



PUERTO RICO

Commercial Vehicle Safety Plan

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

Fiscal Years 2023 - 2025

Date of Approval: June 22, 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.

The Puerto Rico Transport and Other Public Services Bureau (TPSB, previously known as the Puerto Rico Public Service Commission), is the Government of Puerto Rico's (PR) agency assigned with the task of regulating "For Hire" and private transportation services. In 1984, TPSB was named as the lead MCSAP Agency in PR responsible for administering its Commercial Vehicle Safety Plan (CVSP). This led to the creation of the Motor Carrier Safety and Hazardous Materials Division (PRMCSAP). In 2018, TPSB was consolidated along with other agencies into a new administrative and operational structure, known as the Public Service Regulatory Board (PSRB). Under the new structure, TPSB focuses on the operational aspect of the matters under its jurisdiction, while PSRB performs the major administrative (including human resources, general services and information technology), financial, and legal functions. TPSB agrees that CMV safety is a shared responsibility, which is why it has adopted FMCSA's goal:

To reduce crashes, injuries and fatalities involving Commercial Motor Vehicles in Puerto Rico.

Our goal is to **reach zero roadway fatalities in Puerto Rico.**

PRMCSAP will accomplish this goal primarily by performing roadside inspection activities throughout PR, with a special focus on High-Risk Crash corridors. We will continue to promote interagency cooperation and coordination by performing traffic enforcement activities as means to prevent and deter unsafe Motor Carrier Practices, as well as perform outreach to deter dangerous driver conduct.

There are several agencies that collaborate with our mission and strive to improve Commercial Motor Vehicle (CMV) safety, among these are:

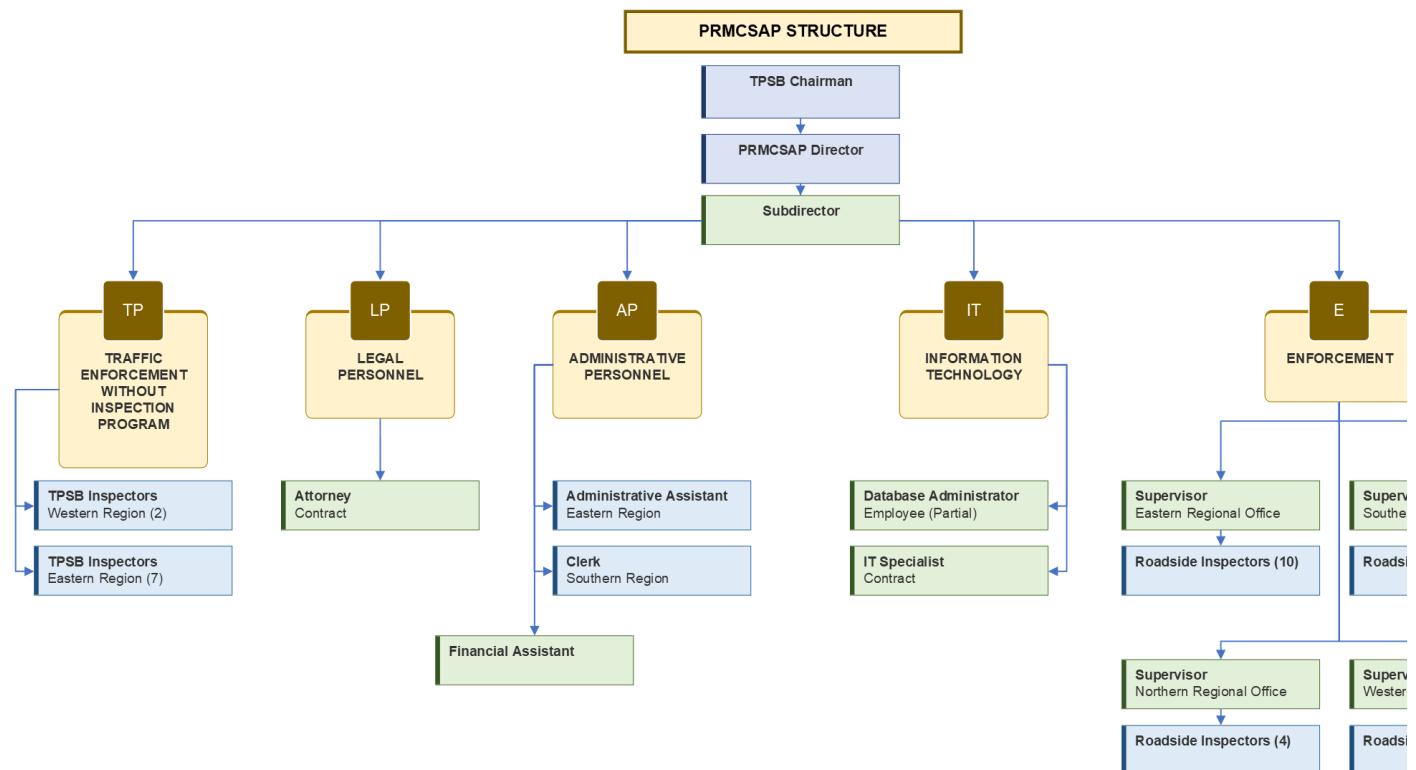
1. **Puerto Rico Police Bureau (PRPB).** PR law enforcement agency. Responsible for all crash investigations.
2. **Puerto Rico Department of Transportation and Public Works (PRDTOP).** PR state driver's licensing agency (SDLA) and registers all motor vehicles.
3. **Puerto Rico Ports Authority (PRPA).** Agency that regulates the ports and cargo.
4. **Puerto Rico Highway and Transportation Authority (PRHTA).** PR highway safety representatives. Agency responsible for enforcing size and weight restrictions on CMVs.
5. **Puerto Rico Traffic Safety Commission (PRTSC).** Lead agency in the Traffic Records Committee. (NHTSA grantee).
6. **Puerto Rico Natural Resources Department (PRDRNA).** Agency assigned the task of regulating Hazardous Substances and Hazardous Waste in Puerto Rico.

