



GUAM

Commercial Vehicle Safety Plan

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

Fiscal Years 2023 - 2025

Date of Approval: July 10, 2023

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 2023 - 2025)
- Part 2: Crash Reduction and National Program Elements (FY 2023 - 2025)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2023 - 2025)
- Part 4: Financial Information (FY 2023)
- Part 5: Certifications and Documents (FY 2023)

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 2023:

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 2022 plans. States must carefully review and update this information to reflect FY 2023 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 2023 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**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.*

Guam's Motor Carrier Safety Assistance Program's (MCSAP) primary mission is to remove unsafe drivers and vehicles from our highways in an effort to reduce crashes, property damage, injuries, and fatalities involving large trucks and buses.

We strive to accomplish our mission through joint activities conducted with our proactive partners, i.e. Guam Police Department - Highway Patrol Division (GPD-HPD) and Department of Public Works - Office of Highway Safety (DPW-OHS). We each have pledged to work towards achieving our common goal to reduce injuries and fatalities in large trucks and bus crashes by promoting the detection and correction of commercial motor vehicle (CMV) safety defects and CMV driver deficiencies.

We believe that through our partnerships and carrying out our driver/vehicle inspection program and safety workshops we can achieve our goal of reducing the number of crashes involving CMV's. We have committed to conducting a total of 2282 driver/vehicle inspections in an effort to support our goal.

Part 1 Section 3 - MCSAP Structure Explanation

Instructions:

Answer the questions about your CVSP 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.

Yes	No	Question
<input type="radio"/>	<input checked="" type="radio"/>	Are there initiatives involving "rural roads" included in this CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State voluntarily submit an annual Training Plan to the National Training Center (NTC)?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State include activities regarding Migrant Worker Transportation in Rural Areas in this CVSP?

Guam DRT is the Motor Carrier Safety Assistance Program (MCSAP) lead agency. The MCSAP is a specialized unit that falls under the purview of the Department of Revenue and Taxation that administers the Commercial Vehicle Safety Plan.

Guam MCSAP currently employs 6 Inspectors, 1 Financial Officer, and 1 Coordinator: 3 Inspectors are certified NAS Level 1, Passenger, HM, and Cargo Tank; 1 inspector is certified to conduct Level 3 inspections, 1 inspector awaiting certification exams, and 1 inspector anticipated to be hired as Entry Level.

Inspectors are 100% dedicated to the program, along with the Financial Officer. The Financial Officer assists the program by completing the FFRs, Voucher submittals, assisting the Coordinator with PPRs, handles procurements, follow up on invoices and purchases, etc. MCSAP Coordinator is the POC as well as the Program Administrator. MCSAP Coordinator is responsible for the planning and administration of the MCSAP, to include but not limited to, completing required reports, assigning daily activities, collecting and uploading data, SafetyNet management, attending the Traffic Record Coordinating Committee Meetings. The MCSAP Coordinator is dedicated 100% to the program. If this percentage changes, MCSAP Coordinator will notify Division.

Part 1 Section 4 - MCSAP Structure**Instructions:**

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

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

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

Lead Agency Information	
Agency Name:	DEPARTMENT OF REVENUE & TAXATION/MOTOR CARRIER SAFETY ASSISTANCE PROGRAM
Enter total number of personnel participating in MCSAP activities	8
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	6
Traffic Enforcement Activities	6
Investigations*	0
Public Education and Awareness	8
Data Collection and Reporting	2
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

Non-funded Agency Information	
Total number of agencies:	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 2023 - 2025 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

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 2017 - 2021

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: Actual # Fatalities

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			
01/01/2021	12/31/2021	0	0	0
01/01/2020	12/31/2020	1	0	1
01/01/2019	12/31/2019	0	0	0
01/01/2018	12/31/2018	1	0	1
01/01/2017	12/31/2017	0	0	0

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			
01/01/2021	12/31/2021	0	0	0
01/01/2020	12/31/2020	0	0	0
01/01/2019	09/30/2019	0	0	0
01/01/2018	12/31/2018	1	0	1
01/01/2017	12/31/2017	0	0	0

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: 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			
01/01/2021	12/31/2021	0	0	0
01/01/2020	12/31/2020	0	0	0
01/01/2019	12/31/2019	0	0	0
01/01/2018	12/31/2018	0	0	0
01/01/2017	12/31/2017	0	0	0

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

Crash Report - Data source Guam Police Department's Island wide Traffic Safety Information Systems (ITSIS) captured as of September 13, 2022.

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

The crash statistics listed below was obtained from the Guam Police Department's ITSIS. It reflects the total number of reportable crashes and fatalities for the past five years (FY2017 through FY2021):

- 2021 - 0 Reportable crashes of which 0 are non-fatal injuries
- 2020 - 1 Reportable crashes of which 0 are non-fatal injuries + 1 fatal. One in 2020, involving a single CMV which the passenger was ejected.
- 2019 - 0 Reportable crashes of which 0 are non-fatal injuries
- 2018 - 9 Reportable crashes of which 8 are non-fatal injuries + 1 fatal. One in 2018, involving a motorcycle operator and a commercial passenger vehicle (9-15 passenger van) on Route 1 Marine Corp Drive Asan.
- 2017 - 0 Reportable crashes of which 0 are non-fatal injuries

Based on these statistics it appears that our MCSAP inspection activities are having a positive impact in achieving our goal to reduce the number of CMV crashes and regain our zero fatality rate by placing those drivers/vehicles out-of-service when necessary.

Through the years we have been monitoring tour and transporations company business activities and it appears that the use of 9-15 passenger vans continue to be the preferred choice of vehicles to support their operation. As such, the provision of 49 CFR 390.3(f)(6) and the Final Rules on safety requirements affecting operators of small carrying vehicles binds our inspection authority to ensure driver qualification and vehicle safety requirements for this vehicle class. This poses as an enforcement impediment that continues to adversely impact our crash rate.

In the meantime, we will continue to encourage a positive change in carrier and driver behavior to support our efforts in reducing the number of non-fatal crashes and regain our zero fatality status.

GPD-HPD provided crash accident data for Year 2021 amounting to 4,427 and for Year 2022 (Jan. 1 to August 30) amounting to 3,261. This crash data is an accumulated amount and the MCSAP has to go through each report to find the CMV reportable crashes. We are working to sort this information as well as reaching out to GPD to see if they can analyze the data specifically for CMV and will update the 2021 data in the tables above as necessary. Guam Gov is also in process of selecting a new vendor to take over and maintain ITSIS which has caused ongoing issues and delays in obtaining crash records.

Narrative Overview for FY 2023 - 2025**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.

Based on our crash data, it appears that the strategies and activities established by the MCSAP continues to work in identifying unsafe vehicles and placing them out-of-service, pending repairs and/or re-inspection.

After evaluating our crash data, the program has determined that workzone safety enforcement is not an issue. Nevertheless, to promote safety we will incorporate workzone safety in public education and outreach events.

The program has used the FMCSA migrant worker data in hand with our local data to determine that there is no need for migrant carrier enforcement on island.

Our roadside inspections have not seen carriers use Electronic Logging Devices and believe the island's carriers use the short haul exemption. That being said, ELD transfers are not an issue in the territory.

Historically, Guam does not experience a high level of CMV crashes and fatalities. Through our MCSAP activities, we aim to maintain or reduce our crash/fatality rates to zero.

Enter the data source and capture date:

Guam Police Department's ITSIS on September 13, 2022.

