\$391,456.21	\$2,611,449.17	\$0.00
Personnel total	\$3,139,241.01	\$553,549.24	\$3,692,790.25	\$335,450.37

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Administrative	\$25,510.67	\$4,498.35	\$30,009.02	\$0.00
Administrative	\$19,832.01	\$3,497.01	\$23,329.02	\$0.00
Clerical	\$13,270.68	\$2,340.04	\$15,610.72	\$0.00
Lieutenant	\$24,110.31	\$4,251.42	\$28,361.73	\$0.00
Sergeant	\$20,599.40	\$3,632.33	\$24,231.73	\$0.00
Sergeant	\$20,599.40	\$3,632.33	\$24,231.73	\$0.00
Sergeant	\$18,399.85	\$3,244.48	\$21,644.33	\$0.00
Sergeant	\$18,399.85	\$3,244.48	\$21,644.33	\$0.00
Trooper	\$13,873.20	\$2,446.29	\$16,319.49	\$0.00
Trooper	\$14,174.28	\$2,499.38	\$16,673.66	\$0.00
Trooper	\$14,212.44	\$2,506.11	\$16,718.55	\$0.00
Trooper	\$17,765.55	\$3,132.63	\$20,898.18	\$0.00
Trooper	\$17,765.55	\$3,132.63	\$20,898.18	\$0.00
Trooper	\$50,758.70	\$8,950.39	\$59,709.09	\$0.00
Trooper	\$50,758.70	\$8,950.39	\$59,709.09	\$0.00
Trooper	\$50,758.70	\$8,950.39	\$59,709.09	\$0.00
Trooper	\$38,691.78	\$6,822.61	\$45,514.39	\$0.00
Payroll Tax	\$61,843.07	\$10,904.92	\$72,747.99	\$0.00
Fringe Benefits total	\$491,324.14	\$86,636.18	\$577,960.32	\$0.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Training Travel	\$21,252.50	\$3,747.50	\$25,000.00	\$0.00
Routine MCSAP Travel	\$7,769.91	\$1,370.09	\$9,140.00	\$0.00
Conference Travel	\$4,250.50	\$749.50	\$5,000.00	\$0.00
Travel total	\$33,272.91	\$5,867.09	\$39,140.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Truck Caps & Equipment	\$38,254.50	\$6,745.50	\$45,000.00	\$0.00
Drone	\$8,501.00	\$1,499.00	\$10,000.00	\$0.00
Tahoes	\$127,515.00	\$22,485.00	\$150,000.00	\$0.00
Equipment total	\$174,270.50	\$30,729.50	\$205,000.00	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Printers	\$5,100.60	\$899.40	\$6,000.00	\$0.00
Computers	\$42,505.00	\$7,495.00	\$50,000.00	\$0.00
Office Supplies	\$8,590.00	\$2,100.00	\$10,690.00	\$0.00
Uniforms	\$37,404.40	\$6,595.60	\$44,000.00	\$0.00
Supplies for vehicles	\$25,503.00	\$4,497.00	\$30,000.00	\$0.00
Supplies total	\$119,103.00	\$21,587.00	\$140,690.00	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
SHI	\$29,753.50	\$5,246.50	\$35,000.00	\$0.00
UMASS	\$84,593.45	\$14,916.55	\$99,510.00	\$0.00
intelligent imaging systems	\$19,127.25	\$3,372.75	\$22,500.00	\$0.00
Contractual and Subaward total	\$133,474.20	\$23,535.80	\$157,010.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Mail Machine Postage	\$2,550.30	\$449.70	\$3,000.00	\$0.00
CVSA DUES	\$10,966.29	\$1,933.71	\$12,900.00	\$0.00
CVES air cards and phones	\$8,501.00	\$1,499.00	\$10,000.00	\$0.00
Training Fees Crash Investigations	\$12,139.43	\$2,140.57	\$14,280.00	\$0.00
Conference Costs CVSA	\$4,250.50	\$749.50	\$5,000.00	\$0.00
CVSA Decals	\$850.10	\$149.90	\$1,000.00	\$0.00
Training Costs CMVE Crash Reconstruction	\$21,677.55	\$3,822.45	\$25,500.00	\$0.00
Training Costs - Hazwoper	\$4,250.50	\$749.50	\$5,000.00	\$0.00
Other Costs total	\$65,185.67	\$11,494.33	\$76,680.00	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$4,155,871.43	\$733,399.14	\$4,889,270.57	\$335,450.37
Indirect Costs	\$550,936.99	\$97,147.92	\$648,084.91	NA
Total Costs Budgeted	\$4,706,808.42	\$830,547.06	\$5,537,355.48	\$335,450.37

