

eCVSP

VERMONT

Commercial Vehicle Safety Plan

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

Fiscal Years 2021 - 2023

Date of Approval: June 09, 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 2021 - 2023)
- Part 2: Crash Reduction and National Program Elements (FY 2021 - 2023)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2021 - 2023)
- 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**Instructions:**

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

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

The Vermont Department of Motor vehicles (VT DMV) is responsible for the safe operation of commercial motor vehicles transporting goods and passengers across Vermont's highways. This is accomplished through education, engineering, and enforcement. DMVs crash reduction goal is consistent with FMCSAs goal of reducing truck and bus related crashes and fatalities. More specifically, DMVs goal is the reduction of CMV crashes and fatalities within the State of Vermont. Vermont is a small state with an annual average of 217 large truck and bus crashes, and 6 fatalities. (MCMIS data snapshot dated 06-26-20 for FFY2016-FFY2019)

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

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

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

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

Part 1 Section 3 - MCSAP Structure Explanation

Instructions:

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

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

The Department of Motor Vehicles (DMV) Commercial Vehicle Enforcement Unit is a comprehensive commercial motor vehicle enforcement agency. The unit is comprised of 20 sworn law enforcement inspectors and four civilian employees; 1 Captain, 3 Lieutenants, 16 Inspectors, 2 Administrative Assistants, one civilian Compliance Review Inspector, and one part-time Safety Auditor. In addition to DMV, the Vermont State Police and several local municipal and county agencies have MCSAP trained officers. DMV is the lead agency having responsibility statewide for motor carrier enforcement and is designated MCSAP lead agency. DMV's Commercial Vehicle Enforcement Unit currently has 12 Inspectors certified in General Hazardous Materials; 10 inspectors certified in Cargo Tank; 2 in Other Bulk Packaging; 3 inspectors certified in Level VI inspections; 1 non-sworn inspector certified in Compliance Reviews; and 11 inspectors certified to conduct Passenger Carrier Inspections.

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

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

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

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

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

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

In addition to DMV's Commercial Vehicle Enforcement Unit, Vermont has MCSAP certified officers from the Vermont State Police, municipalities and counties. The Vermont State Police have two Level I inspectors; Bennington County Sheriff's Department has one Level I inspector; Chittenden County Sheriff's Department has one Level I inspector; Williston Police Department has one Level I inspector; Woodstock Police Department has two Level III inspectors; Vergennes Police has one Level III inspector, and Addison County Sheriff's Department has one Level I inspector. These are participating agencies only and are not sub grantees. Some of these MCSAP certified officers work with DMV Inspectors at weekly details, and all take part in national programs such as Operation Patriot, Motor Coach Strike Forces, and Operation Road Check.

Part 1 Section 4 - MCSAP Structure

Instructions:

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

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

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

Lead Agency Information	
Agency Name:	VERMONT DEPARTMENT OF MOTOR VEHICLES
Enter total number of personnel participating in MCSAP activities	24
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	22
Traffic Enforcement Activities	20
Investigations *	4
Public Education and Awareness	21
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	
Enter total number of personnel participating in MCSAP activities	0
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	0
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	7
Total # of MCSAP Participating Personnel:	9

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 2021 - 2023 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

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

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

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

Part 2 Section 2 - CMV Crash Reduction

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

Trend Analysis for 2015 - 2019

Instructions for all tables in this section:

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

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

ALL CMV CRASHES

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2019	12/31/2019	10	0.1140	0.1361
01/01/2018	12/31/2018	7	0.1140	0.0840
01/01/2017	12/31/2017	5	0.1140	0.0673
01/01/2016	12/31/2016	9	0.1140	0.1222
01/01/2015	12/31/2015	8	0.1140	0.11

MOTORCOACH/PASSENGER CARRIER CRASHES

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2019	12/31/2019	1	0.1140	0.0136
01/01/2018	12/31/2018	1	0.1140	0.0140
01/01/2017	12/31/2017	0	0.1140	0
01/01/2016	12/31/2016	0	0.1140	0
01/01/2015	12/31/2015	0	0.1140	0

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2019	12/31/2019	2	0.1140	0.0272
01/01/2018	12/31/2018	2	0.1140	0.0280
01/01/2017	12/31/2017	0	0.1140	0
01/01/2016	12/31/2016	0	0.1140	0
01/01/2015	12/31/2015	0	0.1140	0

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

FMCSA Motor Carrier Management Information Systems (MCMIS) data snapshot as of 06/26/2020, including crash records through 02/29/2020. VMT information was obtained from the Vermont Agency of Transportation Highway Research. Annual VMT (millions): 2015-7310.9 2016-7364.5 2017-7424.4 2018-7142.6 2019-7345.6

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

Vermont is a small state with relatively low VMT and few fatal crashes each year. Vermont's goal has been consistent with FMCSA's goal of reducing the number of fatal CMV crashes. Since Vermont is a small state, a couple of bad crashes severely impacts the outcome. In CY2015, CY2018, and CY2019 there were single CMV involved crash occurrences that resulted in multiple fatalities. Since the VMT stays fairly consistent from year to year, a spike in the number of fatalities magnifies the outcome and makes it difficult to achieve the desired goal.

Vermont's Crash Reduction Goals have been designed to attempt to reduce the number of large truck and bus crashes in Vermont. In the past, DMV has been successful in reducing crashes in identified high crash counties however, the average number of crashes statewide has remained static. DMV has learned from past multi-year crash objectives, simply reducing crashes in the high crash counties did not achieve lesser total crashes statewide. DMV does not want to sacrifice the safety on one highway for safety on another highway. Therefore, in an effort to combat this trend, DMV will now complete scheduled traffic enforcement patrols statewide, on both Interstate Highways and State Highways. DMV tries to maintain an omni-presence image using available resources so large truck and bus drivers are alert on all Vermont roadways.

Vermont has extremely few fatalities from passenger carrier crashes, and doesn't have a specific crash reduction goal for passenger carriers. This has always been included with the large truck crash reduction goal. Vermont does have an active passenger carrier inspection program. From CY2015-CY2019, Vermont has only had two fatalities from passenger carrier crashes.

Vermont has no specific hazardous materials crash reduction goal. Vermont has few fatal crashes involving the transportation of hazardous materials. This is included in the large truck crash reduction goal. From CY2015-CY2019, Vermont only had four fatalities involving placarded hazardous materials vehicles. The two fatalities in 2018 were both in the same vehicle, transporting hazardous materials, when it crashed due to the driver experiencing a medical emergency.

Narrative Overview for FY 2021 - 2023**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.

Vermont's goal of reducing the number of large truck and passenger carrier crashes is consistent with FMCSA's goal. In this Crash Reduction Goal, Vermont will concentrate on crash reduction statewide. By concentrating enforcement efforts statewide, it will allow Inspectors to broaden their patrols in an effort to affect more of the state and hopefully reduce the total number of crashes statewide. Vermont averages 220 crashes per year (CY2016-CY2019). This will be the baselines used for future measurement. During this baseline period, there doesn't seem to be any trend for specific days or times that are consistently reflected as high crash days, times, road type, or location. Crashes are occurring every day of the week at all different hours on all roadway types.

Crash reports uploaded to the Vermont Electronic Crash Repository can be monitored to see if any crash trends appear throughout this objective. If trends appear, directed patrols will be scheduled to target those trends.

DMV will use statewide enforcement efforts to attempt to reduce the number of crashes statewide by 2% in CY2021, 2% in CY2022, and 2% in CY2023.

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

DMV has limited FTE to cover the entire State of Vermont. As part of this Crash Reduction Goal, DMV wants to implement digital speed feedback signs. These signs will measure speed of an on coming vehicle and display that speed for the driver to see. They will also display a message telling the driver to reduce speed if the measured speed is in excess of the posted speed limit. This will be a real time notificatoin to the driver in an attempt to change the unsafe driver behavior before any crash occurs. These signs will supplement the efforts of DMV Inspectors. These signs will be placed in areas where there are unfavorable driver trends which could include work zones, the bottom of mountain descents, and cronic speed areas. DMV requests three signs, one per sector, to augment traffic enforcement efforts. These signs have reporting capabilities, and will be equally effective changing passenger vehicle behavior. In Vermont crashes, passenger vehicle driver actions are cause of many of the CMV crashes.

Enter the data source and capture date:

Vermont Electronic Crash Repository (WebCrash). FMCSA Motor Carrier Management Information Systems (MCMIS) data snapshot as of 06/26/2020, including crash records through 02/29/2020. Data source capture data 07/20/2020.

Projected Goal for FY 2021 - 2023:

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
2021	2
2022	2
2023	2

This crash reduction goal will run from CY2021 to the end of CY2023 (3 years). 1. Reduce the number of crashes statewide by 2% at the end of CY2021. 2. Reduce the number of crashes statewide by 2% at the end of CY2022. 3. Reduce the number of crashes statewide by 2% at the end of CY2023. 4. Use traffic enforcement patrols to reduce crash incidents statewide during this three year objective.

Program Activities for FY 2021 - 2023: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

1. Review crash reports uploaded into the Vermont Electronic Crash Repository on a quarterly basis for any problematic trends (ie: consistent locations, days, times, causation factors).
2. Sector Lieutenants will schedule 8 specific traffic enforcement patrols per month (96 per year). These patrols average about 4 hours each (384 hours per year).
3. Sector Lieutenants will deploy digital speed feedback signs in problematic areas (if funded).

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

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

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

In FFY2018, Inspectors conducted 109 directed patrols. There were a total of 171 inspections (11 Level I inspections, 95 Level II inspections, 65 level III inspections) completed. Eleven drivers and 23 vehicles were placed out of service.

In FFY2019, Inspectors conducted 129 directed patrols. There were a total of 221 inspections (11 Level I inspections, 109 Level II inspections, 101 level III inspections) completed. Twenty-five drivers and 26 vehicles were placed out of service.

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

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

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

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

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

Any of this information is retrievable from the electronic database.

DMV will report on digital feedback sign placement, why it was placed in that location, and the results of available reporting (if funded).

Part 2 Section 3 - Roadside Inspections

In this section, provide a trend analysis, an overview of the State’s roadside inspection program, and projected goals for FY 2021 - 2023.

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 2015 - 2019

Inspection Types	2015	2016	2017	2018	2019
Level 1: Full	1447	1750	1572	1738	2115
Level 2: Walk-Around	2233	2195	2347	2185	2273
Level 3: Driver-Only	1729	1499	1852	1866	1994
Level 4: Special Inspections	0	45	35	36	21
Level 5: Vehicle-Only	104	95	133	98	93
Level 6: Radioactive Materials	0	1	3	1	2
Total	5513	5585	5942	5924	6498

Narrative Overview for FY 2021 - 2023

Overview:

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

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

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

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

Lead Agency - 20 Full time inspectors. Lead Agency - 1 part-time new entrant auditor, and 1 full-time compliance review investigator that maintain MCSAP certifications but do not conduct roadside inspections on a regular basis.

Projected Goals for FY 2021 - 2023

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2021 - 2023. 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: VERMONT DEPARTMENT OF MOTOR VEHICLES

Enter the total number of certified personnel in the Lead agency: 20

Projected Goals for FY 2021 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1526	250	40	1816	25.01%
Level 2: Walk-Around	2168	498	60	2726	37.54%
Level 3: Driver-Only	2547		60	2607	35.90%
Level 4: Special Inspections	50			50	0.69%
Level 5: Vehicle-Only			60	60	0.83%
Level 6: Radioactive Materials		2		2	0.03%
Sub-Total Lead Agency	6291	750	220	7261	

MCSAP subrecipient agency

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

Subrecipient is:

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:	7
Enter the total number of non-funded certified officers:	9
Enter the total number of inspections projected for FY 2021:	416

Summary

Projected Goals for FY 2021 - Roadside Inspections Summary

Projected Goals for FY 2021 Summary for All Agencies					
MCSAP Lead Agency: VERMONT DEPARTMENT OF MOTOR VEHICLES					
# certified personnel: 20					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 7					
# certified personnel: 9					
# projected inspections: 416					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1526	250	40	1816	25.01%
Level 2: Walk-Around	2168	498	60	2726	37.54%
Level 3: Driver-Only	2547		60	2607	35.90%
Level 4: Special Inspections	50			50	0.69%
Level 5: Vehicle-Only			60	60	0.83%
Level 6: Radioactive Materials		2		2	0.03%
Total ALL Agencies	6291	750	220	7261	

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

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 2022 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	6845	0	416	7261
Enter total number of certified personnel	20	0	9	29
Projected Goals for FY 2023 Roadside Inspections				
Enter total number of projected inspections	6845	0	416	7261
Enter total number of certified personnel	20	0	9	29

Part 2 Section 4 - Investigations

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

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

Trend Analysis for 2015 - 2019

Investigative Types - Interstate	2015	2016	2017	2018	2019
Compliance Investigations	1	4	3	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	2	0	1
CSA Off-Site	0	0	0	0	3
CSA On-Site Focused/Focused CR	7	2	2	15	5
CSA On-Site Comprehensive	0	0	0	4	10
Total Investigations	8	6	7	19	19
Total Security Contact Reviews	0	0	0	1	1
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2015	2016	2017	2018	2019
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	6	3
CSA On-Site Comprehensive	0	0	0	1	1
Total Investigations	0	0	0	7	4
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Narrative Overview for FY 2021 - 2023

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 2021 - 2023

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2021 - 2023.

Projected Goals for FY 2021 - 2023 - Investigations						
Investigation Type	FY 2021		FY 2022		FY 2023	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	12	0	12	0	12	0
CSA On-Site Comprehensive	6	0	6	0	6	0
Total Investigations	18	0	18	0	18	0
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

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

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

Vermont DMV has one full-time non-sworn Inspector position that is 100% MCSAP funded and dedicated to CSA Carrier Interventions. Carrier investigations are assigned, monitored, and reviewed by the FMCSA Vermont Division. The Inspector has completed Enhanced Investigative Techniques training and works closely with the FMCSA Vermont Division. This Inspector is responsible for contacting, scheduling, completing, closing out, and submitting the findings to FMCSA Vermont Division. Even with having this full-time Inspector working on carrier investigations on a full-time basis, it is difficult to anticipate the number of investigations that will be completed. As learned in FFY2016, one extensive investigation can inhibit the ability to reach the stated goal. DMV has set a goal on completing 18 CSA Carrier Interventions each FFY 2021-2023.