Projected Goal for FY 2023 - 2025:

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
2023	1
2024	1
2025	1

Guam has recorded a very low CMV crash rate per year from 2017 to 2021. Guam DRT MCSAP's goal is to maintain the CMV crash rate to 1.0 or less per year over the next five year period.

Program Activities for FY 2023 - 2025: 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.

Currently, we have 4 certified inspectors and 1 inspector needing to complete NAS A and B training. For FY2023, we are looking to hire another inspector (entry level). With this additional personnel, we anticipate to increase our inspections, along with enhancing our Outreach/Education program by creating our electronic safety campaign utilizing FMCSA's Our Roads, Our Safety Campaign. We plan to run CMV safety advertisements on electronic billboards, movie theatres, and TV commercials.

All MCSAP officers will be utilized to carry out driver/vehicle inspections, traffic enforcement, and public education and outreach activities to achieve our CMV crash reduction goal.

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.

In the TRACC Meetings the MCSAP Coordinator has requested for all CMV crashes to be sent to the MCSAP monthly.

Guam's MCSAP will evaluate crash reports to determine common crash causation factors and actual locations where they occurred. Information will be shared with the Office of Highway Safety (OHS) for review to determine if roadway conditions are contributing factors (i.e. insufficient turning ratio, insufficient lighting for night time driving, etc.) that need to be addressed by highway engineers, or if they are due to driver behaviors or vehicle defects.

The monitoring of our progress will be captured by the number of communications and/or corrective actions made by OHS, and results will be incorporated in our quarterly SF-PPRs. All reportable CMV crashes will be uploaded via SAFETYNET and documented in our PPRs.

Part 2 Section 3 - Roadside Inspections

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2023 - 2025. 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 2017 - 2021

Inspection Types	2017	2018	2019	2020	2021
Level 1: Full	1057	1054	1222	605	136
Level 2: Walk-Around	259	83	233	74	31
Level 3: Driver-Only	301	335	345	122	50
Level 4: Special Inspections	0	0	0	0	0
Level 5: Vehicle-Only	427	192	129	78	48
Level 6: Radioactive Materials	0	0	0	0	0
Total	2044	1664	1929	879	265

Narrative Overview for FY 2023 - 2025

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 the roadside inspection application name(s) (e.g., Aspen) used by the State.

Aspen

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

The program currently has 4 certified inspectors (3 inspectors are certified to conduct NAS Level 1, Passenger, HM, and Cargo Tank; 1 is certified to conduct Level 3 inspections) and 1 inspector awaiting to complete NAS A and B training course. The program is anticipating to hire 1 new recruit-entry level inspector.

Weather permitting, MCSAP officers conduct roadside inspections every day of the week Monday to Friday at 6 sites and 1 weigh station. Inspections includes checking driver credentials, the medical examiner's certificate, vehicle registration, business license, etc. Inspectors check for seat belt use, fatigue/impairment of drivers, and signs for human trafficking. MCSAP officers upload inspections from Aspen to SAFETYNET every Friday and a senior inspector will upload the inspections to MCMIS via SAFETYNET the following Monday.

The MCSAP Coordinator checks inspection reports to ensure violations recorded are correct and accurate and will determine if refresher training is needed. The SAFETYNET Report is utilized by the MCSAP Coordinator for PPR reporting.

Projected Goals for FY 2023 - 2025

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2023 - 2025. For FY 2023, 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: DEPARTMENT OF REVENUE & TAXATION/MOTOR CARRIER SAFETY ASSISTANCE PROGRAM

Enter the total number of certified personnel in the Lead agency: 6

Projected Goals for FY 2023 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1000	100	100	1200	52.59%
Level 2: Walk-Around	57	30	15	102	4.47%
Level 3: Driver-Only	730	20	50	800	35.06%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	60	60	60	180	7.89%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	1847	210	225	2282	

MCSAP subrecipient agency

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

Subrecipient is:

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

Projected Goals for FY 2023 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
Sub-Total Funded Agencies	0	0	0	0	

Non-Funded Agencies

Total number of agencies:	0
Enter the total number of non-funded certified officers:	0
Enter the total number of inspections projected for FY 2023:	

Summary

Projected Goals for FY 2023 - Roadside Inspections Summary

Projected Goals for FY 2023 Summary for All Agencies					
MCSAP Lead Agency: DEPARTMENT OF REVENUE & TAXATION/MOTOR CARRIER SAFETY ASSISTANCE PROGRAM					
# certified personnel: 6					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 0					
# certified personnel: 0					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1000	100	100	1200	52.59%
Level 2: Walk-Around	57	30	15	102	4.47%
Level 3: Driver-Only	730	20	50	800	35.06%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	60	60	60	180	7.89%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total MCSAP Lead Agency & Subrecipients	1847	210	225	2282	

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

Note: 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 2024 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	2282		0	2282
Enter total number of certified personnel	6		0	6
Projected Goals for FY 2025 Roadside Inspections				
Enter total number of projected inspections	2282		0	2282
Enter total number of certified personnel	6		0	6

Part 2 Section 4 - Investigations

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

Part 2 Section 5 - Traffic Enforcement

Traffic enforcement means documented enforcement activities by 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 2017 - 2021

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		
01/01/2021	12/31/2021	0	0
01/01/2020	12/31/2020	0	0
01/01/2019	12/31/2019	0	0
01/01/2018	12/31/2018	15	15
01/01/2017	12/31/2017	57	57

☒ **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.

MCSAP citation logbook as of September 13, 2022.

Narrative Overview for FY 2023 - 2025

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](#).

During the years 2019 to 2021: at the last quarter of 2019, COVID-19 had surfaced and health restrictions began: year 2020 we experienced a Lockdown ordered by the Government of Guam and many motor carriers had suspended their operations: year 2021, although some health restrictions were lifted, CMV traffic was still not as robust as pre-COVID times. Because of these reasons, our traffic enforcement activities were significantly reduced.

Guam's traffic enforcement program is currently supported by 5 MCSAP Inspectors with an additional inspector to be hired. MCSAP personnel are civilian employees and do not have arrest powers. MCSAP conducts traffic enforcement while conducting roadside inspections, along with visual observations of CMV's travelling along the main roadways. If the MCSAP Inspector observes a traffic or safety violation, he will signal the CMV driver to pull over and depending on the violation, a citation may be issued.

Traffic enforcement activities are typically conducted during normal business hours at high risk and high traffic corridors and focused strictly on CMV's.

The program is also working on re-establishing its relationship with the GPD-HPD. Once that relationship is re-established, we anticipate being able to increase our traffic enforcement activities but until then, we feel our current goals are achievable given our staffing.

Projected Goals for FY 2023 - 2025

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2023 - 2025. 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 2023	FY 2024	FY 2025
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	32	32	32
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0	0	0
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	7	7	7

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 (including border inspections, if applicable), 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 (including border inspections, if applicable), investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2014/2015 activities.

FY 2023 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2023 Activities	Average 2014/15 Activities
2282	0	0	2282	2716

The sum of your planned FY 2023 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 2023 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.

All traffic enforcement activities will be conducted at high risk locations and high traffic corridors. Driver/Vehicle inspection reports prepared and submitted by Inspectors will be reviewed by MCSAP Coordinator to evaluate the OOS violations and adjust activities accordingly. MCSAP Coordinator may schedule a carrier workshop and/or intervention to serve as a deference for potential crashes.