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			
	85.01% Federal Share	14.99% State Share	Total Estimated Funding
Total	\$4,706,808.00	\$830,548.00	\$5,537,356.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of Basic Award Amount):	\$830,548.00
MOE Baseline:	\$335,450.37

Overtime Costs budgeted must be equal to or less than the 14.99 percent FMCSA funding limitation (+/- \$5 allowed.) Please include a justification to exceed the limit in the Personnel section.

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$919,248.05	\$162,093.03	\$1,081,341.08	\$335,450.37
Overtime Subtotal	\$2,219,992.96	\$391,456.21	\$2,611,449.17	\$0.00
Personnel Total	\$3,139,241.01	\$553,549.24	\$3,692,790.25	\$335,450.37
Fringe Benefits Total	\$491,324.14	\$86,636.18	\$577,960.32	\$0.00
Travel Total	\$33,272.91	\$5,867.09	\$39,140.00	\$0.00
Equipment Total	\$174,270.50	\$30,729.50	\$205,000.00	\$0.00
Supplies Total	\$119,103.00	\$21,587.00	\$140,690.00	\$0.00
Contractual and Subaward Total	\$133,474.20	\$23,535.80	\$157,010.00	\$0.00
Other Costs Total	\$65,185.67	\$11,494.33	\$76,680.00	\$0.00
	85.01% Federal Share	14.99% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$4,155,871.43	\$733,399.14	\$4,889,270.57	\$335,450.37
Indirect Costs	\$550,936.99	\$97,147.92	\$648,084.91	NA
Total Costs Budgeted	\$4,706,808.42	\$830,547.06	\$5,537,355.48	\$335,450.37

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? Col. Christopher Mason
2. What is this person's title? Colonel Superintendent
3. Who is your Governor's highway safety representative? Jeff Larson
4. What is this person's title? Highway Safety Director

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

- ☒ Yes
- ☐ No

State Certification declaration:

I, Col. Christopher Mason, Colonel Superintendent , on behalf of the Commonwealth of MASSACHUSETTS, 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 Commonwealth satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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? Col. Christopher Mason
2. What is the title of your certifying State official? Colonel / Superintendent
3. What are the phone # and email address of your State official? (508)820-2300 Christopher.Mason@pol.state.ma.us

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

- ☒ Yes
- ☐ No

I, Col. Christopher Mason , certify that the Commonwealth has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the Commonwealth'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 Commonwealth 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

MASSACHUSETTS STATE POLICE TITLE VI PROGRAM COMPLIANCE PLAN

9/14/2020



Colonel Christopher Mason

TITLE VI PROGRAM PLAN PURPOSE

The Massachusetts State Police (MSP) Title VI Program Plan is prepared in accordance with 49 Code of Federal Regulation 21 and 49 Code of Federal Regulation Part 303. This plan provides interested individuals with specific information that explains the Department's Title VI activities pertaining to organization and staffing, monitoring and review processes, complaint procedures, and Title VI assurances.

The provisions of this Title VI Program Plan apply to all recipients of Federal assistance with and through MSP. A recipient includes any public or private entity or any individual receiving the benefits of any Federal Motor Carrier Safety Administration Program. The program applies to all phases of MSP Operations.

TITLE VI PROGRAM POLICY STATEMENT

It is the Policy of the Massachusetts State Police, in accordance with Title VI of the Civil Rights Act of 1964 and the Assurances set forth in the Massachusetts State Police's Title VI Program Plan to ensure that "no person shall on the grounds of race, color, national origin, sex, age, disability, low-income or LEP, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity" for which the Massachusetts State Police receives Federal financial assistance. Furthermore, it shall be the policy of the Massachusetts State Police to ensure that as a recipient of Federal-aid funding, it will ensure non-discrimination in all of its programs and activities, whether Federally funded or not. The Massachusetts State Police is steadfast in its commitment to ensure the uniform adoption of this policy.

