



VIRGINIA

Commercial Vehicle Safety Plan

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

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

Date of Approval: August 31, 2022

FINAL CVSP



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

Part 1 - MCSAP Overview

Part 1 Section 1 - Introduction

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to States to help reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved accidents, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.209, 350.211 and 350.213](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before the due date each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan or annual update each year to receive MCSAP funds.

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

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

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 2022:

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 2021 plans. States must carefully review and update this information to reflect FY 2022 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 2022 update). Include descriptions of the changes to your program, including how data tables were modified.
- The Trend Analysis areas in each section are only open for editing in Year 1 of a three-year plan. This data is not editable in Years 2 and 3.

Personally Identifiable Information - PII is information which, on its own or matched with other data, would permit identification of an individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational

records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

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

Part 1 Section 2 - Mission/Goal Statement

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

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

Instructions:

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

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



Leadership in the Virginia State Police Motor Carrier Safety Unit appreciates the value of and the role the Motor Carrier Safety Assistance Program has had with respect to bolstering Virginia's overall highway safety. They also understand that to maintain the integrity of this program, initiatives operating under its auspices must be administered in a responsible and prudent fashion. It is in support of this objective that the following *Commercial Motor Vehicle Safety Plan* (CVSP), is proffered. This plan seeks to identify the specific means, methods, resources, and strategies to be dedicated and deployed during fiscal year (FY) 2020-2022 to meet the goal of enhancing the overall safety of Virginia's roadways and highways. More specifically, it outlines the following:

1. The tailored investments which will be made to promote safe commercial motor vehicle transportation, including the transportation of passengers and hazardous materials;
2. the activities which will be conducted in order to generate the maximum reduction in the number and severity of commercial motor vehicle crashes and in fatalities¹ resulting from such crashes;
3. the means of enforcing effective motor carrier, commercial motor vehicle, and driver safety regulations and practices consistent with Federal requirements; and
4. the goals, performance standards, measures and benchmarks which will be used to assess and improve statewide performance.

While there is no specific section devoted to capturing exactly how the Virginia State Police Motor Carrier Safety Unit supports the activities identified in §350.201(q) and (t), *Code of Federal Regulations*, in the following eCVSP template, one can rest assured that there are mechanisms and activities in place that specifically address each of these provisions.

With respect to removing impaired commercial motor vehicle (CMV) drivers from the highways, it should be noted that all Virginia State Police Motor Carrier Unit troopers have received training in regards to detecting the signs associated with driving while impaired or under the influence of alcohol or other drugs and each has received training and are intimately familiar with, the specific statutes and regulations which pertain to operating a commercial motor vehicle while legally impaired. Additionally, each member of the Virginia State Police Motor Carrier Unit is equipped with an approved and certified preliminary breath testing device and have received training on and have access to statutorily approved evidential testing devices and or services. Furthermore, all Motor Carrier Safety Troopers regularly participate, not only in Commercial Vehicle Safety Alliance (CVSA) and Federal Motor Carrier Safety Administration (FMCSA) initiatives aimed at removing impaired CMV drivers off of Virginia's roadways, they also routinely participate in several state-wide initiatives geared at achieving the same result. It should also be noted that Virginia State Police Motor Carrier Safety troopers are well trained with respect to interdicting criminal activity of all kinds and use this training while on patrol and while conducting commercial motor vehicle roadside inspections and carrier investigations. Furthermore, special emphasis is placed on detecting and intercepting those engaged in human

trafficking and those trafficking in other illegal contraband such as drugs, weapons, currency, and untaxed tobacco products.

Finally, the Virginia State Police does have a motor carrier training plan and it should be noted that in addition to the certifying components in place for certifying motor carrier inspectors, the Virginia State police conducts the required annual motor carrier in-service for all Virginia State Police Motor Carrier troopers and other agencies having the authority to conduct motor carrier inspections within the Commonwealth of Virginia.

¹ Current rate of incidence benchmarked at 0.114 per one hundred million vehicle miles traveled during calendar year 2018.

Part 1 Section 3 - MCSAP Structure Explanation

Please review your State's CMV enforcement program description. You must answer the questions about your grant activities. You must select "yes" to make changes.

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

Instructions:

Answer the questions about your grant activities and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. Please do not include activities or expenses associated with any other FMCSA grant program.

Complete the check boxes below if they affirmatively apply to this CVSP:

- ☐ Initiatives involving "rural roads" are specifically included in this CVSP.
- ☐ The State has voluntarily submitted an annual Training Plan to the National Training Center (NTC).

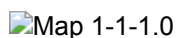
The lead Motor Carrier Safety Assistance Program (MCSAP) agency for the Commonwealth of Virginia is the Virginia Department of State Police (VSP). The specific unit within the VSP responsible for managing Virginia's overall motor carrier enforcement function and for developing, administering, and coordinating Virginia's *Commercial Motor Vehicle Safety Plan* is the Motor Carrier Safety Unit which is located in the Bureau of Field Operations' Safety Division which is headquartered in Richmond, Virginia.

Members of the Virginia State Police Motor Carrier Safety Unit (MCSU) are proud of the fact that the VSP was the first state police/highway patrol organization in the country to have members receive training in 1978 from the Traffic Safety Institute on Federal regulation dealing with "Entry Control on Motor Carriers," which was established by the Motor Carrier Act of 1935 and, which have evolved, through the rule making process, into the Federal Motor Carrier Safety Regulations (FMCSR). They are also proud of the fact that the VSP has been involved in the MCSAP program since 1986 in one form or fashion.

Nevertheless, the VSP MCSU currently has 86 personnel positions, which are directly or indirectly funded through the MCSAP Grant fund. Of the 86 total funded personnel, 58, or 67.44%, are fulltime Motor Carrier Safety Troopers, seven (7), or 8.12%, are fulltime MCSU sergeants, one (1), or 1.16%, is a fulltime Motor Carrier First Sergeant, and one (1), or 1.16%, is a fulltime MCSU lieutenant. Additionally, the VSP MCSU currently has 10, or 11.6%, fulltime nonsworn personnel and nine (9), 10.46%, part-time nonsworn personnel.

Currently, the VSP MCSU has 58 troopers, seven (7) sergeants, and one (1) first sergeant certified to conduct Level I and III inspections and with the exception of the Motor Carrier First Sergeant, all of these personnel are certified to conduct hazardous materials inspections, cargo tank inspections and other bulk inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI Inspections. Furthermore, four (4) of the unit's members are certified by the National Training Center as associate staff instructors, two (2) troopers are certified and authorized by FMCSA to conduct compliance reviews, and nine (9) civilian personnel and (2) troopers are certified to conduct New Entrant Safety Audits.

Map 1-3-1.0: Virginia State Police Motor Carrier Personnel Allocation



Virginia State Police Motor Carrier Safety Troopers are permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

Nevertheless, the VSP MCSU's operational capabilities and effectiveness is augmented by an additional 20 troopers⁴ which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. The unit's operational capability is also enhanced by the fact that all of its sworn personnel are seasoned law enforcement professionals vested with full police authority and have extensive law enforcement experience and training which aids them daily in their role as a MCSU trooper.

¹Allocated among the seven (7) Safety Division Areas shown in Map 1-3-1.0.

²Two are Analyst positions and five are clerical positions.

³New Entrant Safety Auditors

⁴While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

Part 1 Section 4 - MCSAP Structure

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

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

Instructions:

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

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

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

Lead Agency Information	
Agency Name:	VIRGINIA DEPARTMENT OF STATE POLICE
Enter total number of personnel participating in MCSAP activities	102
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	99
Traffic Enforcement Activities	90
Investigations*	11
Public Education and Awareness	102
Data Collection and Reporting	102
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	VIRGINIA DEPARTMENT OF MOTOR VEHICLES
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	1
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	0
Total # of MCSAP Participating Personnel:	0

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2020 - 2022 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

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 most recent five fiscal years using the Activity Dashboard on the A&I Online website. The Activity Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <https://ai.fmcsa.dot.gov>. A user id and password are required to access this system.

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

Part 2 Section 2 - CMV Crash Reduction

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

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

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

Trend Analysis for 2014 - 2018

Instructions for all tables in this section:

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

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns relate to each other and 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.
- The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable in Years 2 and 3.

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			
01/01/2018	12/31/2018	98	0.1140	0.12
01/01/2017	12/31/2017	93	0.1140	0.11
01/01/2016	12/31/2016	73	0.1140	0.09
01/01/2015	12/31/2015	75	0.1140	0.12
01/01/2014	12/31/2014	96	0.1140	0.12

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: Actual # Fatalities

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			
01/01/2018	12/31/2018	7	0	7
01/01/2017	12/31/2017	5	0	5
01/01/2016	12/31/2016	5	0	5
01/01/2015	12/31/2015	5	0	5
01/01/2014	12/31/2014	7	0	7

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: Actual # Fatalities

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			
01/01/2018	12/31/2018	0	0	0
01/01/2017	12/31/2017	2	0	2
01/01/2016	12/31/2016	1	0	1
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	1	0	1

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

See below Data Review and Analysis Section.

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

**COMMERCIAL MOTOR VEHICLE CRASH DATA
COMMONWEALTH OF VIRGINIA
REVIEW AND ANALYSIS**

All CMV Crashes:

With respect to identifying the areas in Virginia with the highest frequency of **large truck and bus crashes** and the frequency of **large truck and bus crashes where a death resulted**, Map 2-2-1.0 provides a fairly clear picture of where these crashes are concentrated throughout the state. It appears that these crashes are the densest along the Interstate 81 (I-81), corridor, the Interstate 95 (I-95) corridor, and along the Interstate 64 (I-64) corridor and it appears that the rate of incidence radiates away from these areas. It also appears that along these corridors, the rate is highest in and around geographic areas which are the most densely populated. These areas are Northern Virginia, Richmond, Roanoke, and the Tidewater area.

Map 2-2-1.0: Large Trucks & Buses Crash Involvements (CY-2018)

 Crashes 2018

Source: <https://ai.fmcsa.dot.gov/gis/tools/safetysiteevent/>, Year 2018: August 5, 2019.

Map 2-2-1.1: Large Trucks and Buses Crash Involvements with a Death Attached (CY-2018)

 Fatal 18

Source: <https://ai.fmcsa.dot.gov/gis/tools/safetysiteevent/>, Year 2018: August 5, 2019.

This section examines the specific statistics pertaining to deaths resulting from vehicle crashes involving large trucks in Virginia during the reporting period (2014-2018). Table 2-2-1.0 provides a summary detailing the statistics whereby death has resulted from vehicle crashes involving large trucks during the reporting period. The data reveals the total number of fatalities on a yearly basis and it also shows the incidence of death expressed in deaths per 100 million vehicle miles traveled (100M VMT) so as to provide perspective with respect to how Virginia's rate of incidence compares with the FMCSA's established benchmark of 0.114 deaths per 100M VMT. With respect to these types of death's, the data shows that Virginia has averaged 93.4 deaths per year resulting from these crashes, which equates to .112 deaths per 100M VMT per year. It is particularly noteworthy that this statistic is **0.002 deaths** per 100M VMT **lower** than the FMCSA goal (.114 deaths per 100M VMT).

**Table 2-2-1.0: Large Truck Fatal Crashes in Virginia
Per 100M VMT (2014 - 2018)**

Year	Goal (Deaths per 100M VMT)	Outcome (Deaths per 100M VMT)	Fatalities
2014 ¹	0.114	0.12	96 ⁶
2015 ²	0.114	0.12	75 ⁷
2016 ³	0.114	0.09	73 ⁸
2017 ⁴	0.114	0.11	93 ⁹
2018 ⁵	0.114	0.12	98 ¹⁰
Mean	n/a	0.112	87

Motor Coach/Passenger Carrier Crashes:

This section takes a broad look at vehicle crashes involving Motor Coach/Passenger Carrier crashes in Virginia for the reporting period (2014-2018). Specifically, this section looks at the rate of incidence with respect to fatality crashes, non-fatality crashes, and injury crashes involving a motor coach/passenger carrier. In this instance, the data shows that with respect to **"non fatality" crashes**, there was a gradual decline in the rate of incidence from 2014 to the later part of 2015, however, it seems that in 2016 the rate started trending upward and in **2017**, the rate started **trending downward** and continues in that direction.

In regards to **"injury crashes,"** there appears to have been some fluctuation in the frequency between 2014 and the later part of 2015, however, in 2016, this rate appears to have declined and it appears that it continues to **trend downward**. The rate of incidence regarding fatality data associated with these types of crashes are discussed in greater detail below and in regards to the rate of incidence pertaining to the **aggregate** number of motor coach/passenger carrier crashes, there appears to have been a slight fluctuation between 2014 and the later part of 2016. However in 2016, the frequency rate appears to have started **trending downward** until 2018 where it appears that this type of crash is trending upward.

Table 2-2-2.0:

Total Motor Coach/Passenger Carrier Crashes in Virginia (2014 - 2018)

Year	Non Fatality Crashes	Injury Crashes	Fatality Crashes	Total
2014 ¹	455 ¹¹	439 ¹¹	7 ¹¹	462 ¹¹
2015 ²	445 ¹²	487 ¹²	5 ¹²	450 ¹²
2016 ³	471 ¹³	470 ¹³	5 ¹³	476 ¹³
2017 ⁴	435 ¹⁴	431 ¹⁴	5 ¹⁴	440 ¹⁴
2018 ⁵	415 ¹⁵	318 ¹⁵	7 ¹⁵	422 ¹⁵
Total	2221	2145	29	2250
Mean	444.2	429	5.8	450

This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a motor coach/passenger carrier involved. Table 2-2-2.1 provides a summary of statistics detailing these types of deaths for the reporting period (2014 - 2018). This table also details the number of deaths and compares it with the established goal (0), which yields the "outcome" statistic. The data shows that in regards to these types of deaths, on average, there were 6 deaths and it is important to note that the incidence rate appears to be **trending on upward**.

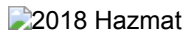
Table 2-2-2.1: Motor Coach/Passenger Carrier Fatalities in Virginia (2014 - 2018)

Year	Fatalities	Goal	Outcome
2014 ¹	7 ¹⁶	0	7 ¹⁶
2015 ²	5 ¹⁷	0	5 ¹⁷
2016 ³	5 ¹⁸	0	5 ¹⁸
2017 ⁴	5 ¹⁹	0	5 ¹⁹
2018 ⁵	8 ²⁰	0	8 ²⁰
Total	30	0	30
Mean	6	n/a	6

Hazardous Materials (HM) Crashes:

Map 2-2-3.0, shown below, illustrates the frequency and location of crashes where there was a HM placard attached to one of the vehicles involved during the reporting period (2018). Specifically, the data shows that South Western Virginia, the Blacksburg area, Western Central Virginia, and Eastern and South Eastern Virginia had the highest incidence of these types of crashes.

Map 2-2-3.0: # of Crashes Where a Hazardous Materials Placard was Attached (2018)

 2018 Hazmat

Source: [https://ai.fmcsa.dot.gov/gis/tools/safety event/](https://ai.fmcsa.dot.gov/gis/tools/safety%20event/), Year 2018: August 7, 2019.

This section examines the incidence of crashes where there was a **hazardous material (HM) placard present** on at least one of the vehicles involved for the reporting period 2014 - 2018. Table 2-2-3.0 shows that during the reporting period (2014 - 2018), there were on average 92.6 such crashes per year in Virginia and for the most part, with respect to these types of crashes, during the time period (2014 through 2015), the rate of incidence seems to have been relatively stable at a little over 100 such crashes, however, during the time period (2015 - 2016) there seems to have been a precipitous fall in the rate of incidence involving such crashes, however, it seems that in **2017** the rate started to trend upwards and in 2018, the rate appears to be **trending downward**.

Table 2-2-3.0: Hazardous Material-Related Crashes in

Virginia (2014 - 2018)

Year	HM Placard Present
2014 ¹	106 ²¹
2015 ²	103 ²²
2016 ³	77 ²³
2017 ⁴	97 ²⁴
2018 ⁵	80 ²⁵
Total	463
Mean	92.6

This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a hazardous material (HM) being transported and where there was a HM release/spill. Table 2-2-3.1 gives a summary of statistics detailing these types of deaths for the reporting period (2014 - 2018). With respect to these types of deaths, this table specifies the number of deaths and compares it with the stated goal (0), which yields the "outcome" statistic. During reporting period, the data reveals that, on average, there was one .8 such deaths in Virginia per year, with the most, two (2), happening in 2017 and the least, zero (0), occurring in 2015 and 2018.

Table 2-2-3.1: Hazardous Material-Related Fatalities with Release of Cargo for Large Trucks in Virginia (2014 - 2018)

Year	Fatalities	Goal	Outcome
2014 ¹	1 ²⁶	0	2 ²⁶
2015 ²	0 ²⁷	0	1 ²⁷
2016 ³	1 ²⁸	0	0 ²⁸
2017 ⁴	2 ²⁹	0	1 ²⁹
2018 ⁵	0 ³⁰	0	0 ³⁰
Mean	.8	n/a	.8

CHALLENGES

One challenge facing the VSP MCSU is the one associated with the inspection of motor coach/passenger carriers. Specifically, it continues to grapple with how exactly to inspect these types of carriers with greater frequency given the fact that these inspections, for all intensive purposes, can, pursuant to and in accordance with 49 U.S.C., § 31102(c)(2), only be inspected through inspections which are conducted at the "carrier facility" and by inspections conducted at the destination. As such, overcoming the logistics associated with "carrier facility" and "destination" inspections is somewhat challenging because, in the past, it has been difficult for each Safety Division area to conduct these inspections due to the fact that all seven area's shared one (1) set of bus ramps. Therefore, in an effort to maximize the VSP MCSU's ability to conduct additional motor coach/passenger carrier inspections, each Safety Division Area Office has been equipped with a set of bus ramps, a trailer to transport the ramps, and a vehicle to pull the trailer so that additional "carrier facility" inspections and "destination" inspections may be conducted in each Safety Division area.

Another challenge that the VSP MCSU continues to encounter is associated with its ability to conduct port checks. The Commonwealth of Virginia has several ports located throughout the Tide Water Area. Currently, the VSP MCSU has 58 MCSU troopers strategically stationed throughout the Commonwealth of Virginia. The challenge here is rooted in the availability of manpower. Specifically, there just are not enough MCSU personnel assigned to this particular region of the state with which to adequately give the ports of Virginia additional attention. However, in an effort to mitigate this problem, plans have been made to hold two (2), one (1) week port check operations one (1) in the Spring and one (1) in the Fall during 2019 whereby MCSU troopers and other CMV resources will be brought into the area and focused on conducting large scale port checks throughout the region.

¹ January 1, 2014 to December 31, 2014.

² January 1, 2015 to December 31, 2015.

³ January 1, 2016 to December 31, 2016.

⁴ January 1, 2017 to December 31, 2017.

⁵ January 1, 2018 to December 31, 2018.

⁶ <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2014, August 5, 2019, S. L. Stewart.

⁷ <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2015, August 5, 2019, S. L. Stewart.

- 8 <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2016, August 5, 2019, S. L. Stewart.
- 9 <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2017, August 5, 2019, S. L. Stewart.
- 10 <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2018, August 5, 2019, S. L. Stewart.
- 11 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2014, August 7, 2019, S. L. Stewart.
- 12 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2015, August 7, 2019, S. L. Stewart.
- 13 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2016, August 7, 2019, S. L. Stewart.
- 14 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2017, August 7, 2019, S. L. Stewart
- 15 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2018, August 7, 2019
- 16 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2014, August 7, 2019, S. L. Stewart.
- 17 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2015, August 7, 2019, S. L. Stewart.
- 18 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2016, August 7, 2019, S. L. Stewart.
- 19 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2017, August 7, 2019, S. L. Stewart.
- 20 <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2018, August 7, 2019, S. L. Stewart
- 21 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2014, August 7, 2019, S. L. Stewart.
- 22 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2015, August 7, 2019, S. L. Stewart.
- 23 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2016, August 7, 2019, S. L. Stewart.
- 24 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2017, August 7, 2019, S. L. Stewart.
- 25 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2018, August 7, 2019, S. L. Stewart.
- 26 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2014, August 7, 2019, S. L. Stewart.
- 27 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2015, August 7, 2019, S. L. Stewart.
- 28 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2016, August 7, 2019, S. L. Stewart.
- 29 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2017, August 7, 2019, S. L. Stewart.
- 30 <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2018, August 7, 2019, S. L. Stewart.

Narrative Overview for FY 2020 - 2022

Instructions:

The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicles. The State has flexibility in setting its goal and it can be based on raw numbers (e.g., total number of fatalities or CMV crashes), based on a rate (e.g., fatalities per 100 million VMT), etc.

Problem Statement Narrative: Describe the identified problem, include baseline data and identify the measurement method.

COMMERCIAL MOTOR VEHICLE CRASH REDUCTION GOAL COMMONWEALTH OF VIRGINIA 2020-2022

FMCSA's bell weather for commercial motor vehicle safety is the incidence of death per 100M VMT. Over the most recent five (5) year reporting period Virginia has an averaged incidence rate of 0.112 deaths per 100M VMT and for the CY 2017, the incidence of these types of death was 0.11 deaths per 100M VMT. Additionally, the mean incidence rate for Virginia for the reporting period (2014-2018) is **0.002 deaths per 100M VMT less than the FMCSA's benchmark** and the rate of incidence for CY 2016 for Virginia is 0.004 deaths per 100M VMT less than the FMCSA benchmark. Nevertheless, leadership in the VSP MCSU is acutely aware that one traffic death, regardless of type is one too many and therefore, the VSP MCSU will continue to strive to promote policies and efforts geared at reducing this statistic. Therefore, with respect to calendar years 2020-2022, the FMCSA benchmark (0.114 deaths per 100M VMT) for crashes involving large trucks and buses will be used as a key indicator of how Virginia compares in regards to these types of crashes. Additionally, members of the VSP MCSU will certainly continue to engage in efforts to reduce this statistic even further, and it is fully anticipated that this incidence rate **for large trucks and buses will remain below 0.114 deaths per 100 VMT in Virginia during and through 2022.**

Table 2-2-2.0, shows that for the reporting period (2014-2018) there were a **total of 2,250** crashes involving passenger carriers and mean rate of incidence for the reporting period (2014-2018) of 450 crashes per year and it appears that this rate of incidence is **trending downward**. Additionally, the data shows, that there were a total of 29 fatal crashes, involving a

passenger carrier during the reporting period with an average incident rate of 6 deaths per year and the data shows that the aggregate number associated with this statistic is currently **trending upward**. Regardless of what the trend is when discussing traffic safety, again, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0), deaths caused by passenger carrier-related crashes for evaluation purposes for 2019. With respect to the overall rate of frequency of passenger carrier crashes in Virginia, it is hoped that the additional passenger carrier inspections to be conducted during 2019, as discussed above, will help to reverse the trend currently associated with these types of crashes.