Part 2 Section 6 - Safety Technology

Performance and Registration Information Systems Management (PRISM) is a condition for MCSAP eligibility in [49 CFR 350.207\(27\)](#). States must 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	Not Active	No
PRISM		No

Available data sources:

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

Enter the agency name responsible for ITD in the State: N/A

Enter the agency name responsible for PRISM in the State: N/A

Narrative Overview for FY 2023 - 2025

Problem Statement Narrative and Projected Goal: Describe activities your State plans to implement in order to maintain participation in PRISM at your current level (Full, Enhanced, Expanded) and ITD goals.

As a Territory FMCSA has exempted Guam from PRISM compliance until such time as legislation, rule making, or a territorial action requires compatibility with the PRISM program. Under the "Current Compliance Level" above there is no selection for Not Active in the drop down menu.

Program Activities for FY 2023 - 2025: Describe any actions that will be taken to maintain full participation in PRISM and any ITD activities.

See narrative above.

Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress (e.g., including quarterly SF-PPR reporting).

N/A

Part 2 Section 7 - Public Education and Outreach

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses. 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 2017 - 2021

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

Public Education and Outreach Activities	2017	2018	2019	2020	2021
Carrier Safety Talks	0	2	44	0	4
CMV Safety Belt Education and Outreach	0	0	0	0	5
State Trucking Association Meetings	0	0	0	0	0
State-Sponsored Outreach Events	0	0	0	0	0
Local Educational Safety Events	0	0	0	0	0
Teen Safety Events	0	0	0	0	0

Narrative Overview for FY 2023 - 2025

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.

Our MCSAP continues to strive to improve the administration of our public education and awareness activities by placing emphasis on the prevention and avoidance of distracting driving while operating a CMV which is the leading crash causation factor in prior years. Addressing this performance objective will be a priority to help reduce the number of fatalities involving CMV's.

As part of our education and outreach activities, the program will distribute CVSA handouts and wallet cards on Human Trafficking to raise awareness and provide the public with information on how and where they can report any suspected incidents. We will also incorporate work zone safety during our contacts.

The program will carry out 4 carrier safety talks (1 every quarter); 4 CMV safety belt and outreach activities (1 every quarter); and at least 1 State-sponsored, local education safety, and teen safety events (i.e, school career days). All MCSAP personnel will be utilized for these public education and outreach activities. Our carrier safety talks will be held at our new MCSAP office classroom or at the motor carrier's place of business. During these carrier safety talks, we will provide a safety presentation as well as handouts to further education them on rules and regulations. In addition, we plan to advertise on electronic billboards every month. Occasionally, on Saturdays the Inspector II conducts verbal awareness outreach on seatbelts, load securement, driver's credentials, and CMV Safety practices to motor carrier drivers prior to undergoing their road test. This is conducted at the GDRT/MSCAP office site parking lot.

To meet the CMV Safety Belt Education/Outreach activity, each MCSAP Inspector gives a brief talk on the safety of seatbelt usage to the drivers on each roadside inspection.

The program intends to make attempts to revive the Traffic Record Coordinating Committee (TRACC). This committee had no progressive movement due to COVID-19. Members of this committee includes, Guam Police Department, Department of Public Works, Office of Highway Safety, Customs and Quarantine, Port Authority Police, and Airport Authority Police. This committee chairs the Island-wide Traffic Safety Information Systems where we share crash data.

Projected Goals for FY 2023 - 2025

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 2023	FY 2024	FY 2025
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	4	4	4
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	4	4	4
<input type="radio"/>	<input checked="" type="radio"/>	State Trucking Association Meetings	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	1	1	1

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.

Guam's MCSAP will re-evaluate crash reports from prior years to determine which CMV carriers are repeated violators of crashes as well as if the crashes can be attributed to driver error (i.e. distracted driving).

The information gathered will be shared with our partners in safety to plan and conduct joint activities (i.e. carrier workshops, mall exhibits, and distribution of safety brochures during roadside inspections).

The monitoring of our progress for each outreach activity conducted will be incorporated in our quarterly SF-PPR's. Program will maintain a roster of attendees and accounting of outreach brochures handed out.

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 2023 - 2025).

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

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

Check this box if:

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

Part 3 Section 2 - Passenger Carrier Enforcement

Instructions:

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

Check this box if:

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

Part 3 Section 3 - State Specific Objectives – Past

Instructions:

Describe any State-specific CMV problems that were addressed with FY 2022 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 2022 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2022 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2022 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Activity #1

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

Improving Carrier Responsibility and Compliance

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

Guam MCSAP aims to educate all Motor Carriers on how to be accountable for their operations and knowledgeable of commercial safety regulations. Through this we can improve the island's roadway safety.

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

MCSAP reestablished our existence by making our presence known during roadside inspections and conducting terminal inspections. This made carriers aware and reached out to MCSAP to ensure their operations are accountable for their operations. Most carriers came seeking guidance from MCSAP on safety regulations. This allowed MCSAP to educate carriers and answer all questions and concerns.

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

The biggest obstacle MCSAP faced to overcome were the Covid-19 health restrictions. These health restrictions limited MCSAP interactions with carriers.

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

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

Describe any State-specific objective(s) identified for FY 2023 - 2025. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

State Objective #1

Enter the title of your State-Identified Objective.

Narrative Overview for FY 2023 - 2025

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

Projected Goals for FY 2023 - 2025:

Enter performance goal.

Program Activities for FY 2023 - 2025: Describe the activities that will be implemented including level of effort.

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

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 2023 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 95 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 5 percent in the state share calculation. A State is only required to contribute 5 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 5 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 a 95 percent Federal share and 5 percent State share automatically and populates these

values in each line. Federal share is the product of Total Project Costs x 95 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 ensure 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 15% of the MCSAP Award Amount.
- Planned MOE Costs equal or exceed the MOE Baseline amount.
- States' planned Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' planned Total Project Costs are within \$5 of the Federal share.

ESTIMATED Fiscal Year Funding Amounts for MCSAP		
	100% Federal Share	Total Estimated Funding
Total	\$814,216.00	\$814,216.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$122,132.00
MOE Baseline:	\$0.00

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 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 15 percent limitation as provided in the MCP. Any deviation from the 15 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.

Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$122,132.00
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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)	Federal Share	MOE
MCSAP Coordinator	1	100.0000	\$68,648.00	\$68,648.00	\$68,648.00	\$0.00
Financial Officer	1	100.0000	\$54,918.00	\$54,918.00	\$54,918.00	\$0.00
Inspector II	2	100.0000	\$52,047.00	\$104,094.00	\$104,094.00	\$0.00
Inspector I	1	100.0000	\$40,483.00	\$40,483.00	\$40,483.00	\$0.00
Inspector I	2	100.0000	\$36,209.00	\$72,418.00	\$72,418.00	\$0.00
Inspector I - Entry	1	100.0000	\$34,886.00	\$34,886.00	\$34,886.00	\$0.00
Subtotal: Salary				\$375,447.00	\$375,447.00	\$0.00

Overtime Project Costs

Subtotal: Overtime				\$0.00	\$0.00	\$0.00
TOTAL: Personnel				\$375,447.00	\$375,447.00	\$0.00
Accounting Method:	Accrual					

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

As Per Public Law 37-3, approved and signed into law on March 31, 2023. This bill appropriates funding for the adjusted General Pay Plan "GPP", which goes into effect on April 1, 2023, a 22% increase pay adjustment for affected employees.

The change of MCSAP employees salary increase will be adjusted altogether with the Fringe Benefits calculated. The need to shift funds of seventy thousand from equipment to personnel & fringe, to take effect April 2023.