Accordingly, to ensure compliance with Title VI of the Civil Rights Act and related Nondiscrimination authorities, the Massachusetts State Police commits to:

1. Conducting and operating each of its programs and facilities in compliance with all requirements imposed by, or pursuant to, Title VI of the Civil Rights Act and related Nondiscrimination authorities;
2. Providing non-discriminatory methods of administration for programs and to give other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such programs will comply with all requirements imposed by Title VI of the Civil Rights Act and related Nondiscrimination authorities;
3. Promptly taking any measures necessary to effect compliance with Title VI of The Civil Rights Act and related Nondiscrimination authorities.

Further, the Massachusetts State Police's efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, and investigation of complaints.

In accordance with Federal Motor Carrier Safety Administration regulations as required by 49 Code of Federal Regulation 21 and 49 Code of Federal Regulation Part 303 the Massachusetts State Police has developed procedures for prompt processing and disposition of Title VI Program complaints. Any person believing the Massachusetts State Police or any of its sub-recipients has violated Title VI Program requirements in the administration of its programs or activities may file a complaint with the Massachusetts State Police's Diversity Officer.

Overall responsibility for this policy is assigned to the Superintendent of the Massachusetts State Police located at 470 Worcester Road, Framingham, MA 01702. The Diversity Officer is appointed as the Title VI Coordinator for the Massachusetts State Police and is responsible for coordinating the implementation of the Massachusetts State Police's Title VI Program with all Office Directors and affected personnel.

Individuals with questions or requiring additional information relating to the policy or the implementation of the Massachusetts State Police's Title VI Program should contact the Diversity Officer located at 470 Worcester Road, Framingham, MA 01702, or 508-820-2210.


Colonel Christopher Mason

9-15-2020
Date

TITLE VI PROGRAM ASSURANCE

Please see attached assurances.

DESCRIPTION OF FEDERAL-AID PROGRAMS

The Massachusetts State Police (MSP) seeks to apply for Motor Carrier Safety Assistance Program (MCSAP) Basic and Incentive grants through the Federal Motor Carrier Safety Administration. On occasion, the MSP also seeks to obtain additional FMCSA grant funding through High Priority, Safety Data Improvement, and Performance and Registration Information Systems Management grant programs. As Massachusetts's lead MCSAP agency, as designated by our Governor, the MSP is responsible for developing strategies aimed at reducing crashes, injuries and fatalities involving large trucks and buses. The receipt of federal aid from the FMCSA enables the Massachusetts State Police to further our safety mission to the equal benefit of all those who travel our highways.



MASSACHUSETTS STATE POLICE TITLE VI PROGRAM NOTICE OF NONDISCRIMINATION RIGHTS AND PROTECTIONS TO PUBLIC/ BENEFICIARIES/PARTICIPANTS

The Massachusetts State Police hereby gives notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related Nondiscrimination authorities in all programs and activities. Title VI and related Nondiscrimination authorities require that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income or LEP, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Massachusetts State Police receives Federal financial assistance.

Any person who believes they have been aggrieved has a right to file a formal complaint with the Massachusetts State Police. Any such complaint must be in writing and filed with the Department's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Charge of Title VI Discrimination Complaint Form can be obtained from the Diversity Officer by calling 508-820-2210. For more information regarding the Title VI Program, contact the Title VI Coordinator by calling 508-820-2210.

The Title VI program public notice can be found on the Massachusetts State Police Website here:
<https://www.mass.gov/info-details/title-vi-policy>

The attached Title VI Program Policy notice/poster is posted on bulletin boards at Massachusetts State Police barracks throughout the Commonwealth.

TITLE VI PROGRAM TRAINING

Pursuant to guidelines established by Office of Diversity and Equal Opportunity and the Massachusetts Office on Disability, all agency heads, managers, supervisors, and employees attend mandatory diversity training. Upon hire all new employees receive web-based training that incorporates review of Title VI and Nondiscrimination-related policies.

Upon appointment, new Diversity Officers are trained by the Office of Diversity and Equal Opportunity. All Diversity Office Liaisons are trained biennially by the Office of Diversity and Equal Opportunity regarding Title VI and Nondiscrimination-related policies.

MAINTENANCE OF RECORDS

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, implementation of Title VI Program requirements, Title VI complaints or lawsuits, and related documentation, records of correspondence to and from complainants, and Title VI investigations. These documents shall be made available to Federal Motor Carrier Safety Administration (FMCSA) staff upon request for compliance reviews and/or complaint investigations conducted by the FMCSA. These documents shall also be made available to FMSCA Staff through periodic submission as required by FMCSA.