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

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

Part 2 Section 5 - Traffic Enforcement

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 2015 - 2019

Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2018	09/30/2019	975	1110
10/01/2017	09/30/2018	948	1120
10/01/2016	09/30/2017	1250	1478
10/01/2015	09/30/2016	805	1100
10/01/2014	09/30/2015	998	1065

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		
10/01/2018	09/30/2019	75	84
10/01/2017	09/30/2018	93	111
06/01/2016	05/31/2017	58	75
06/01/2015	05/31/2016	52	62
06/01/2014	05/31/2015	47	60

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

Data Source for Traffic Enforcement information: Motor Carrier Management Information Systems (MCMIS) data snapshot as of 06/26/2020. The number of citations and warnings indicated in the CMV Traffic Enforcement with Inspection chart in the number of violations of the traffic enforcement inspections. Each violation was either a ticket or a warning. DMV does not conduct CMV traffic enforcement without an inspection. DMV does conduct non-CMV traffic enforcement activity when such non-CMVs are operating unsafely around CMVs.

Narrative Overview for FY 2021 - 2023

Instructions:

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

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

Projected Goals for FY 2021 - 2023

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2021 - 2023. 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 2021	FY 2022	FY 2023
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	1190	1190	1190
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	40	40	40
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	96	96	96

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, 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
7677	18	280	7975	7975

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

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

Part 2 Section 6 - Safety Technology

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	Deploying Core CVISN	No
PRISM	Exceeds Full Participation	Yes

Available data sources:

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

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

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

Narrative Overview for FY 2021 - 2023

Problem Statement Narrative and Projected Goal:

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

Vermont is currently at step 8, Enhanced Participation, PRISM compliance.

Program Activities for FY 2021 - 2023: Describe any actions that will be taken to implement full participation in PRISM.

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

Part 2 Section 7 - Public Education and Outreach

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

Trend Analysis for 2015 - 2019

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

Public Education and Outreach Activities	2015	2016	2017	2018	2019
Carrier Safety Talks	2	16	16	22	6
CMV Safety Belt Education and Outreach	0	4	2	1	4
State Trucking Association Meetings	1	6	4	4	4
State-Sponsored Outreach Events	1	20	10	15	10
Local Educational Safety Events	1	13	7	16	9
Teen Safety Events	1	12	5	10	6

Narrative Overview for FY 2021 - 2023

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.

Vermont DMV is aware that informed drivers and carriers will often result in safer drivers and safer carriers. DMV has several different opportunities to educate the trucking industry and the public. DMV took part in instructing at CSA Presentations throughout the state, and occasionally, in a bordering state. These presentations informed drivers and carriers on how CSA works and the impact safety violations have. Over years these presentations allowed DMV to formulate a strong working group between the Vermont Truck and Bus Association, FMCSA VT and Project Roadsafe in conjunction with the Vermont Association of General Contractors. This working group has evolved past CSA presentations to now conducting several joint trainings in topics including load securement classroom with practical exercises, reasonable suspicion training, and hours of service classes. Other associations such as the Vermont Retail Lumber Builders Association, the Vermont Fuel Dealers Association, and the the Vermont Well Drillers Association have had attendees at these training opportunities and now sponsor their own trainings instructed by the same collaborated group. DMV also conducts Level V terminal inspections on passenger carrier CMVs, which is always a good chance to educate a driver or carrier on regulations. These terminal inspections are often the only opportunity DMV has to complete full inspections on these vehicles. DMV is regularly asked by different groups and associations to train or present at functions. In addition to the specialized trainings mentioned above, DMV normally gives some type of presentation or regulation update at the Vermont Truck and Bus Association meeting, the Vermont Fuel Dealers, and the Vermont Well Drillers Association meetings. DMV also presents to the general public about CMV safety, operating safely around CMVs, and the functions of the Commercial Vehicle Enforcement Unit. DMV will also take part in teen events to speak about safe driving and law enforcement. These events are usually teen summer camps, but also include events such as the American Legion Cadet program. DMV attends different County Road Foreman meetings. This allows municipalities to interact with Inspectors and learn about different rules and regulations. DMV has been presenting at Regional Highway Safety Forums around the state. These are arranged by the Vermont Highway Safety Plan Coordinator. This gives the audience an opportunity to ask questions and to see how the CVSP fits into the Vermont State Highway Safety Plan. Vermont is a small state, and DMV is typically asked to attend/present at the same events every year, so projections will be fairly level from year to year.

Projected Goals for FY 2021 - 2023

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 2021	FY 2022	FY 2023
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	8	8	8
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	2	2	2

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

Vermont DMV will continue to take part in instructing at carrier/industry presentations. DMV participates in all activity types listed above. These presentations include state/federal rules and regulations, ELDs, human trafficking, cargo securement, and other MCSAP related topics. DMV makes it a priority to be available to present at organizational meetings where a large target audience is present. This type of contact ensures a good relationship between DMV and Vermont based carriers. DMV will report quarterly on all related events.

1. Complete four presentations noted in the Public Education and Outreach Activities table above per quarter.

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

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

SSDQ Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Fair	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 2021 - 2023.

SSDQ Category	Current SSDQ Rating	Goal for FY 2021	Goal for FY 2022	Goal for FY 2023
Crash Record Completeness	Good	Good	Good	Good
Crash VIN Accuracy	Good	Good	Good	Good
Fatal Crash Completeness	Insufficient Data	Good	Good	Good
Crash Timeliness	Poor	Good	Good	Good
Crash Accuracy	Fair	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good	Good
Inspection Timeliness	Good	Good	Good	Good
Inspection Accuracy	Good	Good	Good	Good

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

Data current of of 6/26/20.

Narrative Overview for FY 2021 - 2023

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.).

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

Crash Timeliness:

Vermont has uploaded a consistent number of crashes between 2016-2019. Vermont's Crash Timeliness is currently 60% and has been trending down. According to the information on the SSDQ page: "60% of your State's evaluated crash records were reported within 90 days of the crash. These crashes were first uploaded between 04/01/2019 and 03/31/2020. Your rating is poor because your percentage is less than 65%." At one point, the leading indicator dipped because there were no crash uploads in July 2019. There was an issue with uploading because there was a change to a setting in the firewall. Vermont's rating began a drastic drop in March 2020 which is consistent with local and state governments shutting down offices related to the COVID-19 pandemic. Administrative staff were not in offices and didn't have access to work remotely on this reporting. The person that was responsible for uploading crashes has been out of work on leave for months and it has taken time to shift

responsibilities which came with a learning curve. DMV has identified a different process with different people and has started regular crash uploads again. Unfortunately with the data safety evaluation process, it will take a few months to improve our rating.

Crash Accuracy:

Vermont had several crash records that were not matched between MCMIS and FARS. Vermont is reconciling all non matching records which should help correct this measure. DMV will monitor this measure and correct mismatched crash records in a timely manner.

Program Activities FY 2021 - 2023: 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.

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

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

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

Part 2 Section 9 - New Entrant Safety Audits

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
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input type="radio"/>	<input checked="" type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

Trend Analysis for 2015 - 2019

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

New Entrant Safety Audits	2015	2016	2017	2018	2019
Interstate	115	108	124	137	212
Intrastate	0	0	0	0	0
Total Audits	115	108	124	137	212

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

Narrative Overview for FY 2021 - 2023

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

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

Program Objective: 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 2021 - 2023

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 2021 - 2023 - New Entrant Safety Audits						
Number of Safety Audits/Non-Audit Resolutions	FY 2021		FY 2022		FY 2023	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	40	0	40	0	40	0
# of Safety Audits (Offsite)	240	0	240	0	240	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	280	0	280	0	280	0
# of Non-Audit Resolutions	144	0	144	0	144	0

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

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

Activity Plan for FY 2021 - 2023: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

280 - Anticipated number of New Entrant Safety Audits to be conducted Annually FFY2021-FFY2023.(10% to be conducted at the carrier's principal place of business, 10% at a border location for the Quebec-based carriers, 80% conducted offsite). These numbers are anticipating being able to return to normal operations, at some point, in regards to the COVID-19 on-site restrictions.

144 - Anticipated number of non-audit resolutions (inactivation, non-responsive, convert to intrastate, etc) to be conducted annually FFY2021-FFY2023.

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

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

Measurement #1: Number of safety audits completed.

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

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

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

Part 2 Section 10 - Border Enforcement

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

Trend Analysis for 2015 - 2019

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

Inspection Types	2015	2016	2017	2018	2019
Level 1: Full	169	334	147	179	241
Level 2: Walk-Around	516	435	245	270	255
Level 3: Driver-Only	420	224	279	346	356
Level 4: Special Inspections	0	4	0	0	0
Level 5: Vehicle-Only	0	0	0	0	0
Level 6: Radioactive Materials	0	1	3	1	1
Total	1105	998	674	796	853

Narrative Overview for FY 2021 - 2023

The State chooses not to engage in border enforcement activities in FY 2021 - 2023. If this box is checked, no additional narrative is necessary in this section.

Enter the Agency name conducting Border Enforcement activities if other than the Lead Agency: Vermont Department of Motor Vehicles

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

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

Check all objectives that apply (minimum of 1):

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

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

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

Projected Goals for FY 2021 - 2023

Summarize projected border enforcement activities in the table below.

Note: An inspection is counted as international commerce regardless of whether the transportation originated within the United States (US) or outside the US. All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the eCVSP, and not be indicated in BEG inspections on the inspection report which is uploaded into ASPEN.

Projected Goals for FY 2021 - 2023 - Border Enforcement			
	FY 2021	FY 2022	FY 2023
Number of International Commerce Regular CMV	415	415	415
Number of International Commerce HM	15	15	15
Number of International Commerce Passenger	70	70	70
Total International Commerce Inspections	500	500	500
Number of Fixed Facility International Inspections	440	440	440
Number of Non-Fixed Facility International Inspections	0	0	0
Traffic Enforcement	60	60	60
Strike Force Activities (CMVs)	0	0	0
Strike Force Activities (Passenger CMVs)	0	0	0

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

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

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

Vermont has set a goal of completing 500 border enforcement inspections per FFY which will also include 60 traffic enforcement inspections. DMV has a goal of at least 70% of these inspections be completed on vehicles traveling in foreign commerce.

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

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

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

Historically, Canadian carrier cross border traffic averages 17-27% of all ASPEN inspections completed by Inspectors in a given year. DMV has 20 sworn inspectors who split their time between MCSAP and state enforcement activities. Inspectors receive NAS Parts A&B, Basic HazMat, Cargo Tank, and Passenger Carrier training as part of their certifications. DMV schedules details with US Customs and Border Protection personnel at the Ports of Entry by utilizing MCSAP funds. Primarily enforcement occurs at the two busiest Vermont commercial ports of Highgate Springs and Derby Line, which combined, handle nearly 85% of Vermont's inbound cross-border CMV traffic.

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

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

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

Activity Plan for FY 2021 - 2023: Describe the specific activities planned to reach border enforcement goals.

DMV will complete patrol and fixed site details where commercial vehicles involved in foreign commerce will be inspected. Border Enforcement participation also enable DMV to conduct some details during off peak hours when commercial vehicle drivers are less likely to expect to be inspected. DMV will attempt to complete 125 Border Enforcement inspections per quarter. Included in these inspections are 15 traffic enforcement inspections, 17 passenger carrier inspections and 4 hazardous materials inspections per quarter. DMV will also use Automated License Plate Readers with PRISM hit files to select vehicles for inspection.

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

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

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

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 2021 - 2023).

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

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

Check this box if:

As evidenced by the data provided by FMCSA, the State identifies at least 85 percent of carriers operating under a Federal 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.

Part 3 Section 2 - Passenger Carrier Enforcement**Instructions:**

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

Check this box if:

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

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

Describe any State-specific CMV problems that were addressed with FY 2020 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 2020 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2020 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2020 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Part 3 Section 4 - State Specific Objectives – Future**Instructions:**

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

Describe any State-specific objective(s) identified for FY 2021 - 2023. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

Part 4 - Financial Information

Part 4 Section 1 - Overview

The *Spending Plan* is an explanation of each budget component, and should support the cost estimates for the proposed work. The *Spending Plan* should focus on how each item will achieve the proposed project goals and objectives, and explain how costs are calculated. The *Spending Plan* must be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the *Spending Plan* include [2 CFR part 200](#), [2 CFR part 1201](#), [49 CFR part 350](#) and the [MCSAP Comprehensive Policy](#).

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

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

Instructions

The *Spending Plan* should include costs for FY 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	\$1,269,250.00	\$223,968.00	\$1,493,218.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$223,968.00
MOE Baseline:	\$26,772.50

Part 4 Section 2 - Personnel

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

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

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the CVSP. Positions may be listed by title or function. It is not necessary to list all individual personnel separately by line. The State may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). Additional lines may be added as necessary to capture all your personnel costs.

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

Note: Reimbursement requests must be based upon documented time and effort reports. Those same time and effort reports may be used to estimate salary expenses for a future period. For example, a MCSAP officer’s time and effort reports for the previous year show that he/she spent 35 percent of his/her time on approved grant activities. Consequently, it is reasonable to budget 35 percent of the officer’s salary to this project. For more information on this item see [2 CFR §200.430](#).

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

Total Project Costs equal the Number of Staff x Percentage of Time on MCSAP grant x Salary for both Personnel and Overtime (OT).