As personnel and fringe recorded in the MCSAP ledger, It is recorded with DOA and it will eventually be recorded on the MCSAP Grant. transferring of funds into personnel and fringe will take affect when formal amendment is approved.

This amendment was made without regard for standards and practices in classification and pay for both the classified and unclassified employees/positions. The Guam MCSAP employees are included and compensated under the new General Pay Plan. By removing funds from equipment to personnel and fringe, this transfer will not have any impact on our scope of work and/or activities.

The 22% SALARY INCREASE are as follows: MCSAP Coordinator, \$56,268.00 to \$68,646.96, MCSAP Financial Officer, \$45,014.00 to \$54,918.00, two Inspector II, \$45,411.00 to \$52,047.00 per employee, one Inspector I, \$35,744.00 to \$40,483.00, two Inspector I, \$30,803.00 to \$36,209.00 per employee and one Inspector I (entry), \$28,595.00 to \$34,886.00.

The appropriated funding for salary increases under the personnel indicated is pursuant to Public Law 32-068, the Competitive Wage Act of 2014. These recommendations were developed after a thorough analysis of the current compensation environment of Guam's government as a whole.

The unclassified positions of inspectors I and II were included and certified in this Public Law and the personnel cost indicated on the above table are based on the years of service and approved pay scale. With regards to the unclassified positions; any salary increase is approved by the GDRT Director and does not require legislative approval. Any personnel and fringe reimbursement for the grant is based on the actual approved schedule. One of the major benefits of a salary increase helps supports the employees moral and ensures job security, longevity, and dedication to the program.

The personnel cost is based on five (6) full-time MCSAP Inspectors, one (1) MCSAP Financial Officer, and one (1) MCSAP Coordinator.

MCSAP Inspectors are dedicated to the program approximately 100% and is assigned day to day MCSAP activities.

MCSAP Coordinator is dedicated to complete and oversee a variety of professional assignments to evaluate, assess, plan, develop and implement various transportation system programs and activities by ensuring the inspection of CMV's for compliance to specifications and conducting island wide random inspections under the Federal Motor Carrier Safety Assistance Program. MCSAP Coordinator is dedicated to the program approximately 100% and is responsible for the day to day responsibilities of the program. Develops, implements and monitors Outreach and Educational programs to CMV vendors and public. Monitor implementation of program policies and practices. Works to keep programs on schedule. analyzes operating practices, procedures, and equipment of bus and vehicle transportation systems to ensure efficient and safe operation. Reviews operating records and reports to assess the quality and adequacy of preventive maintenance being performed on CMV's. Meets with MCSAP Inspectors weekly on daily inspection activities and monitors developments .

The Financial Officer is dedicated to the program approximately 100% and is responsible for the day to day financial responsibilities of the program on all expenditures. This is inclusive of Travel Project Costs, Equipment, Supplies, Project Costs, Contractual and Sub Award Project Costs, Indirect Costs, Funding Limitations, and, Other Project Costs. Monitors and tracks the Federal Financial Reports along with the Request for Reimbursement to ensure it is properly filed onto Grant Solutions and Delphi. Develops and maintains financial systems. Plans, directs, and controls accounting and financial operations. Prepares reports and documents covering accounting transactions for the MCSAP Coordinator to review. Ensures that accurate accounting records are kept by standard practices.

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: Aggregated Rate - documentation added to 'My Documents' to describe rate calculation

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)	Federal Share	MOE
MCSAP Coordinator	36.8000	100.0000	\$68,648.00	\$25,262.46	\$25,262.46	\$0.00
Financial Officer	41.8300	100.0000	\$54,918.00	\$22,972.19	\$22,972.19	\$0.00
Motor Carrier Safety Insp II	41.2700	100.0000	\$52,047.00	\$21,479.79	\$21,479.79	\$0.00
Motor Carrier Safety Insp II	57.6600	100.0000	\$52,047.00	\$30,010.30	\$30,010.30	\$0.00
Motor Carrier Safety Insp I	45.5600	100.0000	\$40,483.00	\$18,444.05	\$18,444.05	\$0.00
Motor Carrier Safety Insp I	40.5400	100.0000	\$36,209.00	\$14,679.12	\$14,679.12	\$0.00
Motor Carrier Safety Insp I	47.0100	100.0000	\$36,209.00	\$17,021.85	\$17,021.85	\$0.00
Motor Carrier Safety Insp I (Entry)	31.8300	100.0000	\$34,886.00	\$11,104.21	\$11,104.21	\$0.00
TOTAL: Fringe Benefits				\$160,973.97	\$160,973.97	\$0.00

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

The Fringe benefits are based on 6 inspectors, 1 Financial Officer and 1 MCSAP Coordinator.

Fringe Benefits breakdown provided by the Administrative Service Officer current as of June 2022. The fringe benefit rate percentage is the total benefits for each position and includes, Retirement, Retire (DDI) Social Security, Medicare, Life, Medical, and Dental. The benefit listing and breakdown is also uploaded in the my documents section. The Aggregate Fringe Benefit rate was calculated by taking the Total Benefits divided by Salary.

Retirement - Salary x 28.43%

Retire (DDI) - \$19.01 x 26 PPE

Social Security - Salary x 6.2%
Medicare - Salary x 1.45%
Life - Depends on elections
Medical (Premium) - Depends on elections
Dental (Premium) Depends on elections

The 22% SALARY INCREASE are as follows: MCSAP Coordinator, \$54,918.00 to \$68,648.00, MCSAP Financial Officer, \$45,014.00 to \$54,918.00, two Inspector II, \$45,411.00 to \$52,047.00 per employee, one Inspector I, \$35,744.00 to \$40,483.00, two Inspector I, \$30,803.00 to \$36,209.00 per employee and one Inspector I (entry), \$28,595.00 to \$34,886.00.

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 §200.475](#).

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)	Federal Share	MOE
HM/PV Training	2	5	100.0000	\$9,000.00	\$9,000.00	\$0.00
MCSAP Planning Meeting	2	5	100.0000	\$9,000.00	\$9,000.00	\$0.00
CVSA Data Management	2	5	100.0000	\$9,000.00	\$9,000.00	\$0.00
NAS Part A & B / Refresher Training	3	10	100.0000	\$18,250.00	\$18,250.00	\$0.00
Drug Interdiction Assistance Program Training	2	5	100.0000	\$9,000.00	\$9,000.00	\$0.00
TOTAL: Travel				\$54,250.00	\$54,250.00	\$0.00

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

HM/PV Training: \$2,000.00 (airfare) + \$1,750.00 (per diem) = \$3,750.00 per person x 2 persons = \$7,500.00 + \$1,500.00 (car rental) = \$9,000.00: Based on 5 days roundtrip to U.S. Mainland from Guam.

MCSAP Planning Meeting: the MCSAP Coordinator and Sr. MCSAP Inspector are scheduled to attend this meeting to keep abreast of commercial vehicle safety issues, upcoming safety initiatives, and other critical grants management updates and training: \$2,000.00 (airfare) + \$1,750.00 (per diem) = \$3,750.00 per person x 2 persons = \$7,500.00 + \$1,500.00 (car rental) = \$9,000.00. Based on 5 days roundtrip to U.S. Mainland from Guam.