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?



The services provided by and for PRMCSAP are distributed among a Main Office (MO), located in the TPSB's Eastern Regional Office, and three (3) Regional Offices: Northern, Southern and Western. As specified in Part 1, Section 3, the PSRB provides administrative support to TPSB and PRMCSAP.

PRMCSAP is staffed as follows:

- Chairman (1):** Head of the TPSB. As such, is the Certifying State Official or ADO.
- Director (1):** State Official assigned to manage PRMCSAP. Responsible for overall personnel, scheduling and management. Monitors daily activities to ensure program effectiveness and compliance. Responsible for overall interagency coordination, and educational activities. Collaborates with the Subdirector to prepare the CVSP and any required amendments. PRMCSAP's Director If an agency term employee is named Director, whose salary is not paid by MCSAP, this Director will become a Subdirector and will answer to such Director. The Director and Subdirector will share the duties expressed above, at the Director's discretion.
- Subdirector (1):** Official appointed by the agency to prepare the CVSP and any required amendments (in collaboration with the Director). Prepares the Progress Reports and assists Financial Specialist and/or Accountant with financial reports. Collaborates with the Indirect Cost Rate Proposal. Assists with the Single Audit and its reporting. Performs other duties, as assigned by the Director. This position is currently vacant.

4. **Roadside Inspectors (24):** Officials designated to conduct CVSA North American Standard Inspection Levels I-V. Currently PRMCSAP is composed of eleven (11) inspectors. One (1) of these inspectors is certified to perform Level VI inspections. Currently one (1) Official Inspector has supervision responsibilities over the other inspectors. Inspectors are authorized to impose fines and place motor vehicles and/or drivers Out of Service. Responsible for performing post-crash inspections where CMVs are involved, when assigned by the Director and/or Subdirector. Provide education and outreach support as needed. Three (3) Official Inspectors (Supervisors) and ten (10) Roadside Inspectors will be added to PRMCSAP in FY 2022.
5. **Administrative Assistant and Clerk (2):** Employees responsible for handling correspondence, telephone calls, filing, clerical work, as well as other support duties as assigned by the Director and/or Subdirector. The clerk will provide administrative support to roadside inspectors and the Administrative Assistant, as assigned by the Director and/or Subdirector. Administrative Assistant will be assigned to MO, and Clerk will be assigned to Southern Regional Office. The Clerk position is currently vacant, but the hiring process has begun.
6. **Financial Assistant (1):** Prepares the Federal Financial Reports, prepares and submits vouchers to FMCSA. Processes and records payroll, purchases, and other expenses directly related to CVSP activities. This position is currently vacant.
7. **Database Administrator (1):** Dedicates 15% of the time to performing activities in support of PRMCSAP, such as assist the Information Technology (IT) Specialist with the maintenance of the computer system. Provides technical support when a broader expertise is required, beyond the IT Specialist's capabilities. Provides Cloud Connectivity support.
8. **Information Technology (IT) Specialist (1):** Responsible for providing technical support to PRMCSAP. Responsible for technical equipment (i.e. computers), office servers, as well as supporting software. Liaison with Volpe technical support. Responsible for data collection and SafetyNet maintenance. Other tasks include downloading inspections, review for errors and upload to MCMIS. Currently responsible for vouchering and submitting invoices to FMCSA. If this task will be performed by PSRB employees, the IT Specialist will assist in the transition and train the employees. This position is under contract.
9. **Attorney (1):** Conducts investigations and appears in administrative hearings regarding violations to CMV regulations. Acts as representative of PRMCSAP in administrative and court hearings, as required. Drafts new regulations and updates existing regulations to maintain compliance in matters related to CMVs and to propel MCSAP's goals. Specifically, will update PR's Commercial Transport Regulations, Regulation No. 7470 of March 4, 2008, as amended. Provides counsel to the Director. This position is under contract.
10. **TPSB Inspectors (9):** Law enforcement officers that currently work for TPSB with authority to stop and intervene with CMVs committing moving/traffic violations.