With respect to **HM-related crashes in Virginia** for the reporting period (2014 - 2018), there were a total of 463 crashes where there was a HM placard attached to one of the vehicles involved. On average, the rate of incidence for this type of crash during the reporting period is 92.6. As discussed above, the **rate of incidence** with respect to these types of crashes is **trending at a steady rate**. With respect to **deaths attached** to these types of crashes, Table 2-2-3.1 shows that over the reporting period identified above, there were four (4) such deaths. The **mean rate of incidence** pertaining to these types of death during the reporting period is .8 per year and the overall **trend** currently appears to be trending **downward**. Again, regardless of what the trend is when discussing traffic safety, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0) deaths caused by HM-related vehicle crashes for evaluation purposes for 2019. Members of the VSP MCSU will continue to engage in efforts specifically directed towards HM carriers, such as HM tank inspections in an effort to null this statistic.

Enter the data source and capture date:

See above Data Review and Analysis Section.

Projected Goal for FY 2020 - 2022:

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

Fiscal Year	Annual Crash Reduction Goals
2020	0
2021	0
2022	0

See above Crash Reduction Goal Section.

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

**MOTOR CARRIER SAFETY ASSISTANCE PROGRAM ACTIVITIES
COMMONWEALTH OF VIRGINIA
2020-2022**

Table 2-2-4.0, shown below indicates the anticipated number of man hours to be directly devoted towards MCSAP activities in Virginia for 2020-2022. Please note that these figures are rough estimates and do not account for leave, which may be taken by VSP MCSU members nor do they account for ancillary duties³⁰ that these members may be diverted for.

Additionally, these figures are based on the maximum number of positions allocated to the VSP MCSU (58) and do not account for vacancies which may or may not be in existence during the aforementioned time period. It is important to note that every attempt to devote the following man hours towards MCSAP activities will be made, however, due to an inability to forecast the availability of personnel resources in advance the following disclaimer should be noted. The following estimates do not constitute a warranty or contract with respect to the provision of the following resources, as outlined below, to be dedicated towards MCSAP activities by the Virginia State Police.

Table 2-2-4.0: MCSAP Manpower Resource Allocation

MCSAP Manpower Resource	Annual MCSAP Man Hours
VSP Motor Carrier Safety Unit Troopers (58)	120,971.76 ³¹
VSP Motor Carrier Patrol Troopers (35)	9,125.02 ³²
VSP Motor Carrier Supervisors	11,471.46 ³³
Total	139,743.24

Concurrent with the application of the above estimated resources, the VSP MCSU will continue to devote resources to the following MCSAP activities all of which are hoped to contribute to the reduction of CMV-related motor vehicle crashes in Virginia:

- Provide annual motor carrier in-service training for all VSP MCSU personnel and for local law enforcement agencies having motor carrier certified personnel.
- Conduct commercial motor vehicle inspections, including motor coach/passenger carriers, HM carriers and cargo tanks inspections (which to date has **historically** totaled approximately **35,000 inspections** annually).
- Participate in special CMV initiatives such as "Safe Drive," the Commercial Vehicle Safety Alliance's (hereinafter referred to as CVSA) "Brake Check," and "Road Check," and FMCSA's cargo tank strike force.
- Conduct 84 CMV consolidated HM initiatives across the state.
- Conduct 28 CMV data-driven CMV and regionally consolidated initiatives across the state.
- Deliver in outreach products to both CMV operators and drivers as well as the general public.
- Conduct two (2) concentrated week-long port checks annually (one (1) in the Spring and one (1) in the fall).
- Assist, through the examination and evaluation of the CMV and driver involved, with crash investigations involving CMVs.

³⁰Per the public safety personnel clause in the Grant Agreement which allows for MCSAP man hours to be diverted for exigent or extraordinary or unusual public safety circumstances.

³¹(58 VSP MCSU troopers x 40 hrs.)52.143 = 120,971.76 hrs.

³²(35 VSP Patrol troopers x 5 hrs.)52.143 = 9,125.02

³³{(4 VSP MCSU Sergeants x 40 hrs.)52.143} + {(3 VSP Safety Division Sergeants x ~20)52.143}

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.

MONITORING OF COMMERCIAL MOTOR VEHICLE CRASH REDUCTION EFFORTS

COMMONWEALTH OF VIRGINIA

2020-2022

Supervision at the area level will continue to monitor the individual *Weekly and Activity Reports* that all VSP MCSU troopers are required to submit weekly, which captures the summons and arrest activities for both CMVs and non CMVs as well as the aggregate number of inspections each member conducts on a weekly basis. Area level supervision will also continue to collect and report data required to be reported on the SF-PPR and data associated with any and all "special enforcement projects," and forms submitted in conjunction with CMV safety presentations conducted by VSP MCSU members. Area supervision along with Divisional supervision will routinely monitor FMCSA's A & I data bases and indices along with data available from other FMCSA databases which may serve to inform the decision making process with respect to CMV policy decisions and decisions pertaining to crafting CMV enforcement models, tactics, and strategies.

The VSP MCSU will also continue to monitor the number and types crashes involving commercial motor vehicles in Virginia through the routine monitoring of *Safetynet's* reporting system and through data obtained through the *Traffic Records Electronic Data System (TREDS)*. Following is a description of this data system:³⁴

"The main goal of **TREDS (Traffic Records Electronic Data System)** is to provide accurate, timely and detailed highway safety information for analysis and reporting. The data from TREDS is used to support Virginia's efforts to reduce crashes, injuries, fatalities and associated costs. Through TREDS, Virginia now has one of the most effective and innovative information technology tools in the nation to identify and address its highway safety concerns.

This state-of-the-art, automated data system centralizes all of Virginia's crash data and related information. It allows for the electronic submission of police crash reports, scanning of crash data submitted on paper reports at DMV, electronic mapping for locating the crash while completing the crash report, electronic crash diagramming, and integration with other data systems for enhanced data mining, analysis and reporting at various levels.

The comprehensive data housed in TREDS is the foundation of highway safety in Virginia. The information serves as a performance measurement tool that reflects Virginia's efforts to improve highway safety. TREDS traffic crash information can be used to:

- Conduct problem identification and the development of resolutions for safety programs
- Create and implement effective, integrated safety programs and initiative
- Conduct education and awareness initiative
- Make executive management decision
- Award and target federal highway safety funding

- Make key legislative decisions that impact citizen safety on our roadway
- Targeting local and state law enforcement efforts
- Make engineering and construction improvements to our roadways
- Work with partnering organizations to develop coordinated, innovative approaches to improve highway safety

TREDS will pave the way for Virginia's effort to develop and implement effective safety programs that will make Virginia's roadways among the safest in the country."

Additionally, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report*.

This review serves to provide a benchmark with respect to the VSP MCSU's past performance and serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the unit's work product.

Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA Division Administrator's (hereinafter referred to as DA) office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

³⁴Virginia Department of Motor Vehicles, *Traffic Records Electronic Data System*, <https://www.treds.virginia.gov>: July 12, 2017, S. L. Stewart

Part 2 Section 3 - Roadside Inspections

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

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

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2020 - 2022. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

Trend Analysis for 2014 - 2018

Inspection Types	2014	2015	2016	2017	2018
Level 1: Full	16874	17251	17198	16049	16604
Level 2: Walk-Around	5113	3338	3517	3865	4101
Level 3: Driver-Only	8860	14510	13207	11544	12704
Level 4: Special Inspections	11	0	0	42	42
Level 5: Vehicle-Only	436	495	247	412	385
Level 6: Radioactive Materials	0	0	1	1	1
Total	31294	35594	34170	31913	33837

Narrative Overview for FY 2020 - 2022**Overview:**

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

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

**MOTOR CARRIER ROADSIDE INSPECTION PROGRAM
COMMONWEALTH OF VIRGINIA
2020**

Road Side Inspector Allocation

Currently, the VSP MCSU has 58 troopers, seven (7) sergeants, and one (1) first sergeant, certified to conduct Level I and III inspections and with the exception of the First Sergeant, all of these personnel are certified to conduct hazardous materials inspections, cargo tank inspections and other bulk inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI Inspections.

Map 2-3-1.0: Virginia State Police Motor Carrier Safety Unit Manpower Allocation

 **Map 2-3-1.0**

Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allow for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is also expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

DATA REVIEW AND ANALYSIS

This section provides a holistic view of the VSP MCSU's roadside inspection program activities from 2014 through 2018. The following table lists and illustrates the trends associated with each type of roadside inspection conducted in Virginia during the reporting period.

During the reporting period, the VSP MCSU conducted a **total** of **166,808** roadside inspections with an **average** yearly rate of **33,361.6** and is **trending steadily**. During the reporting period, "**Level 1: Full inspections**," accounted for **50.42%** of the total amount of roadside inspections conducted by the VSP MCSU, which is well above the 25% inspection rate for these types of inspections suggested¹ to be done by FMCSA. It is also worth noting that the data shows that this rate is **trending steadily** at a rate slightly **above 50%**. The data also shows that the average frequency of "**Level 3: Driver Only**" inspections during the reporting period **exceeds** the FMCSA suggested² rate of 33%.

Table 2-3-1.0: Roadside Inspection History (2014-2018)

	3	4	5	6	7
					

MONITORING PLAN

The VSP MCSU will continue, as it has in the past to monitor the number and types of roadside inspections its members conduct through routine monitoring of Safetynet's reporting system. More, specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report.⁸ This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the number and types of inspections being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

¹United States Department of Transportation, Federal Motor Carrier Safety Administration, *Motor Carrier Safety Assistance Program - Grant Comprehensive Policy*, Version 3.0, Washington DC: June 2016, 34.

²Ibid., 34.

- ³<https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2014, August 8, 2019, S. L. Stewart.
- ⁴<https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2015, August 8, 2019, S. L. Stewart.
- ⁵<https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2016, August 8, 2019, S. L. Stewart.
- ⁶<https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2017, August 8, 2019, S. L. Stewart.
- ⁷<https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2018, August 8, 2019, S. L. Stewart.
- ⁸https://www.vsp.virginia.gov/Annual_Report.shtm, August 8, 2019, S. L. Stewart.

Projected Goals for FY 2020 - 2022

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2020 - 2022. For FY 2022, 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: VIRGINIA DEPARTMENT OF STATE POLICE

Enter the total number of certified personnel in the Lead agency: 110

Projected Goals for FY 2022 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13128	1877	31	15036	49.74%
Level 2: Walk-Around	4138	448	33	4619	15.28%
Level 3: Driver-Only	9360	600	24	9984	33.03%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	256	583	1.93%
Level 6: Radioactive Materials	0	1	0	1	0.00%
Sub-Total Lead Agency	26937	2946	344	30227	

MCSAP subrecipient agency

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

VIRGINIA DEPARTMENT OF
Subrecipient is: MOTOR VEHICLES

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

Projected Goals for FY 2022 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
Level 6: Radioactive Materials				0	%
Sub-Total Funded Agencies	0	0	0	0	

Non-Funded Agencies

Total number of agencies:	0
Enter the total number of non-funded certified officers:	140
Enter the total number of inspections projected for FY 2022:	0

Summary

Projected Goals for FY 2022 - Roadside Inspections Summary

Projected Goals for FY 2022 Summary for All Agencies					
MCSAP Lead Agency: VIRGINIA DEPARTMENT OF STATE POLICE					
# certified personnel: 110					
Subrecipient Agencies: VIRGINIA DEPARTMENT OF MOTOR VEHICLES					
# certified personnel: 0					
Number of Non-Funded Agencies: 0					
# certified personnel: 140					
# projected inspections: 0					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13128	1877	31	15036	49.74%
Level 2: Walk-Around	4138	448	33	4619	15.28%
Level 3: Driver-Only	9360	600	24	9984	33.03%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	256	583	1.93%
Level 6: Radioactive Materials	0	1	0	1	0.00%
Total MCSAP Lead Agency & Subrecipients	26937	2946	344	30227	

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.

Please note that the number and type of roadside inspections conducted by "non-funded" agencies are not tracked due to the fact that the "non-funded" agencies conducting roadside inspections in Virginia do not have access to upload inspection results to FMCSA.

Note: The table below is created in Year 1. It cannot be edited in Years 2 or 3 and should be used only as a reference when updating your plan in Years 2 and 3.

Projected Goals for FY 2021 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	30000	0	0	30000
Enter total number of certified personnel	85	0	0	85
Projected Goals for FY 2022 Roadside Inspections				
Enter total number of projected inspections	30000	0	0	30000
Enter total number of certified personnel	85	0	0	85

Part 2 Section 4 - Investigations

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

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

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

Trend Analysis for 2014 - 2018

Investigative Types - Interstate	2014	2015	2016	2017	2018
Compliance Investigations	0	0	0	4	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	3	3	1	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	37	43	5	13	10
CSA On-Site Comprehensive	6	3	3	0	1
Total Investigations	46	49	9	17	11
Total Security Contact Reviews	5	4	0	1	0
Total Terminal Investigations	0	0	6	0	0

Investigative Types - Intrastate	2014	2015	2016	2017	2018
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	0	0	0	0	0
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Narrative Overview for FY 2020 - 2022**Instructions:**

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

Projected Goals for FY 2020 - 2022

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

Projected Goals for FY 2020 - 2022 - Investigations						
Investigation Type	FY 2020		FY 2021		FY 2022	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	2	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	1	0	0	0	0	0
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	5	0	0	0	6	0
CSA On-Site Comprehensive	0	0	0	0	6	0
Total Investigations	8	0	0	0	12	0
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	1	0	0	0	0	0

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

See "Program Activities" below.

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

**MOTOR CARRIER INVESTIGATIONS
VIRGINIA STATE POLICE**

DATA REVIEW AND ANALYSIS

It should be noted that the VSP MCSU has two (2) troopers certified and authorized to conduct motor carrier investigations.

Nevertheless, the data for the reporting period (2014 - 2018), shown in the following table reveals that between 2014 and 2015 there was a precipitous decline in regards to the incidence rate of **interstate investigations** conducted by the VSP MCSU. However in 2017, the trend associated with this statistic started trending upward and in **2018**, it started trending **downward**.

In an effort to bolster the overall numbers associated with these statistics, leadership in the VSP MCSU will explore the feasibility of having additional MCSU certified to conduct compliance investigations in the future.

Table 2-4-1.0: Virginia State Police Motor Carrier Interstate Investigations (2014 - 2018)

Interstate Investigations ¹	2014	2015	2016	2017	2018	MEAN
Compliance investigations	0	0	0	4	0	.8
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	3	3	1	0	0	1.4

CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	37	43	5	13	10	21.6
CSA On-Site Comprehensive	6	3	3	0	1	2.6
Total Security Contact Reviews	5	4	0	1	0	2
Total Terminal Investigations	0	0	6	0	0	1.2
Total Investigations	46	49	9	18	11	26.6

¹Federal Motor Carrier Safety Administration, Analysis and Information, Review Activity Report for Virginia, Gotham report updated on 8/2/19, S. L. Stewart

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

The VSP MCSU will continue, as it has in the past to monitor the number and types of compliance investigations its members conduct through routine monitoring of FMCSA indicies. As these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report (previously cited within this plan). This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the number and types of compliance investigations being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, it should be noted that VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 5 - Traffic Enforcement

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

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

Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes). The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

Trend Analysis for 2014 - 2018

Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2018	12/31/2018	4718	4898
01/01/2017	12/31/2017	4169	4381
01/01/2016	12/31/2016	4315	5599
01/01/2015	12/31/2015	5142	3353
01/01/2014	12/31/2014	2926	3545

☒ 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.

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

See discussion below on Narrative Overview for FY 2019

Narrative Overview for FY 2020 - 2022

Instructions:

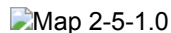
Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction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

Virginia State Police Motor Carrier Safety Unit Traffic Enforcement Overview

LEVEL OF EFFORT

It is anticipated that the VSP MCSU will have 20 "patrol troopers" certified to conduct Level II and III inspections. It is also anticipated that the VSP MCSU will have 58 troopers, seven (7) sergeants, to conduct Level I and III inspections, all of which are also certified to conduct hazardous materials inspections, cargo tank inspections and other bulk packaging inspections. It is further anticipated that the VSP MCSU will have 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI inspections. It should be noted that these numbers may fluctuate over the course of the reporting period due to unanticipated changes to staffing levels due to retirements, promotions, transfers, etc.

Map 2-5-1.0



Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocate manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

DATA ANALYSIS

The Virginia Motor Carrier Safety Unit does not conduct enforcement activities on CMVs without an inspection.

The data table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's efforts with respect to two (2) overall categories. The first is in regards to the number of enforcement stops initiated which were accompanied by an inspection and the second pertains to non-CMV enforcement stops initiated by VSP MCSU troopers during the reporting period (2014 - 2018). The data also details the number of citations and warnings issued for each type of enforcement activity.

With respect to the **first category**, one can see that over the reporting period, the rate of incidence, pertaining to both the aggregate number of stops and the total number of citations and warnings issued in relation to this category of enforcement **waivers** significantly and appears to have **leveled off** in **2018**. In regards to the **second category**, there is **some fluctuation** in the frequency in terms of both the number of enforcement stops and the number of citations and warnings issued and this incidence rate also appears to have **leveled off** in **2018**.

Table 2-5-1.0: Virginia State Police Motor Carrier Unit Enforcement Activities (2014 - 2018)

Enforcement Type ¹	2014 ²	2015 ³	2016 ⁴	2017 ⁵	2018 ⁶	MEAN
No. of Documented CMV Traffic Enforcement Stops with an Inspection	2926	5142	4315	4169	4718	4274
No. of Citations and Warnings Issued for CMV Traffic Enf. Stops with an Inspection	3353	5599	4745	4381	4898	4595.2
No. of Documented Non-CMV Traffic Enforcement Stops	3296	4945	3604	3714	3529	3817.6
No of Traffic Citations and Warnings for Documented Non-CMV Traffic Enf. Stops	3296	4945	3604	3714	3529	3817.6

¹Virginia State Police, Enforcement Addendum, 2018.

²January 1, 2013 through December 31, 2014.

³January 1, 2014 through December 31, 2015.

⁴January 1, 2015 through December 31, 2016.

⁵January 1, 2016 through December 31, 2017.

⁶January 1, 2017 through December 31, 2018.

Projected Goals for FY 2020 - 2022

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2020 - 2022. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

Note: If you answer "No" to "Non-CMV" traffic enforcement activities, the State does not need to meet the average number of 2014/2015 safety activities because no reimbursement will be requested. If you answer "No" and then click the SAVE button, the Planned Safety Activities table will no longer be displayed.

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2020	FY 2021	FY 2022
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	4000	4000	4000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection			
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV			
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	200	200	200

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 2014 and 2015.

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 2014/2015 activities.

FY 2022 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2022 Activities	Average 2014/15 Activities
30227	12	1380	31619	34108

The sum of your planned FY 2022 safety activities must equal or exceed the average number of 2014/2015 activities. To be reimbursed for non-CMV traffic enforcement activities, update the number of FY 2022 roadside inspections, investigations, and/or new entrant safety audits to reflect the allowable amount.

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

The VSP MCSU will continue, as it has in the past, to monitor traffic enforcement efforts conducted by its members through routine monitoring of several key reporting system. As these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources. Leadership will also continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report. This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the enforcement efforts being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis. Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 6 - Safety Technology

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

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

Performance and Registration Information Systems Management (PRISM) is a condition for MCSAP eligibility in [49 CFR 350.207\(27\)](#). States must maintain, at a minimum, full PRISM participation. 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 Financial Information Part per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, please indicate that in the table below. Additionally, details must be in this section and in your Spending Plan.

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Core ITD Compliant	Yes
PRISM	Exceeds Full Participation	Yes

Available data sources:

- [FMCSA ITD website](#)
- [PRISM Data and Activity Safety Hub \(DASH\) website](#)

Enter the agency name responsible for ITD in the State: Virginia Department of Motor Vehicles

Enter the agency name responsible for PRISM in the State: Virginia Department of Motor Vehicles

Narrative Overview for FY 2020 - 2022

Problem Statement Narrative and Projected Goal:

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

I.T.D. AND P.R.I.S.M. STATUS COMMONWEALTH OF VIRGINIA

The Virginia Department of Motor Vehicles manages and administers all P.R.I.S.M. program-related activities through a sub-MCSAP grant awarded through the Virginia State Police. Nevertheless, with respect to P.R.I.S.M. compliance, the Commonwealth of Virginia has achieved, as cited below, "step 8" and as such has the authority to deny reincarnated carriers, has the authority to deny suspected reincarnated carriers and is reporting, through appropriate channels to FMCSA, suspected reincarnated carriers.

Over the years, the VSP MCSU has been in the position to make significant investments to its information technology (IT) structures and systems. Consequently, Virginia is currently classified, as cited below, as "core compliant" in regards to information technology deployment; participates in the nationwide e-screening enrollment programs;³ uploads credentialing data to the FMCSA's *Safety and Fitness Electronic Records System*;⁴ and has implemented E-Credentialing.⁵ Additionally, the VP Max along with state and local partners have made significant gains with respect to configuring their respective IT systems in a fashion that renders them compatible with FMCSA IT platforms and processes. These enhancements in connectivity and compatibility have most certainly contributed to strengthening core MCSAP program management functions, specifically, functions related to planning, organizing, staffing, directing, coordinating, and budgeting and has translated to safer highways in Virginia and nationwide.

Leadership in the Virginia State Police Motor Carrier Safety Unit certainly appreciates the value of and is committed to growing, in a responsible and prudent fashion, Virginia's motor carrier "innovative technology deployment" initiative beyond mere compliance and is committed to the deployment of intelligent transportation system applications for commercial motor vehicle operations, commercial drivers, and carrier-specific information systems and networks in Virginia. It is anticipated that such investments will ultimately contribute to raising both the aggregate levels of safety and motor carriers and commercial vehicles operating in and through the Commonwealth of Virginia.

¹U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Prism State Vehicle Registration Connectivity*, March, 2017: <https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism>, July 20, 2017, S. L. Stewart.

²U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *I.T.D. Deployment Status*, November 2017: <https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism>, July 20, 2017, S. L. Stewart.

³U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *ITD Deployment Status*, <https://www.fmcsa.dot.gov/information-systems/itd-deployment-status>, July 20, 2017, S. L. Stewart.

⁴Ibid.

⁵Ibid.

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

See attached Virginia DMV Sub Grantee Package

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.

Quarterly PRISM Reports will be submitted as required to ensure continued eligibility for MCSAP.

In addition, see attached Virginia DMV Sub Grantee Package.

Part 2 Section 7 - Public Education and Outreach

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

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

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

Trend Analysis for 2014 - 2018

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

Public Education and Outreach Activities	2014	2015	2016	2017	2018
Carrier Safety Talks	122	133	167	202	391
CMV Safety Belt Education and Outreach	11	12	15	31	58
State Trucking Association Meetings	18	19	24	20	36
State-Sponsored Outreach Events	5	6	8	7	11
Local Educational Safety Events	17	19	23	19	34
Teen Safety Events	9	10	12	14	27

Narrative Overview for FY 2020 - 2022

Performance Objective: To increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities such as safety talks, safety demonstrations, etc.

Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safety initiatives. Include the number of personnel that will be participating in this effort.