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 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):	\$223,968.00

Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
New Entrant Safety Auditors	1	100.0000	\$20,072.00	\$20,072.00	\$17,063.21	\$3,008.79	\$0.00
Captain	1	5.0000	\$76,056.60	\$3,802.83	\$3,232.79	\$570.04	\$0.00
Lieutenant	3	30.0000	\$70,720.00	\$63,648.00	\$54,107.16	\$9,540.84	\$0.00
Inspector	16	30.0000	\$60,590.40	\$290,833.92	\$247,237.92	\$43,596.00	\$0.00
Civilian Compliance Review Inspector	1	100.0000	\$69,264.00	\$69,264.00	\$58,881.33	\$10,382.67	\$0.00
Subtotal: Salary				\$447,620.75	\$380,522.41	\$67,098.34	\$0.00
Overtime Project Costs							
MOE Overtime	19	0.0000	\$46,143.13	\$0.00	\$0.00	\$0.00	\$46,143.13
Overtime	19	10.0000	\$65,655.20	\$124,744.88	\$106,045.62	\$18,699.26	\$0.00
Subtotal: Overtime				\$124,744.88	\$106,045.62	\$18,699.26	\$46,143.13
TOTAL: Personnel				\$572,365.63	\$486,568.03	\$85,797.60	\$46,143.13
Accounting Method:	Cash						

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

DMV has one Captain who spends about 5% of hours on MCSAP activities. (Total cost=\$3802.83).

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

3 Lieutenants (30% funded) - \$63,648.00

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

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

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

There is one part-time Civilian New Entrant Safety Auditor. This position is 100% MCSAP funded. Because this employee is part-time, the auditor receive a straight time rate with no overtime and no fringe benefits. The auditor can work a maximum of 1,040 hours annually. The average straight time rate of pay for a New Entrant Safety Auditor is \$19.30/hr.

1 New Entrant Safety Auditor (100% funded) - \$20,072.00

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

About 10% of MCSAP activities completed by Lieutenants and Inspectors are overtime hours. The Lieutenants and Inspectors overtime rate of pay is one and one half times the straight time rate. The average blended overtime rate is \$47.35/hr. (Total cost=\$124,744.88)

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

Vermont will meet its \$26,772.50 Maintenance of Effort in the 19 employees overtime payroll. In addition to the overtime rate Vermont pays 9.89% for FICA and 27.10% for Retirement for a combined total of 36.99% on all overtime hours worked. Vermont pays this added cost and does not charge any of these amounts to grants. The total project cost for overtime is \$124,744.88. Total cost of FICA and Retirement paid on \$124,744.88 is \$46,143.13 which is \$19,370.63 more than required for Vermont's MOE.

Part 4 Section 3 - Fringe Benefits

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

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

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

The cost of fringe benefits are allowable if:

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

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

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

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

*The **Fringe Benefit Rate** is:*

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

*The **Base Amount** is:*

- *The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.*
- *For example, if the total wages for all grant-funded staff is \$150,000 and the percentage of time on the grant is 50 percent, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is: $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$ Total Project Costs.*

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Civilian Compliance Review Inspector	92.6800	100.0000	\$69,264.00	\$64,193.87	\$54,571.21	\$9,622.66	\$0.00
Lieutenants	92.6800	30.0000	\$212,160.00	\$58,988.96	\$50,146.51	\$8,842.45	\$0.00
Captain	92.6800	5.0000	\$76,056.60	\$3,524.46	\$2,996.14	\$528.32	\$0.00
Inspector	92.6800	30.0000	\$969,446.40	\$269,544.87	\$229,140.09	\$40,404.78	\$0.00
TOTAL: Fringe Benefits				\$396,252.16	\$336,853.95	\$59,398.21	\$0.00

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

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

The following fringe benefits calculations are only applied to straight time hours. The current rate is 92.68%, as approved by our cognizant agency (FHWA approval letter attached). This rate varies from year to year based on over/under carry over. This rate is used to calculate the cost of paying benefits for personnel. The fringe benefits include the following:

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

The FFY2020 Load Factor Calculation spreadsheet is attached. The load factor calculation is based on the load factor components (ie: benefits) and the funds expected for each of these components. To calculate the percentage for each component, you must do the following:

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

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

FICA (9.89%); Insurance-Dental (1.77%); Insurance-Life (0.55%); Insurance-Medical (31.41%); Insurance-Unemployment/Workers Comp (4.66%); Insurance-Catamount HA (0.06%); EAP (0.07%); Long Term Disability (0.03%); Paid Leave-Administrative (0.00%); Paid Leave-Annual (7.05%); Paid Leave-Educational (0.00%); Paid Leave-Holiday (5.48%); Paid Leave-Military (0.01%); Paid Leave-Personal (1.38%); Paid Leave-Sick (5.12%); Retirement (27.10%); Current Year Carry Forward-Under/(Over) Recovery (-1.92%).

The percentages are rounded off. If the percentages were carried out several more decimal places there would be an amount greater then zero.

UPDATE: The percentage of time on the MCSAP Grant was amended to match the percentages in the personnel salary chart.

Lieutenants: \$70,720.00/yr X 3 personnel= \$212,160 X 30%= \$63,648.00 X 92.68% (fringe rate)= \$58,988.96

Captain: \$76,056.60/yr X 1 personnel= \$76,056.60 X 5%= \$3,802.83 X 92.68% (fringe rate)= \$3,524.46

Inspectors: \$60,590.40/yr X 16 personnel= \$969,446.40 X 30%= \$290,833.92 X 92.68 (fringe rate)= \$269,544.87

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
Three Day Truck Detail	14	3	100.0000	\$7,301.70	\$6,207.18	\$1,094.52	\$0.00
MCSAP Certification Training	7	60	100.0000	\$14,520.00	\$12,343.45	\$2,176.55	\$0.00
CVSA Conference (spring)	4	6	100.0000	\$7,496.00	\$6,372.35	\$1,123.65	\$0.00
CVSA Conference (fall)	2	6	100.0000	\$3,748.00	\$3,186.17	\$561.83	\$0.00
NAIC	1	6	100.0000	\$1,874.00	\$1,593.09	\$280.91	\$0.00
COHMED	1	6	100.0000	\$2,024.00	\$1,720.60	\$303.40	\$0.00
CVSP Workshop/MCSAP Planning Meeting	3	3	100.0000	\$4,734.00	\$4,024.37	\$709.63	\$0.00
New Entrant Mileage	1	50	100.0000	\$580.00	\$493.06	\$86.94	\$0.00
Miscellaneous Training	4	5	100.0000	\$2,000.00	\$1,700.20	\$299.80	\$0.00
TOTAL: Travel				\$44,277.70	\$37,640.47	\$6,637.23	\$0.00

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

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

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

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

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

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

Air fare =\$750.00 X 1 personnel =\$750.00
 Lodging =\$150.00 per night X 6 nights X 1 personnel =\$900.00
 Meals =\$32.00 per day X 7 days X 1 personnel = \$224.00

Total Expense =\$1,874.00

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

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

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

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

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

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

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

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

8. New Entrant Mileage - Estimated mileage reimbursement for one civilian auditor to travel in their own vehicle to on site audits and inspection details to maintain certification.

1000 miles/year X 1 auditor X \$0.58 = \$580.00

9. Miscellaneous in-state and out-of-state MCSAP eligible training, not already listed, to include but not limited to - ELD, human trafficking, post-crash, and ARIDE. Number of staff/days in chart above is an estimate.
 Total Expense = \$2000.00

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

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
Variable Message Board	3	\$27,700.00	100	\$83,100.00	\$70,643.31	\$12,456.69	\$0.00
Trailer Mounted Speed Feedback Sign	2	\$14,715.00	100	\$29,430.00	\$25,018.44	\$4,411.56	\$0.00
Watchguard in-car camera	7	\$5,300.00	40	\$14,840.00	\$12,615.48	\$2,224.52	\$0.00
TOTAL: Equipment				\$127,370.00	\$108,277.23	\$19,092.77	\$0.00
Equipment threshold is greater than \$5,000.							

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

1. Variable Message Board- DMV requests funding for three large portable variable message boards. These large digital signs can be programed to display different messages and have been used in the past for International Road Check, but are primarily used as signage for normal truck inspection details in areas where traffic is too hazardous or too heavy to deploy normal fold up signs. They are also used in conjunction with portable signs at details locations with heavy traffic that tend to have more drive bys (illegal bypasses) at open truck check details due to drivers not seeing the portable signs. These will replace two large variable message boards that were purchased in 2010 and 2011, and add an additional one. DMV has had times that more than two variable message boards were needed to be used at the same time. These will be dedicated to MCSAP and this cost includes the base unit, upgraded batteries, maintenance program, and shipping.

UPDATE: These message boards will be entered into the Commercial Vehicle Enforcement Unit's inventory for ownership tracking and accountability. The Commercial Vehicle Enforcement Unit will control the movements of the boards which will likely be semi-permanent at fixed site locations with higher volume traffic where it is dangerous to place portable signage. They may occasionally be transported to other special MCSAP fixed site inspection details if needed. The location and usage can be included in the quarterly MCSAP program report at the descretion of the Division.

Variable Message Board- \$27,700 X 3 units= \$83,100 (Per unit cost exceeds \$5,000)

2. Trailer Mounted Speed Feedback Sign- DMV requests funding for **three two** trailer mounted speed feed back signs to deploy as noted in the Crash Reductive Objective. This cost includes base unit, shipping, maintenance program, and marking the trailers with DMV Commercial Vehicle Enforcement logo. These units will be dedicated to MCSAP.

Trailer Mounted Speed Feedback Sign- \$14,715 X 3 units= \$44,145 (Per unit cost exceeds \$5,000)

UPDATE May 2021- Trailer Mounted Speed Feedback Sign- \$14,715 X 2 units = \$29,430 (Per unit cost exceeds \$5,000)

UPDATE: The Commercial Vehicle Enforcement Unit requested three trailer mounted speed feedback signs for certain reasons. The State of Vermont is divided into three enforcement sectors. Each sector has roads that present their own set of unique challenges. Vermont has approximately 2700 +/- miles of State Highway and 320 +/- miles of Interstate Highway. The Commercial Vehicle Enforcement Unit has 19 uniformed law enforcement Inspectors that have regular patrol duties. This averages out to almost 159 miles of highway per Inspector to patrol. Vermont is a rural state with crashes spread widely throughout the state and divided between state highways and interstate highways. Having three trailers would permit each sector to deploy it's own trailer at a pre-determined problem spot to act as a supplemental driver notification/driver correction tool to augment enforcement efforts. It would also serve when enforcement personnel can not be at a specific location. Having only one trailer would hinder the ability to cover different areas with any regularity. Since there is no one specific location/intersection that accounts for a significant amount of CMV crashes, one trailer would not likely show a significant reduction in crashes. Commercial Vehicle Enforcement will enter these trailers into inventory for ownership tracking and accountability and will report to the Division on locations they have been used.

UPDATE May 2021: Total units requested decreased by one to balance budget with finalized award amount.

3. Watchguard 4RE in-car cameras. Each DMV patrol vehicle is equipped with an in-car video and audio recorder camera system. The current DVD cameras DMV has been using are outdated and obsolete; parts are no longer available to repair them. DMV is in the process of updating all in-car camera systems. Currently seven units have been upgraded. DMV would like to replace seven additional cameras in FFY2021. Included in this cost are warranties and all the hardware required for installation. Each camera is \$4920.00, the additional cables/warranty bring the per unit cost to \$5300.00 each.

Watchguard 4RE in-car cameras \$5300.00 each X 7 = \$37,100.00 X 40% = \$14,840.00

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
Radars	4 each	\$4,500.00	40.0000	\$7,200.00	\$6,120.72	\$1,079.28	\$0.00
FMCSR Books	75 each	\$20.00	100.0000	\$1,500.00	\$1,275.15	\$224.85	\$0.00
Hazardous Materials Regs	29 each	\$20.00	100.0000	\$580.00	\$493.06	\$86.94	\$0.00
Out of Service Criteria	50 each	\$35.00	100.0000	\$1,750.00	\$1,487.66	\$262.34	\$0.00
Uniform purchase	1 year	\$3,611.73	100.0000	\$3,611.73	\$3,070.33	\$541.40	\$0.00
Laptop computer with warranty	3 each	\$2,000.00	100.0000	\$6,000.00	\$5,100.60	\$899.40	\$0.00
Docking station & electronic kit	3 each	\$1,158.00	100.0000	\$3,474.00	\$2,953.25	\$520.75	\$0.00
Printers	2 each	\$760.00	40.0000	\$608.00	\$516.86	\$91.14	\$0.00
Printers	1 each	\$280.00	100.0000	\$280.00	\$238.03	\$41.97	\$0.00
Office supplies	1 year	\$1,783.00	100.0000	\$1,783.00	\$1,515.73	\$267.27	\$0.00
Port. Signs/stands	28 each	\$200.00	100.0000	\$5,600.00	\$4,760.56	\$839.44	\$0.00
Thermal Printer Paper	100 Box	\$41.80	40.0000	\$1,672.00	\$1,421.37	\$250.63	\$0.00
Lasers (Lidar)	4 each	\$2,500.00	100.0000	\$10,000.00	\$8,501.00	\$1,499.00	\$0.00
Radar Calibration	1 year	\$500.00	100.0000	\$500.00	\$425.05	\$74.95	\$0.00
Uniform cleaning	1 year	\$8,721.00	100.0000	\$8,721.00	\$7,413.72	\$1,307.28	\$0.00
Breakaway Public Safety Vest	90 each	\$70.00	100.0000	\$6,300.00	\$5,355.63	\$944.37	\$0.00
TOTAL: Supplies				\$59,579.73	\$50,648.72	\$8,931.01	\$0.00

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

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

Uniform purchase- \$428.55/yr. X 19 Lieutenants/Inspectors X 40% = \$3,256.98, X 1 Captain X 5% = \$21.43 TOTAL

\$3,278.41. \$166.66/yr. X 1 part-time New Entrant Auditor X 1 full-time civilian compliance review Inspector 100% = \$333.32.

Dry Cleaning- \$95.00/month X 12 months X 19 Lieutenants/Inspectors X 40% = \$8,664.00
X 1 Captain X 5% = \$57.00

Total uniform purchase =\$3611.73; Total uniform cleaning = \$8,721.00
Total Expenses =\$12,332.73

2. Office supplies- DMV is budgeting \$1789.99 for the purchase of various office supplies. DMV uses pens, pencils, staplers, staples, paper, computer paper, copier paper, printer ink/toner, notebooks, etc. in support of MCSAP activities.