SUBRECIPIENT MONITORING AND ASSISTANCE

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

When executing a contract with a vendor, the following two documents will be added to the agreement:

Assurance Appendix A

Assurance Appendix E.

DISCRIMINATION COMPLAINT PROCEDURE

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the Massachusetts State Police Diversity Officer.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after the date of alleged act of discrimination.
3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an employee of the Massachusetts State Police, the person shall be interviewed by the Diversity Officer. If necessary, the Diversity Officer will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Massachusetts State Police's investigative procedures.

4. The Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of the action taken or the proposed action to process the allegation.
5. The Title VI Coordinator will maintain a complaint log.
6. The Diversity Officer will conduct an investigation of the allegation and based on the information obtained, will submit a general investigation report to the Title VI Coordinator. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the general investigation report.
7. The Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter.

NON- DISCRIMINATION COMPLAINT FORM

The information on this form should be completed for all alleged Title VI discrimination complaints. The completed complaint form should be signed by the complainant. Upon completion, please forward to your nearest State Police Station or mail to: Diversity Officer, Massachusetts State Police General Headquarters, 470 Worcester Road, Framingham, MA 01702.

Agency Name: Massachusetts State Police

Complainant's Name _____ Phone No. _____

Home Address _____

City _____ State, Zip _____

Are you currently employed by the above agency? Y / N

This complaint involves discrimination on the basis of:

- | | |
|--|---|
| ☐ Race | ☐ Religion <i>(does not apply to FMCSA Program-related complaints)</i> |
| ☐ Color | ☐ National Origin |
| ☐ Sex | ☐ Age |
| ☐ Disability | ☐ Income-Status |
| ☐ Limited English Proficiency | ☐ Marital Status <i>(does not apply to FMCSA Program-related complaints)</i> |
| ☐ Other _____ | |

Location of Discrimination _____

Date of Alleged Discriminatory Practice _____

Describe the events _____

Complainant's Signature _____

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

We are not aware of a Federally-conducted Title VI Program compliance review.

Community Participation Process –

This section of the Plan is applicable to all FMCSA State Partners that provide services/activities to the public. FMCSA interprets this to apply to all motorist licensure/motor vehicle registration-related services/activities (including knowledge tests, skills tests, etc.). FMCSA is not aware of any enforcement-related activities (i.e. motor carrier compliance reviews, safety inspections, etc.) that fall under this requirement.

This section is not applicable to the Massachusetts State Police.

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI,

to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm

Additionally, Executive Order 13166 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “*application of Title VI’s prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*” When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT’s “*Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons,*” dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

General Assurances

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

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

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

Specific Assurances

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

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in 49 C.F.R. §§ 21.23 (b) and 21.23 (e) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The Massachusetts State Police, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into

pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Massachusetts State Police also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Massachusetts gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

_____ **Massachusetts State Police** _____

by Celia S. Mann
(Signature of Authorized Official)

DATED 9/15/2020

APPENDIX A

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

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

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

APPENDIX B

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

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

(HABENDUM CLAUSE)

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

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

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

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY OR PROGRAM

APPENDIX C

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

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

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

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

APPENDIX D

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

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

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

APPENDIX E

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

- Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d *et seq.*), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. part 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 *et seq.*) (prohibits discrimination on the basis of disability); and 49 C.F.R. part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (Pub. L. 97-248 (1982)), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (102 Stat. 28) (“...which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).



Title VI Program Policy

The Massachusetts State Police hereby gives notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related Nondiscrimination authorities in all programs and activities. Title VI and related Nondiscrimination authorities require that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income or LEP, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Massachusetts State Police receives Federal financial assistance.

Any person who believes they have been aggrieved has a right to file a formal complaint with the Massachusetts State Police. Any such complaint must be in writing and filed with the Department's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

Charge of Title VI Discrimination Complaint Form can be obtained from the Diversity Officer by calling (508) 820-2210. For more information regarding the Title VI Program, contact the Title VI Coordinator by calling (508) 820-2210.