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:	TRANSPORT AND OTHER PUBLIC SERVICES BUREAU
Enter total number of personnel participating in MCSAP activities	41
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	24
Traffic Enforcement Activities	33
Investigations *	0
Public Education and Awareness	24
Data Collection and Reporting	26
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	0
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			
10/01/2020	09/30/2021	2	0	2
10/01/2019	09/30/2020	6	0	6
10/01/2018	09/30/2019	7	0	7
10/01/2017	09/30/2018	8	0	8
10/01/2016	09/30/2017	5	0	5

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			
10/01/2020	09/30/2021	0	0	0
10/01/2019	09/30/2020	0	0	0
10/01/2018	09/30/2019	1	0	1
10/01/2017	09/30/2018	1	0	1
10/01/2016	09/30/2017	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			
10/01/2020	09/30/2021	0	0	0
10/01/2019	09/30/2020	0	0	0
10/01/2018	09/30/2019	0	0	0
10/01/2017	09/30/2018	0	0	0
10/01/2016	09/30/2017	0	0	0

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

Data Source: FMCSA's Motor Carrier Management Information System (MCMIS) data snapshot as of 08/26/2022. Capture Date: 09/14/2022.

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

Currently, PRMCSAP has nine (9) vacant Roadside Inspector positions. Vacancies have mainly resulted from the unexpected resignation of a total of six (6) inspectors since June 2021, and difficulties in filling previously vacant positions during the government shutdown due to the pandemic. This has significantly impacted our capacity to conduct all planned activities, which are directed to reduce CMV-related fatalities. Efforts are in process to hire ten (10) new Roadside Inspectors and three (3) Official Inspectors (Supervisors). We estimate that these positions will be filled by FY 2023.

In PR, the PRPB is the agency responsible for conducting all crash investigations and completing crash reports. Currently, there is no formal agreement nor a standard operating procedure established between the PRPB and PRMCSAP governing crash data exchange. This has affected PRMCSAP's ability to obtain and consistently report CMV-related crash data to MCMIS. We are in the process of establishing a formal agreement with the PRPB to address this issue and improve the quality of the crash data reported to FMCSA. Additionally, we will establish a process to automate CMV-related crash data reporting in FY 2022.

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.**Problem:**

Puerto Rico has yet to decrease its total number of CMV-related fatalities to 0.

Baseline data:

In the last five Fiscal Years, a total of 28 lives were lost in Puerto Rico due to CMV-related crashes. This represents an average of five (5) lives lost per year. With FMCSA's help, we strive for zero roadway fatalities. Zero is the only acceptable number of deaths on our highways, roads, and streets. (National Roadway Safety Strategy, United States Department of Transportation, January 2022).

Measurement method:

Currently, crash data is obtained by PRMCSAP from the PR Road Safety Observatory of the PRTSC, with data obtained from the crash reports prepared by the PRPB. Once PRMCSAP and the PRPB have established the connection required, crash data will be automatically updated in SafetyNet.