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

Thermal Printer- \$760.00 each X 2 printers X 40% \$608.00
Printer (for safety audits)- \$280.00 X 1 printer = \$280.00
Total Expenses =\$888.00

4. Docking station with electronic kit- DMV expects to replace 3 laptop computers. Since DMV has purchased different computers, DMV must purchase different in car docking stations with electronics kits. These packages are \$1,158.00 each, totaling \$3,474.00.

Docking Stations w/electronics kits- \$1,158.00 X 3 units =\$3,474.00

5. Laptop computers- DMV expects to replace 3 laptop computers. DMV replaces computers as needed or due to age. DMV has been purchasing Panasonic CF-55 computers with a cost of \$2,000.00 each which includes the warranty; total cost of \$6,000.00. The primary function of these computers is to carry out MCSAP activities. Having laptop computers with connectivity with completing roadside MCSAP activities supports Vermont's SSDQ rating. DMV did not prorate the cost of the laptop computers because that are in the enforcement vehicles for MCSAP activities and connectivity for MCSAP activities.

6. Federal Motor Carried Safety Regulations- DMV will purchase a total of 75 copies of the FMCSRs. These are distributed as follows: 21 Inspectors/Investigator; 9 office copies; 9 other MCSAP Officers; 25 court copies; 3 Lieutenants home offices; 8 extra copies for new MCSAP officers and/or to replace damaged or lost regulations. Current regulations are essential for up to date and proper enforcement of federal regulations. DMV purchases a copy for every Inspector (and Investigator). There are also copies purchased for Headquarters, as well as the Lieutenants home offices. DMV purchases current regulations for other non-DMV MCSAP officers. DMV is the lead MCSAP Agency, and takes responsibility in how non-DMV Officers enforce regulations. In addition extra copies are purchased to replace any lost or damaged book and/or in case a new inspector or non-DMV officer is sent to MCSAP training. DMV is also required to produce Federal Regulations when prosecuting a traffic ticket written for a federal violation. This is done by purchasing a copy of the regulations for the various locations that traffic court is conducted. This ensures that the traffic court judge has a current copy to view during the court proceeding. DMV has been purchasing Mancomm spiral bound regulation books. Inspectors have found these the easiest to navigate which reduces errors.

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

7. Hazardous Materials Regulations- DMV will purchase Hazardous Materials Regulations for DMV's 21 Inspectors/Investigator, 1 copy for haz-mat certified municipal officer, and 7 copies for Headquarters and the Lieutenants home offices. Current hazardous materials regulations are essential to proper and effective enforcement. DMV has been purchasing Mancomm spiral bound regulation books. Inspectors have found these the easiest to navigate which reduces errors.

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

8. Out of Service Criteria- DMV will purchase pictorial Out of Service Criteria for every Inspector/Investigator and every non-DMV MCSAP Officer. DMV is the lead MCSAP Agency, and believes it is essential for each MCSAP Inspector to have the most current out of service criteria for effective enforcement. DMV will purchase a total of 50 copies of the pictorial Out of Service Criteria. They will be distributed as follows: 21 copies to DMV Inspectors/Investigator; 9 non-DMV MCSAP Officers; 11 copies to Headquarters and the Lieutenants home offices, and 9 for court distribution. Inspectors have found it beneficial to have pictures of the out of service violations while completing roadside inspections.

OOS Criteria- \$35.00/each X 50 copies = \$1,750.00.

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

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

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

6 portable sign sets (3 portable signs each set)- \$200.00 each sign X 18 signs = \$3600.00

10 portable sign stands- \$200.00 each X 10 = \$2000.00

Total expenses - \$5600.00

11. Lasers. Speed detection lidar/lasers are used by DMV to detect speeding violations. The units are handheld and not mounted in inspectors vehicle. They are assigned to each inspector. DMVs primary focus is enforcing CMV violations and cars operating in an unsafe manner around CMVs (TACT stops). Because DMVs primary focus is on CMV traffic these units are not prorated. DMV will replace the oldest/outdated 4 Lasers currently being used in the field by full time commercial motor vehicle inspectors. In addition, DMV will purchase a mount/adaptor to be used with the inspectors issued cell phone which will take a picture of the vehicle/vehicle speed as seen on the laser units display. Pictures obtained using this mount have helped getting convictions upheld in court and also with the DataQ process.

Lasers w/cell phone camera mount - \$2500.00/each X 4 = \$10,000.00

12. Radars. Speed detection radars are mounted in the inspectors patrol vehicle and used to detect speeding violations. DMVs primary focus is enforcing CMV violations and cars operating in an unsafe manner around CMVs (TACT stops). DMV will replace/upgrade 15 4 radars currently being used in the field by full time commercial motor vehicle inspectors. The radars DMV is currently purchasing work much better then the current radars used by DMV, especially on the Interstate Highways as the usable distance is longer and the time it takes to acquire a moving speed target is much quicker. DMV is trying to update all radars used by inspectors in FFY 20 & 21.

~~Radars - \$4500.00/each X 15 = \$67,500.00 X 40% = \$27,000.00~~

UPDATE May 2021: Radars \$4500.00/each X 4 = \$18,000.00 X 40% = \$7,200.00

11 radar units were removed to balance the budget with the final grant award amount.

13. Radar Calibration/Certification. DMV operates a fleet of 23 patrol vehicles equipped with mounted radar units used for speed detection. Several of these units are several years old and have been switched through multiple vehicles. The radar manufacturer recommends the units be re-tested / calibrated. DMV has not had this done and as a result some of the certifications do not include certifications for the tuning forks as recommended. DMV is going to begin following the manufactures recommendations by having the existing radar units checked by a certified technician, repaired if needed, and re-calibrated/re-certified. This will help ensure no tickets are lost in traffic court on problems with administrative certifications. The amount requested is a cost estimate. DMV budgeted funds in FFY2019 for this service. At that time DMV anticipated updating 5 radar units; all radar units were cut from the FFY2019 CVSP when the final funding amounts were received. There are now additional units that had to stay in service and also require calibration/certification. DMV budgeted to replace 8 radars in FFY 20. Depending what the units need for re-

certification could increase or decrease this anticipated amount. Because these radar units are used by full-time commercial motor vehicle inspectors the amount is not prorated.

Radar Calibration/Certification technician / repair cost - \$500.00

~~14. Watchguard 4RE in-car cameras. Each DMV patrol vehicle is equipped with a in-car video and audio recorder camera system. The current DVD cameras DMV has been using are outdated and obsolete; parts are no longer available to repair them. DMV is in the process of updating all in-car camera systems. Currently seven units have been upgraded. DMV would like to replace seven additional cameras in FFY2021. Included in this cost are warranties and all the hardware required for installation. Each camera is \$4920.00, the additional cables/warranty bring the per unit cost to \$5300.00 each. (moved to equipment)~~

~~Watchguard 4RE in-car cameras \$5300.00 each X 7 = \$37,100.00 X 40% = \$14,840.00~~

15. Breakaway Public Safety Vest - These vests provides high visibility and are mandatory to be worn by Inspectors at truck details, and truck crashes. Each Inspector is issued two vests each. These vests quickly become unusable as they become soiled permanently in oil and grease requiring frequent replacement to maintain their high visibility requirements.

Breakaway Public Safety Vest \$70.00 each X 90 = \$6,300.00.

Part 4 Section 7 - Contractual and Subaward

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

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

Note: Contracts are separate and distinct from subawards; see 2 CFR §200.330 for details.

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

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

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

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

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

Total Project Costs should be determined by State users and input in the table below. The tool does not automatically calculate the total project costs for this budget category.

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

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

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Vermont AOT-Central Garage	EIN 36000264	Contract	100.0000	\$5,306.00	\$4,510.63	\$795.37	\$0.00
Description of Services: Compliance Review Investigator Vehicle Lease (100% funded)							
Vermont AOT-Central Garage	EIN 36000264	Contract	100.0000	\$82,544.00	\$70,170.65	\$12,373.35	\$0.00
Description of Services: Inspector/Lieutenant Vehicle Lease (40% funded)							
Vermont AOT-Central Garage	EIN 36000264	Contract	100.0000	\$469.00	\$398.70	\$70.30	\$0.00
Description of Services: Captain Vehicle Lease (5% funded)							
Third Party Inspection Program	EIN 0	Contract	100.0000	\$60,000.00	\$51,006.00	\$8,994.00	\$0.00
Description of Services: Vendor to provide FMCSA & State approved ASPEN alternative							
TOTAL: Contractual and Subaward				\$148,319.00	\$126,085.98	\$22,233.02	\$0.00

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

The Vermont Department of Motor Vehicles is a department under the Vermont Agency of Transportation. DMV does not own the Compliance Review Investigator's vehicle, Inspector's vehicles, Lieutenants vehicles, or the Captains vehicle. These vehicles are purchased, owned, and maintained by the Vermont Agency of Transportation. After vehicles are rotated out of DMV's fleet, usage reverts back to the Agency of Transportation.

DMV leases these vehicles from the Agency of Transportation based upon an agreed monthly amount depending on the vehicle type and usage (lease rate document attached). The Compliance Review Investigator vehicle is leased for \$379.00/month. The Inspectors vehicles, Lieutenants vehicles, and the Captains vehicle are all law enforcement vehicles leased for \$670.00/month. There is one compact SUV used by the Compliance Review Investigator. There are 18 Inspector vehicles, which includes the 16 vehicles assigned to the Inspectors, two spare marked enforcement vehicles, and one unmarked enforcement vehicle. There are three Lieutenant vehicles, and one Captain vehicle. The Compliance Review Investigator vehicle is 100% funded; Inspector vehicles are 40% funded, Lieutenant vehicles are 40% funded, and the Captain vehicle is 5% funded. It typically takes DMV longer than 12 months to spend MCSAP funds. Therefore, vehicle costs are getting extended from 12 months to 14 months.

Compliance Review Investigator vehicle- $\$379.00/\text{month} \times 14 \text{ months} \times 1 \text{ vehicle} \times 100\% = \$5,306.00$

Inspector vehicle- $\$670.00/\text{month} \times 14 \text{ months} \times 19 \text{ vehicles} \times 40\% = \$71,288.00$

Lieutenant vehicle- $\$670.00/\text{month} \times 14 \text{ months} \times 3 \text{ vehicles} \times 40\% = \$11,256.00$

Captain vehicle- $\$670.00/\text{month} \times 14 \text{ months} \times 1 \text{ vehicle} \times 5\% = \469.00

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

Third Party Inspection Program- DMV is budgeting for the anticipated switch from ASPEN to a third party inspection program. This program will have the capability of interfacing with Valcour, which will require less duplication of data/data entry. ASPEN has no capability with Valcour. The program will be a web based inspection program and will not decrease the effectiveness of DMV's current inspection program. DMV has been engaged with and received approval from for testing 3rd party software from the Vermont FMCSA Division Administrator and FMCSA IT. DMV had a small group of Inspectors field testing a third party software, this test was successful. The Agency of Digital Services has been working with FMCSA on the information use and security for a third party roadside inspection program and a CVIEW. DMV expects to submit a Request for Proposal for both projects as the same time. This program is active and is continuing to move forward.

Third party inspection program- \$60,000.00

EIN Number was entered as "0" because there is no vendor identified at this time.

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 not claim reimbursement for Indirect Costs.

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
PRISM O&M	1 year	\$6,100.00	100.0000	\$6,100.00	\$5,185.61	\$914.39	\$0.00
Internet Service	1 year	\$1,560.00	100.0000	\$1,560.00	\$1,326.16	\$233.84	\$0.00
Watchguard Cloud Based Storage	14 each	\$800.00	40.0000	\$4,480.00	\$3,808.45	\$671.55	\$0.00
Aircard/Mobile phone service	1 year	\$1,620.00	100.0000	\$1,620.00	\$1,377.16	\$242.84	\$0.00
CVSA Decals	96 each	\$9.63	100.0000	\$924.48	\$785.90	\$138.58	\$0.00
Misc inspection items	1 year	\$3,951.99	100.0000	\$3,951.99	\$3,224.97	\$727.02	\$0.00
Vehicle fuel	1 year	\$40,795.35	100.0000	\$40,795.35	\$34,680.13	\$6,115.22	\$0.00
Valcour license fee	1 year	\$672.00	100.0000	\$672.00	\$571.27	\$100.73	\$0.00
CVSA membership	1 year	\$10,300.00	100.0000	\$10,300.00	\$8,756.03	\$1,543.97	\$0.00
Communications	12 months	\$3,333.33	100.0000	\$39,999.96	\$34,003.97	\$5,995.99	\$0.00
Electric/propane	12 months	\$250.00	100.0000	\$3,000.00	\$2,550.30	\$449.70	\$0.00
Conference registration fees	7 year	\$550.00	100.0000	\$3,850.00	\$3,272.89	\$577.11	\$0.00
Vehicle Maintenance Cost	1 year	\$15,000.00	40.0000	\$6,000.00	\$5,100.60	\$899.40	\$0.00
MCP Trailer Maintenance Cost	1 year	\$5,000.00	100.0000	\$5,000.00	\$4,250.50	\$749.50	\$0.00
Vehicle emergency lights	7 each	\$6,000.00	40.0000	\$16,800.00	\$14,281.68	\$2,518.32	\$0.00
TOTAL: Other Costs				\$145,053.78	\$123,175.62	\$21,878.16	\$0.00

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

1. CVSA Decals-DMV budgets for the purchase of CVSA Decals. Decals are purchased for all MCSAP certified Inspectors/Officers in Vermont. DMV purchases decals 4 times a year, for 24 MCSAP Level I certified Inspectors/Officers. These decals are purchased so they can be applied to CMVs that pass a Level I or Level V inspection. This is one way to recognize carriers with good maintenance practices, and allows Inspectors/Officers to avoid re-inspection of one of these vehicles.