FY 2021 Certification of MCSAP Conformance (State Certification)

I, Christopher Mason, Colonel / Superintendent, on behalf of the Commonwealth of Massachusetts, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

1. The Commonwealth of Massachusetts has designated the Massachusetts State Police as the Lead State Agency to administer the Commercial Vehicle Safety Plan (CVSP) throughout the State for the grant sought and the Massachusetts State Police to perform defined functions under the CVSP.
2. The State has assumed responsibility for and adopted commercial motor carrier and highway hazardous materials safety regulations, standards and orders that are compatible with the FMCSRs and the HMRs, and the standards and orders of the Federal Government.
3. The State will cooperate in the enforcement of financial responsibility requirements under 49 C.F.R. part 387.
4. The State will enforce registration (i.e., operating authority) requirements under 49 U.S.C §§ 13902 and 31134 by prohibiting the operation of any vehicle discovered to be operating without the required registration or beyond the scope of the motor carrier's registration.
5. The laws of the State provide the State's enforcement officials right of entry (or other method a State may use that is adequate to obtain the necessary information) and inspection sufficient to carry out the purposes of the CVSP, as approved.
6. The Lead State Agency and any subrecipient of MCSAP funds have the legal authority, resources, and qualified personnel necessary to enforce the State's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
7. The State has undertaken efforts to emphasize and improve enforcement of State and local traffic laws as they pertain to CMV safety.
8. The State will obligate the funds or resources necessary to provide a matching share to the Federal assistance provided in the grant to administer the plan submitted and to enforce the State's commercial motor carrier safety, driver, and hazardous materials laws, regulations, standards, and orders in a manner consistent with the approved plan.
9. The State will maintain the maintenance of effort required under 49 C.F.R. § 350.225.
10. The State requires that all reports required in the CVSP be available to FMCSA upon request, meets the reporting requirements, and uses the forms for recordkeeping, inspections, and investigations that FMCSA prescribes.
11. The State implements performance-based activities, including deployment and maintenance of technology, to enhance the efficiency and effectiveness of CMV safety programs.

12. The State dedicates sufficient resources to a program to ensure that accurate, complete, and timely motor carrier safety data are collected and reported, and to ensure the State's participation in a national motor carrier safety data correction system prescribed by FMCSA.
13. The State will ensure that the Lead State Agency will coordinate the CVSP, data collection, and information systems with the State highway safety improvement program under 23 U.S.C. § 148(c).
14. The State will ensure participation in information technology and data systems as required by FMCSA for jurisdictions receiving MCSAP funding.
15. The State will ensure that information is exchanged with other States in a timely manner.
16. The laws of the State provide that the State will grant maximum reciprocity for inspections conducted pursuant to the North American Standard Inspection procedure, through the use of a nationally accepted system allowing ready identification of previously inspected CMVs.
17. The State will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.
18. The State will ensure that it has departmental policies stipulating that roadside inspections will be conducted at locations that are adequate to protect the safety of drivers and enforcement personnel.
19. The State will ensure that, except in the case of an imminent or obvious safety hazard, an inspection of a vehicle transporting passengers for a motor carrier of passengers is conducted at a bus station, terminal, border crossing, maintenance facility, destination, or other location where motor carriers may make planned stops (excluding a weigh station).
20. The State will address activities in support of the national program elements listed in 49 C.F.R. § 350.203.
21. The State will ensure that detection of criminal activities and CMV size and weight enforcement activities described in 49 C.F.R. § 350.227(b) funded with MCSAP funds will not diminish the effectiveness of other CMV safety enforcement programs.
22. The State will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
23. The State will include, in the training manual for the licensing examination to drive a non-CMV and the training manual for the licensing examination to drive a CMV, information on best practices for safe driving in the vicinity of noncommercial and commercial motor vehicles.

24. The State has in effect a requirement that registrants of CMVS demonstrate their knowledge of the applicable FMCSRs, HMRs, or compatible State laws, regulations, standards, and orders on CMV safety.
25. The State will transmit to its roadside inspectors at the notice of each Federal exemption granted pursuant to 49 U.S.C. § 31315(b) and 49 C.F.R. §§ 390.32 and 390.25 as provided to the State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.
26. Except for a territory of the United States, the State will conduct safety audits of interstate and, at the State's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The State must verify the quality of the work conducted by a third party authorized to conduct safety audits under 49 U.S.C. § 31144(g) on its behalf, and the State remains solely responsible for the management and oversight of the activities.
27. The State will fully participate in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.
28. The State will ensure that it cooperates in the enforcement of hazardous materials safety permits issued under subpart E of part 385 of this subchapter by verifying possession of the permit when required while conducting vehicle inspections and investigations, as applicable.
29. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.
30. In the case that a State meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the State agrees to comply with the requirements established in 49 C.F.R. subpart D.