Non-Inspection Traffic Enforcement Program**Baseline data:**

The U.S. DOT National Roadway Safety Strategy (NRSS) highlights new priority actions that target our most significant and urgent problems regarding road safety, and are, therefore, expected to have the most substantial impact. Dangerous behaviors like impaired driving and excessive speeding threaten the safety of all road users, not just individual drivers. As articulated in the NRSS, the most serious and fatal crashes recorded nationally include at least one human behavioral issue as a contributing factor. Unfortunately, data reflects the same trend in Puerto Rico. Between 2019 and 2021, over 84% of all CMV-related crashes that resulted in an injury or fatality listed human error as a primary cause. Furthermore, about 80% of the reported CMV fatal crashes had human error listed as a contributing cause. Data Source: Puerto Rico (PR) Road Safety Observatory from the PR Traffic Safety Commission. The data set was compiled from PR Police Bureau crash reports from January 2019 to December 2021. One Key Departmental Action is to increase CMV highly visible traffic enforcement against risky driver behavior focused on high crash locations. This activity will cover TPSB officer's overtime salaries, fringe benefits, travel costs, other costs (including fuel, vehicle maintenance and tolls), and indirect costs.

Enter the data source and capture date:

Data Source: FMCSA's Motor Carrier Management Information System (MCMIS) data snapshot as of 08/26/2022. Capture Date: 09/14/2022. Data Source: Puerto Rico (PR) Road Safety Observatory from the PR Traffic Safety Commission. The data set was compiled from PR Police Bureau crash reports from January 2019 to December 2021.

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	0
2024	0
2025	0

0 Fatalities

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.

For FY 2023 -2025 PR MCSAP intends to perform the following Program Activities:

1. Conduct a total of 5,000 **Roadside Inspections**, of which at least 2,000 will be conducted in high crash corridors.
2. Conduct a minimum of eight (8) of the following **coordinated enforcement activities** per quarter:
 - Highly visible non-inspection traffic enforcement activities in conjunction with the Traffic Unit of the PRPB (NHTSA's subgrantee).
 - Roadside inspections in conjunction with the Size and Weight Program of the PRTHA (FHWA's grantee).
3. Participate in the following **nationally coordinated enforcement events**:
 - a. **CVSA's International Road Check.** Annual three-day event when CVSA certified inspectors conduct compliance, enforcement, and educational initiatives targeted at various elements of motor carrier vehicle and driver safety.
 - b. **CVSA's Brake Safety Week.** Annual CMV brake safety inspection, enforcement, and education initiative where inspectors conduct their usual North American Standard (NSA) Level I and V inspections, and capture and report brake-related data to CVSA.
4. Perform at least ten (10) **scheduled in advance visits to motor carriers or owner-operators** against whom a formal complaint has been filed alleging safety defects and conduct an NAS inspections of the CMV Fleet.
5. **Non-Inspection Traffic Enforcement Program.** Nine (9) TPSB officers (non-MCSAP) and one (1) MCSAP roadside inspector will perform traffic enforcement activities without inspection out of business hours and/or on weekends. They will be paid on an overtime basis. Inspectors will be rotated and will participate on a voluntary basis. Inspectors are required to issue a traffic citation for all violations impacting CMV safety. PRMCSAP will allocate resources out of business hours to pursue distracted driving. The overtime work performed will focus on reducing violations associated with distracted driving by CMV drivers To make this possible, PRMCSAP will schedule at least nine (9) TPSB officers to spend around 300 hours of overtime each to conduct 500 traffic enforcement contacts during the period of performance of the award.
 - a. Amount of effort: A total of nine (9) non-MCSAP inspectors, seven (7) inspectors from the TPSB's Eastern Regional Office and two (2) from the Western Regional Office, and one (1) PRMCSAP inspector, will perform traffic enforcement activities for this project. PRMCSAP will dedicate an estimated 300 hours per inspector of overtime per year. Activities performed will include traffic enforcement activities aimed at improving safety. At least two (2) inspectors per shift. 500 traffic enforcement contacts per year.

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.

PRMCSAP will monitor all activities in relation to the milestones established in the project plan and report quarterly to FMCSA. Specifically, for each program activity PRMCSAP will evaluate the following data elements:

1. Roadside Inspections:

- Total number of completed Roadside Inspections.
- Amount, location and NAS level of the Roadside Inspections conducted on high crash corridors.
- Total number of documented violations.
- Percent reduction in violations and out-of-service orders.
- Using the new High Crash Locator Tool, the PR MCSAP Director and/or Data Analyst will analyze on a weekly basis the change in crash and risk trends in Puerto Rico's high risk corridors to allocate enforcement resources.