PUBLIC EDUCATION AND OUTREACH NARRATIVE OVERVIEW FOR FY 2018 COMMONWEALTH OF VIRGINIA

DATA REVIEW AND ANALYSIS

The table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's public education and outreach activities (hereinafter referred to as outreach activities) for the reporting period 2014 through 2018. Over the course of this reporting period, the VSP MCSU has averaged 296 outreach activities per year. As one can see, the rate of incidence pertaining to the aggregate number of such activities reached a five year high in 2018 with 557 activities conducted and it should be noted that **total outreach activities** for VSP MCSU is **trending upwards**. The same appears to be true of each of the outreach categories, as the **rate of incidence for each category** is also **trending upwards**.

**Table 2-7-1.0: Public Education and Outreach Activities-
Virginia State Police Motor Carrier Safety Unit (2014 - 2018)**

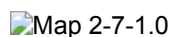
Public Education and Outreach Activities	2014 ¹	2015 ²	2016 ³	2017 ⁴	2018 ⁵
Carrier Safety Talks	122	133	167	202	391
CMV Safety Belt Education and Outreach	11	12	15	31	58
State Trucking Association Meetings	18	19	24	20	36
State-Sponsored Outreach Events	5	6	8	7	11
Local educational Safety Events	17	19	23	19	34

Teen Safety Events	9	10	12	14	27
Total	182	199	249	293	557

*** Five Year Mean 296**

In addition to passenger transportation, hazardous materials transportation, and share the road safely initiatives, emphasis will continue to be placed on engaging in the above-listed public out reach activities. Based on the data above, efforts will be engaged in to facilitate an increase in the frequency of "state sponsored outreach activities" and "teen safety events."

Map 2-7-1.0



During the upcoming reporting period, it is anticipated that the VSP MCSAP will have 58 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant engaged in public outreach activities throughout the seven service regions shown above. When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV are not patrolling their assigned duty posts, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to be engaging the public via the aforementioned activities and through daily interaction with both CMV drivers/operators through their routine daily interactions.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they, however, are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. However they are required to conduct CMV-related out reach activities as well. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

¹Virginia State Police Motor Carrier Safety Unit, *Motor Carrier Data Collection Addendum*, 2018.

²Ibid.

³Ibid.

⁴Ibid.

⁵Ibid.

Projected Goals for FY 2020 - 2022

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

			Performance Goals		
Yes	No	Activity Type	FY 2020	FY 2021	FY 2022
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	150	150	150
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	15	15	15
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	15	15	15
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	20	20	20
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	17	17	17
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	11	11	11

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.

Public Education and Outreach
Measurements and Monitoring
Commonwealth Of Virginia

The VSP MCSU will continue, as it has in the past to monitor the number and types of public outreach activities its members conduct through routine monitoring of various VSP indicies. More, specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report, which is previously cited within this document. Nevertheless this document is used by leadership in the VSP MCSU to gage the unit's efforts in regards to the number and types of inspections being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

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

Please review your State's SSDQ compliance levels and Narrative Overview and identify if changes are needed for the upcoming fiscal year. You must select 'yes' to make changes.

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

MCSAP lead agencies are allowed 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.).

Data Quality Program	Current Compliance Level	Include O & M Costs?
SSDQ Performance	Good	Yes

Available data sources:

- [FMCSA SSDQ website](#)
- [FMCSA DataQs website](#)

Enter the agency name responsible for Data Quality:

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2020 - 2022.

SSDQ Measure	Current SSDQ Rating	Goal for FY 2020	Goal for FY 2021	Goal for FY 2022
Crash Record Completeness	Good	Good		
Crash VIN Accuracy	Good			
Fatal Crash Completeness	Good	Good		
Crash Timeliness	Good	Good		
Crash Accuracy	Good	Good		
Crash Consistency	No Flag	No Flag		
Inspection Record Completeness	Good	Good		
Inspection VIN Accuracy	Good	Good		
Inspection Timeliness	Good	Good		
Inspection Accuracy	Good	Good		

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

 <https://ai.fmcsa.dot.gov/DataQuality/StateOverall.aspx>, August 8, 2019 at 3:41 PM, S. L. Stewart.

Narrative Overview for FY 2020 - 2022

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

The State is "Good" in all categories, no further narrative or explanation is necessary.

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

N/A

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.

State Safety Data Quality
Measurements and Monitoring
Commonwealth of Virginia

The VSP MCSU will continue to monitor the above indicies to ensure timely and accurate submission of MCSAP data and to ensure incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so that MCSAP resources are being deployed in the most efficient manner possible. Additionally, it should be noted that the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. You must complete the safety audit data questions for the current year. You must select "yes" to make changes.

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

States must conduct interstate New Entrant safety audits in order to participate in the MCSAP ([49 CFR 350.207](#).) 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. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

For the purpose of this section:

- **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.).

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 2014 - 2018

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

New Entrant Safety Audits	2014	2015	2016	2017	2018
Interstate	756	965	856	890	883
Intrastate	0	0	0	0	0
Total Audits	756	965	856	890	883

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

Narrative Overview for FY 2020 - 2022

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

Please complete the information below by entering data from the NEWS Dashboard regarding Safety Audits in your State. Data Source: [New Entrant website](#)

Date information retrieved from NEWS Dashboard to complete eCVSP	10/20/2021
Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)	1724
Current Number of Past Dues	1

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: Meet the statutory time limit for processing and completing interstate safety audits of 120 days for Motor Carriers of Passengers and 12 months for all other Motor Carriers.

Projected Goals for FY 2020 - 2022

Summarize projected New Entrant safety audit activities in the table below.

Projected Goals for FY 2020 - 2022 - New Entrant Safety Audits						
	FY 2020		FY 2021		FY 2022	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	100	0	100	0	100	0
# of Safety Audits (Offsite)	657	0	657	0	980	0
# Group Audits	0	0	0	0	300	0
TOTAL Safety Audits	757	0	757	0	1380	0
# of Non-Audit Resolutions	100	0	100	0	100	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.

NEW ENTRANT AUDITS
VIRGINIA STATE POLICE
MOTOR CARRIER UNIT

DATA REVIEW AND ANALYSIS

The Virginia State Police does not conduct Intrastate New Entrant Audits.

The data below details the number of Interstate **New Entrant Safety Audits** the Virginia State Police Motor Carrier Unit has conducted over the reporting period, 2014 - 2018. During the reporting period, New Entrant auditors conducted 4,350 audits and as one can see the frequency, as reported for 2018, is **trending on a plane** and the **mean** rate of incidence has leveled off as well.

Table 2-9-1.0: Virginia State Police New Entrant Interstate Audits Conducted (2013 - 2017)

New Entrant Interstate Safety Audits	2014 ¹	2015 ²	2016 ³	2017 ⁴	2018 ⁵	Total
Total	756	965	856	890	883	4,350
Mean						870

OBJECTIVE

The leadership and members of the Virginia State Police Motor Carrier Unit realize that while New Entrant Audits, occasionally, serve to ferret out potential bad actors, more often, they serve as an educational component which presents as "teachable moments" for those companies just starting out as motor carriers. It is certainly recognized that this educational

process can serve to provide potential and perhaps even fledgling motor carriers, with information that can and, in fact, prevents miss-steps that could ultimately result in severe safety violations and or serious regulatory violations.

Therefore, simply stated, in regards to this very important MCSAP program, the VSP MCSU's objective is to continue to conduct quality New Entrant audits of the types and at the levels outlined below and to do so with an emphasis on the educational component of the process while maintaining an eye towards expanding the program down the road to possibly include greater numbers of these audits and to include group audits.

¹U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2014*, January 1, 2014 through December 31, 2014, GOTHAM: August 8, 2019, S. L. Stewart.

²U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2015*, January 1, 2015 through December 31, 2015, GOTHAM: August 8, 2019, S. L. Stewart

³U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2016*, January 1, 2016 through December 31, 2016, GOTHAM: August 8, 2019, S. L. Stewart.

⁴U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2017*, January 1, 2017 through December 31, 2017, GOTHAM: August 8, 2019, S. L. Stewart.

⁵U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2018*, January 1, 2018 through December 31, 2018, GOTHAM: August 8, 2019, S. L. Stewart.

Activity Plan for FY 2020 - 2022: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

Currently there are ten (10) certified part-time civilian new entrant auditors working in the Motor Carrier Safety Unit along with one full-time analyst who coordinates these audits. In addition, we have three (3) sworn troopers trained to conduct safety audits. In addition, group audits may be utilized to assist with the increase of safety audits across the Commonwealth. **We are projecting to hire four (4) additional part-time civilian new entrant auditors, pending recruitment efforts.**

Given this robust staffing level coupled with an enhanced ability to engage an intelligence-led-decision-making-process, which is likely to accompany the recent addition of full time analyst; it is anticipated that the Motor Carrier Safety Unit will conduct the number and types of New Entrant Safety Audits as outlined above during CY 2022.

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.

PERFORMANCE MEASUREMENT PLAN

Staffing levels and man hours worked will certainly continue to be monitored as they pertain to the New Entrant Program, however, the performance measures will, as it has been in the past, continue to be the frequency and rate at which the New Entrant Inspections are conducted in total. The rate of incidence will be monitored routinely and will continue to be reported on/in the quarterly progress reports and the following metrics will be used as benchmarks with which to gauge the progress towards meeting the aforementioned objective:

Table 2-9-3.0: New Entrant Performance Measures (CY-2020 - 2022)

Audit Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Safety Audits (Onsite)	25	25	25	25	100
Safety Audits (Offsite)	164.25	164.25	164.25	164.25	657
Group Audits	0	0	0	0	0
Total Audits	189.25	189.25	189.25	189.25	757

Part 3 - National Emphasis Areas and State Specific Objectives

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

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

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

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

Instructions:

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

Check this box if:

☒ As evidenced by the data provided by FMCSA, the State identifies at least 85 percent of carriers operating under a Federal IH or UNSAT/UNFIT OOS order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities.

Part 3 Section 2 - Passenger Carrier Enforcement

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

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

Instructions:

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

Check this box if:

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

Part 3 Section 3 - State Specific Objectives – Past

No updates are required for this section.

Instructions:

Describe any State-specific CMV problems that were addressed with FY 2019 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2019 CVSP.

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

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

Part 3 Section 4 - State Specific Objectives – Future

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

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

Instructions:

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

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

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 2022 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. The budget category tables use 85.01 percent in the federal share calculation.
- **State Share** means the portion of the total project costs paid by State funds. The budget category tables use 14.99 percent in the state share calculation. A State is only required to contribute 14.99 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 14.99 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 85.01 percent Federal share and 14.99 percent State share automatically and populates

these values in each line. Federal share is the product of Total Project Costs x 85.01 percent. State share equals Total Project Costs minus Federal share. It is important to note, if Total Project Costs are updated based upon user edits to the input values, the share 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	\$10,622,436.00	\$559,076.00	\$11,181,512.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$1,677,227.00
MOE Baseline:	\$963,517.21

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.

Salary and Overtime project costs must be separated when reporting to FMCSA, regardless of the Lead MCSAP Agency or Subrecipient pay structure.

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):	\$1,677,227.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Auditors/Investigators	14	100.0000	\$48,243.00	\$675,402.00	\$675,402.00	\$0.00	\$0.00
1st Sergeant	1	100.0000	\$100,248.38	\$100,248.38	\$100,248.38	\$0.00	\$0.00
Program Support Tech	1	100.0000	\$57,202.20	\$57,202.20	\$57,202.20	\$0.00	\$0.00
Sergeants	2	100.0000	\$121,582.60	\$243,165.20	\$243,165.20	\$0.00	\$0.00
Secretary	1	100.0000	\$47,932.50	\$47,932.50	\$47,932.50	\$0.00	\$0.00
Program Analyst Senior	1	100.0000	\$66,056.10	\$66,056.10	\$66,056.10	\$0.00	\$0.00
Agency Analyst	1	100.0000	\$51,320.50	\$51,320.50	\$51,320.50	\$0.00	\$0.00
Troopers	28	100.0000	\$92,257.70	\$2,583,215.60	\$2,583,215.60	\$0.00	\$0.00
MC Assistance wage	1	100.0000	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00
Troopers	23	0.0000	\$2,063,563.90	\$0.00	\$0.00	\$0.00	\$2,063,563.90
Sergeants	5	0.0000	\$505,076.40	\$0.00	\$0.00	\$0.00	\$505,076.40
Lieutenant	1	0.0000	\$132,119.37	\$0.00	\$0.00	\$0.00	\$132,119.37
Secretaries	6	0.0000	\$286,937.28	\$0.00	\$0.00	\$0.00	\$286,937.28
Captain	1	0.0000	\$149,428.70	\$0.00	\$0.00	\$0.00	\$149,428.70
Troopers	7	100.0000	\$89,720.17	\$628,041.19	\$68,965.19	\$559,076.00	\$0.00
Subtotal: Salary				\$4,487,583.67	\$3,928,507.67	\$559,076.00	\$3,137,125.65
Overtime Project Costs							
Port Check	30	100.0000	\$4,000.00	\$120,000.00	\$120,000.00	\$0.00	\$0.00
Concentrated Checks	30	100.0000	\$5,000.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00
Motor Carrier Troopers	30	100.0000	\$5,000.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00
BFO Troopers	30	100.0000	\$3,400.00	\$102,000.00	\$102,000.00	\$0.00	\$0.00
Subtotal: Overtime				\$522,000.00	\$522,000.00	\$0.00	\$0.00
TOTAL: Personnel				\$5,009,583.67	\$4,450,507.67	\$559,076.00	\$3,137,125.65
Accounting Method:	Cash						

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

Salary for each position is based on an average of the aggregate. Each position is as follows:

Auditors 37.11 hourly average x 1300 hours x 14.

Troopers 28 x 92,257.70 yearly average.

Sergeants 2 x 121,582.60 yearly average.

Secretary 1 x 47,932.50.

Program Support Tech 1 x 57,202.20.

1st Sergeant 1 x 100,248.38

Program Analyst Senior 1 x 66,056.10

Agency Analyst 1 x 51,320.50

Motor Carrier Assistant Wage 1 x 35,000.00

All positions devote 100% of their time to MCSAP. Overtime was calculated by dividing 522,000.00 by 30 troopers giving us 17,400 per trooper. State police plans to do two Port Checks and multiple Concentrated Checks. State police plans to incorporate BFO patrol troopers and road troopers into the concentrated checks and special projects.

The overtime required will be charged to MCSAP. The remainder is for emergency callouts, etc for all of the motor carrier troopers as well as Sergeants.

Auditors, Investigators, and Troopers conduct roadside inspections and/or audit records to insure fulfillment of the two MCSAP programs. Currently there are 10 civilian auditors with the plan to increase to 14.

1st Sergeant oversee's the Sergeants in the field who oversee the troopers. He also monitors the auditors and investigators.

The secretary carries out normal duties for the Sergeants in the field.

Program Analyst Senior oversee's all accounting of the grants and ensures all reporting goals are met.

Agency Analyst assists the auditors and assigns audits in MCMIS. She also assists the Agency Analyst Senior.

One program support tech does all related activity required by Safety Net. Supplies statistics to help guide upper management in overseeing the program.

The Motor Carrier Assistant wage position will be an administrative position that will assist the Program Support Tech, Agency Analyst, and Program Analyst with routine filing, special projects (i.e. data collection, group audits, inspection certifications), grant accounting assistance and other secretarial duties that may be required at the motor carrier headquarters office.

MOE expenses are as follows:

Sergeants salary: $4,208.97 \times 24$ pay periods= 101,015.28 x 5 sergeants= 505,076.40
Secretaries salary: $1,992.62 \times 24$ pay periods= 47,822.88 x 6 secretaries= 286,937.28

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. If using an approved rate by the applicant's Federal cognizant agency for indirect costs, a copy of the indirect cost rate agreement must be provided in the "My Documents" section in eCVSP and 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 rate, rate approved by HHS Statewide Cost Allocation or cognizant agency, or an aggregated rate). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

Actual Fringe Rate: a fringe rate approved by your cognizant agency or a fixed rate applied uniformly to each position.

Aggregated Rate: a fringe rate based on actual costs and not a fixed rate (e.g. fringe costs may vary by employee position/classification).

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 more information on this item see the [Fringe Benefits Job Aid below](#).

Fringe costs method: Actual Fringe Rate

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

Fringe Benefit Rate: 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.

Base Amount: The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.

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
Auditors	7.6500	100.0000	\$675,402.00	\$51,668.25	\$51,668.25	\$0.00	\$0.00
Troopers	61.3200	100.0000	\$2,583,215.63	\$1,584,027.82	\$1,584,027.82	\$0.00	\$0.00
Sergeants	61.3200	100.0000	\$243,165.20	\$149,108.90	\$149,108.90	\$0.00	\$0.00
Secretary	48.7300	100.0000	\$47,932.50	\$23,357.50	\$23,357.50	\$0.00	\$0.00
Program Support Tech	48.7300	100.0000	\$57,202.20	\$27,874.63	\$27,874.63	\$0.00	\$0.00
1st Sergeant	60.6000	100.0000	\$100,248.38	\$60,750.51	\$60,750.51	\$0.00	\$0.00
Program Analyst Senior	48.7300	100.0000	\$66,056.10	\$32,189.13	\$32,189.13	\$0.00	\$0.00
Agency Analyst	48.7300	100.0000	\$51,320.50	\$25,008.47	\$25,008.47	\$0.00	\$0.00
Motor Carrier Assistant Wage	7.6500	100.0000	\$35,000.00	\$2,677.50	\$2,677.50	\$0.00	\$0.00
Overtime	7.6500	100.0000	\$522,000.00	\$39,933.00	\$39,933.00	\$0.00	\$0.00
Troopers	61.3200	0.0000	\$2,063,563.90	\$0.00	\$0.00	\$0.00	\$1,265,377.38
Sergeants	61.3200	0.0000	\$505,076.59	\$0.00	\$0.00	\$0.00	\$297,650.88
Lieutenant	60.6000	0.0000	\$132,119.37	\$0.00	\$0.00	\$0.00	\$80,064.33
Secretaries	48.7300	0.0000	\$286,937.64	\$0.00	\$0.00	\$0.00	\$139,824.71
Captain	60.6000	0.0000	\$149,428.70	\$0.00	\$0.00	\$0.00	\$90,553.79
Troopers	61.3200	0.0000	\$628,041.19	\$0.00	\$0.00	\$0.00	\$385,114.85
TOTAL: Fringe Benefits				\$1,996,595.71	\$1,996,595.71	\$0.00	\$2,258,585.94

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

The fringe rates are as follows:

Civilian and Sworn personnel:	Group Life (rate x salary)	1.34%
	Retiree Health Ins. (rate x salary)	1.12%
	FICA (rate x salary)	7.65%
	Long Term Disability (rate x salary)	0.61%
	Deferred Compensation	0.5548
	Health Coverage	23.00
	Meal Reimbursement	0.72%

Civilian Retirement (rate x salary)	14.46%
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Sworn Retirement (rate x salary)	26.33%
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The Auditors are wage positions and only FICA (7.65%) is calculated. The Sworn is based on the aggregate rate of 61.32%. The Civilian is based on the aggregate rate of 48.73%.

In addition sworn receive meal reimbursement based on the hrs. worked. (Percentage figured based on 1 meal a day/base salary of a trooper)

Meal Reimbursement - Sworn employees on non-administrative duty will be permitted to request reimbursement for one meal per day, not to exceed \$2.25, under the following conditions:

- a. The sworn employee is required to be in an "on duty" or "ready" status during the meal period, which means the sworn employee is available to provide public services.
- b. The meal must be eaten and paid for by the employee.
- c. The meal is eaten in an area accessible to the public.
- d. The \$2.25 meal reimbursement is claimed on the SP-106, not on a TERV.

Overtime is FICA (7.65%) * 522,000.00 = 39,933.00

The same rates listed above apply to MOE Fringe.

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
Port Check and Concentrated Checks	40	10	100.0000	\$28,000.00	\$28,000.00	\$0.00	\$0.00
Operation Safe DRIVE	4	5	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Routine Training	3	3	100.0000	\$15,000.00	\$15,000.00	\$0.00	\$0.00
CVSA Annual Conference	5	3	100.0000	\$12,500.00	\$12,500.00	\$0.00	\$0.00
CVSA Data Quality Training	5	3	100.0000	\$12,500.00	\$12,500.00	\$0.00	\$0.00
NAIC Training	2	5	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
CVSA Workshop	5	5	100.0000	\$12,500.00	\$12,500.00	\$0.00	\$0.00
COHMED	2	5	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
MCSAP Planning Session	5	5	100.0000	\$12,500.00	\$12,500.00	\$0.00	\$0.00
Annual Inservice Training	58	5	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
NAS Training	1	10	100.0000	\$3,000.00	\$3,000.00	\$0.00	\$0.00
Routine Travel for Audits	8	98	100.0000	\$15,000.00	\$15,000.00	\$0.00	\$0.00
Audit Training for new Auditors	2	5	100.0000	\$3,500.00	\$3,500.00	\$0.00	\$0.00
Compliance Investigator Training and travel	2	10	100.0000	\$3,800.00	\$3,800.00	\$0.00	\$0.00
UMASS Safety Summit	3	4	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
TOTAL: Travel				\$153,300.00	\$153,300.00	\$0.00	\$0.00

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

All conference expenses include registration, airfare, lodging and per diem. Many of the training courses are held at the Virginia State Police Academy, therefore cost is minimal. Routine travel is for unrelated costs to conferences or training incurred by staff. All travel and training is to maintain certifications and review of updated regulations for all Motor Carrier Troopers. Figures are derived from a mean aggregate from past travel. Future travel is expected to be similar to past travel.

Annual in-service for all Motor Carrier troopers and local police departments to review regulations and maintain certifications in accordance with Federal Motor Carrier Regulation 49CFR.

We have participated in Operation Safe DRIVE and would like to attend the training. Operation Safe Drive is a high visibility, multi-agency, traffic enforcement effort on the Interstate System designed to eliminate traffic fatalities by reducing traffic crashes involving large trucks, buses and passenger vehicles.

Routine training will be used for training which we have not been able to attend in the past. Through out the year our GMO recommends specific training which will enhance our program but in the past we have not been able to attend because it was not accounted for in our budget. This will ensure we will have the funds available to attend. This includes training for any new civilian staff in need of new entrant training or grant training.

NAIC - NAIC was created to recognize inspectors and officers - the backbone of the commercial vehicle safety

program in North America - and to promote uniformity of inspections through education ultimately ensuring a good quality MCSAP program

NAS Training - This is required training by FMCSA and will cover all expenses. This is in the event training is needed for a new hire and Virginia State Police is not conducting the training onsite

Port Check and Concentrated checks are done throughout the year in different areas of the state where some of our staff would require lodging and per diem.

Compliance Investigator training and travel will be used to send troopers to be trained and certified to complete compliance investigations which is required by FMCSA.

Routine travel for audits will cover costs for our auditors to travel for audits that need to be completed onsite rather than offsite, costs include hotels and per diem. Travel for new auditors is needed when vacant auditor positions are filled and they need to travel for required training to become certified. These costs will include possible air fare, hotel costs and per diem.

The CVSA Annual Conference and Exhibition, provides the opportunity for government officials, enforcement and industry to gather together to affect meaningful changes to the overall culture of transportation safety throughout Canada, Mexico and the United States.