CVSA Data Management Meeting: the MCSAP Coordinator and Financial Officer are scheduled to attend this meeting to learn how to effectively use FMCSA's software systems such as SAFETYNET and improve data such as inspection and crash records that support FMCSA and state safety programs: \$2,000.00 (airfare) + \$1,750.00 (per diem) = \$3,750.00 per person x 2 persons = \$7,500.00 + \$1,500.00 (car rental) = \$9,000.00: Based on 5 days roundtrip to U.S. Mainland from Guam.

NAS Part A & B Training / Refresher Training: \$2,500.00 (airfare) + \$3,000.00 (per diem) = \$5,500.00 per person x 3 persons = \$16,500.00 + \$1,750.00 (car rental) = \$18,250.00: Based on 10 days roundtrip to U.S. Mainland from Guam. Refresher training to include NAS A/B, HM, PVI, Cargo Tank, Other bulk.

Drug Interdiction Assistance Program (DIAP) Training: \$2,000.00 (airfare) + \$1,750.00 (per diem) = \$3,750.00 x 2 persons = \$7,500.00 + \$1,500.00 (car rental) = \$9,000.00: Based on 5 days roundtrip to U.S. Mainland from Guam for MCSAP Coordinator and one Senior Inspector.

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 equipment threshold amount. To refer to Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies see [2 CFR § 200.1](#) Definitions.*

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)	Federal Share	MOE
TOTAL: Equipment				\$0.00	\$0.00	\$0.00
Equipment threshold is greater than \$5,000.						

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

Due to transfer of funds from equipment to personnel and fringe, the van will not be included in this fiscal year ecvsp plan. This will not have an impact on our scope of work and activities.

Part 4 Section 6 - Supplies

Supplies means all tangible property other than that described in Equipment in [2 CFR §200.1](#) Definitions. 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.

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)	Federal Share	MOE
Regulatory Books	6 set	\$250.00	100.0000	\$1,500.00	\$1,500.00	\$0.00
DOT Inspection Signs	3 each	\$835.00	100.0000	\$2,505.00	\$2,505.00	\$0.00
Personal Protective Equipment	4 quarterly	\$500.00	100.0000	\$2,000.00	\$2,000.00	\$0.00
MCSAP Inspection Tools	6 set	\$550.00	100.0000	\$3,300.00	\$3,300.00	\$0.00
Black Ink Cartridges/Toners	1 annual	\$15,360.00	100.0000	\$15,360.00	\$15,360.00	\$0.00
Dirk Swivel Office Chairs	2 each	\$787.50	100.0000	\$1,575.00	\$1,575.00	\$0.00
Portable Printers	7 each	\$310.00	100.0000	\$2,170.00	\$2,170.00	\$0.00
Outreach/Education	4 quarterly	\$5,000.00	100.0000	\$20,000.00	\$20,000.00	\$0.00
Uniforms	1 set	\$850.00	100.0000	\$850.00	\$850.00	\$0.00
Infrared Brake Inspection Device	5 each	\$30.00	100.0000	\$150.00	\$150.00	\$0.00
Tractor Air Brake System Trainer	1 each	\$9,500.00	100.0000	\$9,500.00	\$9,500.00	\$0.00
Computer Desktop	4 each	\$650.00	100.0000	\$2,600.00	\$2,600.00	\$0.00
Laptop	1 each	\$1,269.00	100.0000	\$1,269.00	\$1,269.00	\$0.00
MCSAP Inspection Decals	164 sheets	\$5.00	100.0000	\$820.00	\$820.00	\$0.00
Office Supplies	1 annual	\$29,585.33	100.0000	\$29,585.33	\$29,585.33	\$0.00
TOTAL: Supplies				\$93,184.33	\$93,184.33	\$0.00

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

MCSAP Inspections Decals: Each sheet 12 decals @ \$5.00 per sheet. 492 decals per quarter times 4 = 1968 decals divided by 12 = 164 sheets times \$5.00, a total cost of \$820.00

Regulatory Books: 6 sets @ \$250.00 = \$1,500.00: Inclusive of FMCSR, HMR, and Out of Service Handbooks for all MCSAP Personnel.

DOT Inspection Signs: 3 each @ \$835.00 = \$2,505.00: These signs are used for safety purposes to alert the motoring public of MCSAP Inspectors on site conducting roadside inspections.

Personal Protective Equipment: 4 each @ \$500.00 = \$2,000.00: Necessary for the protection and safety of the MCSAP Inspectors while conducting roadside inspections, includes disposable gloves, masks, hand sanitizer, hand wipes, etc.

MCSAP Inspection Tools: 6 sets @ \$550.00 = \$3,300.00: Inclusive of but not limited to creeper, chock blocks, chambermates, tire thread depth gauges, soapstones and holders, flashlights, backpacks, safety helmets and safety vests.

Black Ink Cartridges: specifically used for 7 each portable printers model Canon IP-110 used for roadside inspections @ \$70.00 per cartridge: $\$70.00 \times 2 \text{ monthly} = \$140.00 \times 7 \text{ units monthly} = \$980.00 \times 12 \text{ months} = \$11,760.00$ and 2 multifunctional office printers model Brother MFC-L2750DW @ \$150.00 per toner: $\$150.00 \times 2 \text{ units monthly} = \$300.00 \times 12 \text{ months} = \$3,600.00$. = \$15,360.00 combined total

Dirk Swivel Office Chairs: Model Dirk 2 chairs @ \$787.50 each = \$1575.00, Initially 10 chairs requested. however, shift funds to cover personnel and fringe

Portable Printers: Model: Canon Pixma TR150 @ \$310.00 each x 7 printers = \$2,170.00. Currently, we are working with 2 printers that are fully depreciated and requires replacement.

Computer Desktops w/Monitors: Model Dell @ \$650.00 x 4 each = \$2,600.00: to replace the current desktops and monitors which have been used since 2015. Currently used by the MCSAP Coordinator, Financial Officer, Inspector II, and SafetyNet workstation.

OUTREACH/EDUCATIONAL: Expenses related to educational advertising, announcement materials, and printing of said materials (posters, flyers, brochures, pamphlets, banners, for insert information on best practices for safe driving in the vicinity of non-commercial and commercial motor vehicles.

Outreach: classroom environment for CMV drivers on Road Safety tips, Commercial Tire Safety Tips, Passenger Safety Information, Every Cargo Tank Driver's Concern, Cargo Tank Rollovers and how can they be prevented, Safety Belt Myths, and other topics related to CMV safety regulations. We estimated the material cost at \$20,000.00. Goal is to reachout and educate 4 CMV vendors and drivers per quarter.

Uniforms: 1 set of BDU for new inspector I based on Market Value: Dry-fit polo shirts, water proof trousers, water proof, oil resistant & steel toe footwear, belts, socks, hand gloves for grip, for shield/Badges, safety eye glasses, ear plugs, reflector vest, and head caps. average cost per inspector is @ \$850.00 (1 inspectors x \$850.00 = \$850.00

Infrared Brake Inspection Device - Infra Red Temperature Gun @ \$30.00 x 5 guns = \$150.00: (AFIS, IRIS, etc.: A field operational test for CMV's inspection enforcement and identifies trucks with faulty brake systems. Designed to assist inspectors in identifying vehicles with defective wheel components.

Laptop with docking station and monitor for MCSAP Coordinator @ \$1,269.00. Model: Dell Latitude 7480 14" FHD Display, i7-7600U, 2.8GHz, 16GB DDR4, 256GB SSD, Windows 10 Pro 64

Tractor Air Brake System Trainer: Model 6410 @ \$7,000.00 + \$2,500.00 (shipping & handling) = \$9,500.00 : air brake system training aid a complete tractor and trailer air brake system will all DOT approved components: disc and drum brake systems, and all valving currently use today. MCSAP will use this device for training of our inspectors and for our educational outreach program extended to CMV vendors.