CVSA Decals- \$9.63/quarter X 24 MCSAP Inspectors X 4 quarters = \$924.48

2. Misc Inspection Equipment- DMV needs to replace broken, worn out, or depleted inspection equipment every year. Equipment is replaced on an "an needed" basis, so it's difficult to project the actual cost. DMV is budgeting ~~\$3795.00~~ **\$3915.99** to replace miscellaneous inspection equipment. **Examples of this equipment would be chalk for marking pushrods, chamber mates, tread depth guages, tire air pressure guages, chock blocks, creepers, other equipment, aides, or tools used to assist in the commercial vehicle inspection process. (Dollar amount was slightly changed to balance the budget based on the final award amounts.)**

Misc Inspection Equipment- \$3795.00/year

3. Vehicle Fuel- Vehicle fuel is not included in the vehicle lease; therefore, DMV must pay for it's fuel used. DMV

averages fuel cost about \$8,365.00/ per month for the certified Inspectors vehicles, and about \$200.00/month for the Compliance Review Investigator vehicle. The certified Inspectors vehicles are 40% funded, the Lieutenants vehicles are 40% funded, the Compliance Review Investigator vehicle is 100% funded, and the Captains vehicle is 5% funded.

Inspector/Lieutenant vehicle fuel- $\$418.25/\text{month} \times 19 \text{ vehicles} \times 12 \text{ months} \times 40\% = \$38,144.40$
 Compliance Investigator vehicle fuel- $\$200.00/\text{month} \times 12 \text{ months} \times 100\% = \$2,400.00$
 Captain vehicle fuel- $\$418.25/\text{month} \times 12 \text{ months} \times 1 \text{ vehicle} \times 5\% = 250.95$
 Total = \$40,795.35

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

Valcour License Fee- $\$1,680.00/\text{year}$ for the department $\times 40\% = \$672.00$

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

CVSA Membership- $\$10,300.00/\text{year}$ for the department.

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

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

UPDATE: DMV only has one office that houses Enforcement & Safety Division personnel located in Montpelier. Commerical Vehicle Enforcement staff are spread throughout the state resulting in commutes of over two hours for some people to reach Montpelier. The Inspector, New Entrant Safety Auditor and Compliance Review Investigator are all designated as home based positions for work locations. Lieutenants full-time Safety Auditors, and Compliance Review Investigator are the only positions that receive home office status and benefits. Uploaded and attached is the section of the Collective Bargaining Agreement that addresses home offices.

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

Electric/Propane- $\$250.00/\text{month} \times 12 \text{ months} = \$3,000.00$

8. Conference registration fees- DMV is budgeting to send one person to COHMED, 4 people to the CVSA spring conference, and 2 people to the CVSA fall conference. The registration fee for each person for each conference is budgeted at \$550.00. This line item includes the aforementioned conferences but isn't limited to just these. Occasionally, DMV will send staff to other conferences of interest that are MCSAP eligible.

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

9. Watchguard Cloud Based Storage- DMV is budgeting \$11,200.00 for storage of audio/visual recordings from in-car cameras located in DMV CMV Inspectors vehicles. DMV currently has six units in use that require inspectors to download the files to a central location for storage, viewing, and maintaining evidence. The current DVD cameras DMV has been using are outdated and obsolete; parts are no longer available to repair them. DMV is in the process of upgrading all in-car cameras to this updated system. Seven additional cameras will be purchased in FFY 2021 bringing the total updated cameras in use up to 14 units. This service is a re-occurring yearly storage/access fee that will increase as additional replacement camera systems are added to DMVs patrol vehicles.

Watchguard Cloud Based Storage- \$800.00/year per camera system X 14 camera systems = \$11,200.00 X 40% = \$4,480.00/year.

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

Internet- \$1,560.00/year.

~~11. Third party inspection program- DMV is budgeting for the anticipated switch from ASPEN to a third party inspection program. This program will have the capability of interfacing with Valcour, which will require less duplication of data/data entry. ASPEN has no compatibility with Valcour. The program will be a web based inspection program and will not decrease the effectiveness of DMVs current inspection program. DMV has been engaged with and received approval for testing 3rd party software from the Vermont FMCSA Division Administrator and FMCSA IT. DMV had a small group of Inspectors field testing a third party software, this test was successful. The Agency of Digital Services has been working with FMCSA on the information use and security for a third party roadside inspection program and a CVIEW. DMV expects to submit a Request for Proposal for both projects at the same time. This program is active and is continuing to move forward.~~

~~Third party inspection program- \$60,000.00~~

12. Vehicle non contractual maintenance costs including car washes and repairs not covered under vehicle lease. This includes repairs/upkeep for DMVs smaller equipment trailers, and vehicle outfitting. This amount, like the vehicles, is prorated at 40%.

Vehicle maintenance cost - \$15000.00/year X 40% = \$6000.00

13. PRISM O&M- DMV is budgeting \$2,500.00 for PRISM operating and maintenance costs for repairing automatic license plate readers that are currently deployed on mobile patrol units. These ALPR units suffer anticipated damage from being utilized on mobile patrol vehicles, and need occasional repairs. In addition, DMVs LPRs are due for software updating which is not covered under any manufactures warranty. This updating costs approximately \$200.00 per year per LPR unit. DMV currently has 18 LPR units deployed in the field.

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

LPR Annual Updates- \$200.00/year per unit X 18 units= \$3600.00/year

Total Annual cost: \$6100.00

14. Mobile command post trailers (MCP) non contractual maintenance costs. DMV has 3 mobile command trailers that are used exclusively at truck details for office space and screening CMVs. Maintenance costs include repairs, upkeep, and updating of supplies/equipment stocked in the MCPs.

MCPs maintenance cost - \$5,000.00/year

15. Vehicle emergency lights for new vehicles. DMV is budgeting \$16,800 to outfit seven new law enforcement vehicles with new emergency lighting. These vehicles are a different make and model then current vehicles so new light packages are needed. The lighting packages are prorated at the same rate as the vehicles.

Light packages \$6,000 X 7 vehicles= \$42,000 X 40%= \$16,800

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	\$1,269,250.00	\$223,968.00	\$1,493,218.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of Basic Award Amount):	\$223,968.00
MOE Baseline:	\$26,772.50

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
New Entrant Safety Auditors	\$17,063.21	\$3,008.79	\$20,072.00	\$0.00
Captain	\$3,232.79	\$570.04	\$3,802.83	\$0.00
Lieutenant	\$54,107.16	\$9,540.84	\$63,648.00	\$0.00
Inspector	\$247,237.92	\$43,596.00	\$290,833.92	\$0.00
Civilian Compliance Review Inspector	\$58,881.33	\$10,382.67	\$69,264.00	\$0.00
Salary Subtotal	\$380,522.41	\$67,098.34	\$447,620.75	\$0.00
MOE Overtime	\$0.00	\$0.00	\$0.00	\$46,143.13
Overtime	\$106,045.62	\$18,699.26	\$124,744.88	\$0.00
Overtime subtotal	\$106,045.62	\$18,699.26	\$124,744.88	\$46,143.13
Personnel total	\$486,568.03	\$85,797.60	\$572,365.63	\$46,143.13

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Civilian Compliance Review Inspector	\$54,571.21	\$9,622.66	\$64,193.87	\$0.00
Lieutenants	\$50,146.51	\$8,842.45	\$58,988.96	\$0.00
Captain	\$2,996.14	\$528.32	\$3,524.46	\$0.00
Inspector	\$229,140.09	\$40,404.78	\$269,544.87	\$0.00
Fringe Benefits total	\$336,853.95	\$59,398.21	\$396,252.16	\$0.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Three Day Truck Detail	\$6,207.18	\$1,094.52	\$7,301.70	\$0.00
MCSAP Certification Training	\$12,343.45	\$2,176.55	\$14,520.00	\$0.00
CVSA Conference (spring)	\$6,372.35	\$1,123.65	\$7,496.00	\$0.00
CVSA Conference (fall)	\$3,186.17	\$561.83	\$3,748.00	\$0.00
NAIC	\$1,593.09	\$280.91	\$1,874.00	\$0.00
COHMED	\$1,720.60	\$303.40	\$2,024.00	\$0.00
CVSP Workshop/MCSAP Planning Meeting	\$4,024.37	\$709.63	\$4,734.00	\$0.00
New Entrant Mileage	\$493.06	\$86.94	\$580.00	\$0.00
Miscellaneous Training	\$1,700.20	\$299.80	\$2,000.00	\$0.00
Travel total	\$37,640.47	\$6,637.23	\$44,277.70	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Variable Message Board	\$70,643.31	\$12,456.69	\$83,100.00	\$0.00
Trailer Mounted Speed Feedback Sign	\$25,018.44	\$4,411.56	\$29,430.00	\$0.00
Watchguard in-car camera	\$12,615.48	\$2,224.52	\$14,840.00	\$0.00
Equipment total	\$108,277.23	\$19,092.77	\$127,370.00	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Radars	\$6,120.72	\$1,079.28	\$7,200.00	\$0.00
FMCSR Books	\$1,275.15	\$224.85	\$1,500.00	\$0.00
Hazardous Materials Regs	\$493.06	\$86.94	\$580.00	\$0.00
Out of Service Criteria	\$1,487.66	\$262.34	\$1,750.00	\$0.00
Uniform purchase	\$3,070.33	\$541.40	\$3,611.73	\$0.00
Laptop computer with warranty	\$5,100.60	\$899.40	\$6,000.00	\$0.00
Docking station & electronic kit	\$2,953.25	\$520.75	\$3,474.00	\$0.00
Printers	\$516.86	\$91.14	\$608.00	\$0.00
Printers	\$238.03	\$41.97	\$280.00	\$0.00
Office supplies	\$1,515.73	\$267.27	\$1,783.00	\$0.00
Port. Signs/stands	\$4,760.56	\$839.44	\$5,600.00	\$0.00
Thermal Printer Paper	\$1,421.37	\$250.63	\$1,672.00	\$0.00
Lasers (Lidar)	\$8,501.00	\$1,499.00	\$10,000.00	\$0.00
Radar Calibration	\$425.05	\$74.95	\$500.00	\$0.00
Uniform cleaning	\$7,413.72	\$1,307.28	\$8,721.00	\$0.00
Breakaway Public Safety Vest	\$5,355.63	\$944.37	\$6,300.00	\$0.00
Supplies total	\$50,648.72	\$8,931.01	\$59,579.73	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vermont AOT-Central Garage	\$4,510.63	\$795.37	\$5,306.00	\$0.00
Vermont AOT-Central Garage	\$70,170.65	\$12,373.35	\$82,544.00	\$0.00
Vermont AOT-Central Garage	\$398.70	\$70.30	\$469.00	\$0.00
Third Party Inspection Program	\$51,006.00	\$8,994.00	\$60,000.00	\$0.00
Contractual and Subaward total	\$126,085.98	\$22,233.02	\$148,319.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
PRISM O&M	\$5,185.61	\$914.39	\$6,100.00	\$0.00
Internet Service	\$1,326.16	\$233.84	\$1,560.00	\$0.00
Watchguard Cloud Based Storage	\$3,808.45	\$671.55	\$4,480.00	\$0.00
Aircard/Mobile phone service	\$1,377.16	\$242.84	\$1,620.00	\$0.00
CVSA Decals	\$785.90	\$138.58	\$924.48	\$0.00
Misc inspection items	\$3,224.97	\$727.02	\$3,951.99	\$0.00
Vehicle fuel	\$34,680.13	\$6,115.22	\$40,795.35	\$0.00
Valcour license fee	\$571.27	\$100.73	\$672.00	\$0.00
CVSA membership	\$8,756.03	\$1,543.97	\$10,300.00	\$0.00
Communications	\$34,003.97	\$5,995.99	\$39,999.96	\$0.00
Electric/propane	\$2,550.30	\$449.70	\$3,000.00	\$0.00
Conference registration fees	\$3,272.89	\$577.11	\$3,850.00	\$0.00
Vehicle Maintenance Cost	\$5,100.60	\$899.40	\$6,000.00	\$0.00
MCP Trailer Maintenance Cost	\$4,250.50	\$749.50	\$5,000.00	\$0.00
Vehicle emergency lights	\$14,281.68	\$2,518.32	\$16,800.00	\$0.00
Other Costs total	\$123,175.62	\$21,878.16	\$145,053.78	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$1,269,250.00	\$223,968.00	\$1,493,218.00	\$46,143.13
Total Costs Budgeted	\$1,269,250.00	\$223,968.00	\$1,493,218.00	\$46,143.13

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	\$1,269,250.00	\$223,968.00	\$1,493,218.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of Basic Award Amount):	\$223,968.00
MOE Baseline:	\$26,772.50

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$380,522.41	\$67,098.34	\$447,620.75	\$0.00
Overtime Subtotal	\$106,045.62	\$18,699.26	\$124,744.88	\$46,143.13
Personnel Total	\$486,568.03	\$85,797.60	\$572,365.63	\$46,143.13
Fringe Benefits Total	\$336,853.95	\$59,398.21	\$396,252.16	\$0.00
Travel Total	\$37,640.47	\$6,637.23	\$44,277.70	\$0.00
Equipment Total	\$108,277.23	\$19,092.77	\$127,370.00	\$0.00
Supplies Total	\$50,648.72	\$8,931.01	\$59,579.73	\$0.00
Contractual and Subaward Total	\$126,085.98	\$22,233.02	\$148,319.00	\$0.00
Other Costs Total	\$123,175.62	\$21,878.16	\$145,053.78	\$0.00
	85.01% Federal Share	14.99% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,269,250.00	\$223,968.00	\$1,493,218.00	\$46,143.13
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
Total Costs Budgeted	\$1,269,250.00	\$223,968.00	\$1,493,218.00	\$46,143.13

Part 5 - Certifications and Documents

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

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

Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? Kevin Andrews
2. What is this person's title? Captain, Chief of Safety
3. Who is your Governor's highway safety representative? Allison Laflamme
4. What is this person's title? Administrator- Office of Highway Safety

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

- Yes
 No

State Certification declaration:

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

Part 5 Section 2 - Annual Review of Laws, Regulations, Policies and Compatibility Certification

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

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

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

- Yes
 No

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

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

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

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

Yes No

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

Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
S.339	07/13/2020	Title 23 VSA 1399	Exempts Heavy Duty Tow and Recovery Vehicles from weight limits on the Interstate to comply with the FAST Act.
S.339	07/13/2020	Title 23 VSA 1433	Allows stinger steered vehicles to back haul other property to comply with the FAST Act.
S.339	07/13/2020	Title 23 VSA 1437	Added statute to make legal Towaway Trailer Transporter Combination to comply with the FAST Act.
S.339	07/13/2020	Title 23 VSA 4103	Added "gross vehicle weight" into the definition of Commercial Vehicle to harmonize with 49 CFR 383.5 definition.
S.339	07/13/2020	Title 23 VSA 4116	Added a life time disqualification for a conviction of a felony involving an act or practice of severe forms of trafficking of persons as defined in 22 USC 7102(11) where the person used a motor vehicle.