The CVSA Data Quality Training is system-wide training to state partners who report quality inspection and crash records to support FMCSA and state safety programs. It provides states with the skill-set and expertise needed to use FMCSA's software systems efficiently and effectively, helping FMCSA achieve its mission of saving lives and making our roadways safer.

The CVSA Workshop is designed to help government officials, enforcement and industry continue to advance commercial motor vehicle safety.

The COHMED Conference, presented by the Cooperative Hazardous Materials Enforcement Development (COHMED) Program, the COHMED Conference is a focused, one-of-a-kind event for individuals and organizations involved in the regulation, enforcement and safety of transporting hazardous materials and dangerous goods. It provides a unique opportunity for the hazmat community to present concerns and perspectives about enforcement of regulations.

The MCSAP Planning Session goes over all new things related to the MCSAP Grant as well as any other grant opportunities that are available through FMCSA. It provides updates to regulations as well as giving an overview to state partners of what is expected of them from FMCSA.

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The UMASS Safety Summit is a conference held yearly that is to promote partnerships with law enforcement, universities, drivers, and licensing agencies, with the goal of sharing best practices across these disciplines to improve the commercial motor vehicle and commercial drivers license enforcement and licensing compliance in the Eastern service center area.

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
Vehicle Printer Armrests	5	\$350.00	100	\$1,750.00	\$1,750.00	\$0.00	\$0.00
Inverters	20	\$60.00	100	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Radars	1	\$2,500.00	100	\$2,500.00	\$2,500.00	\$0.00	\$0.00
Whalen Light Packages	11	\$3,400.00	100	\$37,400.00	\$37,400.00	\$0.00	\$0.00
Vehicle Consoles	11	\$1,150.00	100	\$12,650.00	\$12,650.00	\$0.00	\$0.00
Vehicle Extendobed	4	\$2,455.00	100	\$9,820.00	\$9,820.00	\$0.00	\$0.00
Vehicle Gun Rack	11	\$650.00	100	\$7,150.00	\$7,150.00	\$0.00	\$0.00
Vehicle Radio Equipment	4	\$800.00	100	\$3,200.00	\$3,200.00	\$0.00	\$0.00
Video Conference Equipment	1	\$5,000.00	100	\$5,000.00	\$5,000.00	\$0.00	\$0.00
License Plate Readers	1	\$10,858.75	100	\$10,858.75	\$10,858.75	\$0.00	\$0.00
Infrared Detection Equipment	1	\$19,520.00	100	\$19,520.00	\$19,520.00	\$0.00	\$0.00
Trooper SUV	4	\$39,450.00	100	\$157,800.00	\$157,800.00	\$0.00	\$0.00
New Vehicle for Auditors	2	\$25,000.00	100	\$50,000.00	\$50,000.00	\$0.00	\$0.00
Sign Boards	7	\$21,000.00	100	\$147,000.00	\$147,000.00	\$0.00	\$0.00
Carahsoft/Perceptive	1	\$200,000.00	100	\$200,000.00	\$200,000.00	\$0.00	\$0.00
Training Brake Board	1	\$107,100.00	100	\$107,100.00	\$107,100.00	\$0.00	\$0.00
Training Aid - Cargo Tank	1	\$93,150.00	100	\$93,150.00	\$93,150.00	\$0.00	\$0.00
Ford F-150 Pursuit Trucks	7	\$40,000.00	100	\$280,000.00	\$280,000.00	\$0.00	\$0.00
TOTAL: Equipment				\$1,146,098.75	\$1,146,098.75	\$0.00	\$0.00
Equipment threshold is greater than \$5,000.							

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

The state requests 4 new SUV's to complete motor carrier safety inspections which will replace vehicles that have reached their useful life expectancy by the state's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for purchasing a vehicle is based on the State's current procurement contract. In addition there will be 2 cars as replacement vehicles for the new entrant auditors. These vehicles will also be used only for grant eligible purposes and are needed to fulfill activities proposed in the application.

Useful life ranges to calculate depreciation for automobiles, estimates useful life range is a minimum of 3 years and a maximum of 8 years. The Virginia State Police Manual states: Replacement of motor vehicles will be made on the

basis of milage, age, or condition. Special purpose vehicles to include SUV's shall be driven until it is not econmically feasible to keep the vehicle in service. It is expected they will be driven for a minimum of 150,000 miles regardless of the number of years they have been in service.

License Plate Reader and Infrared Detection Equipment is for replacement purposes. The LPRs are utilized during daily routine patrol and during special projects to include (2) port checks annually. The total cost includes the cameras, antennas, cables, mounts, technical support, and licensing.

Inverters, Radars, and vehicle armrests are replacement items.

Whalen Light Packages, Extendobeds, and Gun Racks are required to install on all motor carrier vehicles. Since we will be ordering 11 vehicles we will need 11 packages.

Vehicle Consoles are installed on all vehicles and serve as a mount for the in-car printers.

Vehicle radio equipment is to purchase covert antennas and other radio equipment needed for covert vehicles. The covert vehicles are unmarked and has a low profile (disguised) antenna. They are utilized to combat aggressive driving of CMVs and with passenger vehicles in the vicinity of CMVs in high crash areas.

Video Conference equipment it to purchase camera and other devices for the conference room and training room to be able to participate in virtual meetings and training sessions. This equipment will be used for 100% MCSAP related meetings and training sessions.

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The portable sign boards will be utilized during special motor carrier enforcement projects, concentrated checks, and work zones. These are fitted with traffic stat sensors, strob lights, and digital speed display. This will allow for data collection and analysis of pre and post speeds for events and assist in future enforcement planning.

Carahsoft/Perceptive is a software that is used by the state police to help with the digitization of all files and the creation of electronic forms. This program is currently used in other sections of the Safety Division and it is desired to standardize the procedures within the division. This benefits the state police by providing paper reduction, physical storage reduction, and allows for streamlining the reporting process of all motor carrier related activites. This will also allow for immediate access to reports and centralizing all motor carrier data to one location. This will give FMCSA immediate access to post crash/incident, hazmat reports, and all traffic enforcement activites.

The F-150 pursuit rated trucks will be purchased due to the anticipated discontinuence of the Chevrolet Tahoes. Tahoes will still be purchased as long as available under the state contract. The F-150 will not replace the auditor vehicles or Chevrolet Tahoes these will be an addition to our current fleet. These vehicles will meet the requirements necessary for state police and motor carrier use. Can be used as covert vehicles for motor carrier enforcement in high crash corridors.

The purchase of brake board and cargo tank cutout are to help during the NAS part A and part B courses and the Cargo Tank course, and to provide refresher training for all motor carrier certified inspectors. These will give a more hands on experience for those participating in the courses.

Part 4 Section 6 - Supplies

Supplies means all tangible property other than that described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §200.20 Computing devices and §200.33 Equipment.

Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Office supplies	20 each	\$395.00	100.0000	\$7,900.00	\$7,900.00	\$0.00	\$0.00
Thermal paper	120 case	\$82.00	100.0000	\$9,840.00	\$9,840.00	\$0.00	\$0.00
Led flashlights	25 each	\$140.00	100.0000	\$3,500.00	\$3,500.00	\$0.00	\$0.00
Fast fit gloves	100 each	\$13.00	100.0000	\$1,300.00	\$1,300.00	\$0.00	\$0.00
Ink Cartridges for printers	35 case	\$206.00	100.0000	\$7,210.00	\$7,210.00	\$0.00	\$0.00
Printers	2 each	\$225.00	100.0000	\$450.00	\$450.00	\$0.00	\$0.00
Monitors	2 each	\$150.00	100.0000	\$300.00	\$300.00	\$0.00	\$0.00
Office equipment	20 each	\$200.00	100.0000	\$4,000.00	\$4,000.00	\$0.00	\$0.00
Creeper	5 each	\$245.00	100.0000	\$1,225.00	\$1,225.00	\$0.00	\$0.00
Inspection Tools	80 each	\$62.00	100.0000	\$4,960.00	\$4,960.00	\$0.00	\$0.00
In-car printers	10 each	\$460.00	100.0000	\$4,600.00	\$4,600.00	\$0.00	\$0.00
TOTAL: Supplies				\$45,285.00	\$45,285.00	\$0.00	\$0.00

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

Thermal paper is required for the printers used by the troopers, auditors and investigators while performing their motor carrier duties. Led flashlights, fast fit gloves, office supplies, ink cartridges will also be used by the above personnel and are housed in our warehouse from various vendors.

The printers, and monitors are requested for replacement purposes.

The Office/Training supplies and office equipment will be used by employee's who dedicate 100% of there time to motor carrier at our seven area offices and also at State Police headquarters.

Office Supplies and equipment to include:

Pens, paper, binders, staples, stapler, hole punch, file folders, labels, key boards, mouse, thumb drives, cables, dry erase boards, markers, and post-its.

The LED Flashlights are brighter, better quality, and the cost includes the replacement batteries and holsters. The requested items are utilized during post crash investigations and during routine CMV Inspections with limited lights.

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Inspection tools to include but not limited to chamber mates, brake check tools and replacement soap stones, to allow the inspectors to perform their jobs effectively.

The in-car printers are a specific portable printer that is used by all troopers for the purpose of printing inspections and other documents while on the road. These printers are the printers that require thermal paper.

Creepers are used by the troopers, auditors, and investigators as an aid to help in completing inspections.

Part 4 Section 7 - Contractual and Subaward
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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
Virginia Dept. of Motor Vehicles	DUNS 809875321	Subrecipient	100.0000	\$1,172,060.10	\$1,172,060.10	\$0.00	\$0.00
Description of Services: Management of the PRISM SADIP programs							
Vita	EIN 541074144	Contract	100.0000	\$17,132.76	\$17,132.76	\$0.00	\$0.00
Description of Services: Fee charged for maintaining our computers.							
Vita	EIN 541074144	Contract	100.0000	\$45,991.20	\$45,991.20	\$0.00	\$0.00
Description of Services: Monthly charges for Cell phone service							
Vita	EIN 541074144	Contract	100.0000	\$26,457.60	\$26,457.60	\$0.00	\$0.00
Description of Services: Vita monthly air cards service							
Vita	EIN 541074144	Contract	100.0000	\$2,200.00	\$2,200.00	\$0.00	\$0.00
Description of Services: Laptop encryption fee							
Payroll Service Bureau	EIN 546001736	Contract	100.0000	\$6,420.00	\$6,420.00	\$0.00	\$0.00
Description of Services: yearly fee for doing payroll for MCSAP funded positions							
Comcast	EIN 541082662	Contract	100.0000	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Description of Services: WiFi for training room							
Vita	EIN 541074144	Contract	100.0000	\$71,376.00	\$71,376.00	\$0.00	\$0.00
Description of Services: Safety Net server monthly fee							
Shi International Corp	DUNS 611429481	Contract	100.0000	\$5,500.00	\$5,500.00	\$0.00	\$0.00
Description of Services: Technical Support fee for MDT encryption package							
Pulsar Marketing	EIN 371747357	Contract	100.0000	\$250,000.00	\$250,000.00	\$0.00	\$0.00
Description of Services: Marketing							
Virginia Tech Transportation Institute	EIN 546001805	Contract	100.0000	\$175,000.00	\$175,000.00	\$0.00	\$0.00
Description of Services: Analysis and Research							
Carahsoft	EIN 522189693	Contract	100.0000	\$100,000.00	\$100,000.00	\$0.00	\$0.00
Description of Services: Maintenance fees for electronic forms and files							
Shi International Corp	DUNS 611429481	Contract	100.0000	\$4,000.00	\$4,000.00	\$0.00	\$0.00
Description of Services: Renewal Fee for Adobe Professional							
Ample Storage	EIN 201768067	Contract	100.0000	\$3,000.00	\$3,000.00	\$0.00	\$0.00
Description of Services: Rent for storage unit to store training aids and motor carrier equipment							
TOTAL: Contractual and Subaward				\$1,881,137.66	\$1,881,137.66	\$0.00	\$0.00

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

Sub-recipient:

Contract with Virginia Dept. of Motor Vehicles (DMV) for management of the PRISM AND SADIP programs. DMV will be analyzing information in order to catch those who may be reincarnating a carrier. The overall goal of this project is to provide funding that will allow Virginia to continue to pay ITD and PRISM related fees and dues, to include membership dues and fees, as well as maintenance fees that cover hardware, software and any updates to the WIM, IRP, IFTA, PRISM, and CVIEW systems that are required by the federal government. This maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

Annual CVISN/PRISM Membership Dues/Maintenance Fees

Project Activity	Planned Schedule
IRP Membership/Clearinghouse Fees and Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor system maintenance/service fees (IRP, IFTA, CVIEW, PRISM)	Monthly
WIM Maintenance Fees	Annual

Their budget is as follow:

Budget Narrative

ITD/PRISM:

Other Costs Budget Narrative			
Item Name	Total Cost	95% Federal Share	VSP 5% Match
ITD/PRISM Program:			
IRP Membership/Clearinghouse fees and dues			
IFTA Membership/Clearinghouse fees and dues	\$31,600.00	\$30,020.00	\$1,580.00
ITD vendor system maintenance/service fees (IRP, IFTA, CVIEW, PRISM)	\$17,000.00	\$16,150.00	\$850.00
WIM Maintenance Fees	\$267,758.00	\$254,370.10	\$13,387.90
	\$394,046.00	\$374,343.70	\$19,702.30
Total Other Costs:	\$710,404.00	\$674,883.80	\$35,520.20
The costs of operations and maintenance/service fees for the PRISM and ITD programs are necessary for the on going reduction and support of systems.			

State Safety Data Quality: Improve and Increase Reporting to Enhance Crash Data Analysis

Personnel Budget Narrative							
Position(s)	# Of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost	95% Federal Share	VSP (5%) Match
Data Quality Analyst	1	100	2,080	\$20.70	\$43,056.00	\$40,903.00	\$602.78
Sub-Total Personnel							

			\$43,056.00	\$40,903.00	\$602.78
<p>The Data Quality (DQ) Analyst spends 100% of time processing and performing quality control on electronically submitted police crash reports and data, with a major emphasis on CMV/SafetyNet crash data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is then exported to TREDs, runs weekly extract for all processed SafetyNet reports, and submits extract to VSP via a secure file transfer protocol (FTP) location in TREDs. The small increase in salary captures the 5% state raise effective Jul 1, 2021.</p>					
Fringe Benefits Budget Narrative					
Position(s)	Rate	Base Amount	Total Cost	95% Federal Share	VSP 5% Match
Data Qualit Analyst	28%	100	\$12,055.68	\$11,452.90	\$602.78
Sub-Total Fringe Benefits			\$12,055.68	\$11,452.90	\$602.78
<p>Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on current actual benefits for a DQ staff person with a base annual salary of \$43,056.00. The full-time DQ analyst's annual wages of \$43,056.00 x 28% or \$12,055.68 total fringe cost for one analyst.</p>					
Travel Cost Budget Narrative					
Purpose		# of Staff	Total Cost	95% Federal Share	VSP 5% Match
TREDs Training/Travel		0	\$0	\$0	\$0
Sub-Total Travel			\$0	\$0	\$0
<p>Costs are to cover registration, lodging, mileage and MI&E with overnight stays, if needed, for up to 3 staffers to provide training and to attend federal training. No funds are being requested at this time due to state travel restrictions due to COVID-19.</p>					

Contractual Cost Budget Narrative			
Description of Services	Total Cost	95% Federal Share	VSP 5% Match
IT Contract services to provide operations, maintenance and enhancements to the Traffic Records Electronic Data S tem (TREDs)	\$468,232.00	\$444,820.40	\$23,411.60
Sub-Total Contractual	\$468,232.00	\$444,820.40	\$23,411.60
<p>Contractual staff services is responsible for all system operations, maintenance and enhancements to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO quality control (QC) and Analysis staff, as well as external partners, on enhancing daily processes and making further enhancements to TREDs to assist their efforts. Staff will provide training to law enforcement, where identified, to improve their ability to distinguish and identify reportable CMV crashes. IT staff includes business analysts, technical writer, technical trainer, programmers, quality control testers, database developers. The increase in costs reflects the hourly salary increase of two IT staff members.</p> <p>Calculation: 4,682.32 hours X \$100.00 per hour = \$468,232.00</p>			
Total DMV Sub-Grant			
Description of Services	Total Cost	95% Federal Share	VSP 5% Match

ITD/PRISM Program:			
IRP Membership/Clearinghouse fees and dues	\$31,600.00	\$30,020.00	\$1,580.00
IFTA	\$17,000.00	\$16,150.00	\$850.00
Membership/Clearinghouse fees and dues	\$267,758.00	\$254,370.10	\$13,387.90
ITD vendor system maintenance/service fees (IRP, IFTA, CVIEW, PRISM)	\$394,046.00	\$374,343.70	\$19,702.30
WIM Maintenance Fees	\$710,404.00	\$674,883.80	\$35,520.20
ITD/PRISM Total			
Budget:			
State Safety Data Quality(SSDQ):			
Personnel	\$43,056.00	\$40,903.00	\$2,153.00
Fringe	\$12,055.68	\$11,452.90	\$602.78
Travel	\$0	\$0	\$0
Contractual	\$468,232.00	\$444,820.40	\$23,411.60
SSDQ	\$523,343.68	\$497,176.30	\$26,167.38
Total Budget:			
Total Combined Budget:	\$1,233,747.68	\$1,172,060.10	\$61,687.58

State police is mandated to contract with Virginia Information Technologies Agency (Vita) for the cost of Aircards, Cell phones, laptop encryption, and internet service. In addition they charge a monthly fee for each computer in order to maintain and update them.

Payroll Service Bureau charges a yearly fee for handling the payroll for all Virginia State Police personnel. They also maintain each employee's payroll file.

State police rent's our copiers from Virginia Information Technologies Agency (Vita). State police has 7 copiers one at each area office. The charge is based on a percentage of usage for each copier. State police also has a 100% dedicated copier for motor carrier at State police headquarters.

State Police anticipates a monthly charge of approximately \$120.00 for internet service from Comcast for our new training facility.

Shi International Corp is the company that provides our program used for encryption on the troopers MDT devices, which is required by FMCSA. It is renewed annually.

FY 2022 Updates per BIL funding

Pulsar Marketing is the marketing agency that is under state contract to provide all marketing and advertising for the agency. We will be partnering with them to come up with multiple campaigns that will address Human Trafficking awareness, work zone safety, and other motor carrier related campaigns.

Contract with institutions of higher learning (i.e. VTTI, historically black and minority colleges and universities, etc.) to perform analytical evaluation and comprehensive analysis of all crash records (TREDs, FARS, etc.). In addition to providing recommendations for our crash reduction plan, as well as provide assistance with preparation of all MCSAP grant applications.

Carahsoft is a program that is used throughout the State Police for records management and to help in the digitization of files and the creation of electronic forms. There will be regular maintenance fees and costs related to maintaining all motor carrier files to include but not limited to post crash inspections, training and accounting files as well as fees to make improvements to electronic forms related to motor carrier.

Adobe Professional is required for all our safety auditors and investigators as well as administrative staff to correctly perform the duties necessary for the job.

Ample Storage is a storage facility that will be used to store the training aids and other motor carrier equipment. It will be utilized for only MCSAP related equipment.

The State Police is in compliance with §200.317 (Procurements by State) and §200.318 (General Procurement Standards).

Part 4 Section 8 - Other Costs

Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs (typically non-tangible) may include utilities, leased property or equipment, fuel for vehicles, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.), unit cost, and percentage of time on MCSAP grant must be included.

Operations and Maintenance—If the State plans to include O&M costs that do not meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below. Please identify these costs as ITD O&M, PRISM O&M, or SSDQ O&M. Sufficient detail must be provided in the narrative that explains what components of the specific program are being addressed by the O&M costs.

Enter a description of each requested Other Cost.

Enter the number of items/units, the unit of measurement, the cost per unit/item, and the percentage of time dedicated to the MCSAP grant for each Other Cost listed. Show the cost of the Other Costs and the portion of the total cost that will be billed to MCSAP. For example, you intend to purchase air cards for \$2,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$400.

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

Indirect Costs

Information on Indirect Costs ([2 CFR §200.56](#)) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided in the "My Documents" area in the eCVSP tool and through Grants.gov. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

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

Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Other	9.29	\$9,719,497.29	\$902,941.29	\$902,941.29	\$0.00
TOTAL: Indirect Costs			\$902,941.29	\$902,941.29	\$0.00

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
Car Repairs and Maintenance	40 each	\$307.25	100.0000	\$12,290.00	\$12,290.00	\$0.00	\$0.00
Regulation Books	100 each	\$72.00	100.0000	\$7,200.00	\$7,200.00	\$0.00	\$0.00
CVSA Decals	4 quarterly	\$1,700.00	100.0000	\$6,800.00	\$6,800.00	\$0.00	\$0.00
CVSA Membership subscription	1 each	\$16,600.00	100.0000	\$16,600.00	\$16,600.00	\$0.00	\$0.00
Smart Tag EZPass	14 each	\$23.75	100.0000	\$332.50	\$332.50	\$0.00	\$0.00
Vehicle Decals	11 each	\$250.00	100.0000	\$2,750.00	\$2,750.00	\$0.00	\$0.00
Shipping	12 monthly	\$50.00	100.0000	\$600.00	\$600.00	\$0.00	\$0.00
TOTAL: Other Costs				\$46,572.50	\$46,572.50	\$0.00	\$0.00

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

The indirect cost rate that was approved for July 1, 2021 through June 30, 2022 was 10.70%.

Car repairs and maintenance is for the new entrant vehicles only.

Regulation books, CVSA Decals and CVSA membership subscription are all items necessary to maintain a motor carrier unit.

Ez Pass Smart Tag - renewal of charges for 14 EZ passes for Auditor travel across the Commonwealth of Virginia in performance of Safety Audits.

Vehicle Decals are required to install on all motor carrier vehicles. Since we will be ordering 11 vehicles we will need 11 vehicle decal packages.

Shipping is for UPS service we use to ship supplies to the Auditors and Investigators as well as to purchase stamps for USPS services.