Office Supplies: \$29,585.33 necessary for office and field usage - inclusive of pens, pencils, copy supply, scotch tape, folders, and staples.

Part 4 Section 7 - Contractual and Subaward

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

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

Note: Contracts are separate and distinct from subawards; see [2 CFR §200.330](#) for details.

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

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

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

The Unique Entity Identifier (UEI) is the new, non-proprietary identifier that replaces the DUNS number. All contractors and subrecipients must be registered in the System for Award Management (SAM.gov). The UEI will be requested in and assigned by SAM.gov. Enter the UEI number of each entity in the space provided in the table.

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)	Federal Share	MOE
GTA Tele Guam	UEI	Contract	100.0000	\$10,764.00	\$10,764.00	\$0.00
Description of Services: Office Telephone services						
Data By Design	UEI	Contract	100.0000	\$7,500.00	\$7,500.00	\$0.00
Description of Services: SafetyNet Program IT Technical Support						
Unknown	UEI	Contract	100.0000	\$33,323.24	\$33,323.24	\$0.00
Description of Services: Electronic						
TOTAL: Contractual and Subaward				\$51,587.24	\$51,587.24	\$0.00

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

GTA Tele Guam: For telephone communications and internet in the office, specifically for the MCSAP.

Data By Design: IT Technical support services on an annual rate basis of \$7,500.00. The amount is based on the scope of work agreed between GDRT/MCSAP and the vendor (Data By Design). We currently paid \$5,295.00 for FY2022 for Data By Design technical services. As their services is contracted on an Annual basis, we anticipate an estimated increase this coming year 2023 to be \$7,500.00.

Unknown: Outreach - Electronic (PSAs): Creating our own along with utilizing FMCSA's, Our Roads, Our Safety Campaign for advertisement on electronic billboards, movie theatres and TV Commercials. At this time, we have not named a vendor, thus explains the Legal Name as "Unknown". \$1,388.47 per month, per vendor x 2 vendors (Billboards, TV Commercials, & Movie Theatres) = \$2,776.94 per month x 12 months = \$33,323.24.

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 §200.1 Definitions](#)) 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.

- **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 Costs	Total Indirect Costs	Federal Share
Salaries and Wages (SW)	5.71	\$375,447.00	\$21,438.02	\$21,438.02
TOTAL: Indirect Costs			\$21,438.02	\$21,438.02

Other Costs Project Costs						
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
Office Space Rental	12 Monthly	\$1,267.22	100.0000	\$15,206.64	\$15,206.64	\$0.00
CVSA Registration Fee	2 Per Attendee	\$700.00	100.0000	\$1,400.00	\$1,400.00	\$0.00
CVSA Membership Dues	1 Annual	\$7,800.00	100.0000	\$7,800.00	\$7,800.00	\$0.00
Maintenance of Vehicles	2 each	\$4,000.00	100.0000	\$8,000.00	\$8,000.00	\$0.00
Fuel	2 each	\$12,464.40	100.0000	\$24,928.80	\$24,928.80	\$0.00
TOTAL: Other Costs				\$57,335.44	\$57,335.44	\$0.00

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

IDC rate is based on the approved FY2022 IDC rate agreement, to be used as a placeholder, until we receive the IDC rate for FY2023.

OFFICE SPACE RENTAL: monthly rental fees on office space specifically for MCSAP

CVSA REGISTRATION: registration fees on CVSA training courses specifically for MCSAP

CVSA MEMBERSHIP DUES: Guam MCSAP annual membership dues for CVSA

Tire Replacement: Our vehicles are used daily and given Guam's road conditions and climate, the vehicles' tires quickly wear down and need to be replaced. Replacement of 4 tires are estimated at \$2,800.00 per vehicle x 2 vehicles = \$5,600.00.

Maintenance of vehicles to include but not limited to OEM Parts, periodic Tune-up, Oil change, oil filter change, battery, inspection and replacement of brakes, safety inspections, air conditioning, etc. = @\$1,200.00 per vehicle x 2 vehicles = \$2,400.00.

MAINTENANCE OF VEHICLES TOTAL = \$8,000.00

Fuel Cost: We currently pay \$7.99 per gallon x 30 gallons per vehicle = \$239.70
\$239.70 per vehicle x 2 vehicles = \$479.40 per week X 52 weeks = \$24,928.80

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		
	100% Federal Share	Total Estimated Funding
Total	\$814,216.00	\$814,216.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$122,132.00
MOE Baseline:	\$0.00

Estimated Expenditures			
Personnel			
	Federal Share	Total Project Costs (Federal)	MOE
MCSAP Coordinator	\$68,648.00	\$68,648.00	\$0.00
Financial Officer	\$54,918.00	\$54,918.00	\$0.00
Inspector II	\$104,094.00	\$104,094.00	\$0.00
Inspector I	\$40,483.00	\$40,483.00	\$0.00
Inspector I	\$72,418.00	\$72,418.00	\$0.00
Inspector I - Entry	\$34,886.00	\$34,886.00	\$0.00
Salary Subtotal	\$375,447.00	\$375,447.00	\$0.00
Overtime subtotal	\$0.00	\$0.00	\$0.00
Personnel total	\$375,447.00	\$375,447.00	\$0.00

Fringe Benefits			
	Federal Share	Total Project Costs (Federal)	MOE
MCSAP Coordinator	\$25,262.46	\$25,262.46	\$0.00
Financial Officer	\$22,972.19	\$22,972.19	\$0.00
Motor Carrier Safety Insp II	\$21,479.79	\$21,479.79	\$0.00
Motor Carrier Safety Insp II	\$30,010.30	\$30,010.30	\$0.00
Motor Carrier Safety Insp I	\$18,444.05	\$18,444.05	\$0.00
Motor Carrier Safety Insp I	\$14,679.12	\$14,679.12	\$0.00
Motor Carrier Safety Insp I	\$17,021.85	\$17,021.85	\$0.00
Motor Carrier Safety Insp I (Entry)	\$11,104.21	\$11,104.21	\$0.00
Fringe Benefits total	\$160,973.97	\$160,973.97	\$0.00

Travel			
	Federal Share	Total Project Costs (Federal)	MOE
HM/PV Training	\$9,000.00	\$9,000.00	\$0.00
MCSAP Planning Meeting	\$9,000.00	\$9,000.00	\$0.00
CVSA Data Management	\$9,000.00	\$9,000.00	\$0.00
NAS Part A & B / Refresher Training	\$18,250.00	\$18,250.00	\$0.00
Drug Interdiction Assistance Program Training	\$9,000.00	\$9,000.00	\$0.00
Travel total	\$54,250.00	\$54,250.00	\$0.00