Date 9-1-20

Signature [Handwritten Signature]



WILLIAM McNAMARA
COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MASSACHUSETTS 02108
(617) 727-5000
MACOMPTROLLER.ORG



February 3, 2021

Ms. Michelle Small
Chief Financial Officer
Department of Police
470 Worcester Road
Framingham, MA 01702

Dear Ms. Small:

The enclosed negotiation agreement involving the FY2022 indirect cost rate for the Department of Police (POL) represents an understanding between the Commonwealth and the U.S. Department of Justice concerning the rate that may be used to support a claim for Federal payment of indirect costs incurred for the performance of a Federal grant or contract. This rate was negotiated in accordance with the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Requirements for Federal Awards* and with regulations promulgated by the Secretary of Administration and Finance under Administrative Bulletin #5, (A&F), dated May 1, 2008, entitled: "*Fringe Benefits, Payroll Taxes, and Indirect Costs*".

The automated indirect cost recovery program used to assess POL's Federal grants and other non-budgetary accounts will be updated to reflect the approved FY2022 rate of 17.55% of regular employee salaries (subsidiary AA object code expenditures) beginning with the closing of Period 01 (July), BFY2022. The last approved rate of 28.30% currently in effect will expire at that time.

Also, enclosed with this agreement is a schedule identifying the positions that have been included in the approved indirect rate. Since these positions have been approved for reimbursement through this rate, they may not be allocated under the Labor Cost Management System (LCM) or any other agency labor distribution plan without prior authorization of this office.

The above-referenced administrative regulations prohibit indirect costs from being budgeted on Federal grants and trusts at any rate or amount less than that approved under this agreement without prior authorization of this office. Additionally, these positions may not be used to meet Federal matching requirements.

Ashley Jean-Francois is available at Ashley.Jean-Francois@mass.gov to answer any questions that you may have regarding this agreement.

Sincerely,

Howard
Merkowitz

Howard Merkowitz
Deputy Comptroller

Digitally signed by Howard Merkowitz
DN: cn=Howard Merkowitz,
o=Commonwealth of Massachusetts,
ou=Office of the State Comptroller,
email=howard.merkowitz@mass.gov,
c=US
Date: 2021.02.03 11:57:06 -05'00'



**NEGOTIATED AGREEMENT
STATE AND LOCAL UNITS OF GOVERNMENT**

INSTITUTION:

DATE: January 27, 2021

Massachusetts Department of Police
One Ashburton Place, Suite 901
Boston, MA 02108

File Ref: This document replaces the negotiated agreement dated October 21, 2020

SUBJECT: The indirect cost rate(s) contained herein is for use upon grants and contracts with the Federal Government subject to the conditions contained in Section II.

SECTION I: RATES

OVERHEAD

<u>Type</u>	Effective Period		<u>*Rate</u>	<u>Locations</u>	Applicable <u>To</u>
	<u>From</u>	<u>To</u>			
Fixed (FCF)	07/01/2008	06/30/2009	35.11%	All	All Programs
Fixed (FCF)	07/01/2009	06/30/2010	35.65%	All	All Programs
Fixed (FCF)	07/01/2010	06/30/2011	33.58%	All	All Programs
Fixed (FCF)	07/01/2011	06/30/2012	33.71%	All	All Programs
Fixed (FCF)	07/01/2012	06/30/2013	17.09%	All	All Programs
Fixed (FCF)	07/01/2013	06/30/2014	23.41%	All	All Programs
Fixed (FCF)	07/01/2014	06/30/2015	31.05%	All	All Programs
Fixed (FCF)	07/01/2015	06/30/2016	35.14%	All	All Programs
Fixed (FCF)	07/01/2016	06/30/2017	33.80%	All	All Programs
Fixed (FCF)	07/01/2017	06/30/2018	30.70%	All	All Programs
Fixed (FCF)	07/01/2018	06/30/2019	23.25%	All	All Programs
Fixed (FCF)	07/01/2019	06/30/2020	25.01%	All	All Programs
Fixed (FCF)	07/01/2020	06/30/2021	28.30%	All	All Programs
Fixed (FCF)	07/01/2021	06/30/2022	17.55%	All	All Programs

***Base:** Direct Regular Employee Compensation (AA)

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

SECTION II: GENERAL

LIMITATIONS: Use of the rate(s) contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect costs pool as finally accepted and that such costs are legal obligations of the grantee/contractor and allowable under the governing cost principles; (2) that the same costs that have been treated as indirect costs are not claimed as direct costs; (3) that similar types of costs have been accorded consistent accounting treatment; and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

AUDIT: Adjustments to amounts resulting from audit of the cost allocation plan upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

ACCOUNTING CHANGES: The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was prepared and the agreement was negotiated. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this rate(s) require the prior approval of the office responsible for negotiating the rate(s) on behalf of the Government. Such changes include but are not limited to changes in the charging of a particular type of costs from indirect to direct. Failure to obtain such approval may result in subsequent cost disallowance.