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	\$10,622,436.00	\$559,076.00	\$11,181,512.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$1,677,227.00
MOE Baseline:	\$963,517.21

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Auditors/Investigators	\$675,402.00	\$0.00	\$675,402.00	\$0.00
1st Sergeant	\$100,248.38	\$0.00	\$100,248.38	\$0.00
Program Support Tech	\$57,202.20	\$0.00	\$57,202.20	\$0.00
Sergeants	\$243,165.20	\$0.00	\$243,165.20	\$0.00
Secretary	\$47,932.50	\$0.00	\$47,932.50	\$0.00
Program Analyst Senior	\$66,056.10	\$0.00	\$66,056.10	\$0.00
Agency Analyst	\$51,320.50	\$0.00	\$51,320.50	\$0.00
Troopers	\$2,583,215.60	\$0.00	\$2,583,215.60	\$0.00
MC Assistance wage	\$35,000.00	\$0.00	\$35,000.00	\$0.00
Troopers	\$0.00	\$0.00	\$0.00	\$2,063,563.90
Sergeants	\$0.00	\$0.00	\$0.00	\$505,076.40
Lieutenant	\$0.00	\$0.00	\$0.00	\$132,119.37
Secretaries	\$0.00	\$0.00	\$0.00	\$286,937.28
Captain	\$0.00	\$0.00	\$0.00	\$149,428.70
Troopers	\$68,965.19	\$559,076.00	\$628,041.19	\$0.00
Salary Subtotal	\$3,928,507.67	\$559,076.00	\$4,487,583.67	\$3,137,125.65
Port Check	\$120,000.00	\$0.00	\$120,000.00	\$0.00
Concentrated Checks	\$150,000.00	\$0.00	\$150,000.00	\$0.00
Motor Carrier Troopers	\$150,000.00	\$0.00	\$150,000.00	\$0.00
BFO Troopers	\$102,000.00	\$0.00	\$102,000.00	\$0.00
Overtime subtotal	\$522,000.00	\$0.00	\$522,000.00	\$0.00
Personnel total	\$4,450,507.67	\$559,076.00	\$5,009,583.67	\$3,137,125.65

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Auditors	\$51,668.25	\$0.00	\$51,668.25	\$0.00
Troopers	\$1,584,027.82	\$0.00	\$1,584,027.82	\$0.00
Sergeants	\$149,108.90	\$0.00	\$149,108.90	\$0.00
Secretary	\$23,357.50	\$0.00	\$23,357.50	\$0.00
Program Support Tech	\$27,874.63	\$0.00	\$27,874.63	\$0.00
1st Sergeant	\$60,750.51	\$0.00	\$60,750.51	\$0.00
Program Analyst Senior	\$32,189.13	\$0.00	\$32,189.13	\$0.00
Agency Analyst	\$25,008.47	\$0.00	\$25,008.47	\$0.00
Motor Carrier Assistant Wage	\$2,677.50	\$0.00	\$2,677.50	\$0.00
Overtime	\$39,933.00	\$0.00	\$39,933.00	\$0.00
Troopers	\$0.00	\$0.00	\$0.00	\$1,265,377.38
Sergeants	\$0.00	\$0.00	\$0.00	\$297,650.88
Lieutenant	\$0.00	\$0.00	\$0.00	\$80,064.33
Secretaries	\$0.00	\$0.00	\$0.00	\$139,824.71
Captain	\$0.00	\$0.00	\$0.00	\$90,553.79
Troopers	\$0.00	\$0.00	\$0.00	\$385,114.85
Fringe Benefits total	\$1,996,595.71	\$0.00	\$1,996,595.71	\$2,258,585.94

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Port Check and Concentrated Checks	\$28,000.00	\$0.00	\$28,000.00	\$0.00
Operation Safe DRIVE	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Routine Training	\$15,000.00	\$0.00	\$15,000.00	\$0.00
CVSA Annual Conference	\$12,500.00	\$0.00	\$12,500.00	\$0.00
CVSA Data Quality Training	\$12,500.00	\$0.00	\$12,500.00	\$0.00
NAIC Training	\$5,000.00	\$0.00	\$5,000.00	\$0.00
CVSA Workshop	\$12,500.00	\$0.00	\$12,500.00	\$0.00
COHMED	\$5,000.00	\$0.00	\$5,000.00	\$0.00
MCSAP Planning Session	\$12,500.00	\$0.00	\$12,500.00	\$0.00
Annual Inservice Training	\$10,000.00	\$0.00	\$10,000.00	\$0.00
NAS Training	\$3,000.00	\$0.00	\$3,000.00	\$0.00
Routine Travel for Audits	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Audit Training for new Auditors	\$3,500.00	\$0.00	\$3,500.00	\$0.00
Compliance Investigator Training and travel	\$3,800.00	\$0.00	\$3,800.00	\$0.00
UMASS Safety Summit	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Travel total	\$153,300.00	\$0.00	\$153,300.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicle Printer Armrests	\$1,750.00	\$0.00	\$1,750.00	\$0.00
Inverters	\$1,200.00	\$0.00	\$1,200.00	\$0.00
Radars	\$2,500.00	\$0.00	\$2,500.00	\$0.00
Whalen Light Packages	\$37,400.00	\$0.00	\$37,400.00	\$0.00
Vehicle Consoles	\$12,650.00	\$0.00	\$12,650.00	\$0.00
Vehicle Extendobed	\$9,820.00	\$0.00	\$9,820.00	\$0.00
Vehicle Gun Rack	\$7,150.00	\$0.00	\$7,150.00	\$0.00
Vehicle Radio Equipment	\$3,200.00	\$0.00	\$3,200.00	\$0.00
Video Conference Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00
License Plate Readers	\$10,858.75	\$0.00	\$10,858.75	\$0.00
Infrared Detection Equipment	\$19,520.00	\$0.00	\$19,520.00	\$0.00
Trooper SUV	\$157,800.00	\$0.00	\$157,800.00	\$0.00
New Vehicle for Auditors	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Sign Boards	\$147,000.00	\$0.00	\$147,000.00	\$0.00
Carahsoft/Perceptive	\$200,000.00	\$0.00	\$200,000.00	\$0.00
Training Brake Board	\$107,100.00	\$0.00	\$107,100.00	\$0.00
Training Aid - Cargo Tank	\$93,150.00	\$0.00	\$93,150.00	\$0.00
Ford F-150 Pursuit Trucks	\$280,000.00	\$0.00	\$280,000.00	\$0.00
Equipment total	\$1,146,098.75	\$0.00	\$1,146,098.75	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Office supplies	\$7,900.00	\$0.00	\$7,900.00	\$0.00
Thermal paper	\$9,840.00	\$0.00	\$9,840.00	\$0.00
Led flashlights	\$3,500.00	\$0.00	\$3,500.00	\$0.00
Fast fit gloves	\$1,300.00	\$0.00	\$1,300.00	\$0.00
Ink Cartridges for printers	\$7,210.00	\$0.00	\$7,210.00	\$0.00
Printers	\$450.00	\$0.00	\$450.00	\$0.00
Monitors	\$300.00	\$0.00	\$300.00	\$0.00
Office equipment	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Creeper	\$1,225.00	\$0.00	\$1,225.00	\$0.00
Inspection Tools	\$4,960.00	\$0.00	\$4,960.00	\$0.00
In-car printers	\$4,600.00	\$0.00	\$4,600.00	\$0.00
Supplies total	\$45,285.00	\$0.00	\$45,285.00	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Virginia Dept. of Motor Vehicles	\$1,172,060.10	\$0.00	\$1,172,060.10	\$0.00
Vita	\$17,132.76	\$0.00	\$17,132.76	\$0.00
Vita	\$45,991.20	\$0.00	\$45,991.20	\$0.00
Vita	\$26,457.60	\$0.00	\$26,457.60	\$0.00
Vita	\$2,200.00	\$0.00	\$2,200.00	\$0.00
Payroll Service Bureau	\$6,420.00	\$0.00	\$6,420.00	\$0.00
Comcast	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Vita	\$71,376.00	\$0.00	\$71,376.00	\$0.00
Shi International Corp	\$5,500.00	\$0.00	\$5,500.00	\$0.00
Pulsar Marketing	\$250,000.00	\$0.00	\$250,000.00	\$0.00
Virginia Tech Transportation Institute	\$175,000.00	\$0.00	\$175,000.00	\$0.00
Carahsoft	\$100,000.00	\$0.00	\$100,000.00	\$0.00
Shi International Corp	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Ample Storage	\$3,000.00	\$0.00	\$3,000.00	\$0.00
Contractual and Subaward total	\$1,881,137.66	\$0.00	\$1,881,137.66	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Car Repairs and Maintenance	\$12,290.00	\$0.00	\$12,290.00	\$0.00
Regulation Books	\$7,200.00	\$0.00	\$7,200.00	\$0.00
CVSA Decals	\$6,800.00	\$0.00	\$6,800.00	\$0.00
CVSA Membership subscription	\$16,600.00	\$0.00	\$16,600.00	\$0.00
Smart Tag EZPass	\$332.50	\$0.00	\$332.50	\$0.00
Vehicle Decals	\$2,750.00	\$0.00	\$2,750.00	\$0.00
Shipping	\$600.00	\$0.00	\$600.00	\$0.00
Other Costs total	\$46,572.50	\$0.00	\$46,572.50	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$9,719,497.29	\$559,076.00	\$10,278,573.29	\$5,395,711.59
Indirect Costs	\$902,941.29	\$0.00	\$902,941.29	NA
Total Costs Budgeted	\$10,622,438.58	\$559,076.00	\$11,181,514.58	\$5,395,711.59

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	\$10,622,436.00	\$559,076.00	\$11,181,512.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$1,677,227.00
MOE Baseline:	\$963,517.21

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$3,928,507.67	\$559,076.00	\$4,487,583.67	\$3,137,125.65
Overtime Subtotal	\$522,000.00	\$0.00	\$522,000.00	\$0.00
Personnel Total	\$4,450,507.67	\$559,076.00	\$5,009,583.67	\$3,137,125.65
Fringe Benefits Total	\$1,996,595.71	\$0.00	\$1,996,595.71	\$2,258,585.94
Travel Total	\$153,300.00	\$0.00	\$153,300.00	\$0.00
Equipment Total	\$1,146,098.75	\$0.00	\$1,146,098.75	\$0.00
Supplies Total	\$45,285.00	\$0.00	\$45,285.00	\$0.00
Contractual and Subaward Total	\$1,881,137.66	\$0.00	\$1,881,137.66	\$0.00
Other Costs Total	\$46,572.50	\$0.00	\$46,572.50	\$0.00
	85.01% Federal Share	14.99% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$9,719,497.29	\$559,076.00	\$10,278,573.29	\$5,395,711.59
Indirect Costs	\$902,941.29	\$0.00	\$902,941.29	NA
Total Costs Budgeted	\$10,622,438.58	\$559,076.00	\$11,181,514.58	\$5,395,711.59

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? Captain Sean L. Stewart
2. What is this person's title? Safety Officer
3. Who is your Governor's highway safety representative? Richard D. Holcomb
4. What is this person's title? Commissioner

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

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

State Certification declaration:

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

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

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

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

1. What is the name of your certifying State official? Sean L. Stewart
2. What is the title of your certifying State official? Safety Officer
3. What are the phone # and email address of your State official? 804 278-5330 - sean.stewart@vsp.virginia.gov

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

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

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

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

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

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

☒ Yes ☐ No

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
HB 2312	07/01/2021	4.1-1100	Possession, etc., of marijuana and marijuana products by persons 21 years of age or older lawful; penalties.

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

☒ Yes ☐ No

In the table below, provide the section changed and the effective date of the administrative change or policy adoption. Include a brief description of the policy or action. Please include a hyperlink or URL, in the summary if available.

Administrative and Policy Adoption		
Section Changed	Effective Date	Summary of Changes
19 VAC 30-20	07/01/2021	The Virginia Administrative Code, 19 VAC-30-20, was last updated September 29, 2020, and will be amended again effective July 1, 2021, to fully incorporate changes to the FMCSR by adjusting the effective date of those provisions incorporated by reference.



MCSAP Maintenance of Effort (MOE) Adjustment Worksheet

INSTRUCTIONS

The purpose of this document is to help MCSAP Lead Agencies determine:

- If they are eligible to request an MOE adjustment; and
- The amount of the MOE adjustment (if eligible).

This worksheet follows the MOE adjustment process outlined in the FAST Act Section 5107(b)(2). If a MCSAP Lead Agency would like to request an adjustment, they must submit a written request to their FMCSA Division Office, signed by a Certifying State Official.

Section One of this worksheet walks through the MOE adjustment calculation and Section Two provides a template for the written request.

All MOE adjustment requests must be received by September 30, 2021.

Please contact your FMCSA Division Office if you need assistance determining the MOE baseline or new estimated match, or if you have any additional questions.

Section One: MOE Calculation

A MOE Baseline:

Establish average baseline from FY 2004/2005.

Your FMCSA Division Office can provide this number.

MOE Baseline:

1,059,481

B Previous Match:

Calculate average required match from FY 2013 – 2015 for MCSAP for each jurisdiction (20 percent match).

Previous Match:

1,102,786

C New Estimated Match:

This is the non-Federal share amount listed in the FY 2021 MCSAP Notice of Grant Award (NGA).

New Estimated Match:

1,198,750

D Determine Difference in Match

Subtract the previous match (B) from the new estimated match (C) to determine the difference in match.

Difference in Match (D) = [New Estimated Match (C)] - [Previous Match (B)]

If the difference in match is less than or equal to zero, use the MOE baseline as the MOE. Your state may not request an MOE adjustment. Do not proceed to the following step.

Difference in Match:

1,198,750

1,102,786

95,964

E Determine New MOE

If the difference in match is greater than zero, your State is eligible for an MOE adjustment.

New MOE (E) = [MOE Baseline (A)] - [Difference in Match (D)]

Subtract the difference in match from the MOE baseline to determine the new MOE.

If the new MOE amount is negative, the new MOE will be \$0. If this is the case, fill in 0 in the box to the right.

New MOE:

1,059,481

95,964

963,517

Section Two: MOE Adjustment Request Template

If you are eligible for an MOE adjustment, you must submit a written request to your FMCSA Division Office, signed by a Certifying State Official. This template may be used to submit an MOE adjustment request when signed by a Certifying State Official as outlined below:

On behalf of my State MCSAP Lead Agency, I hereby request an MOE adjustment from the FY 2004/2005 baseline in accordance with the methodology outlined in Section 5107(b)(2) of the FAST Act and verify that the numbers in the calculation steps above are correct.

Please sign the following:

Certifying State Official

Shawn D. Gobble

Title

Lieutenant

MCSAP Lead Agency

Virginia State Police

INDIRECT COST RATE AGREEMENT
STATE AGENCY

Virginia Department of State Police
7700 Midlothian Turnpike
North Chesterfield, VA 23235

Date: February 9, 2021
AGREEMENT NO. 2022-01

The purpose of this Agreement is to establish indirect cost rates for use in awarding and managing Federal grants and other assistance agreements to which 2 CFR § 200 applies. This agreement is issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration pursuant to the authority cited in Appendix IV of 2 CFR § 200.

This Agreement consists of four parts: Section I – Rates and Bases; Section II – Particulars; Section III – Special Remarks; and Section IV – Approvals.

Section I - Rate(s) and Base(s)

TYPE	Effective Period		Rate	Coverage		
	From	To		Base	Location	Applicability
<u>INDIRECT RATE</u>						
Fixed	07-01-19	06-30-20	9.85%	1/	All	All Programs
Fixed	07-01-20	06-30-21	12.09%	1/	All	All Programs
Fixed	07-01-21	06-30-22	10.70%	1/	All	All Programs

1/ Modified Total Direct Costs: total direct costs consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward, exclusive of equipment, flow-through funds, and non-operating expenses.

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and charged individually as direct costs.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

INDIRECT COST RATE AGREEMENT
STATE AGENCY

ORGANIZATION: Virginia Department of State Police

Section II - Particulars

SCOPE: The indirect cost rate(s) contained herein are for use with grants and other financial assistance agreements awarded by the Federal Government to the **Virginia Department of State Police** which are subject to 2 CFR § 200.

LIMITATIONS: Application of the rate(s) contained in this Agreement is subject to any and all statutory or administrative limitations on the use of funds, and payment of costs hereunder is subject to the availability of appropriations applicable to a given contract, grant or other financial assistance agreement. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (A) that no costs other than those incurred by **Virginia Department of State Police** are included in the indirect cost pools as finally accepted, and that such costs are legal obligations of the Organization and allowable under the governing cost principles; (B) that the same costs that have been treated as indirect costs are not claimed as direct costs; (C) that similar types of information which are provided by the Organization, and which were used as a basis for acceptance of rates agreed to herein, are not subsequently found to be materially incomplete or inaccurate; and (D) that similar types of costs have been accorded consistent accounting treatment.

ACCOUNTING CHANGES: Fixed or predetermined rates contained in this Agreement are based on the accounting system in effect at the time the Agreement was negotiated. When changes to the method of accounting for cost affect the amount of reimbursement resulting from the use of these rates, the changes will require the prior approval of the authorized representative of the cognizant negotiation agency. Such changes include, but are not limited to, changing a particular type of cost from an indirect to a direct charge. Failure to obtain such approval may result in subsequent cost disallowances.

FIXED RATE: The negotiated rate is based on an estimate of the costs which will be incurred during the period to which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in a subsequent negotiation to compensate for the difference between the cost used to establish the fixed rate and the actual costs.

NOTIFICATION TO OTHER FEDERAL AGENCIES: Copies of this document may be provided to other Federal agencies as a means of notifying them of this agreement.

AUDIT: If a rate in this Agreement contains amounts from a cost allocation plan, future audit adjustments which affect this cost allocation plan will be compensated for during the rate approval process of a subsequent year.

ORGANIZATION: Virginia Department of State Police

1. This Agreement is effective on the date of signature by the authorized representative of the Federal Government.
2. Questions regarding this Agreement should be directed to Mrs. Lisa Ensley by email at Lisa.Ensley@dot.gov, or by telephone at 202-366-1736.
3. Approval of the rate(s) contained herein does not establish acceptance of the Organization's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.

3

FY 2022 Certification of MCSAP Conformance (State Certification)

I, Sean L. Stewart, Captain, on behalf of Commonwealth of Virginia, 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 Virginia State Police as the Lead State Agency to administer the Commercial Vehicle Safety Plan (CVSP) throughout the State for the grant sought and (names of agencies) 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, 2021, 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

June 15, 2021

Signature

Captain Sean L. Stewart

Certifications required by 49 C.F.R. sections 350.211 and 350.213

Part 5 ECVSP

Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to as a condition of participation in MCSAP, as required by 49 C.F.R. sections 350.207, 350.211, 350.213, and 350.303. 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.

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? Captain Sean L. Stewart.
2. What is this person's title? Safety Officer
3. Who is your Governor's highway safety representative? Richard D. Holcomb
4. What is this person's title? Commissioner

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

Yes

Yes, uploaded certification document

No

State Certification declaration:

I, Captain Sean L. Stewart, Safety Officer, on behalf of the State of Virginia have the authority to make the following certification on behalf of the State. As a condition of approval of a grant under the authority of 49 U.S.C. section 31102, I certify that the State satisfies all conditions required to qualify for MCSAP funding, as specifically detailed in 49 C.F.R. section 350.207.

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? Sean L. Stewart.
2. What is the title of your certifying State official? Safety Officer
3. What are the phone # and email address of your State official? (804)278-5330
sean.stewart@vsp.virginia.gov

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

Yes

Yes, uploaded certification document

No

State Compatibility Review of Laws, Regulations, Standards, and Orders on CMV Safety Certification

I, Sean L. Stewart., on behalf of the State of Virginia 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.

3 - New State Laws, Regulations, Standards, and Orders on CMV safety

The State will provide answers to the questions below regarding any new State laws, regulations, standards, and orders on CMV safety since the last CVSP or annual update that was submitted.

Has the State adopted/enacted any new or updated State laws, regulations, standards, and orders on 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. Please include the code section that the bill amended 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.

If there is no formal bill, please include a description of standards or orders on CMV safety and effective date and include a hyperlink or URL in the summary.

Law, Regulation, Standard, or Order Adoption			
Bill Number	Effective Date	Code Section Change	Summary of Change
HB 2312 SB 1406	07/01/2021	4.1-1100	Possession, etc., of marijuana and marijuana products by persons 21 years of age or older lawful; penalties.

VIRGINIA STATE POLICE



TITLE VI PROGRAM COMPLIANCE PLAN 2022

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TITLE VI COMPLIANCE PLAN PURPOSE

The Virginia State Police Title VI Compliance Plan is prepared in accordance with 49 Code of Federal Regulations (CFR) Part 2, 49 CFR Part 303. This plan provides interested individuals with specific information explaining the Virginia State Police's Title VI activities pertaining to training, monitoring, and review processes, complaint procedures, and Title VI compliance.

The provisions of the Virginia State Police Title VI Compliance Plan apply to all recipients of Federal financial assistance with and through the Virginia State Police. A recipient includes any public or private entity or any individual receiving the benefits of any Federal Motor Carrier Safety Administration Program.

TITLE VI POLICY STATEMENT

Pursuant to the Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, 49 CFR Part 303, and the assurances set forth in the Virginia State Police's Title VI Compliance Plan, the Virginia State Police ensures that no person shall on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or low-income status 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 Virginia State Police receives Federal financial assistance. Furthermore, every effort will be made to ensure non-discrimination in all of its programs and activities, whether federally funded or not. Virginia State Police grant sub-recipients must also comply with this policy.

Accordingly, to ensure compliance with Title VI of the Civil Rights Act and other related non-discrimination authorities, the Virginia State Police commits to:

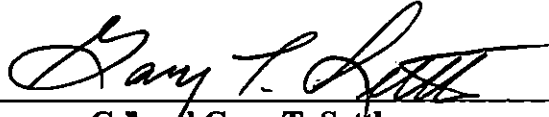
- Conducting and operating each of its programs and facilities in compliance with all requirements imposed by, or pursuant to, Title VI of the Civil Rights Act and other related non-discrimination authorities;
- Providing non-discriminatory methods of administration for programs and to give assurance that other sub-recipients, contractors, sub-contractors, 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 other related non-discrimination authorities;
- Promptly taking any measures necessary to effect compliance with Title VI of the Civil Rights Act and related non-discrimination authorities.

Furthermore, efforts of the Virginia State Police 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 49 CFR Part 21 and 49 CFR Part 303, the Virginia State Police has procedures for prompt processing and disposition of Title VI complaints. Any person believing the Virginia State Police or any of its sub-recipients has violated Title VI in the administration of its programs or activities may file a complaint with the Virginia State Police professional Standards Unit.

Overall responsibility for this policy is assigned to the Superintendent of the Virginia State Police, located at 7700 Midlothian Turnpike, North Chesterfield, Virginia 23235. The Human Resource Director is appointed as the Virginia State Police Title VI Program Coordinator and is responsible for ensuring that all matters relating to non-discrimination are administered effectively. Individuals with questions or requiring additional information relating to the policy or implementation of the Virginia State Police Title VI Compliance Plan should contact the Human Resource Director located at Virginia State Police

Title VI Compliance Plan should contact the Human Resource Director located at Virginia State Police Headquarters, 7700 Midlothian Turnpike, North Chesterfield VA 23235 or call (804) 674-2061.



Colonel Gary T. Settle
Superintendent

4-1-21

Date

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to

ensure Federal agencies carry out their responsibilities. Executive Order 12898 (1995), entitled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI, to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice:

http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm

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

General Assurances

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

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

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

Specific Assurances

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

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 49 C.F.R. §§ 21.23 (b) and 21.23 (e) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in

compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **(The Virginia State Police)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.";*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or


- b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

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

[The Virginia State Police] 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 [August 1, 2018], 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.

VIRGINIA STATE POLICE

Recipient

by 
Colonel Gary T. Settle
Superintendent

DATED 4-1-21

APPENDIX A

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

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

including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States. **CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY**

APPENDIX B

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

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the (**The Virginia State Police**) will accept title to the lands and maintain the project constructed thereon in accordance with (**The Code of Virginia and The Virginia Administrative Code**), 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 (**The Virginia State Police**) 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 (**The Virginia State Police**) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (**The Virginia State Police**), its successors and assigns.