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

Supplies			
	Federal Share	Total Project Costs (Federal)	MOE
Regulatory Books	\$1,500.00	\$1,500.00	\$0.00
DOT Inspection Signs	\$2,505.00	\$2,505.00	\$0.00
Personal Protective Equipment	\$2,000.00	\$2,000.00	\$0.00
MCSAP Inspection Tools	\$3,300.00	\$3,300.00	\$0.00
Black Ink Cartridges/Toners	\$15,360.00	\$15,360.00	\$0.00
Dirk Swivel Office Chairs	\$1,575.00	\$1,575.00	\$0.00
Portable Printers	\$2,170.00	\$2,170.00	\$0.00
Outreach/Education	\$20,000.00	\$20,000.00	\$0.00
Uniforms	\$850.00	\$850.00	\$0.00
Infrared Brake Inspection Device	\$150.00	\$150.00	\$0.00
Tractor Air Brake System Trainer	\$9,500.00	\$9,500.00	\$0.00
Computer Desktop	\$2,600.00	\$2,600.00	\$0.00
Laptop	\$1,269.00	\$1,269.00	\$0.00
MCSAP Inspection Decals	\$820.00	\$820.00	\$0.00
Office Supplies	\$29,585.33	\$29,585.33	\$0.00
Supplies total	\$93,184.33	\$93,184.33	\$0.00

Contractual and Subaward			
	Federal Share	Total Project Costs (Federal)	MOE
GTA Teleguam	\$10,764.00	\$10,764.00	\$0.00
Data By Design	\$7,500.00	\$7,500.00	\$0.00
Unknown	\$33,323.24	\$33,323.24	\$0.00
Contractual and Subaward total	\$51,587.24	\$51,587.24	\$0.00

Other Costs			
	Federal Share	Total Project Costs (Federal)	MOE
Office Space Rental	\$15,206.64	\$15,206.64	\$0.00
CVSA Registration Fee	\$1,400.00	\$1,400.00	\$0.00
CVSA Membership Dues	\$7,800.00	\$7,800.00	\$0.00
Maintenance of Vehicles	\$8,000.00	\$8,000.00	\$0.00
Fuel	\$24,928.80	\$24,928.80	\$0.00
Other Costs total	\$57,335.44	\$57,335.44	\$0.00

Total Costs			
	Federal Share	Total Project Costs (Federal)	MOE
Subtotal for Direct Costs	\$792,777.98	\$792,777.98	\$0.00
Indirect Costs	\$21,438.02	\$21,438.02	NA
Total Costs Budgeted	\$814,216.00	\$814,216.00	\$0.00

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		
	100% Federal Share	Total Estimated Funding
Total	\$814,216.00	\$814,216.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$122,132.00
MOE Baseline:	\$0.00

Estimated Expenditures			
	Federal Share	Total Project Costs (Federal)	Planned MOE Costs
Salary Subtotal	\$375,447.00	\$375,447.00	\$0.00
Overtime Subtotal	\$0.00	\$0.00	\$0.00
Personnel Total	\$375,447.00	\$375,447.00	\$0.00
Fringe Benefits Total	\$160,973.97	\$160,973.97	\$0.00
Travel Total	\$54,250.00	\$54,250.00	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00
Supplies Total	\$93,184.33	\$93,184.33	\$0.00
Contractual and Subaward Total	\$51,587.24	\$51,587.24	\$0.00
Other Costs Total	\$57,335.44	\$57,335.44	\$0.00
	Federal Share	Total Project Costs (Federal)	Planned MOE Costs
Subtotal for Direct Costs	\$792,777.98	\$792,777.98	\$0.00
Indirect Costs	\$21,438.02	\$21,438.02	NA
Total Costs Budgeted	\$814,216.00	\$814,216.00	\$0.00

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? Dafne M. Shimizu
2. What is this person's title? Director
3. Who is your Governor's highway safety representative? Dafne M. Shimizu
4. What is this person's title? Director

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

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

State Certification declaration:

I, Dafne M. Shimizu, Director, on behalf of the Territory of GUAM, 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 Territory 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. The current MCSAP officers assisting with the administrative duties are new to this finding (GU/FI-1 2012). The finding pertains to regulatory incompatibility that was thought to have been resolved years prior, but had been brought up when an issued ticket was challenged revealing that the FMCSR and HMR were adapted into Guam Code Annotated (GCA) but not incorporated into Guam Administrative Rules and Regulations (GARR). The program has obtained the assistance of Guam Legislature Senator, Mrs. Sabina Perez, who is Chairwoman on Committee on Environment, Revenue and Taxation, Labor, Procurement and Statistics, Research, and Planning to address this issue and take the necessary steps to ensure our compatibility with FMCSR and HMR and that they appear in GCA and GARR. The program will address the progress in its quarterly production reports. In preparation and anticipation that these matters will be resolved; the MCSAP Inspectors have attended Training Courses for Citation Ticket Issuance and Filing with the Guam Superior Court Ticket Issuance Division and Guam Police Department Traffic Safety Violation Enforcement Division. MCSAP is awaiting on Senator Sabina Perez to complete this project.

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? Dafne M. Shimizu
2. What is the title of your certifying State official? Director
3. What are the phone # and email address of your State official? dafne.shimizu@revtax.guam.gov Telephone: (671) 635-1814

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

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

I, Dafne M. Shimizu, certify that GUAM has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the Territory'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 Territory 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. The current MCSAP officers assisting with the administrative duties are new to this finding (GU/FI-1 2012). The finding pertains to regulatory incompatibility that was thought to have been resolved years prior, but had been brought up when an issued ticket was challenged revealing that the FMCSR and HMR were adapted into Guam Code Annotated (GCA) but not incorporated into Guam Administrative Rules and Regulations (GARR). The program has obtained the assistance of Guam Legislature Senator, Mrs. Sabina Perez, who is Chairwoman on Committee on Environment, Revenue and Taxation, Labor, Procurement and Statistics, Research, and Planning to address this issue and take the necessary steps to ensure our compatibility with FMCSR and HMR and that they appear in GCA and GARR. The program will address the progress in its quarterly production reports. In preparation and anticipation that these matters will be resolved; the MCSAP Inspectors have attended Training Courses for Citation Ticket Issuance and Filing with the Guam Superior Court Ticket Issuance Division and Guam Police Department Traffic Safety Violation Enforcement Division. MCSAP is awaiting on Senator Sabina Perez to complete this project.

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

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

☐ Yes ☒ No

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

☐ Yes ☒ No



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

State and Local Governments Indirect Cost Negotiation Agreement

FY2022 Indirect Cost

EIN: 98-0018947

Date: 08/23/2022

Organization:

Government of Guam
P.O. Box 2950
Hagatna, GU 96932

Report Number: 2022-0791

Filing Ref.:

Last Negotiation Agreement
dated: 02/02/2021

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rate

Start Date	End Date	Rate Type					
10/01/2021	09/30/2022	Fixed Carry forward	Name	Rate	Base	Location	Applicable To
			Indirect	27.97 %	(A)	All	BOSP
			Indirect	3.13 %	(A)	All	AGR (PR/DJ)
			Indirect	33.51 %	(A)	All	GBHWC
			Indirect	8.52 %	(A)	All	Mil Affairs
			Indirect	73.39 %	(A)	All	Parks & Rec
			Indirect	20.73 %	(A)	All	DPHSS
			Indirect	23.28 %	(A)	All	Public Works
			Indirect	5.53 %	(A)	All	DISID
			Indirect	36.61 %	(A)	All	Youth Affairs
			Indirect	0.20 %	(A)	All	CAHA
			Indirect	13.76 %	(A)	All	Energy
			Indirect	5.52 %	(A)	All	GEPA
			Indirect	1.06 %	(A)	All	Library
			Indirect	4.44 %	(A)	All	Governor
			Indirect	2.58 %	(A)	All	Ag-Child Support
			Indirect	6.96 %	(A)	All	Ag-Crime Victims
			Indirect	5.71 %	(A)	All	DRT
Indirect	3.86 %	(A)	All	Police			

Section I: Rate (continued)

			Indirect	2.14 %	(A)	All	Labor
			Indirect	12.68 %	(A)	All	DOL-WDTD
			Indirect	14.85 %	(A)	All	Home Sec

(A) Base: Total direct salaries and wages, excluding fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages should be summed and multiplied by the rate. All other program costs, including fringe benefits associated with direct salaries and wages, should be eliminated from the calculation.