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

Yes No

Andrews, Kevin

From: Arduca, Joe (FMCSA) <joe.arduca@dot.gov>
Sent: Wednesday, October 03, 2018 11:53 AM
To: Andrews, Kevin; Pockette, Adam
Cc: Nelson, Ture (FMCSA)
Subject: RE: CVSP

Kevin,

The response we received from HQ IT Development stated that you may begin the investigation and testing of third-party software. You may not use this software in a production environment at this time, other than a limited number of test users. When you have reached a point of testing to feel comfortable in implementing this software in production, contact us again for the Business Rule Evaluation Review. (NOTE: At this time, FMCSA IT resources are strained and this review may take 4 to 6 weeks lead time to schedule.).

Because the procurement process for third party software has not been completed the FMCSA GMO and State Programs office will need to determine eligibility of funding for this expense.

If you have any questions please call me.

Joe

From: Andrews, Kevin [mailto:Kevin.Andrews@vermont.gov]
Sent: Tuesday, October 02, 2018 9:57 AM
To: Arduca, Joe (FMCSA) <joe.arduca@dot.gov>; Pockette, Adam <Adam.Pockette@vermont.gov>
Subject: RE: CVSP

How are you coming with my response for 3rd party software. Do I need something back in writing?

From: Arduca, Joe (FMCSA) <joe.arduca@dot.gov>
Sent: Tuesday, October 02, 2018 9:37 AM
To: Andrews, Kevin <Kevin.Andrews@vermont.gov>; Pockette, Adam <Adam.Pockette@vermont.gov>
Subject: CVSP

How are you guys coming on the state revisions? Can I assist with anything?

Joe Arduca

State Programs Manager
Vermont Division Office
Federal Motor Carrier Safety Administration
Phone (802) 828-4480
joe.arduca@dot.gov
www.fmcsa.dot.gov



Andrews, Kevin

From: Finkle, Lester (FMCSA) <Lester.Finkle@dot.gov>
Sent: Tuesday, July 21, 2020 4:56 PM
To: Hackney, Susan
Cc: Valburn, Lori; Andrews, Kevin; Minoli, Wanda
Subject: FMCSA Approval Of Vermont DMV's Title VI Program Compliance Plan For FY 2021

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good Afternoon, Sue. Great! Thank you. I have reviewed the final Plan for FY 2021 and find all elements identified in the FY 2021 FMCSA Title VI Program Compliance Plan Checklist. Therefore, the final Plan for FY 2021 is hereby approved.

I do have one more request. For FMCSA's Grantees which conduct motorist licensure/motor vehicle registration activities, I am requesting a summary of Public Outreach to customers to inform them of temporary actions taken to respond to COVID-19 (i.e., temporary closure of facilities, restricted in-person services, hours restricted, etc.). I will appreciate if DMV will provide a summary of the Public Outreach efforts taken during the COVID-19 response. The timing of this submission will depend upon the length of time the temporary actions are in effect.

Thanks again for your efforts to update the Plan for FY 2021. I appreciate it.

Lester

Lester Finkle
FMCSA National Title VI Program Manager
202-366-4474

From: Hackney, Susan [mailto:Susan.Hackney@vermont.gov]
Sent: Tuesday, July 21, 2020 4:14 PM
To: Finkle, Lester (FMCSA) <Lester.Finkle@dot.gov>
Cc: Valburn, Lori <Lori.Valburn@vermont.gov>; Andrews, Kevin <Kevin.Andrews@vermont.gov>; Minoli, Wanda <Wanda.Minoli@vermont.gov>
Subject: FMCSA Title VI Program Compliance Plan FY 2021

CAUTION: This email originated from outside of the Department of Transportation (DOT). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon, Lester,

Attached for your review and approval is our Federal Motor Carriers Safety Administration Title VI Program Compliance Plan FY 2021. Per your guidance, I have included a newly signed/dated Title VI Program Policy Statement and U.S. DOT Assurances. We have also updated the information on Pages 18 and 19 that describes the training we provided to our workforce, including DMV employees, during the past year.

Please let me know if you have any questions or need clarification of any information included in this Program Plan.

Thank you and have a great day!

Sue

Sue Hackney | Deputy Chief, Civil Rights & Labor Compliance
Vermont Agency of Transportation
219 North Main Street | Barre, VT 05641
802-249-9291

"Every storm runs out of rain."

vtrans.vermont.gov/civil-rights





VERMONT

AGENCY OF TRANSPORTATION

**Federal Motor Carrier
Safety Administration
Title VI Program
Compliance Plan
FY 2021**

Vermont Agency of Transportation
Office of Civil Rights & Labor Compliance
219 North Main Street
Barre, VT 05641
Phone: 802.249.9291
TTY: 800.253.0191

**FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
TITLE VI PROGRAM COMPLIANCE PLAN FY 2021**

TITLE VI PROGRAM PLAN PURPOSE

The Vermont Department of Motor Vehicles' 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 Program Plan activities pertaining to organization and staffing, monitoring and review processes, complaint procedures, and Title VI Program Plan assurances.

The provisions of this Title VI Program Plan apply to all recipients of Federal assistance with and through the Vermont Department of Motor Vehicles. 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 the Vermont Department of Motor Vehicle operations.

VERMONT DEPARTMENT OF MOTOR VEHICLES

TITLE VI PROGRAM POLICY STATEMENT

It is the policy of the Vermont Department of Motor Vehicles, in accordance with Title VI of the Civil Rights Act of 1964 and the Assurances set forth in the Vermont Department of Motor Vehicles' Title VI 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 Vermont Department of Motor Vehicles receives Federal financial assistance. Furthermore, it shall be the policy of the Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles 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 other pertinent directives, the Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles' 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.

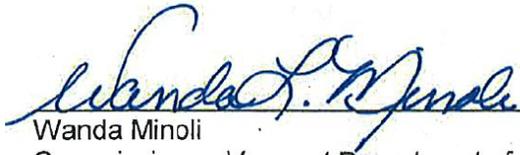
In accordance with Federal Motor Carrier Safety Administration regulations as required by 49 Code of Federal Regulation 21 and 49 Code of Federal Regulation Part 303, the Vermont Department of Motor Vehicles has developed procedures for prompt processing and disposition of Title VI complaints. Any person believing the Vermont Department of

Motor Vehicles 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 Vermont Agency of Transportation's Office of Civil Rights.

Overall responsibility for this policy is assigned to the Commissioner of the Vermont Department of Motor Vehicles located at 120 State Street, Montpelier, VT 05603. The Vermont Agency of Transportation's Deputy Chief of Civil Rights is appointed as the Title VI Coordinator for the Vermont Department of Motor Vehicles and is responsible for the implementation of the Vermont Department of Motor Vehicles' Title VI Program.

The Commissioner of the Vermont Department of Motor Vehicles has delegated sufficient responsibility and authority to the Title VI Program Coordinator and Bureau/Division/Office Managers to effectively implement the Agency's Title VI Program.

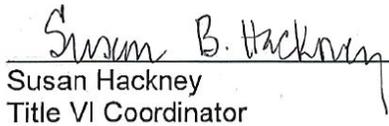
Individuals with questions or requiring additional information relating to the policy or the implementation of the Vermont Department of Motor Vehicles' Title VI Program requirements should contact the Deputy Chief of Civil Rights, Office of Civil Rights and Labor Compliance located at 219 North Main Street, Barre, VT 05641 or call 802.249.9291.



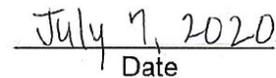
Wanda Minoli
Commissioner, Vermont Department of Motor Vehicles



Date



Susan Hackney
Title VI Coordinator



Date

The United States Department of Transportation
Standard Title VI/Non-Discrimination Assurances
DOT Order No.1050.2.A

TITLE VI ASSURANCES

The Vermont Department of Motor Vehicles (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, 3 C.F.R. 859 (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/ejustice/facts/index.htm>;

Additionally, Executive Order 13166, 3 C.F.R. 289 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the "*application of Title VI's prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*" When receiving Federal funds, Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT's "*Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons,*" dated December 14, 2005, (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 §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in

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

"The Vermont Department of Motor Vehicles, 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, low- income 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 Vermont Department of Motor Vehicles 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.

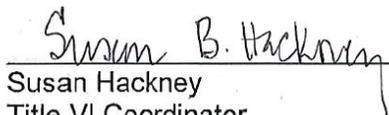
The Vermont Department of Motor Vehicles gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the FMCSA Program. This ASSURANCE is binding on the Vermont Department of Motor Vehicles, 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.



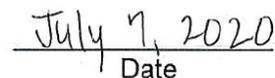
Wanda Minoli
Commissioner, Vermont Department of Motor Vehicles



Date



Susan Hackney
Title VI Coordinator



Date

ASSURANCE APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, low-income or LEP, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, low-income 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.

ASSURANCE APPENDIX B CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles, its successors and assigns.

The Vermont Department of Motor Vehicles, 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, low-income 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 Vermont Department of Motor Vehicles will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

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

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Vermont Department of Motor Vehicles 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, low-income 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, Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles and its assigns.*

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

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

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Vermont Department of Motor Vehicles 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, low-income 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, low-income 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, Vermont Department of Motor Vehicles 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, Vermont Department of Motor Vehicles will there upon revert to and vest in and become the absolute property of Vermont Department of Motor Vehicles and its assigns.*

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

ASSURANCE APPENDIX E

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

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), ("*....which restore{d} the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.*");
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, sex, age, disability, low-income or LEP);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*), as implemented by 49 C.F.R. § 25.1 *et seq.*

DESCRIPTION OF FEDERAL-AID PROGRAMS

FMCSA Grant Programs:

1. Motor Carrier Safety Assistance Program (MCSAP) Basic and Incentive Grant
2. High Priority (HP) Grant- CMV Safety Activities & Innovative Technology Deployment

1. Motor Carrier Safety Assistance Program (MCSAP) Basic and Incentive Grant:

MCSAP is a formula grant program in which Vermont receives funding from FMCSA based on the submission of a satisfactory Commercial Vehicle Safety Plan. The Department of Motor Vehicles (DMV) has been designated by the Governor to be the MCSAP Lead Agency and responsible for the funding received under this program. This funding supports a large part of Vermont's commercial vehicle activities; most notably, enforcement and education. MCSAP basic and incentive funds allow DMV to participate in enforcement activities which directly impact the public by improving highway safety. Enforcement activities allows DMV to inspect commercial vehicles and drivers for compliance with Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations, and to place unsafe vehicles and drivers out of service. DMV also uses this funding for educational outreach events to industry and the public. DMV participates in Vermont Truck and Bus Association and Vermont Fuel Dealer's Association meetings and trainings. DMV also presents trainings on various topics to a variety of audiences. The goal of this program is to reduce large truck and bus crashes by verifying compliance with regulations and educating the industry and public about general commercial vehicle safety.

A component of the MCSAP is New Entrant Safety Audits. Any carrier that receives a US DOT number is placed in the New Entrant Program and is required to undergo a safety audit. DMV is responsible for completing safety audits on new carriers within Vermont and part of Quebec, Canada. This safety audit is an opportunity to assess whether or not a carrier has basic safety management controls in place by evaluating a carrier's knowledge of, and compliance with, safety regulations. A safety audit is an educational opportunity for a carrier to have a review without fear of monetary penalties. The same safety audit process is completed regardless of the size of the carrier, so all carriers get the same benefits of this program. The goal of this program is to ensure new carriers operate safely; therefore, reducing large truck and bus crashes and improving highway safety.

Another component of MCSAP is the Border Enforcement Inspection Program. Commercial vehicles and drivers that are domiciled in a foreign country (Canada & Mexico), and operate within the United States, are subject to all the same safety requirements and regulations as U.S. domiciled vehicles and drivers. The goal of this program is to ensure that foreign domiciled commercial vehicles and drivers are complying with all applicable safety regulations and hazardous materials regulations; therefore, reducing large truck and bus crashes and improving highway safety.

2. High Priority (HP) Grant Program:

High Priority provides financial assistance to carry out activities and projects that augment motor carrier safety which include: supporting participation in performance and registration information systems management; conducting safety data improvement projects; increasing public

awareness and education on CMV safety; targeting unsafe driving of CMV and Non-CMV in areas identified as high risk crash corridors; improving the safe and secure movement of hazardous materials; improving safe transportation of goods and persons in foreign commerce; demonstrating new technologies to improve CMV safety; otherwise improving CMV safety and compliance with CMV safety regulations. Vermont DMV uses funding to improve systems that connect commercial vehicle registration and enforcement (PRISM). This system uses the registration process to determine a carrier's safety fitness prior to registration issuance. It is also intended to make a motor carrier improve their safety fitness. This program allows for systems to support a more targeted enforcement of unsafe carriers. This is accomplished through different methods, but more notably the use of roadside detection systems such as automatic license plate readers. DMV currently uses automatic license plate readers to check for targeted carriers to detect violations such as Federal Out-of-Service Orders. These automatic license plate readers do not process any checks on commercial vehicle drivers, just the commercial vehicle registration. DMV will also use funding to expand current CMV safety activities, such as details targeting controlled substance and alcohol use by CMV operators; and off peak CMV safety inspections.

Another component of High Priority is Innovative Technology Deployment. Vermont received funding to improve DMV's commercial vehicle and commercial driver information systems. This system is intended to improve information sharing between states and FMCSA, as well as, improve the effectiveness of enforcement activities by identifying high risk commercial drivers and vehicles. One element that contributes to effective enforcement is the electronic screening of commercial vehicles based on credentials and safety fitness. This program also aims to make processes more streamlined and enable carriers and drivers to be more efficient. Vermont is required to be at a core compliant level. DMV could build upon core compliance by expanding electronic activities that result in efficiency. That efficiency could be for the State, such as a more efficient enforcement method, or for a commercial carrier such as another electronic service. This program is intended to make every entity involved in the commercial vehicle industry more efficient.