2. Coordinated enforcement activities:

- Location and number of non-inspection traffic enforcement stops/contacts with CMVs.
- Location and number of CMV roadside inspections with size and weight verification.
- Total number of citations and documented violations.

3. National enforcement events:

- Number of CMV inspections, enforcements and driver education contacts performed per International Road Check event.
- Number of brake safety inspections, enforcements and driver education contacts per Brake Safety Week event.
- Total number of citations and documented violations.

4. Scheduled in advance inspections:

- Number of NAS inspections of motor carriers or owner-operators conducted by advanced scheduling.
- Total number of citations and documented violations.

5. Non-Inspection Traffic Enforcement Program:

- The PRMCSAP Director, or whom he/she assigns the task to, will request biweekly reports prepared by the officers assigned to the project.
- Monitor the amount of tickets emitted through the TPSB's digital platform.
- Number of non-inspection traffic enforcement stops/contacts with CMVs.
- Number of traffic citations issued during non-inspection traffic enforcement stops/contacts with a CMV.

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	964	1078	1154	924	646
Level 2: Walk-Around	1445	1621	1818	1160	1396
Level 3: Driver-Only	923	463	859	1032	730
Level 4: Special Inspections	288	475	501	122	125
Level 5: Vehicle-Only	367	321	283	93	50
Level 6: Radioactive Materials	5	1	5	2	0
Total	3992	3959	4620	3333	2947

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.

Inspections are the cornerstone of our program. PRMCSAP conducts Level I - Level V inspections in an effort to reduce CMV crashes and fatalities.

General Roadside and Fixed-Facility Inspection Program:

- TPSB deploys PRMCSAP resources to conduct inspections at a fixed inspection site located in the parking lot of the Highway PR-52 Weigh Station in the Municipality of Salinas, in the southern region of the Island.
- The other Roadside inspection locations are scattered across the main island, in rural and urban areas, including, but not limited to: PR-167, Toa Alta; Caguas, South; Vega Alta; Ponce; Ceiba; PR-3, Rio Grande; PR-3, Luquillo; PR-111, Moca; PR-2, Mayaguez; Naranjito; Corozal; Muñiz Base, Carolina; Isla Grande, San Juan; PR-1, La Muda; PR-1, Guaynabo; CZL, Guaynabo; Trujillo Alto; Yabucoa; Los Colobos, Carolina; Barranquitas; Peñuelas; PR-140, Florida; José Efrón Ave., Dorado; PR-190, Luchetti; and Barceloneta. On a regular basis, the traffic coordination team analyzes crash data and examines prevailing infractions to identify risk trends and appropriately deploy Traffic Enforcement resources. PRMCSAP safety activity schedules are designed monthly and periodically reviewed to adapt to unforeseen traffic and weather conditions.

Roadside Inspection Locations	
Municipality or Area	Road Number or Name
Barceloneta	---
Barranquitas	PR-152
Bayamón	PR-167
Bayamón (Luchetti)	---
Cabo Rojo	PR-100
Caguas (South)	---

Caguas (La Muda)	PR-1
Carolina	PR-190
Carolina (Los Colobos)	---
Carolina (Muñiz Base)	---
Cayey	PR-194
Ceiba	---
Coamo	PR-14
Corozal	---
Dorado	José Efrón Ave.
Florida	PR-140
Guaynabo	PR-1
Guaynabo (CZL)	---
Isabela	PR-2
Lajas	PR-116
Luquillo	PR-3
Mayagüez	PR-2
Moca	PR-111
Naranjito	PR-5
	PR-64
Peñuelas	---
Ponce	---
Rincón	PR-115
Río Grande	PR-3
Santa Isabel	PR-536
San Juan (Convention District)	---
San Juan (Isla Grande)	---
Trujillo Alto	---
Toa Alta	PR-167
Vega Alta	---
Yabucoa	---

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: TRANSPORT AND OTHER PUBLIC SERVICES BUREAU

Enter the total number of certified personnel in the Lead agency: 27

Projected Goals for FY 2023 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	864	216	270	1350	27.00%
Level 2: Walk-Around	975	225	300	1500	30.00%
Level 3: Driver-Only	813	187	250	1250	25.00%
Level 4: Special Inspections	228	52	70	350	7.00%
Level 5: Vehicle-Only	358	82	110	550	11.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	3238	762	1000	5000	