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

the Department of Transportation and its assigns as such interest existed prior to this instruction.*

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

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

APPENDIX C

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

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

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM**

APPENDIX D

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

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

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

APPENDIX E

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

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

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq*).

FEDERAL AID PROGRAMS

The Virginia State Police receives Federal funding from the following U. S. Department of Justice grant program:

- Bureau of Justice Statistics – National Criminal History Improvement Program
- Office of Juvenile Justice and Delinquency Prevention – Internet Crimes Against Children Taskforce Program
- Bureau of Justice Statistics – National Instant Criminal Background Check System (NCIS) Act Records Improvement Program
- Bureau of Justice Assistance – Intellectual Property Enforcement Program
- COPS Office – Technology Program

In addition, the Virginia State Police receives the following sub-recipient Federal grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA):

- Urban Area Security Initiative Program
- State Homeland Security Grant Program

Sub-recipient Federal grant funding is provided by the U.S. Department of Justice as follows:

- Bureau of Justice Assistance – Sex Offender Registration and Notification Act Program
- Bureau of Justice Assistance – Edward Byrne Memorial Justice Assistance Grant Program

The Virginia State Police Safety Division receives Federal funding through the Federal Motor Carrier Safety Administration (FMCSA) Motor Carrier Safety Assistance Program (MCSAP) to reduce the number and severity of crashes and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved crashes, fatalities, and injuries through consistent, uniform, and effective CMV safety programs. Investing grant monies in appropriate safety programs increases the likelihood that safety defects, driver deficiencies, and unsafe motor carrier practices are detected and corrected before they become contributing factors to crashes. Troopers assigned to the Motor Carrier Safety program regularly present lectures to the public and other interested groups on motor carrier safety and hazardous materials regulations. They also serve as instructors in criminal justice training academies.

The Motor Carrier Safety Unit's primary function is to perform roadside safety inspections for heavy trucks (i.e., gross vehicle weight rating greater than 10,000 lbs.). A roadside safety inspection involves a comprehensive inspection of the vehicle to ensure that all equipment is working properly and the vehicle is safe to drive on the

highway. It also involves an inspection of the operator credentials and shipping documents. A roadside safety inspection can be initiated by the trooper due to an observed violation of the law or inoperable equipment or can be initiated by the trooper simply to perform a safety inspection. A secondary function of the unit is to perform motor carrier compliance reviews. These are extensive reviews that are in effect an audit of the carrier's operations to ensure compliance with the safety and record keeping regulations.

In 2011, the FMCSA conducted an analysis of the impact that traffic enforcement, roadside inspections, and compliance reviews have in Virginia. The FMCSA provides funds to Virginia State Police (among others) to help reduce commercial motor vehicle crashes and the resulting injuries and fatalities through MCSAP. According to the FMCSA analysis, the marginal benefit of adding one additional trooper to Virginia "exclusively performing roadside inspections would be 4 crashes avoided, 2.6 injuries avoided, and .01 lives saved, representing \$ 2.6 million in savings." The analysis states that the \$2.6 million in savings is a direct benefit of one additional trooper allocated to this unit. Additional indirect benefits, such as the deterrence factor of having a strong safety program and a quicker response time to incidents, (which decreases clearance time, thereby limiting congestion and minimizing secondary crashes) are not calculated in the FMCSA analysis.

SUB-RECIPIENT COMPLIANCE MONITORING

The Virginia State Police is a recipient of Federal financial assistance. All recipients are required to comply with various non-discrimination laws and regulations, including Title VI of the Civil Rights Act of 1964. Sub-recipients are those persons or entities that directly receive Federal financial assistance to carry out a program or activity. The Virginia State Police and its sub-recipients of Federal financial assistance must ensure that all programs and activities are operated in a non-discriminatory manner. As a recipient of Federal financial assistance, sub-recipients must implement a system of procedures, actions and sanctions prohibiting discrimination. Key responsibilities of sub-recipients are indicated in the *Sub-Recipient Guide to Implementing Title VI of the Civil Rights Act of 1964 (Exhibit 1)* and include the following:

- An obligation not to discriminate in its programs, activities or employment practices;
- An obligation to submit an assurance that its programs, activities and facilities will be operated in a non-discriminatory manner;
- An obligation to cooperate in obtaining voluntary compliance under Title VI;
- An obligation to provide public access to a defined complaint process and a complaint form, to maintain a complaint log, to refer complaints to the Virginia State Police when a complaint is against a Virginia State Police sub-recipient;
- An obligation to keep complete and accurate records that clearly show Title VI compliance.

The Virginia State Police Grant Project Director shall conduct periodic sub-recipient Title VI compliance reviews to ensure adherence to Title VI requirements. The Virginia State Police Grant Project Director shall document sub-recipient compliance reviews to demonstrate due diligence in monitoring sub-recipients. Documentation should include the date of the activity, copies of necessary documentation, personnel interviews, items of discussion, observation, review, etc. Compliance reviews will evaluate the impact of sub-recipient activities in relation to complying with Federal regulations. If deficiencies are identified during the review, the sub-recipient will be notified at the conclusion of the review. The Virginia State Police Grant Project Director shall ensure the sub-recipient takes timely and appropriate corrective action on all non-compliance issues.

NOTIFICATION TO BENEFICIARIES / PARTICIPANTS

A Title VI Program Notice (see below) has been developed and has been posted in all Virginia State Police office locations. To ensure that the Notice has been posted as required, a check will be conducted as part of the staff inspection process for each Division and Area Office. In addition, this Notice can be found on the Virginia State Police website on the "about us" page and it is electronically posted in the Public Folders on the Virginia State Police intranet.



VIRGINIA STATE POLICE	
YOUR RIGHTS UNDER	
TITLE VI PROGRAM	
CIVIL RIGHTS ACT OF 1964 AND RELATED NON-DISCRIMINATION AUTHORITIES	
<p>The Virginia State Police provides equal opportunity in all programs that receive federal assistance. Facilities, programs, and services sponsored by the Virginia State Police are available to all eligible persons regardless of race, color, national origin, sex, age, disability, low income, or limited English proficiency (LEP).</p> <p>If you want more information regarding the Title VI Program or to file a complaint of discrimination, please use the contact information below.</p>	<p>La policía estatal de Virginia proporciona igualdad de oportunidades en todos los programas que reciben asistencia federal. Instalaciones, programas y servicios patrocinados por la policía estatal de Virginia están disponibles para todas las personas elegibles sin importar raza, color, origen nacional, sexo, edad, discapacidad, de bajos ingresos, o limitado dominio del inglés.</p> <p>Si desea más información sobre el programa de VI título o para presentar una queja de discriminación, por favor use la información de contacto a continuación.</p>
 <p>Virginia State Police 7700 Midlothian Turnpike North Chesterfield, VA 23235 804-674-2121 employment@vsp.virginia.gov</p>	

EXHIBIT-1

SUB-RECIPIENT GUIDE TO IMPLEMENTING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

WHO IS A SUB-RECIPIENT?

A sub-recipient is an entity or person that indirectly receives federal financial assistance to implement a program or activity, which subjects them to Title VI compliance responsibilities. As a recipient of federal financial assistance, sub-recipients must implement a system of procedures, actions and sanctions prohibiting discrimination.

WHAT IS TITLE VI OF THE CIVIL RIGHTS ACT OF 1964?

Title VI of the Civil Rights Act of 1964 is a federal law that protects individuals, groups and organizations from discrimination on the basis of race, color or national origin in federally assisted programs and activities. Because other non-discrimination authorities have expanded the scope and range of Title VI application and reach, reference to Title VI includes other provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance. These related authorities include:

The Civil Rights Restoration Act of 1987 which further clarified the intent of Title VI to include all programs and activities of entities whether those programs and activities are federally funded or not.

Environmental Justice (Executive Order 12898) addresses disproportionate adverse environmental, social and economic impacts that may exist in

communities, specifically minority and low income populations.

Limited English Proficiency (LEP) (Executive Order 13166) addresses access to services for persons whose primary language is not English and who have limited ability to read, write, speak or understand English.

The Uniform Relocation Act of 1979 (42 U.S.C. § 4601) prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal financially assisted programs or activities.

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C., 709) prohibits discrimination based on a handicap or disability.

The Federal Aid Highway Act of 1973 (29 U.S.C., 324) prohibits discrimination based on sex (gender).

The Age Discrimination Act of 1975 (42 U.S.C., 6101) prohibits discrimination based on age.

SUB-RECIPIENTS' COMPLIANCE RESPONSIBILITIES (23 CFR 200)

The sub-recipient must submit a signed statement assuring compliance with Title VI of the Civil Rights Act of 1964, and certain other associated regulations and

Disclaimer:

This brochure is intended to be a guide for sub-recipients. It is not intended to be all inclusive of Title VI and other non-discrimination authorities or sub-recipient responsibilities. Please contact the Virginia State Police for technical assistance and additional information.

Virginia State Police
7700 Midlothian Turnpike
North Chesterfield, VA 23235

Mailing Address:

P.O. Box 27472
Richmond, VA 23261

(804) 674-2000



~~statutes.~~ Sub-recipients of federal financial assistance must have a Title VI program, elements, at a minimum.

Policy Statement

The policy statement must indicate the sub-recipient's commitment to assure non-discrimination in its program and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied, the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors. The policy statement must be signed by the head of the sub-recipient's organization.

Title VI Coordinator

The sub-recipient must designate a coordinator for Title VI issues and complaints within the organization.

COMPLAINT PROCEDURES

Sub-recipients of federal financial assistance shall follow procedures from processing discrimination complaints. Complaints shall include:

- o The complainant(s) name, address, and phone number

- o A description of the incident that led the complainant to believe discrimination occurred
- o The basis of the complaint (i.e. race, color, national origin, sex, age, disability, or income status)
- o The date(s) on which the alleged discrimination occurred
- o Name(s) of contact information of individuals who may have knowledge of the alleged discrimination

All complaints shall be responded to, recorded and investigated. The records shall be maintained by the designated Title VI coordinator.

FEDERAL AID CONTRACT PROVISIONS

Sub-recipients must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other non-discrimination authorities. Sub-recipients' contractor(s) may not discriminate in the selection and retention of any sub-contractors. Sub-recipients, contractors and sub-contractors may not discriminate in their employment practices in connection with federally financially assisted projects.

TITLE VI

Sub-Recipient Guide

to Implementing

Title VI of the Civil

Rights Act of 1965



TITLE VI TRAINING

The Title VI Program Coordinator is responsible for implementing a Title VI non-discrimination training program for Virginia State Police personnel and sub-recipients. A training module (Exhibit 2) has been developed and will be presented during sworn and civilian supervisors' training. In addition, a Title VI poster (Exhibit 3) has been developed and will be posted in all Virginia State Police office locations.

The Virginia State Police is committed to update the following training presentation with an anticipated completion date of August 1, 2022. The 12 month extension will be pending the additional resources, meeting with various bureaus and any required policy changes within the Virginia State Police.

EXHIBIT 2
TITLE VI TRAINING

Basic Title VI Program Training

**Captain Jeremy Kaplan Human
Resource Director**

Table of Contents

- **Title VI Program Authorities(Same language included In Notices of Funding Availability)**
- **Title VI Program Regulations**
- **Grants Management Manual**
- **Title VI Program Grant Requirements for Applicants**
- **Elements of the Title VI Compliance Plan**
- **Pre-Award Compliance Reviews**
- **Post-Award Compliance Reviews**
- **Summary**
- **Contact Information**

Title VI Program Authorities

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq., 78 stat.252), which prohibits discrimination on the basis of race, color, or national origin, as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. § 303;**

Title VI Program Authorities (Cont'd)

- **The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age;**
- **Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, which prohibits discrimination on the basis of disability and 49 C.F.R. par 27;**
- **Titles II and III of the Americans with Disabilities Act, which prohibits 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;**

Title VI Program Authorities (Cont'd)

- 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."*;

Title VI Program Authorities (Cont'd)

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prohibits 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;

Title VI Program Authorities (Cont'd)

- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency. National origin discrimination includes discrimination because of limited English proficiency (LEP).**

Elements of the Title VI Compliance Plan

- **Applicant Title VI Program Compliance Plan (Checklist)-**
- **Policy Statement – will contain the following:**
- **Applicant's commitment to comply with 49 CFR Part 21 and 49 CFR Part 303:**
- **Identify and Agency-wide Title VI Program Coordinator;**
- **Reference the Title VI Program Assurance;**
- **Delegate sufficient responsibility and authority to the Title VI Program Coordinator and Bureau/Division/Office Managers to effectively implement the Agency's Title VI Program; and**
- **Be signed by the Applicant's CEO**

Elements of the Title VI Compliance Plan (Cont'd)

- **2. Civil Rights Certification/Title VI Program Assurance:** insert CEO-signed Assurance here;
- **3. Description of Federal-Aid Programs:** Applicants are required to identify the purpose of the Federal-Aid Program and describe how the Program impacts members of the public.

Elements of the Title VI Compliance Plan (Cont'd)

- **4. Notification to Beneficiaries/Participants:** Applicants are required to prepare written notices to inform members of the Public of their rights under Title VI and additional Nondiscrimination requirements, how to request additional Title VI-related information, and how to file a complaint of discrimination.

Elements of the Title VI Compliance Plan (Cont'd)

- **5. Sub-Recipient Compliance Reports:** If an Applicant intends to give a portion of the grant to another public entity (i.e., Sub-Recipient), the Applicant is required to identify the process whereby it will monitor the Sub-Recipient to ensure that it disburses the funds in a Title VI-compliant manner.

Elements of the Title VI Compliance Plan (Cont'd)

- **6. Training;** The Applicant is required to describe how it will ensure that staff understand how their activities impact members of the public. This section will include how the Applicant ensures that:
 - The Title VI Program Coordinator understands his/her roles and responsibilities;

Elements of the Title VI Compliance Plan (Cont'd)

- **Staff members responsible for compliance review activities understand how Title VI Program requirements impact how they conduct their compliance reviews;**
- **Staff members responsible for awareness activities understand how Title VI program requirements impact how they conduct outreach activities;**
- **How often is the training provided;**
- **Who provides the training.**

Elements of the Title VI Compliance Plan (Cont'd)

- **7. Access to Records: once the grant is awarded to the Applicant, the Grantee is required to make all records relating to the effective implementation of the Title VI Program available for review either at a specified time or upon request for a complaint investigation, compliance review or any other reason.**

Elements of the Title VI Compliance Plan (Cont'd)

- **8. Complaint Disposition Process:** The Applicant is required to define how it will process a Title VI-related complaint of discrimination from a member of the Public (i.e, intake, fact investigation conducted, investigative report prepared, evaluation, made regarding merit of allegation(s), resolution or finding, etc.). The Applicant is required to keep a log.

Elements of the Title VI Compliance Plan (Cont'd)

- **9. Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously Identified During a Title VI Program Compliance Review:** If another Federal agency has previously identified deficiencies, the Applicant will list the deficiencies and will describe the status of the Applicant's efforts to address the deficiencies.

Pre-Award Compliance Reviews

- **Office of Civil Rights (OCR) is required to conduct reviews (desk audits) of Title VI-related documents submitted by an Applicant;**
- **OCR coordinates these reviews with the Grants Management Office prior to awarding the grant;**
- **OCR may delay the grant award until the Applicant has fully submitted all required documents.**

Post Award Compliance Reviews

- **OCR conducts desk audits of Title VI-related documents of a certain number of recipients annually;**
- **OCR identifies up to four recipients annually to conduct On-Site visits, which consist of personnel interviews at the Headquarters of the grantee and may even include a visit to one or more Field Offices;**
- **Will include a Sub-Recipient visit if applicable**

Summary

- **There are a number of Title VI-related Nondiscrimination requirements in addition to Title VI;**
- **Applicants are required to submit Title VI-related documents;**
- **OCR conducts Pre & Post-Award compliance reviews annually.**

Contact Information

Captain Jeremy Kaplan
Human Resource Director
Jeremy.Kaplan@vsp.virginia.gov
(804) 674-2061

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EXHIBIT 3
TITLE VI POSTER

VIRGINIA STATE POLICE

YOUR RIGHTS UNDER

TITLE VI PROGRAM

CIVIL RIGHTS ACT OF 1964 AND RELATED NON-DISCRIMINATION AUTHORITIES

The Virginia State Police provides equal opportunity in all programs that receive federal assistance. Facilities, programs, and services sponsored by the Virginia State Police are available to all eligible persons regardless of race, color, national origin, sex, age, disability, low income, or limited English proficiency (LEP).

If you want more information regarding the Title VI Program or to file a complaint of discrimination, please use the contact information below.

La policía estatal de Virginia proporciona igualdad de oportunidades en todos los programas que reciben asistencia federal. Instalaciones, programas y servicios patrocinados por la policía estatal de Virginia están disponibles para todas las personas elegibles sin importar raza, color, origen nacional, sexo, edad, discapacidad, de bajos ingresos, o limitado dominio del inglés.

Si desea más información sobre el programa de VI título o para presentar una queja de discriminación, por favor use la información de contacto a continuación.



Virginia State Police
7700 Midlothian Turnpike
North Chesterfield, VA 23235
804-674-2121
employment@vsp.virginia.gov



PROCUREMENT ACTIVITIES

The Virginia Department of General Services, Division of Purchases and Supply (DGS/DPS) is the centralized purchasing agency for materials, supplies, equipment, printing, and non-professional services required by any state agency or institution. All such purchases made by any department, division, officer or agency of the Commonwealth shall be made in accordance with the *Code of Virginia*, Chapter 43, Title 2.2, and such rules and regulations as DGS/DPS may prescribe. Procurements are accomplished in accordance with the Virginia Public Procurement Act. Following are excerpts from the DGS/DPS Agency Procurement and Surplus Property Manual addressing non-discrimination.

In the solicitation, awarding or administration of contracts, no agency shall discriminate against a bidder, offeror, or contractor because of the race, religion, color, sex, age, disability, national origin, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment (Code of Virginia, § 2.2-4310A). Agencies and institutions shall prominently display a nondiscrimination statement in all invitations to bid, requests for proposals, contracts, and purchase orders indicating that the public body does not discriminate against faith-based organizations (Code of Virginia, § 2.2-4343.1D).

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body (Code of Virginia, § 2.2-4343. 1E).

In every contract over \$10,000 the provisions in 1. And 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

DISCRIMINATION COMPLAINT PROCESS

The primary mission of the Virginia State Police Office of Internal Affairs is to ensure conformance to laws, policies and procedures; therefore, any allegations of discrimination would be handled by this component of the Virginia State Police.

The Virginia State Police as policy ensures non-discrimination compliance on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or low-income status as provided by Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations (CFR) part 21, 49 CFR Part 303, and other applicable directives. If any individual believes that he/she or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, limited English proficiency, national origin, income, sex, or disability, he or she may exercise their right to file a complaint with the Virginia State Police or with the appropriate Federal agency within 180 calendar days of the alleged occurrence. The Virginia State Police's Motor Carrier Safety Unit will maintain a log of all complaints alleging discrimination.

As stated in the State Police Manual, General Order ADM 12.00, paragraph 6, § 9.1-600 of the Code of Virginia requires the Virginia State Police to provide the general public access to complaint forms and information concerning the submission of complaints. If an individual wishes to submit a written complaint, he/she shall be given a Complaint form (SP-163). See Exhibit 4. The completed form may be turned in at any Virginia State Police facility or mailed to the Professional Standards Unit. Complaints may also be filed with the appropriate Federal agency.

A brochure entitled "How the Complaint Process Works" provides a brief description of the complaint process and should be offered to any person making a complaint. See Exhibit 5. Each Virginia State Police facility shall therefore maintain a supply of Complaint forms (SP-163) and the brochure.

Once a complaint has been received by the Virginia State Police, the complainant will be notified in writing that their complaint was received. It may be requested that the complainant meet with a Virginia State Police supervisor or Internal Affairs Investigator to discuss the complaint. The following information will assist in the investigation:

1. Date, Time and location of the incident
2. Names of the employee(s) involved
3. Names, addresses, and telephone numbers of any witnesses

Internal Affairs investigations are completed within 30 days of assignment to an investigator, except when an extension is granted by the Superintendent due to extenuating circumstances. All completed investigations are forwarded to the employee's division commander or bureau director for disposition. Division commanders will use the following terminology when resolving complaints:

Sustained – The facts substantiate the specific allegation(s) made or other misconduct.

Not Sustained – Insufficient facts exist to either prove or disprove the allegation(s) made.

Unfounded – The facts substantiate the allegation(s) made are false.

After final disposition is reached by management, appropriate action is taken. The disposition of the complaint is a confidential personnel matter and is not released to the complainant.

TITLE VI PROGRAM COMPLIANCE REVIEW

The Virginia State Police has not undergone a Federally-conducted Title VI Program compliance review.

EXHIBIT 4
COMPLAINT FORM (SP-163)

CITIZEN COMPLAINT FORM**Citizen Information**

Name: [REDACTED]			
Address: [REDACTED]			
Street/RFD			
[REDACTED]			
Town/City		State	Zip
Telephone Numbers:		[REDACTED]	[REDACTED]
		Home	Work

Complaint Information

Date: [REDACTED]	Location: [REDACTED]
------------------	----------------------

Name or description of person(s) against whom complaint is lodged:

[REDACTED]

Nature of Complaint: (If additional space is needed, please use back of form or attachments.)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Signature: [REDACTED]	Date: [REDACTED]
Employee Receiving Complaint: [REDACTED]	Date: [REDACTED]

The completed form may be turned in at any Virginia State Police facility or mailed directly to the Professional Standards Unit at P. O. Box 27472, Richmond, VA 23261.

EXHIBIT 5

COMPLAINT PROCESS BROCHURE

PROFESSIONAL STANDARDS UNIT

The Professional Standards Unit includes the Internal Affairs Section, which is responsible for conducting investigations of complaints of improper action or misconduct by employees, or recommending the assignment of these investigations to the appropriate division. The Internal Affairs Section also prepares an annual analysis of internal affairs cases. This analysis is provided to Department division and unit commanders and is available to the public, upon request.

STANDARDS OF CONDUCT

The Commonwealth of Virginia has a set of rules governing the performance and personal conduct and acceptable standards for work performance of employees. These Standards of Conduct and Performance are designed and used to correct behavior. Discipline, under the Standards of Conduct, will not be based on any employee's race, color, religion, national origin, political affiliation, sex, disability, or age. These standards were developed to protect the rights of all employees and citizens.

The Virginia
Department of State Police
is a nationally accredited
law enforcement agency.

MISSION STATEMENT

The Virginia State Police, independent yet supportive of other law enforcement and criminal justice agencies, will provide high quality, statewide law enforcement services to the people of Virginia and our visitors; and will actively plan, train and promote emergency preparedness to protect the citizens of the Commonwealth and its infrastructure.

COMMITMENT

Anyone who files a complaint against an employee of the Department of State Police shall be treated with courtesy and respect.

HONESTY

Department employees are expected to be truthful and sincere in all their interactions with the public, avoid the appearance of wrongdoing, and confront and challenge any unethical behavior.