Please note: The following Notice to the Public has been posted at all publicly accessed DMV facilities and has been uploaded to the DMV website and may be found here:

NOTICE TO THE PUBLIC

Vermont Department of Motor Vehicles Title VI Notice to Public/Beneficiaries/Participants

Vermont Department of Motor Vehicles 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 requires 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 Vermont Department of Motor Vehicles receives Federal financial assistance.

Any person who believes they have been aggrieved has a right to file a formal complaint with the Vermont Department of Motor Vehicles. Any such complaint must be in writing and filed with the Department 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 Office of Civil Rights by calling 802.249.9291.

The mailing address for written complaints is as follows:

Vermont Agency of Transportation
Office of Civil Rights & Labor Compliance
219 North Main Street
Barre, VT 05641

Complaints may also be submitted by telephone or fax. Contact numbers are as follows:

Phone: 802.249.9291
Fax: 802.479.5506

Electronic submission of complaints is also permitted. All complaints related to Title VI Program discrimination should be addressed to Sue Hackney, Title VI Coordinator, at the following address: susan.hackney@vermont.gov.

Written or faxed complaints must be signed by the complainant. Complaints submitted by telephone or e-mail, or unsigned written or faxed complaints must be followed by a complaint in writing, signed by the complainant or his/her representative within 10 business days of the initial verbal/electronic/unsigned complaint. If the complainant requires assistance to submit a written document, a member of the VTrans Office of Civil Rights will interview the complainant and assist the person in converting verbal complaints to writing. This document must be signed by the complainant or his/her representative.

To obtain additional information regarding the Title VI Program or the implementation of the Vermont Department of Motor Vehicles' Title VI Program requirements, please contact Sue Hackney, Deputy Chief of Civil Rights, Office of Civil Rights & Labor Compliance by phone: 802.249.9291 or email: susan.hackney@vermont.gov.

SUB RECIPIENT COMPLIANCE REPORTS

This does not apply to the Vermont Department of Motor Vehicles Title VI Program Plan as there are currently no sub recipients.

TITLE VI PROGRAM TRAINING

Vermont Agency of Transportation (VTrans) New Employee Welcome: A two-day training which includes information about Title VI and non-discrimination policies is provided for all new agency employees, temporary and permanent, within a month of being hired. During the past fiscal year, 138 new VTrans employees received this training, including 19 new DMV employees.

New Supervisor Orientation and Supervisory Training: We provide orientation and online training for all new supervisors, including all DMV supervisors, that are promoted or newly hired. In addition, all new supervisors must take “Essentials of Supervision,” a four-day supervisory training, within six months of becoming a supervisor. All this training includes Title VI and non-discrimination information.

Leadership Institute: In July of 2017, VTrans launched a new Leadership Institute, a thirteen-month program for rising Agency leaders to expand their range of learning and participation in management practices, ongoing initiatives, organizational leadership and public policy issues. The first cohort consisted of 15 Agency employees, including three DMV employees. The second cohort consisted of 19 Agency employees, including five DMV employees. The third cohort currently consists of 19 Agency employees, including four DMV employees. The VTrans Office of Civil Rights develops and delivers a full day of training each year to the Leadership Institute participants, including Title VI, non-discrimination, and unconscious bias training. The latest delivery of this training took place on February 12, 2020.

Pathway to Supervision: In September of 2016, VTrans launched the Pathway to Supervision training program, a five-day program designed to provide the fundamentals of supervision to those looking to advance their careers, including team leaders and specialists. Since its inception, the program has graduated 344 VTrans employees, including 50 DMV employees. The VTrans Office of Civil Rights delivers a half-day of training to all Pathways to Supervision participants, including Title VI, non-discrimination, workplace civility and unconscious bias training.

Workplace Civility and Unconscious Bias Training: In 2017, the VTrans Office of Civil Rights delivered eleven sessions of a three-hour in-person training to 201 DMV employees that provided an interactive overview of Title VI, non-discrimination, workplace civility and unconscious bias. On December 2, 2019 and December 17, 2019, we delivered two sessions of an updated version of this three-hour training to 48 DMV employees who have joined our workforce since the original 2017 training.

Kirwan Institute: Implicit Bias Training: In early July 2020, all DMV employees were assigned this online training through the VTrans Learning Management System (LMS) with the requirement that it be completed on or before 7/15/20. This course introduces participants to insights about how our minds operate and helps them understand the origins of implicit associations. It also helps participants uncover some of their own biases and learn strategies for addressing them. A total of 197 employees have completed this training to date.

The DMV Fair and Impartial Policing Policy: Procedural Justice, Legitimacy, and Community Service: On July 10, 2020 and July 14, 2020, this three-hour training was delivered virtually to a total of 57 participants. It was delivered by Julio Thompson, Director of the Civil Rights Division of the Vermont Attorney General’s Office to all DMV Safety and Enforcement Division employees, DMV leadership, the AOT Legal Team and AOT leadership.

Specialized Training: Due to the nature of their job responsibilities, we provide specialized training for VTrans DMV employees which includes multicultural training and LEP training. During FY 2021, VTrans DMV employees received the following specialized non-discrimination training:

- Refresher Title VI Training: On 3/11/20 and 3/16/20, a refresher course of the Initial Title VI Training that includes FMCSA's Title VI Program Requirements was given to the Commercial Vehicle Enforcement Unit, which includes 21 employees. Between the two sessions, all employees were trained.

Course Title: "Refresher Title VI Training"

Instructor: Captain Kevin Andrews, Chief of Safety

Locations: Division of Fire Safety Building, Berlin VT (3/11); VTTC (3/16)

Course Overview: This training was delivered by lecture with audience participation and was intended to supplement the mandatory "Understanding & Overcoming Bias in the Workplace" training. "Understanding & Overcoming Bias in the Workplace" covered all the Title VI protections and policies, understanding bias, and how to overcome bias in depth. This training more narrowly focused on the connection between Title VI and FMCSA-funded programs. The purpose of the training was to answer four questions:

1. What is Title VI?
2. Who does it apply to?
3. Why do we need the training?
4. Where does a person make a complaint?

It included excerpts from Lester Finkle's (FMCSA Title VI Program Manager) Title VI PowerPoint presentation on how DMV will ensure that staff understands how their activities impact different population segments. Attendees were also shown where all DMV's Title VI information is located on DMV website and where/how a person can file a complaint.

- Fair and Impartial Policing Training: This was offered through JPMA Staff Development Solutions LLC (VT Police Academy online training platform) in a two-part series. This training was provided for all sworn Enforcement & Safety personnel, a total of 28 employees, and took place over a few months.

Part 1: Vermont Criminal Justice Training Council Model Fair and Impartial Policing Policy

Course Overview: This class is designed to familiarize Vermont law enforcement officers with the updated Vermont Criminal Justice Training Council Model Fair and Impartial Policing policy. It is not intended to be a comprehensive review of the policy, nor can it answer all the potential implementation questions that may arise. Agency heads should consult with their attorneys regarding any legal questions they may have.

Part 2: Vermont Roadside Stop Data Collection

Course Overview: This course was designed to ensure, to the highest degree possible, that Vermont law enforcement officers are diligent and accurate in collecting data during discretionary and externally generated roadside stops.

The three goals of this class are:

- To increase understanding of Vermont law;
- To increase understanding of the intent of data collection efforts; and
- To standardize and improve the quality of data collected and entered.

ACCESS TO 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 (hard copy or email) 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.

TITLE VI PROGRAM COMPLAINT PROCEDURES AND FORMS

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin, or FMCSA-only: sex, age, disability, low-income, or limited English proficiency (LEP) may file a complaint with the Vermont Agency of Transportation's Office of Civil Rights & Labor Compliance.

The mailing address for written complaints is as follows:

Vermont Agency of Transportation
Office of Civil Rights & Labor Compliance
219 North Main Street
Barre, VT 05641

Complaints may also be submitted by telephone or fax. Contact numbers are as follows:

Phone: 802.249.9291
Fax: 802.479.5506

Electronic submission of complaints is also permitted. All complaints related to Title VI Program discrimination should be addressed to Sue Hackney, Title VI Coordinator, at the following address: susan.hackney@vermont.gov.

Written or faxed complaints must be signed by the complainant. Complaints submitted by telephone or e-mail, or unsigned written or faxed complaints must be followed by a complaint in writing, signed by the complainant or his/her representative within 10 business days of the initial verbal/electronic/unsigned complaint. If the complainant requires assistance to submit a written document, a member of the VTrans Office of Civil Rights will interview the complainant and assist the person in converting verbal complaints to writing. This document must be signed by the complainant or his/her representative. Federal and state law require that the complaint be filed within 180 days of the alleged incident of discrimination.

Once the complaint has been submitted in writing, VTrans will pursue the following steps in addressing the complaint:

1. The VTrans Title VI Coordinator will initiate a Complaint Form (see below).
2. Essential information on the form includes the following:
 - a. Date of the incident that is the subject of the complaint
 - b. Time of the incident
 - c. Location of the incident
 - d. Circumstances of the incident in as much detail as is available, including description of the issues and the names and job titles of those individuals perceived as parties in the complaint.
3. The completed form, along with the initial complaint letter and a summary of any other communication, will be submitted to the VTrans Chief of Civil Rights for review. The Chief of Civil Rights will determine the jurisdiction and acceptability of the complaint and

any need for additional information. After any additional information is procured, the Chief of Civil Rights will determine whether to accept or reject the complaint.

4. The complainant will be provided with a written notification that VTrans has either accepted or rejected the complaint.
5. A complaint may be rejected for the following reasons:
 - a. More than 180 days passed between the alleged incident and the filing of the initial complaint.
 - b. The allegation does not involve a basis covered under Title VI, such as race, color, or national origin.
 - c. The allegation does not involve VTrans or one of its sub recipients of federal funds.
 - d. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - e. The complainant cannot be located after reasonable attempts.
6. An accepted complaint will be assigned a case number and be logged in a database and on the VTrans Title VI Complaint Log maintained by the VTrans Office of Civil Rights, identifying the complainant's name, date of the incident, alleged harm, and the race, color, or national origin of the complainant.
7. The VTrans Title VI Coordinator, assisted by other members of the Office of Civil Rights as necessary, will initiate an investigation of the complaint and complete a report within 90 days of the acceptance of the complaint. The report shall include a narrative description of the incident, identification of the persons interviewed, findings, and recommendations for disposition.
8. The report will be reviewed by the Chief of the VTrans Office of Civil Rights and referred to the Legal Section of VTrans, if deemed appropriate. The Chief will accept or reject the recommendation for disposition, in consultation with the Legal Officer, and if the individuals involved are found to be in noncompliance with Title VI Program requirements, remedial actions will be determined.
9. The results of the investigation and the Chief's determination will be mailed to the complainant. Notice shall include information regarding appeal rights of the complainant and instructions for initiating such an appeal. Notice of appeals are as follows:
 - a. VTrans will reconsider the determination if new facts come to light.
 - b. If the complainant is dissatisfied with the determination and/or resolution set forth by VTrans, the same complaint may be submitted to FMCSA for investigation. The complainant will be advised to contact Mr. Lester Finkle at the Federal Motor Carrier Safety Administration Office of Civil Rights, Room #W65-310, 1200 New Jersey Avenue, S.E., Washington, DC 20590.



**VERMONT AGENCY OF TRANSPORTATION
TITLE VI PROGRAM COMPLAINT FORM**

Type of Complaint:

___ External (from citizen/rider/contractor)

___ Internal (from staff/employee)

___ Race

___ Color

___ National Origin

FMCSA-Only:

___ Sex

___ Age

___ Disability

___ Low-income

___ LEP

Name of person filing complaint: _____ Phone: _____

Address: _____

Date of Report: _____ Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Circumstances of Incident and Names/Titles of Other Involved Parties: _____

Alleged Harm: _____

Title VI Related? Yes ___ Maybe ___ No ___ (if in doubt, check "maybe")

Name and contact information of witnesses or other relevant parties: _____

Name of Person Taking Report Information: _____

TITLE VI COORDINATOR'S SECTION

Discussion with reporting person - Date: _____ Time: _____

Details of discussion: _____

Discussion(s) with involved VTrans employees:

Name: _____ Date: _____ Time: _____

Details of discussion: _____

Name: _____ Date: _____ Time: _____

Details of discussion: _____

Other action/follow up required (i.e. information gathering, investigation, interviews): _____

_____ Copy to Safety Officer when case is closed.

Signature of Title VI Coordinator: _____

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

The Vermont Department of Motor Vehicles has never previously experienced a Federally-conducted Title VI Program Compliance Review.

COMMUNITY PARTICIPATION PROCESS

Please refer to the VTrans publication, "[Engaging the Public](#)," which details the processes followed by VTrans to conduct outreach to the public.

In the event that the VT Department of Motor Vehicles changes services provided or activities conducted at publicly-accessed facilities and does engage the public, the DMV will provide a record summary to FMCSA for review.