FIXED RATE (S): The fixed rate (s) contained in this agreement is based upon estimate of the costs which will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in a subsequent negotiation to compensate for the difference between that cost used to establish the fixed rate and that which would have been used were the actual costs known at the time.

NOTIFICATION TO FEDERAL AGENCIES: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

SPECIAL REMARKS: Federal programs currently reimbursing indirect costs to this Department/Agency by means other than the rate(s) cited in this agreement should be credited for such costs and the applicable rate cited herein applies to the appropriate base to identify the proper amount of indirect costs allocated to the program.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs

**Jacqueline
Jones**

Digitally signed by
Jacqueline Jones
Date: 2021.02.03
15:32:55 -05'00'

Signature: Jacqueline Jones, Staff Accountant
Grant Financial Management Division
Office of the Chief Financial Officer

Commonwealth of Massachusetts
Department of Police

**Howard
Merkowitz**

Digitally signed by Howard Merkowitz
DN: cn=Howard Merkowitz,
o=Commonwealth of Massachusetts,
ou=Office of the State Comptroller,
email=howard.merkowitz@mass.gov,
c=US
Date: 2021.02.03 11:53:58 -05'00'

Signature

Howard Merkowitz

Name

Deputy Comptroller

Title

February 3, 2021

Date

**COMMONWEALTH OF MASSACHUSETTS
INDIRECT COST RATE PROPOSAL
FISCAL YEAR FY2022
BASED ON FY2020 ACTUAL COSTS**

**DEPARTMENT: POLICE (POL)
DIVISION: ALL PROGRAMS**

ADMINISTRATIVE POSITIONS IDENTIFIED AS INDIRECT

<u>POSITION TITLE</u>		<u>ACTUAL FY 2020</u>
STATE POLICE LIEUTENANT		20,640,524
STATE POLICE DETECTIVE LIEUTENANT		7,114,741
STATE POLICE CAPTAIN		4,196,612
STATE POLICE CAPTAIN OF DETECTIVES		903,495
STATE POLICE MAJOR		2,234,286
STATE POLICE LIEUTENANT COLONEL		789,669
STATE POLICE DEP. SUPERINTENDENT		217,633
STATE POLICE SUPERINTENDENT		169,031
BUREAU OF ADMINISTRATIVE SERVICES:		
FISCAL	(A)	1,054,877
BUDGET	(A)	138,883
PAYROLL	(A)	618,508
COMPLIANCE	(A)	392,770
PERSONNEL	(A)	1,244,096
TRAINING ACADEMY	(A)	790,636
FLEET	(A)	2,020,454
SUPPLY/INVENTORY	(A)	216,906
BUREAU OF TECHNICAL SERVICES		
COMMUNICATIONS	(A)	7,900,304
RECORDS	(A)	77,171
MANAGEMENT INFORMATION (MIS)	(A)	87,653
FINGERPRINT IDENTIFICATION (AFIS)	(A)	1,648,168
LESS:		
POL PERSONNEL ASSIGNED TO EPS		-
TRAINING ACADEMY COST TO NON-POL OFFICERS (65%)*	(B)	(94,876)
AFIS COSTS TO NON-POL USERS (35%)*	(B)	(1,582,241)
COMMUNICATIONS TO LOCAL DEPARTMENTS	(C)	(6,670,688)
PERSONNEL ASSIGNED TO DISTRICT ATTORNEYS	(C)	(2,095,772)
		<u>\$42,012,841</u>

FOOTNOTES:

(A) SEE "SELECTED SALARIES" ON PAGE 9

(B) INCLUDES SALARIES OF LIEUTENANTS AND ABOVE ON PAGE 8

(C) SEE PAGE 7

SUPPORT POSITIONS NOT INCLUDED IN THE INDIRECT COST POOL:

BUREAU OF ADMINISTRATIVE SERVICES:

BLDG. MAINTENANCE

BUREAU OF TECHNICAL SERVICES

CRIME LAB