RESPECT FOR OTHERS

Department employees are expected to discharge their duties with care, compassion, and concern for the well-being of all those they serve, recognizing the inherent worth and dignity of all persons.

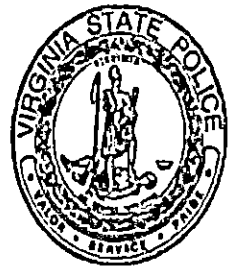
FAIRNESS

Department employees are expected to make decisions in a fair, objective, and impartial manner.

ACCOUNTABILITY

Department employees are expected to take responsibility for their actions and protect the public trust by upholding the laws of the United States and the Commonwealth of Virginia.

How the Complaint Process Works



Department of State Police

(Revised August 25, 2008)

YOUR COMPLAINT IS IMPORTANT

The Virginia Department of State Police is committed to the prompt and fair resolution of complaints concerning the actions and performance of our personnel. As an organization, we strive to provide the highest level of law enforcement service to all citizens. Policing is a very difficult and complex job in today's society. We realize that mistakes can be made and the actions of our personnel may fall short of your expectations.

The employees of the Department are aware of the important responsibilities and duties they have as public servants. The Department operates under the constitutional guarantees afforded to everyone and under the laws that govern us. Therefore, the courteous receipt of complaints, thorough and impartial investigations, and just dispositions are important in maintaining the confidence of our citizens.

UNDERSTANDING THE PROCESS

A complaint may be made in the following ways:

- Go to any department facility and ask to speak with a supervisor.
- Contact the Internal Affairs Section at (804) 674-2792 or via e-mail at IAUnit@vsp.virginia.gov.
- Write a letter to the Superintendent of State Police or the Director of the Professional Standards Unit at P. O. Box 27472, Richmond, VA 23261.
- Complete a Citizen Complaint Form (SP-163). This form is available at all State Police offices, at www.vsp.virginia.gov on the Internet, or by mail.

Department personnel will meet with you at a location in which you feel comfortable, if necessary. The following information will assist in our investigation:

- Date, time, and location of the incident
- Names of the employees involved
- Names, addresses, and telephone numbers of any witnesses.

THE INTERVIEW

A supervisor or internal affairs investigator will discuss the complaint with you. Perhaps the problem is with another agency or it may be possible that the supervisor or investigator may be able to explain the employee's actions to your satisfaction. If, after this discussion, you are satisfied with the explanation and assistance provided, then no further action is taken. However, if the complaint remains unresolved, the supervisor or investigator will take your information and ensure that the complaint is considered by the appropriate personnel.

AFTER THE COMPLAINT IS MADE

A record of your complaint will be forwarded to the Department's Professional Standards Unit for evaluation and assignment. Allegations of criminal wrongdoing are typically investigated by the Bureau of Criminal Investigation prior to the initiation of an administrative investigation.

You will be notified in writing that your complaint was received, and you may be asked to talk to the supervisor or investigator assigned to conduct the investigation.

HOW LONG DOES THE PROCESS TAKE?

Internal affairs investigations are completed within 30 days of assignment to an investigator, except when an extension is granted due to extenuating circumstances.

AFTER THE INVESTIGATION

All completed investigations are forwarded to the employee's division commander or bureau director for disposition.

DISPOSITION OF THE INVESTIGATION

Division commanders will use the following terminology when resolving complaints:

- **SUSTAINED** - The facts substantiate the specific allegation(s) made or other misconduct.
- **NOT SUSTAINED** - Insufficient facts exist to either prove or disprove the allegation(s) made.
- **UNFOUNDED** - The facts disprove the allegation(s).
- **UNFOUNDED INQUIRY** - The facts in an initial inquiry reveal the alleged actions of the employee are not in violation of the Standards of Conduct. Complainant recants the alleged improper action(s).

After final disposition is reached by management, appropriate action is taken. The disposition of the complaint is a confidential personnel matter and is not released to the complainant.

DISCIPLINARY ACTION

If the investigation indicated the employee committed an offense necessitating disciplinary action, such action taken will be commensurate with the severity of the offense. Mitigating circumstances may also be considered. Disciplinary action may involve counseling, remedial training, suspension, transfer, demotion, or termination.



LIMITED ENGLISH PROFICIENCY

The Virginia State Police is committed to non-discrimination in all programs and activities, whether or not those programs and activities are federally funded. In fulfillment of responsibilities to limited English proficient (LEP) Persons, pursuant to Executive Order 13166, entitled "Improving Access to Services for Persons with Limited English Proficiency", the Virginia State Police has taken reasonable steps to ensure meaningful access to the agency's programs, activities, and services that are normally provided in English.

The ability of Virginia State Police personnel to communicate with and understand LEP persons is essential to effective service delivery. The key to providing meaningful access to LEP persons is to ensure that they can communicate effectively and act appropriately based on that communication. The provision of appropriate interpreter services is central to the integrity of all programs, services, and activities, ensuring that those with limited English proficiency can understand and participate in a meaningful manner.

The Department of State Police contracts with Lionbridge Interpretation Services of Waltham, Massachusetts to provide our personnel access to interpreters for LEP and translation service for documents. Lionbridge may be utilized for face-to-face contacts, placing a call or receiving a call from a LEP person, and currently provides translation services for over 350 languages.

A four factor analysis was completed to aid in determining the population, and ultimately the resources that the Virginia State Police can put in place to assist LEP persons. The four factor analysis includes:

1. The determination of the LEP population
2. The frequency of encounters with the LEP population
3. The importance of the services provided by the agency
4. The resources that the Virginia State Police has available to serve the LEP population

Factor 1

Factor 1 is the determination of the overall number and/or proportion of LEP persons encountered in the Department's service area/jurisdiction including any seasonal, tourism, or other time or geographic variations in the LEP population.

The Demographics Research Group at the University of Virginia (StatChat) provides an interactive map that displays the percent of English, Spanish and the other most prevalent language in each jurisdiction in Virginia. As indicated by the chart on the next page, the most prevalent language spoken in Virginia other than English is Spanish. The LEP population represents 5.68 percent of Virginia's total population. At almost 53

percent, Spanish is the most prevalent language spoken by the LEP population (219,129 out of 416,691), followed by Korean (31,748 out of 16,691) or 7.6 percent. The table below displays the top five languages used by residents in Virginia.

Virginia	Non-English	Non English %	Est. LEP	LEP% of Pop
7,335,569	1,036,442	14.13%	416,691	5.68%
Spanish	470,058	6.41%	219,129	2.99%
Korean	56,518	0.77%	31,748	0.43%
Vietnamese	45,881	0.63%	25,763	0.35%
Tagalog	40,724	0.56%	10,896	0.15%
Chinese	35,565	0.48%	16,937	0.23%

The languages used by the LEP population were examined for local concentrations in Virginia. The StatChat web site provides a map of the most prevalent languages used in each county and city in Virginia. There are regions in Virginia that indicate some concentration of people who speak languages other than English and Spanish. This data set did not distinguish the level of proficiency in English, but rather those who use these other languages. It would not be unreasonable to assume that these concentrations of language users would most likely include those who speak English less than very well (i.e. LEP).

Six of the most densely populated areas of Virginia were examined to determine the next most frequently used languages in these areas, excluding English and Spanish, and the results are depicted on the table below. More detailed results are included in Appendix 4. For much of the more rural portions of Virginia, German and French are the most prevalent languages used.

Most Frequent Language Users by Region

Northern Virginia:		Roanoke Valley	
Korean	36,338	Chinese	1,397
African Languages	21,061	French	815
Other Asian Languages	7,901	Gujarati	753
Hampton Roads:		Shenandoah Valley	
Tagalog	17,596	Arabic	489
German	1,667	Russian	488
Vietnamese	880		
Richmond Area:		Charlottesville Area	
Other Asian Languages	6,077	Chinese	2,117
Vietnamese	2,119		
French	1,082		

Factor 2:

Factor 2 is the frequency that LEP individuals come in contact with Department programs, services or personnel. These contacts will vary depending upon the type of encounter, as in Factor 3, and in the language used by the LEP person.

The frequency of encountering a Virginia State Police member depends upon many factors. Matching Virginia State Police encounters to the demographics of language used by LEP persons provides a mechanism for determining the likelihood of Virginia State Police personnel encountering individuals who are LEP and in need of services provided by the Virginia State Police. The most heavily travelled north/south corridor interstates pass through Virginia (Interstates 95 and 81) allowing fast travel to and through Virginia. The Virginia State Police deliver the primary law enforcement service along these routes. Numerous rest areas and commercial vehicle weigh stations are situated along the over 1,000 miles of interstate highways, which provides numerous opportunities for Virginia State Police personnel to interact with diverse people from different areas of the country.

According to the Virginia Tourism web site, the most frequent visitors to Virginia originate from the following states:

Percent	State	Percent	State
31%	Virginia	5%	Florida
9%	North Carolina	4%	South Carolina
6%	Pennsylvania	3%	Ohio
6%	Maryland	3%	New Jersey
5%	New York	3%	Texas

This data sums up to 75 percent of the visitors to Virginia, with nearly a third originating from in-state. Excluding Virginia, nearly half of travelers to Virginia come from these nine states. By looking at the LEP persons from these states, it is expected that the most frequently encountered languages will be represented by these visitors. Through the resources examined in Factor 1, Spanish is the most frequently used language (other than English) in each of these nine states. This validates the expectation that Spanish is the most frequently encountered non-English language used by both residents and visitors to Virginia. The estimated percent of each state's population that use Spanish and are LEP is shown in the table on the next page.

State	Language	Percent	State	Language	Percent
Virginia	Spanish	3%	Florida	Spanish	9.1%
North Carolina	Spanish	3.8%	South Carolina	Spanish	2.3%
Pennsylvania	Spanish	1.6%	Ohio	Spanish	0.8%
Maryland	Spanish	3.1%	New Jersey	Spanish	6.9%
New York	Spanish	6.7%	Texas	Spanish	12.7%

Other languages are used by residents of, and visitors to, Virginia as well. The following table presents the most frequently used language by the residents of the same states listed above and the percent of users in each state, excluding English and Spanish.

State	Language	Percent	State	Language	Percent
Virginia	Korean	0.4%	Florida	French Creole	0.9%
North Carolina	Vietnamese	0.2%	South Carolina	French	0.1%
Pennsylvania	German	0.1%	Ohio	German	0.1%
Maryland	French	0.3%	New Jersey	Portuguese	0.5%
New York	Chinese	1.0%	Texas	Vietnamese	0.4%

Clearly, the vast majority of non-English language users speak Spanish, and this is by far the most likely language that Virginia State Police personnel will encounter. While the tourism data includes visitors traveling to Virginia for business or pleasure, it does not necessarily include those who may routinely travel to Virginia for work, college, daily shopping, errands, or to visit family who live close to the border of Virginia. Including these persons would encompass all of the contiguous states. Contiguous states not cited above include Tennessee, Kentucky, West Virginia, Maryland, and Washington D.C. The most frequently used non English language by the residents of these states and the percent of users are listed below.

State	Primary Language	Percent	Second Language	Percent
Tennessee	Spanish	3.7%	German	0.2%
Kentucky	Spanish	2.4%	German	0.3%
West Virginia	Spanish	1.1%	French	0.2%
Washington D.C.	Spanish	7.4%	French	1.4%

To compare concentrations of language users among the states, the number of speakers for individual languages was examined. For English, Virginia comes in ranked eleventh in the country. Virginia ranks fifteenth in Spanish users. For most of the other languages listed, Virginia ranks in the ten to fifteen percent or lower range with some notable exceptions outlined below. These indicate Virginia regional or local concentrations. Regional or local concentrations are important, because it increases

the likelihood of encounters with Virginia State Police personnel in certain areas. To aid in determining the likelihood of a Virginia State Police member encountering a LEP person, the number as well as the concentration of language users was examined for the most prevalent languages used in Virginia. See Appendix 1.

Local concentrations of LEP persons (other than Spanish) indicate that Korean speakers are more concentrated in Northern Virginia, especially in Fairfax County. Various African languages are predominant in Alexandria City and Arlington County, as well as in Prince William County. In the Hampton Roads areas, Tagalog (a Filipino language) is most frequently found in the cities of Virginia Beach, Chesapeake and Norfolk. The Richmond metropolitan area has a significant number of various Asian languages. The Roanoke Valley area and the Charlottesville area both have Chinese as the predominant language after English and Spanish. The details for each region are found in Appendix 4.

Based upon the statistics for intrastate and interstate residents and visitors, by far the most frequently encountered LEP person used language is Spanish. Virginia State Police members' encounters with Spanish speakers are not uncommon and are expected. Other languages are less common and more likely concentrated in certain areas. For example, Korean is prevalent in the Northern Virginia area, while Tagalog is prevalent in the Hampton Roads area. Vietnamese is found in several areas across the state, as is Chinese.

Factor 3

Factor 3 is the nature and the importance of the encounters that the Department has with LEP individuals. This can vary depending upon the type of service that the Department provides.

The importance of each encounter is somewhat variable depending upon the service required by the individual. Since the Virginia State Police is the only law enforcement agency in the Commonwealth with statewide jurisdiction and has a high level of authority to restrict movement, detain, arrest, search, and perform other activities, each encounter with an individual has the potential to be of very high importance. Certainly, not all encounters reach the level of a detention or arrest; however, most individuals would consider an encounter with law enforcement as important. Important encounters include an individual who is subject to a traffic stop, attempting to purchase a weapon from a firearms dealer, a subject, witness, or family member as a part of an investigation, a call for service, a criminal history check for employment, a community event or police sponsored learning event, etc.

Form	Form #	Translated Languages
Consent to Search	SP-023, A, B	Spanish, French, German
Advice of Rights	SP-168	Spanish
Asset Disclaimer	SP-303	Spanish
Crash Report Information	SP-319	Spanish, French, German

Department Public Service Announcements (PSAs) are routinely produced in both English and Spanish by the Virginia State Police Public Relations Office. A recent (June 2016) PSA stated that “both English and Spanish versions of the PSA are available for download on VSP’s You Tube page.”

The Criminal Justice Information Services (CJIS) Division includes several areas that have contact with the public. The Central Criminal Records Exchange Section that provides criminal record searches for non-criminal justice entities has infrequent (typically fewer than five per year) contact with LEP persons. CJIS procedures to provide service to these individuals are to use the Language Line (consistent with the dispatchers) or they can request the assistance of multilingual Virginia State Police employees.

Visitors to the State Police Administrative Headquarters (SPHQ) are met at the front desk reception to request services such as criminal histories, fingerprinting services, sex offender registries or for job opportunities. For LEP persons, most often they are accompanied by their own interpreter. If a visitor needs language assistance, these same resources stated above can be used to assist with LEP persons. Spanish speaking individuals are the most frequently encountered; and if assistance is needed, a sergeant in the Training Division, who is fluent in Spanish and willing to assist, is usually contacted. If the sergeant is not available or another language is used, other Virginia State Police personnel are contacted. At times, interpreters from Chesterfield County have been used. And if none of the other options are available, the interpretation services from the Language Line are used.

The Virginia State Police Training Division began a program to teach “survival Spanish” to all trooper/cadets. In 2004, the training was provided to field offices prior to incorporating into the basic academy training session. The training consists of four hours of classroom instruction with practical usage. This program has been very successful and reduces the need to use a third party to communicate with Spanish speaking individuals. It also shows the commitment of the Virginia State Police to ensure that troopers can interact effectively with the Spanish speaking population that they are most likely to encounter.

Other examples of Virginia State Police efforts to communicate with and engage with LEP persons and communities include a recent (November 2015) outreach effort by a trooper in Northern Virginia area who presented a program on the “drive to Save lives” traffic safety message to the popular cable broadcast network Univision based in Washington, D.C.

Virginia State Police also has a General Order (OPR 5.04) that outlines the procedure for interacting with foreign nationals. Though this order is primarily targeted to ensure foreign nationals are treated appropriately based upon international conventions, the resources outlined above may be used to communicate effectively with this population. Considering the proximity to Washington, D.C., encountering foreign nationals is plausible.

As detailed in this analysis, several strategies have been implemented by the Virginia State Police to ensure effective communication with LEP individuals during service delivery.

APPENDIX 1

Virginia and surrounding states top ten languages and estimated persons with Limited English Proficiency.

(Data from the Modern Language Association based upon the American Community Survey)

Virginia	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
7,335,569.00	1,036,442.00	0.14	416,691.00	0.06
Spanish	470,058.00	0.06	416,691.00	0.03
Korean	56,518.00	0.01	219,129.00	0.00
Vietnamese	45,881.00	0.01	31,748.00	0.00
Tagalog	40,724.00	0.01	25,763.00	0.00
Chinese	35,565.00	0.00	10,896.00	0.00
French	33,776.00	0.00	16,937.00	0.00
Arabic	29,674.00	0.00	7,634.00	0.00
German	27,247.00	0.00	8,852.00	0.00
Hendi	24,813.00	0.00	5,094.00	0.00
Persian (Farsi)	23,520.00	0.00	3,879.00	0.00

Maryland	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
5,335,210.00	851,603	15.96%	337,174	6.32%
Spanish	345,308	6.47%	165,891	3.11%
French	47,591	0.89%	13,118	0.25%
Chinese	43,727	0.82%	21,836	0.41%
Korean	38,906	0.73%	21,354	0.40%
Kru, Ibo, Yoruba	30,288	0.57%	4,529	0.08%
Tagalog	27,782	0.52%	7,894	0.15%
German	22,225	0.42%	3,791	0.07%
Russian	19,892	0.37%	9,355	0.18%
Vietnamese	19,140	0.36%	11,391	0.21%
Amharic	18,343	0.34%	6,585	0.12%

North Carolina	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
8,644,639.00	893,735	10.34%	422,672	4.89%
Spanish	598,756	6.93%	326,385	3.78%
French	27,310	0.32%	6,420	0.07%
German	23,204	0.27%	3,163	0.04%
Vietnamese	20,821	0.24%	12,685	0.15%
Chinese	19,570	0.23%	8,955	0.10%
Arabic	14,453	0.17%	4,721	0.05%
Korean	13,929	0.16%	6,441	0.07%
Tagalog	11,353	0.13%	2,576	0.03%
Hindi	10,510	0.12%	1,677	0.02%
Gujarati	9,290	0.11%	3,651	0.04%

Tennessee	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
5,831,996.00	362,719	6.22%	165,807	2.84%
Spanish	213,452	3.66%	113,592	1.95%
German	13,924	0.24%	2,233	0.04%
French	12,973	0.22%	3,598	0.06%
Arabic	12,040	0.21%	4,314	0.08%
Chinese	10,332	0.18%	5,858	0.10%
Vietnamese	8,047	0.14%	4,681	0.08%
Korean	8,046	0.14%	4,325	0.07%
Laotian	6,061	0.10%	3,279	0.06%
Tagalog	5,462	0.09%	1,334	0.02%
Hindi	4,582	0.08%	694	0.01%

Kentucky	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
4,005,636.00	182,796	4.56%	81,939	2.05%
Spanish	95,704	2.29%	48,698	1.22%
German	12,209	0.30%	2,843	0.07%
French	7,525	0.19%	2,205	0.06%
Chinese	5,197	0.13%	3,077	0.08%
Serbo-Croatian	5,172	0.13%	2,708	0.07%
Vietnamese	4,895	0.12%	3,499	0.09%
Japanese	4,452	0.11%	2,748	0.07%
Arabic	4,136	0.10%	1,777	0.04%
Tagalog	3,787	0.09%	1,015	0.03%
Korean	2,812	0.07%	1,316	0.03%

West Virginia	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
1,737,470.00	40,428	2.33%	12,222	0.70%
Spanish	18,560	1.07%	6,308	0.36%
French	2,940	0.17%	854	0.05%
German	2,467	0.14%	431	0.02%
Arabic	1,759	0.10%	512	0.03%
Italian	1,580	0.09%	423	0.02%
Chinese	1,508	0.09%	699	0.04%
Tagalog	1,126	0.06%	170	0.01%
Japanese	839	0.05%	540	0.03%
Vietnamese	724	0.04%	456	0.03%
Urdu	622	0.04%	56	0.00%

Washington D.C.	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
551,438.00	80,146	14.53%	25,098	4.55%
Spanish	40,928	7.42%	15,772	2.86%
French	7,623	1.38%	1,445	0.26%
Amharic	2,883	0.52%	1,340	0.24%
German	2,438	0.44%	382	0.07%
Chinese	2,177	0.39%	1,157	0.21%
Kru, Ibo, Yoruba	1,923	0.35%	240	0.04%
Italian	1,250	0.23%	213	0.04%
Arabic	1,235	0.22%	160	0.03%
Hindi	1,163	0.21%	79	0.01%
Portuguese	1,140	0.21%	295	0.05%

Appendix 2

The South Atlantic region and surrounding regions to Virginia's top ten languages and estimated persons with Limited English Proficiency.

(Data from the Modern Language Association based upon the American Community Survey)

South Atlantic	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
54,860,989.00	9,035,864	16.47%	3,953,418	7.21%
Spanish	5,764,097	10.51%	2,794,257	5.09%
French Creole	358,278	0.65%	173,253	0.32%
French	277,645	0.51%	67,900	0.12%
German	190,582	0.35%	30,457	0.06%
Vietnamese	186,657	0.34%	111,237	0.20%
Korean	180,087	0.33%	97,653	0.18%
Chinese	175,711	0.32%	88,508	0.16%
Tagalog	157,177	0.29%	43,722	0.08%
Portuguese	128,019	0.23%	50,125	0.09%
Arabic	115,034	0.21%	34,386	0.06%

Mid Atlantic	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
38,131,679.00	8,811,288	23.11%	3,826,623	10.04%
Spanish	4,291,222	11.25%	1,973,948	5.18%
Chinese	406,033	1.06%	239,331	0.63%
Italian	351,292	0.92%	110,819	0.29%
Russian	297,591	0.78%	162,238	0.43%
Korean	217,849	0.57%	123,764	0.32%
French	212,615	0.56%	52,951	0.14%
French-Creole	199,712	0.52%	81,862	0.21%
Polish	184,974	0.49%	81,198	0.21%
Tagalog	169,344	0.44%	46,269	0.12%
German	156,217	0.41%	28,924	0.08%

East North Central	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
43,295,447.00	5,000,021	11.55%	2,033,567	4.70%
Spanish	2,516,323	5.81%	1,141,314	2.64%
Polish	247,441	0.57%	115,958	0.27%
German	220,422	0.51%	46,649	0.11%
Arabic	181,938	0.42%	68,497	0.16%
Chinese	140,972	0.33%	71,550	0.17%
French	117,772	0.27%	27,007	0.06%
Tagalog	112,531	0.26%	30,817	0.07%
Italian	89,305	0.21%	24,385	0.06%
Korean	85,376	0.20%	45,315	0.10%
Russian	81,818	0.19%	39,812	0.09%

East South Central	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
16,985,021.00	868,169	5.11%	397,726	2.34%
Spanish	511,501	3.01%	271,203	1.60%
German	38,634	0.23%	7,257	0.04%
French	33,471	0.20%	8,415	0.05%
Vietnamese	24,499	0.14%	14,599	0.09%
Chinese	24,305	0.14%	13,879	0.08%
Arabic	22,358	0.13%	8,879	0.05%
Korean	18,541	0.11%	9,558	0.06%
Tagalog	14,333	0.08%	3,880	0.02%
Japanese	12,463	0.07%	6,922	0.04%
Hindi	11,130	0.07%	1,830	0.01%

New England	Non-English	Non-Eng. %	Est. LEP	LEP % of Pop
13,344,599.00	2,206,896	16.54%	954,411	7.15%
Spanish	847,423	6.35%	412,329	3.09%
Portuguese	243,247	1.82%	124,840	0.94%
French	193,338	1.45%	42,866	0.32%
Chinese	91,280	0.68%	50,667	0.38%
Italian	90,120	0.68%	27,426	0.21%
French Creole	63,691	0.48%	30,196	0.23%
Polish	59,399	0.45%	25,317	0.19%
Russian	52,127	0.39%	26,395	0.20%
Vietnamese	45,961	0.34%	31,243	0.23%
Greek	37,880	0.28%	10,392	0.08%

APPENDIX 3

The following charts aggregate the top ten languages used by Limited English Proficiency persons for Virginia and the six adjoin states (including D.C.) and the four adjoining regions to Virginia. The number count indicated the number of states or regions that include the specific language in the top ten. For the languages that have zero, these languages were not one of the top ten languages used by the LEP persons in these particular states or regions.