FY2021 Load Factor Calculation

Load Factor Components	Load Factor Amounts	
FICA	\$ 5,528,164.00	Feeds From Tab A J14
Insurance-Dental	\$ 990,660.00	Feeds From Tab A N14
Insurance-Life	\$ 305,039.00	Feeds From Tab A M14
Insurance-Medical	\$ 17,554,066.00	Feeds From Tab A L14
Insurance-Unemployment/Workers Comp	\$ 2,605,468.00	Feeds From Tab A O14
Insurance-Catamount HA	\$ 35,218.00	Feeds From Tab A P14
EAP	\$ 39,168.00	Feeds From Tab A Q14
Long Term Disability	\$ 18,628.00	Feeds From Tab A R14
Paid Leave-Administrative	\$ -	Feeds From Tab A G14
Paid Leave-Annual	\$ 3,941,634.93	Feeds From Tab A D14
Paid Leave-Educational	\$ -	Feeds From Tab A H14
Paid Leave-Holiday	\$ 3,065,076.96	Feeds From Tab A C14
Paid Leave-Military	\$ 6,640.58	Feeds From Tab A I14
Paid Leave-Personal	\$ 773,128.20	Feeds From Tab A F14
Paid Leave-Sick	\$ 2,858,980.11	Feeds From Tab A E14
Retirement	\$ 15,143,721.00	Feeds From Tab A K14
Total	\$52,865,592.78	
Current Year Carry Forward - Under/(Over) Recov	(\$1,074,420.77)	
Total	\$51,791,172.01	Feeds From Tab B E16
Regular Time	\$ 55,881,743.21	
Load Factor	0.9268	
	92.68%	

TAB "C"

Vermont Agency of Transportation Payroll Load Factor Carryforward Calculation

Under/(Over) Recovery Calculation

FY 2020 Base	54,184,943.21	Feeds From Tab A B12
FY 2020 Rate Charged	99.83%	Enter previous year's load factor rate.
Total Recovery	54,092,828.81	Feeds From Tab A C12:R12
Actual FY 2020 Indirect Cost	50,378,238.31	
Current Year Under/(Over) Recovery	(3,714,590.50)	Enter the previous year's under/over recovery from tab b of the previous years rate calculation form.
Prior Year Carry Forward - Under/(Over) Recovery	<u>2,640,169.73</u>	
Current Year Carry Forward - Under/(Over) Recover	(1,074,420.77)	

TAB "B"

PHILIP B. SCOTT
Governor



State of Vermont
OFFICE OF THE GOVERNOR

December 14, 2018

Wanda Minoli, Commissioner
Department of Motor Vehicles
120 State Street
Montpelier, VT 05603-0001

Dear Commissioner Minoli:

I hereby designate you, the Commissioner of the Vermont Department of Motor Vehicles, to administer the Motor Carrier Safety Assistance Program on behalf of the State of Vermont. Further, I hereby designate the Vermont Department of Motor Vehicles as the lead agency for administration of the Motor Carrier Safety Assistance Program on behalf of the State of Vermont.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip B. Scott", followed by a long horizontal line extending to the right.

Philip B. Scott
Governor

PBS/kp
c: Capt. Kevin Andrews, Department of Motor Vehicles

FY 2021 Certification of MCSAP Conformance (State Certification)

I, Captain Kevin Andrews, Chief of Safety, on behalf of the State of Vermont, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

1. The State has designated the Department of Motor Vehicles as the Lead State Agency to administer the Commercial Vehicle Safety Plan (CVSP) throughout the State for the grant sought and the Department of Motor Vehicles 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 10-08-20

Signature 

Annual Review of Laws, Regulations, Policies and Compatibility Certification

I, Captain Kevin Andrews, Chief of Safety, on behalf of the State of Vermont have the authority to make the following certification on behalf of the State. I certify that the State has conducted the annual review required by 49 C.F.R. section 350.303 of its laws, regulations, standards, and orders on commercial motor vehicle (CMV) safety and that the State's safety laws, regulations, standards, and orders on CMV safety are compatible with the Federal Motor Carrier Safety Regulations (49 C.F.R. parts 390, 391, 392, 393, 395, 396, and 397) and the Hazardous Material Regulations (49 C.F.R. parts 107 (subparts F and G only), 171-173, 177, 178, and 180), except as may be determined by the Administrator to be inapplicable to a State enforcement program.

For the purpose of this certification, *compatible* means State laws, regulations, standards, and orders on CMV safety that:

(1) As applicable to interstate commerce not involving the movement of hazardous materials:

(i) Are identical to or have the same effect as the FMCSRs; or

(ii) If in addition to or more stringent than the FMCSRs, have a safety benefit, do not unreasonably frustrate the Federal goal of uniformity, and do not cause an unreasonable burden on interstate commerce when enforced;

(2) As applicable to intrastate commerce not involving the movement of hazardous materials:

(i) Are identical to or have the same effect as the FMCSRs; or

(ii) Fall within the limited variances from the FMCSRs allowed under 49 C.F.R. sections 350.305 or 350.307; and

(3) As applicable to interstate and intrastate commerce involving the movement of hazardous materials, are identical to the HMRs.

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

(Enter information on any exceptions to the above certification here)

Signature of Certifying Official:



Title of Certifying Official:

Captain, Chief of Safety

Date of Certification:

10-08-20

**ARTICLE 60
OFFICE ALLOWANCE**

1. EMPLOYEES:

(a) who are required by the appointing authority to dedicate space in their homes for the purpose of conducting State business, and have telephones in their homes, the numbers of which are provided to the public for the purposes of conducting State business, and

(b) shall, effective with the first full payroll period in July 2001, receive an allowance of sixty-five dollars (\$65.00) per pay period while so assigned. This allowance shall be in addition to their base pay and shall be considered full compensation for all costs and inconveniences incurred as a result of maintaining offices at home in accordance with the above provisions.

The failure of the State to publish phone numbers shall not be the sole basis for denying office allowance under this Article.

**ARTICLE 61
UNIFORMS AND CLOTHING**

1. UNIFORMS

(a) Uniform policies in effect prior to the effective date of this Agreement shall remain unchanged unless modified in accordance with this Article.

(b) Any uniform policies initiated by management after the effective date of this Agreement shall provide the employee with:

- (1) The uniform itself or an allowance sufficient to cover initial purchase of the uniform(s), and
- (2) Any necessary cleaning and maintenance.

(c) The decision to require the wearing of uniforms shall be made by management alone. The continuation of a clothing allowance or the supplying of work uniforms shall cease when and if a decision to no longer require the wearing of uniforms is made by the appropriate appointing authority.

(d) For purposes of this Article, "uniform" is defined as "dress of a distinctive specific design or fashion worn by a particular group of employees and serving as a means of identification."

(e) The State shall supply and maintain white or pastel kitchen work uniforms for persons who prepare and/or serve food at the Vermont Psychiatric Care Hospital or the Middlesex Therapeutic Care Residence and the Vermont Veterans Home.

(f) Employee uniform policies shall be an appropriate topic for discussion for department labor management committees.

2. CLOTHING ALLOWANCE FOR STATE POLICE LIEUTENANTS

(a) UNIFORMS AND CLOTHING

(1) Each employee shall receive a standard uniform issue as defined in the Vermont State Police Operations Manual, which shall include a dress blouse.

(b) CLOTHING ALLOWANCE AND CLEANING

(1) An employee who is assigned to duty for which the Department requires civilian clothing on an assignment expected to last at least one (1) year will receive a clothing allowance of five hundred dollars (\$500) up front at time of initial assignment and one hundred fifty dollars (\$150) per quarter, commencing with the first fiscal quarter after the initial assignment.

(2) The allowance will be paid so long as the employee is assigned to such duty. Any cleaning privileges will be continued to the extent the Department otherwise has cleaners under contract for uniformed personnel.

(3) No employee shall receive more than one (1) initial ("up front") clothing allowance within a five (5) year period of initial receipt of such an allowance.

(4) An employee who is assigned to duty for which the Department requires civilian clothing on an assignment not expected to last at least one (1) year shall be paid one dollar and fifty cents

Job Specifications

Commercial Vehicle Safety Auditor

Job Code: TBD

Pay Plan: Classified

Pay Grade: 23

Occupational Category: Protective Services

Effective Date: TBD

Position Summary:

This position is home based. The auditor is assigned ongoing responsibility for personally administering compliance reviews associated with Vermont Department of Motor Vehicles and Federal Motor Carrier Safety Program regulations in Vermont. This territory encompasses motor carriers and shippers of all types and sizes. In promoting and enforcing compliance with the applicable laws and regulations, the auditor acts independently within general program objectives and a largely self-developed and self-adjusted area work plan.

Class Definition:

Conduct complex auditing and work conducting or directing examination of financial statements, accounts, and records of private businesses. Duties are performed under the supervision of a DMV Commercial Vehicle Enforcement Supervisory Inspector.

Examples of Work:

The employee analyzes compliance reviews, enforcement, and inspection results, crashes and incident reports, complaints, and other information to identify safety and compliance problems or trends among the motor carriers and shippers in Vermont; assists in developing an annual area work planning guide for Vermont consistent with DMV and FMCSA VT division goals, but geared to address the most critical problems; and within the framework of the plan performs the following duties:

Independently plans and carries out a schedule of safety, and hazardous materials investigations of carrier and shipper operations; through personal interviews, examination of various records, and comparison with other known facts, determines whether the company is in compliance or whether the violations found indicate deliberate and conscious disregard of

[VERMONT OFFICIAL STATE WEBSITE](#)

AGENCY OF ADMINISTRATION

Department of Human Resources

SEARCH

[CONTACT](#)

JOB SPECIFICATIONS

[Back to Job Specifications List \(/classification-position-management/classification/job-specifications?jobcode=635200&letter=&paygrade=&keyword=&result=Search\)](/classification-position-management/classification/job-specifications?jobcode=635200&letter=&paygrade=&keyword=&result=Search)

Commercial Vehicle Enforcement Supervisor

Job Code: 635200

Pay Plan: Classified

Pay Grade: 26

Occupational Category: Protective Services

Effective Date: 08/20/2017

Class Definition:

Field inspection, enforcement, and supervisory work for the Department of Motor Vehicles involving programs and problem issues arising under a variety of State Motor Vehicle laws.

Duties are performed in an assigned section (north or south) as a working supervisor and include supervision of assigned Inspector staff. Work is performed under the general supervision of the Motor Vehicle Safety Chief.

Examples of Work:

Supervises, coordinates and reviews the work of Commercial Vehicle Enforcement Inspectors in assigned area. Assigns complaint cases; prepares work schedules when applicable; reviews work, reports, investigations and performance of the Inspectors; and assists and counsels in more difficult investigations. Handles Department and VCJTC State certification mandatory training for the Enforcement and Safety Unit. Investigates activities of suspended operators



U.S. Department
of Transportation
**Federal Highway
Administration**

Vermont Division

July 10, 2020

87 State Street
Montpelier, VT 05602
(802) 828-4423
(802) 828-4424
Vermont@dot.gov

In Reply Refer To:
HDA-VT

Ms. Diane Bigglestone, Financial Director II
Vermont Agency of Transportation
1 National Life Drive
Montpelier, Vermont 05602-5001

Subject: SFY 2021 Payroll Load Factor

Dear Ms. Bigglestone:

This letter is to inform you that the SFY 2021 payroll load factor rate of 92.68% has been reviewed and approved by the Vermont Division. It has been acknowledged that the costs included have been reviewed and certified by VTrans as allowable under the provisions of 2 CFR 200, Subpart E.

Sincerely,

Matthew R. Hake, PE

Digitally signed by
Matthew R. Hake, PE
Date: 2020.07.10 15:05:39
-04'00'

Matthew R. Hake P.E.
Division Administrator

cc: Wayne Gammell
Leonard LeBlanc
Bradley Kukenberger
Constantinos Stivaros
Nicole Gadbois
Patrick Kirby



State of Vermont
Agency of Transportation
Audit Section
219 North Main Street
Barre, VT 05641
Cell: 802-595-5145
Constantinos.stivaros@vermont.gov

June 24, 2020

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

RE: FY2021 Payroll Load Factor

Dear Mr. Hake:

Certification - Payroll Load Factor Rate

VTrans Audit Section has reviewed the payroll load factor rate of **92.68%** to be applied during state fiscal year 2021. To the best of my knowledge all costs included are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, Subpart E, and all calculations are correct and accurate.

Vermont Agency of Transportation

E-SIGNED by Constantinos Stivaros
on 2020-06-24 08:04:02 EDT

Constantinos Stivaros, CPA
Audit Section Chief

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



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

Effective July 1, 2020

Category	Description	
03	DMV enforcement	\$ 670 / month
04	Full-sized van	\$ 504 / month
05	2WD 1/2 ton or compact pick-up (or compact van)	\$ 379 / month
06	Road analyzer van - federally funded	\$ 87 / month
07	2WD 3/4 ton pick-up	\$ 536 / month
08	2WD 1 ton pick-up w/ special bed or body	\$ 601 / month
09	2WD >1 ton pick-up w/ special bed or body	\$ 1,130 / month
11	4WD 1/2 ton pick-up	\$ 575 / month
16	Tandem axle plow truck	\$ 4,786 / month
17	Single axle plow truck	\$ 3,795 / month
18	Sign truck	\$ 1,870 / month
19	5th wheel tractor	\$ 1,659 / month
20	Bucket truck	\$ 4,732 / month
21	Auger truck	\$ 4,003 / month
23	Paint truck	\$ 2,142 / month
24	4WD 3/4 ton pick-up w/o plow	\$ 679 / month
25	4WD 1 ton pick-up w/ special bed or body, and/or plow	\$ 567 / month
26	4WD >1 ton pick-up w/ special bed or body, and/or plow	\$ 1,306 / month
27	Baby dump plow truck	\$ 2,244 / month
28	4WD 3/4 ton pick-up, Hi-Rail equipped	\$ 1,657 / month
29	4WD 3/4 ton pick-up w/ plow	\$ 801 / month
30	Mobile drill truck	\$ 478 / month
33	Airport snow removal truck - federally funded	\$ 602 / month
34	Stakebody truck	\$ 447 / month
36	Underbridge inspection truck	\$ 3,828 / month
36F	Servilift - federally funded	\$ 735 / month
37	Grader	\$ 2,429 / month
40	Tractor mower	\$ 1,578 / month
44	Loader	\$ 1,766 / month
46	Airport Loader - federally funded	\$ 560 / month
50	Tracked drill	\$ 2,210 / month
52	Mini excavator	\$ 856 / month
53	Excavator	\$ 897 / month
55	Core drill	\$ 2,688 / month
57	Flatbed trailer	\$ 425 / month
58	Backhoe	\$ 1,437 / month
61	Pavement drill	\$ 438 / month
66	FWD trailer	\$ 3 / month
67	Water trailer	\$ 876 / month
68	Water pump	\$ 4 / month
72	Fork lift	\$ 212 / month
74	Low bed trailer	\$ 725 / month
75	Sweeper	\$ 1,369 / month

E-SIGNED by Wayne B. Symonds, PE
on 2020-06-01 16:19:49 GMT

Wayne Symonds, Chief Engineer