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

Section II: General

- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
 2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
 3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.
- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the

Section II: General (continued)

affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. **Central Service Costs:** If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.

K. **Other:**

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the State and Local Governments

Government of Guam

DocuSigned by:

Lester Carlson

08A491DC7E82470...

Signature

Lester Carlson Jr.

Name:

Director, Bureau of Budget and Management
Research

Title:

8/28/2022

Date

By the Cognizant Federal Government Agency

US Department of the Interior - OIA

DocuSigned by:

Craig Wills

B47DB1F4A5DB4BF...

Signature

Craig Wills

Name:

Division Chief
Indirect Cost & Contract Audit Division
Interior Business Center

Title:

8/28/2022

Date

Negotiated by: Wayne Guanzon

Telephone: (916) 930-3813

Next Proposal Due Date: 03/31/2022

**Government of Guam
FY 2022 Rate Computations**

**Supplement
Page 1 of 2**

Title Description	BOSP	Agr (PR/DJ)	GBHWC	Mil Affairs
FY 2022 Indirect Costs	\$271,160	\$0	\$2,082,368	\$0
FY 2022 CSCAPs	156,433	104,773	623,517	141,975
FY 2022 Indirect Cost Pools	<u>\$427,593</u>	<u>\$104,773</u>	<u>\$2,705,885</u>	<u>\$141,975</u>
FY 2022 Direct Salaries Bases	<u>\$1,528,958</u>	<u>\$3,351,716</u>	<u>\$8,073,994</u>	<u>\$1,666,097</u>
Accepted FY 2022 Indirect Cost Rates	<u>27.97%</u>	<u>3.13%</u>	<u>33.51%</u>	<u>8.52%</u>

Title Description	Parks & Rec	DPHSS	Public Works	DISID
FY 2022 Indirect Costs	\$709,012	\$1,078,457	\$1,168,699	\$0
FY 2022 CSCAPs	277,245	2,750,929	945,236	47,327
FY 2022 Indirect Cost Pools	<u>\$986,257</u>	<u>\$3,829,386</u>	<u>\$2,113,935</u>	<u>\$47,327</u>
FY 2022 Direct Salaries Bases	<u>\$1,343,897</u>	<u>\$18,470,487</u>	<u>\$9,080,664</u>	<u>\$856,328</u>
Accepted FY 2022 Indirect Cost Rates	<u>73.39%</u>	<u>20.73%</u>	<u>23.28%</u>	<u>5.53%</u>

Title Description	Youth Affairs	CAHA	Energy	GEPA
FY 2022 Indirect Costs	\$822,848	\$0	\$0	\$0
FY 2022 CSCAPs	277,122	627	36,006	144,811
FY 2022 Indirect Cost Pools	<u>\$1,099,970</u>	<u>\$627</u>	<u>\$36,006</u>	<u>\$144,811</u>
FY 2022 Direct Salaries Bases	<u>\$3,004,386</u>	<u>\$308,307</u>	<u>\$261,597</u>	<u>\$2,625,328</u>
Accepted FY 2022 Indirect Cost Rates	<u>36.61%</u>	<u>0.20%</u>	<u>13.76%</u>	<u>5.52%</u>

**Government of Guam
FY 2022 Rate Computations**

**Supplement
Page 2 of 2**

Title Description	Library	Governor	AG-Child Support	AG-Crime Victims
FY 2022 Indirect Costs	\$0	\$0	\$0	\$0
FY 2022 CSCAPs	6,706	274,051	63,680	18,076
FY 2022 Indirect Cost Pools	<u>\$6,706</u>	<u>\$274,051</u>	<u>\$63,680</u>	<u>\$18,076</u>
FY 2022 Direct Salaries Bases	<u>\$631,871</u>	<u>\$6,168,120</u>	<u>\$2,471,613</u>	<u>\$259,529</u>
Accepted FY 2022 Indirect Cost Rates	<u>1.06%</u>	<u>4.44%</u>	<u>2.58%</u>	<u>6.96%</u>

Title Description	DRT	Police	Labor	DOL-WDTD	Home Sec
FY 2022 Indirect Costs	\$0	\$0	\$0	\$0	\$0
FY 2022 CSCAPs	419,117	815,222	50,450	158,104	244,643
FY 2022 Indirect Cost Pools	<u>\$419,117</u>	<u>\$815,222</u>	<u>\$50,450</u>	<u>\$158,104</u>	<u>\$244,643</u>
FY 2022 Direct Salaries Bases	<u>\$7,346,073</u>	<u>\$21,094,515</u>	<u>\$2,358,625</u>	<u>\$1,246,817</u>	<u>\$1,647,481</u>
Accepted FY 2022 Indirect Cost Rates	<u>5.71%</u>	<u>3.86%</u>	<u>2.14%</u>	<u>12.68%</u>	<u>14.85%</u>

Note: The Government of Guam requested to transition to a three-year carryforward cycle. The FY 2023 indirect cost rate computations will include carryforward adjustments based on FY 2020 actual costs.

FUNCTIONAL
AREA: Fiscal and Administrative Services

AGENCY: Department of Revenue and Taxation

PROGRAM: MOTOR VEHICLE/Motor Carrier Safety Assistance Program

FUND: Federal Fund / 5101H200853CE101

RATIO: 100%

Government of Guam

Fiscal Year 2023

Agency Staffing Pattern

Budget Amendment

(A)		(B)	(C)	(E)	(J)	(K)	(L)	(N)	(O)	(P)	(Q)	(R)
No.	Position Number	Position Title	Name of Incumbent	Salary	(F+G+H+J) Subtotal	Benefits						Total Benefits (K thru Q)
						Retirement (J*28.43%)	Retire (DDI) (\$19.01*26PPE)(2/)	Medicare (1.45%*J)	Life (3/)	Medical (Premium)	Dental (Premium)	
1		MCSAP Coordinator	Hodges, Katrina B.	68,648	68,648	19,517	495	995	187	3,775	297	25,266
2		Financial Officer	Vacant	54,918	54,918	15,613	495	796	187	5,396	485	22,972
3		Motor Carrier Safety Insp II	Duenas, Alvin	52,047	52,047	14,797	495	755	187	5,248	0	21,482
4		Motor Carrier Safety Insp II	Cuevas, Oscar	52,047	52,047	14,797	495	755	187	13,296	485	30,015
5		Motor Carrier Safety Insp I	Diaz, Jaimen C.	40,483	40,483	11,509	495	587	187	5,396	273	18,447
6		Motor Carrier Safety Insp I	McDaniel, John D.	36,209	36,209	10,294	495	525	187	2,819	359	14,679
7		Motor Carrier Safety Insp I	Wolford, Anthony	36,209	36,209	10,294	495	525	187	5,248	273	17,022
8		Motor Carrier Safety Insp I (Entry)	Vacant	34,886	34,886	9,918	495	506	187	0	0	11,106
			Grand Total:	375,447	375,447	106,739	3,960	5,444	1,496	41,178	2,172	160,989

*Night Differential/Hazardous/Worker's Compensation/etc.