(Data from the Modern Language Association based upon the American Community Survey)

Adjoining States	# of States	Total LEP	Adjoining States	# of States	Total LEP
Spanish	7	895,775	Spanish	4	6,180,722
Korean	5	65,184	Chinese	4	413,268
Chinese	7	58,519	French	4	156,273
French	7	35,274	German	4	113,287
Vietnamese	6	58,475	French Creole	2	255,115
Tagalog	6	23,885	Korean	4	276,290
Arabic	6	20,936	Tagalog	4	124,688
German	7	17,937	Italian	2	135,204
Hindi	4	6,329	Polish	2	197,156
Kru, Ibo, Yoruba	2	4,769	Russian	2	202,050
Persian (Farsi)	1	8,406	Arabic	3	111,762
Amharic	2	7,925	Vietnamese	2	125,836
Russian	1	9,355	Portuguese	1	50,125
Gujarati	1	3,651	Japanese	1	6,922
Laotian	1	3,279	Hindi	1	1,830
Serbo-Croatian	1	2,708	Cantonese	0	0
Japanese	2	3,288	Mandarin	0	0
Italian	2	636	Persian (Farsi)	0	0
Portuguese	2	295	Navajo	0	0
Urdu	1	56	Urdu	0	0
French Creole	0	0	Hmong	0	0
Polish	0	0	Cushite	0	0
Greek	0	0	Greek	0	0
Hmong	0	0	Other Native AM	0	0
Cushite	0	0	Kru, Ibo, Yoruba	0	0
Navajo	0	0	Amharic	0	0
Other Native Am	0	0	Gujarati	0	0
Cantonese	0	0	Laotian	0	0
Mandarin	0	0	Serbo-Croatian	0	0

APPENDIX 4

The following charts display the most frequent language used for the six well populated areas of Virginia; excluding English and Spanish.

(Data from the Demographics Research Group at the University of Virginia)

Northern Virginia	Language	% of Population	Pop-2010 Census	Language Users
Alexandria City	African Languages	5.81%	139,966	8,132
Arlington County	African Languages	1.89%	207,627	3,924
Fairfax County	Korean	3.24%	1,081,726	35,048
Fairfax City	Korean	2.86%	22,565	645
Falls Church City	Russian	1.97%	12,332	243
Loudoun County	Other Asian Languages	2.53%	312,311	7,901
Prince William County	African Languages	2.24%	402,002	9,005
Manassas City	Tagalog	0.94%	37,821	356
Manassas Park City	Persian	2.18%	14,273	311
Fauquier County	German	0.14%	65,203	267
Culpeper County	German	0.58%	46,689	271
Stafford County	French	0.81%	128,961	1,045
Fredericksburg City	French	0.71%	24,286	172
Spotsylvania County	German	0.47%	122,397	575

Hampton Roads	Language	% of Population	Pop-2010 Census	Language Users
Hampton City	Vietnamese	0.64%	137,436	880
Newport News City	German	0.61%	180,719	1,102
Poquoson City	Chinese	1.11%	12,150	135
York County	Korean	0.99%	65,464	648
Williamsburg City	Chinese	1.22%	14,068	172
James City County	German	0.58%	67,009	389
Norfolk City	Tagalog	1.36%	242,803	3,302
Portsmouth City	French	0.50	95,535	478
Chesapeake City	Tagalog	0.73	222,209	1,622
Virginia Beach City	Tagalog	2.88	437,994	12,614
Suffolk City	African Languages	0.42	84,585	355
Isle of Wight County	German	0.50	35,270	176
Northampton County	Tagalog	0.47	12,389	58
Accomack County	French	1.13	33,164	375

Richmond Area	Language	% of Population	Pop-2010 Census	Language Users
Richmond City	French	0.53%	204,214	1,082
Henrico County	Other Asian Languages	1.98%	306,935	6,077
Chesterfield County	Vietnamese	0.67%	316,236	2,119
Hanover County	Chinese	0.32%	99,863	320
Petersburg City	German	0.41%	32,420	133
Hopewell City	Arabic	0.94%	22,591	212
Colonial Heights City	Korean	1.14%	17,411	198

Roanoke Valley	Language	% of Population	Pop-2010 Census	Language Users
Roanoke City	French	0.84%	97,032	815
Roanoke County	Gujarati	0.54%	92,373	499
Salem City	German	0.41%	24,802	102
Montgomery County	Chinese	1.48%	94,392	1,397
Henry County	Italian	0.13%	54,151	70
Martinsville City	African Languages	0.47%	13,821	65
Pittsylvania County	German	0.17%	63,506	108
Danville City	Gujarati	0.54%	43,055	254

Shenandoah Valley	Language	% of Population	Pop-2010 Census	Language Users
Frederick County	German	0.45%	78,305	352
Winchester City	Other Slavic Languages	0.69%	26,203	181
Shenandoah County	Chinese	0.31%	41,993	130
Rockingham County	Russian	0.64%	76,314	488
Harrisonburg City	Arabic	1.00%	48,914	489

Charlottesville Area	Language	% of Population	Pop-2010 Census	Language Users
Charlottesville City	Chinese	2.00%	43,475	870
Albemarle County	Chinese	1.26%	98,970	1,247

Community Participation Process:

The Virginia State Police does not provide/conduct motorist licensure/motor vehicle registration-related services/activities, therefore this section is not applicable.

Access to Records:

Upon FMCSA request, the Virginia State Police will provide to FMCSA, during normal business hours, documentation as it pertains to compliance with Title VI Program requirements and Title VI Program-related complaints.

CMV Inspection Selection & Unbiased Enforcement Policies:

The Virginia State Police is committed to review and adopt specific elements of the CVSA Operational Policy 13, in reference to Selecting Vehicles for Inspection. In addition, the Virginia State Police currently has a Bias Free Policing Policy. Due to the required elements and policy changes, the Virginia State Police anticipates a completion deadline of August 1, 2022.



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Richard D. Holcomb
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001

July 23, 2021

Lieutenant Shawn Gobble
Virginia State Police – Safety Division
3719 Saunders Avenue
Richmond, VA 23227

Dear Lieutenant Gobble:

Virginia DMV is appreciative of the opportunity to apply as a sub-grantee of the Virginia State Police for the 2021 Motor Carrier Safety Assistance Program (MCSAP) grant application. The funding will assist us with our continued efforts to maintain and improve data sharing efforts for inspections, roadside enforcement activities and data collected on commercial motor vehicle crashes. It will also help us to remain compliant in our ITD, PRISM and SSDQ programs which Virginia prides itself in holding to a high standard.

Enclosed is Virginia DMV's sub-grant package for submission with your 2022 MCSAP application. We appreciate your consideration of our request. If we can provide additional details, please contact me at (804) 249-5115 or J. Terry Brown at (804) 367-6782.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Harrison".

Patrick Harrison
Assistant Commissioner, Motor Carrier Services

**FY 2022 MCSAP Grant Application
Virginia Department of Motor Vehicles
Project Proposal**

ITD/PRISM

1. Introduction

The overall goal of this project is to provide funding that will allow Virginia to continue to pay ITD and PRISM related fees and dues.

2. Problem Statement

There are a number of fees and dues that are required for Virginia to participate in the ITD program. These fees and dues consist of:

- IRP Membership/IRP Clearinghouse Dues and Fees
- IFTA Membership/Clearinghouse Dues and Fees
- WIM Maintenance Fees
- ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)

3. Performance Objective(s)

- Virginia will maintain the membership fees and dues that support Virginia's credentialing, roadside, and safety efforts through participation in electronic interfaces with national entities, thus keeping Virginia's system Core ITD and PRISM compliant. Fees and dues will be paid promptly on a monthly or annual basis as required by the vendor.
- Virginia will promptly pay WIM maintenance fees that cover hardware, software, and any updates to the WIM system required by the federal government. The maintenance will allow Virginia to stay up to date and ITD compliant.
- Virginia will promptly pay ITD related IRP, IFTA, CVIEW, and PRISM system maintenance fees that cover hardware, software and any updates to the IRP, IFTA, PRISM and CVIEW systems required by the federal government. The maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

4. Program Activity Plan

- Virginia will pay ITD and PRISM related dues and fees promptly as required by the vendors.
- Virginia will ensure the systems and data related to the fees and dues are maintained as specified in the vendor agreements.

Anticipated Frequency

Annual CVISN/PRISM Membership Dues/Maintenance Fees

Project Activity	Planned Schedule
IRP Membership/Clearinghouse Fees and Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)	Monthly
WIM Maintenance Fees	Annual

5. *Performance Measurement Plan*

- Virginia will track payments of the ITD and PRISM dues and fees and report them to Virginia State Police for reporting to FMCSA in the Quarterly Performance Reports.

IRP Membership/IRP Clearinghouse Dues

Virginia is obligated to pay IRP, Inc. membership and Clearinghouse dues on an annual basis. The Clearinghouse system provides IRP member jurisdictions with an automated process to share registration and financial information and to net fees between jurisdictions. Payment of these dues enables Virginia to maintain ITD compliance.

IFTA Membership Fees

Virginia is obligated to pay IFTA, Inc. membership and Clearinghouse dues on an annual basis. The Clearinghouse system provides IFTA member jurisdictions with an automated process to share licensing and tax information and to net taxes between jurisdictions. Payment of these dues enables Virginia to maintain ITD compliance.

ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)

Virginia currently contracts with Legatus Solutions for ITD and PRISM compliant system solutions for IRP, IFTA, PRISM and CVIEW. Virginia DMV pays Legatus a monthly maintenance fee to host and operate the systems on Virginia's behalf. The systems allow us to maintain core compliance with ITD and PRISM requirements. The data sharing capabilities provided by the systems ensure that law enforcement across the nation have access to data to support their inspection and roadside enforcement activities. The Legatus CVIEW also interfaces with Virginia's automated license plate and DOT# readers to support electronic screening and identification of problem carriers that require additional scrutiny.

WIM Maintenance Fees

The WIM maintenance fees consist of 12 months annual maintenance, repair and operation support of WIM Sorter Systems at 11 Motor Carrier Service Centers (MCSC) locations: Suffolk, Bland, Carson, Alberta, Stephens City, (Mainline & Ramp), Troutville (Mainline & Ramp), Dumfries (Mainline & Ramp) and Sandston (Mainline). This also includes 12 months data service plan for IP addressable wireless modems at WIM Sorter Systems at the

following 9 MCSC locations: Suffolk, Bland, Carson, Alberta, Stephens City, Troutville, Dumfries, Sandston and Route 522 to enhance maintenance and reporting capacity. The maintenance agreement covers annual maintenance, repair and operational support of the WIM Sorter Systems, and Data Service Plan for IP Addressable Wireless Modems.

State Safety Data Quality: Improve and Increase Reporting to Enhance Crash Data Analysis

1. Introduction

Virginia continues to make technological advances, improve law enforcement reporting and training, and perform data and system quality checks to ensure high quality data is being collected. These efforts are performed to maintain and, where identified, improve upon our goal of both individual and overall State Safety Data Quality (SSDQ) rankings of “**GREEN**”. We have maintained this excellent rating for 13 years. This is due to dedication to teamwork and partnerships, the Virginia Department of Motor Vehicle’s (DMV) prioritization of commercial motor vehicles (CMV) crashes, routine reviews and analysis of CMV reportable crash data in the Traffic Records Electronic System (TREDS), SafetyNet and the SSDQ measures, and enhancements to our data and technology. Additionally, with the help of SSDQ funding, Virginia has successfully achieved its goal of 100% of its crashes submitted electronically.

Virginia will utilize SSDQ funding to continue operations, maintenance and improvements to its technology, edits and upgrades to the front end data collection tool, enhance its automated mapping and reporting analysis capabilities, expand training methods for law enforcement personnel statewide, and staff prioritization and focus on data quality and quantity of large truck and bus crashes.

2. Problem Statement

In 2019, Virginia experienced 4,922 CMV crashes and 4,296 CMV crashes in 2020, a 13% decrease. COVID-19 likely impacted this decrease. We will focus our efforts mainly on operations and maintenance, as well as data accuracy and completeness to improve our analysis and reporting capabilities.

Additionally, Virginia will continue to focus efforts on our TREDS enhancements to improve opportunities for law enforcement to more easily identify and record crash data overall and, particularly, reportable large truck and bus crash data; to improve the quality and quantity of all crash data including reportable CMV large truck and bus crash data; and to provide law enforcement training, along with updated training materials where needed. Virginia will also continue to enhance our automated mapping and reporting functionalities for analysis, particularly with large truck and bus crashes.

The data will be used to evaluate program effectiveness, identify problems and trends, help target spending, and ultimately reduce the number of CMV crashes currently occurring on Virginia roadways.

3. Performance Objective(s)

The primary objective of Virginia's SSDQ program is to maintain, and improve upon, its **"GREEN/GOOD"** rating by continuing to improve and expand the high quality and quantity of data collected on reportable large truck and bus crashes. To accomplish this, Virginia will:

- a. Implement operation and maintenance of TREDs to include the CMV module
- b. Identify opportunities to enhance TREDs with additional system edits, data expansion/integrations, automated mapping and reporting
- c. Improve the front-end electronic data collection tool to improve the quality and quantity of data collected, to make it easier for law enforcement to collect better CMV data, and to make it easier for Virginia Highway Safety Office (VAHSO) staff to enhance functionality
- d. Ensure quality data is being submitted by monitoring electronic submissions to TREDs
- e. Ensure law enforcement personnel receives training, where identified, to improve their ability to distinguish and identify reportable CMV crashes
- f. Ensure other safety partners are aware of and utilize CMV data in their planning efforts
- g. Update existing and develop new training materials as needed
- h. Work with our partners at the Virginia State Police (VSP) to conduct audits/reviews of the data/system and provide input for improvements where needed
- i. Work with our partners at the Federal Motor Carrier Safety Administration (FMCSA) on data reporting, as needed
- j. Participate in federal trainings/workshops/meetings as needed

4. Project Activity Plan

The following activities will be implemented to address the goals and objectives outlined above.

Time Frame	Proposed Activity	Location	Responsible Party	Level of Effort
Start: Award + 30 Days Complete: Award + 760 Days	IT Services assigned to project for system audits and analysis; gap analysis; business requirements; system programming; electronic data collection tool modifications; testing and implementation	DMV Headquarters	Project Director	3,777 staff hours (consists of a minimum of 5 contractors)
Start: Award + 30 Days Complete: Award + 760 Days	Data quality specialist to identify, perform QC on crash data electronically submitted to TREDs, with emphasis on reportable CMV. Performs analysis and extraction of reportable CMV data through TREDs to VSP via a secure file transfer protocol (FTP) site	DMV Headquarters	Project Director	2,080 staff hours (consists of 1 full time DQ Analyst)
Start: Award + 30 Days Complete: Award + 760 Days	Working team meetings to plan and implement project Bi-weekly audit reports	DMV Headquarters	Project Director	As required
Start: Award + 30 Days Complete: Award + 760 Days	Provide statewide training as needed to law enforcement and other safety partners	Statewide	TREDs staff at direction of Project Director	Up to 50 staff hours of training as needed

5. Performance Measurement Plan

Virginia will use data from TREDs, SafetyNet and SSDQ to monitor each activity in the work plan to ensure the project is progressing towards stated goals. Progress reports will be prepared quarterly and forwarded to the Federal Motor Carrier Safety Administration (FMCSA). They will include the status of project performance measures and activities.

- a. Conduct one routine system/CMV module/SafetyNet audit and use the information to enhance the quality and quantity of data in TREDs
- b. Add up to five automated business rule edits, if needed, to assist law enforcement in collecting more accurate data (using information obtained from TREDs/SafetyNet system audits)
- c. Improve data quality and quantity by improving the TREDs electronic front end collection tool for law enforcement personnel to more easily complete full crash report data, including large truck and bus crash data
- d. Enhance the automated crash location software tool to improve data quality (accuracy and completeness) 125,000+ street-level crashes, including nearly 5,000 large trucks and buses
- e. Enhance the TREDs interactive mapping module, to include large truck and bus crashes, when improvements are identified
- f. Enhance the TREDs interactive report module for analysis, to include large truck and bus crashes, when improvements are identified
- g. Enhance the TREDs database, when needed, with updated software for security, data collection, integrations and advanced reporting functionality
- h. Conduct up to five trainings for law enforcement agencies on enforcement planning using the data tools and electronic collection of crash data, targeting accuracy and completeness, with an emphasis on large truck and bus crash data where needed

6. Monitoring and Reporting Plan

Staff regularly and proactively works as a team, including FMCSA, to identify TREDs system enhancements to make it easier for law enforcement to identify and record reportable large truck and bus crash data. This includes actively soliciting input and feedback from our end users.

- a. CMV data submitted to TREDs must meet all system edits before the data can be accepted into TREDs. Dedicated staff performs daily quality control, review and analysis to verify this process, all in an effort to ensure and improve the overall quality, completeness and availability of the data.

- b. DMV/VAHSO reviews bi-weekly reports that identify possible CMV crashes based on data in TREDs.
- c. DMV/VAHSO staff is in constant contact and training with our law enforcement partners to:
 - i. Review crash report data. As a result, law enforcement has improved knowledge to assist them in distinguishing and identifying reportable CMV crashes.
 - ii. Review CMV/SafetyNet Extract. Virginia State Police (VSP) has a dedicated staff person who works closely with DMV/VAHSO staff to periodically review the data to identify opportunities for improvements.
 - iii. Perform weekly reviews. VSP conducts weekly reviews/audits of all CMV crash data in TREDs.

Staff regularly and proactively works as a team to identify and integrate into TREDs other types of data (e.g., geographic information system (GIS) coordinates for crash location) to enhance the level of analysis that can be conducted, particularly with large truck and bus crashes.

Budget Narrative

ITD/PRISM:

Other Costs Budget Narrative			
Item Name	Total Cost	85% Federal Share	15% State Match
ITD/PRISM Program:			
IRP Membership/Clearinghouse fees and dues	\$31,600.00	\$26,860.00	\$4,740.00
IFTA Membership/Clearinghouse fees and dues	\$17,000.00	\$14,450.00	\$2,550.00
ITD vendor system maintenance/service fees (IRP, IFTA, CVIEW, PRISM)	\$267,758.00	\$227,594.30	\$40,163.70
WIM Maintenance Fees	\$394,046.00	\$334,939.10	\$59,106.90
Total Other Costs:	\$710,404.00	\$603,843.40	\$106,560.60
The costs of operations and maintenance/service fees for the PRISM and ITD programs are necessary for the ongoing production and support of systems.			

State Safety Data Quality: Improve and Increase Reporting to Enhance Crash Data Analysis

Personnel Budget Narrative							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost	Federal Share (85%)	State Match (15%)
Data Quality Analyst	1	100	2,080	\$20.70	\$43,056.00	\$36,597.60	\$6,458.40
Sub-Total Personnel					\$43,056.00	\$36,597.60	\$6,458.40
The Data Quality (DQ) Analyst spends 100% of time processing and performing quality control on electronically submitted police crash reports and data, with a major emphasis on CMV/SafetyNet crash data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is then exported to TREDs, runs weekly extract for all processed SafetyNet reports, and submits extract to VSP via a secure file transfer protocol (FTP) location in TREDs. The small increase in salary captures the 5% state raise effective July 1, 2021.							

Fringe Benefits Budget Narrative					
Position(s)	Rate	Base Amount	Total Cost	Federal Share (85%)	State Match (15%)
Data Quality Analyst	28%	100	\$12,055.68	\$10,247.33	\$1,808.35
Sub-Total Fringe Benefits			\$12,055.68	\$10,247.33	\$1,808.35
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on current actual benefits for a DQ staff person with a base annual salary of \$43,056.00. The full-time DQ analyst's annual wages of \$43,056.00 x 28% or \$12,055.68 total fringe cost for one analyst.					

Travel Cost Budget Narrative				
Purpose	# of Staff	Total Cost	Federal Share (85%)	State Match (15%)
TREDs Training/Travel	0	\$0	\$0	\$0
Sub-Total Travel		\$0	\$0	\$0
Costs are to cover registration, lodging, mileage and MI&E with overnight stays, if needed, for up to 3 staffers to provide training and to attend federal training. No funds are being requested at this time due to state travel restrictions due to COVID-19.				

Contractual Cost Budget Narrative			
Description of Services	Total Cost	Federal Share (85 %)	State Match (15 %)
IT Contract services to provide operations, maintenance and enhancements to the Traffic Records Electronic Data System (TREDS)	\$119,232.00	\$101,347.20	\$17,884.80
Sub-Total Contractual	\$119,232.00	\$101,347.20	\$17,884.80
<p>Contractual staff services is responsible for all system operations, maintenance and enhancements to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO quality control (QC) and Analysis staff, as well as external partners, on enhancing daily processes and making further enhancements to TREDS to assist their efforts. Staff will provide training to law enforcement, where identified, to improve their ability to distinguish and identify reportable CMV crashes. IT staff includes business analysts, technical writer, technical trainer, programmers, quality control testers, database developers. The increase in costs reflects the hourly salary increase of two IT staff members.</p> <p>Calculation: 1,324.80 hours X \$90.00 per hour = \$119,232.00</p>			

Total DMV Sub-Grant			
Description of Services	Total Cost	Federal Share (85 %)	State Match (15 %)
ITD/PRISM Program: IRP Membership/Clearinghouse fees and dues IFTA Membership/Clearinghouse fees and dues ITD vendor system maintenance/service fees (IRP, IFTA, CVIEW, PRISM) WIM Maintenance Fees	\$710,404.00	\$603,843.40	\$106,560.60
State Safety Data Quality: Personnel Fringe Contractual	\$174,343.68	\$148,192.13	\$26,151.55
Total Combined Budget	\$884,747.68	\$752,035.53	\$132,712.15