MCSAP subrecipient agency

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

Subrecipient is: 0

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:	
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: TRANSPORT AND OTHER PUBLIC SERVICES BUREAU					
# certified personnel: 27					
Subrecipient Agencies: 0					
# certified personnel: 0					
Number of Non-Funded Agencies: 0					
# certified personnel:					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	864	216	270	1350	27.00%
Level 2: Walk-Around	975	225	300	1500	30.00%
Level 3: Driver-Only	813	187	250	1250	25.00%
Level 4: Special Inspections	228	52	70	350	7.00%
Level 5: Vehicle-Only	358	82	110	550	11.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total MCSAP Lead Agency & Subrecipients	3238	762	1000	5000	

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.

Minimum number for Level I inspections (25%) will be met. The priorities established in the MCSAP Comprehensive Policy are that Level III inspections constitute 33% of all inspections. However, PRMCSAP has been unable to comply with this objective. The reasons being that: 1. When violations are observed, a stricter level of inspection is required. 2. Puerto Rico is an island, approximately 110 miles in length and 40 miles in width (approximately 95 air mile radius), so 100 Air-mile Radius Hours of Service Rules Exemption applies.

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	5000	0	0	5000
Enter total number of certified personnel	27	0	0	27
Projected Goals for FY 2025 Roadside Inspections				
Enter total number of projected inspections	5000	0	0	5000
Enter total number of certified personnel	27	0	0	27

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

Trend Analysis for 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		
10/01/2020	09/30/2021	485	366
10/01/2019	09/30/2020	213	0
10/01/2018	09/30/2019	206	0
10/01/2017	09/30/2018	299	0
10/01/2016	09/30/2017	333	0

☐ 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.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops without 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	0	0
01/01/2017	12/31/2017	0	0

☒ 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.

1. Inspections: Data Source: SAFETYNET. Capture date: November 4, 2022. 2. Citations: Data Source: TPSB's digital platform. Capture date: November 3, 2022. Prior to the implementation of TPSB's digital platform, TPSB did not record the number of citations and warnings issued by PRMCSAP (based on CMV TE stops with an inspection) separately, or did so intermittently. We are providing the number of citations emitted through the digital platform (10/01/2020 through 09/30/2021). This amount may include citations issued by MCSAP Inspectors while working with the High Priority grant. The number of citations issued for 10/01/2021 through 09/30/2022 is 370. 2. Enforcement Stops Without Inspection: The data required is left blank (0) because TPSB will begin conducting CMV traffic enforcement stops without an inspection in FY 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](#).

Traffic Enforcement with Inspection

1. PR Level of Effort: 24 Roadside Inspectors
2. CMV and Non-CMV traffic enforcement program: PRMCSAP inspectors do not have jurisdiction over Non-CMVs.
3. Traffic Enforcement Resources:
 - a. Number of officers: 24 MCSAP Roadside Inspectors.
 - b. Time of day: 06:00 - 14:30.
 - c. Days of Week: Monday - Friday.

Traffic Enforcement without Inspection

1. PR Level of Effort: 9 TPSB (Non-MCSAP) Inspectors and 1 Roadside Inspector
2. CMV and Non-CMV traffic enforcement program: TPSB will not perform non-CMV TE.
3. Traffic Enforcement Resources:
 - a. Number of officers: Total of 10 Inspectors.
 - b. Time of day: Out of business hours on weekdays, or at any time on weekends, as determined by the Director.
 - c. Days of Week: Weekdays (after business hours) and weekends.

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	2310	2310	2310
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	500	500	500
<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)	400	400	400

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

The Director will schedule roadside inspectors as needed to participate in traffic enforcement efforts. A report will be generated monthly to notify results of the activities. The report will be made available to the Director to include the data in the SF-PPRs.

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:

Enter the agency name responsible for PRISM in the State: Puerto Rico Department of Transportation and Public Works

Narrative Overview for FY 2023 - 2025

Problem Statement Narrative and Projected Goal: Describe any challenges encountered in implementing, maintaining, or improving your PRISM and/or ITD program compliance level (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

N/A

Program Activities for FY 2023 - 2025: Describe any activities that will be taken to implement, maintain or improve your PRISM and/or ITD programs.

N/A

Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress (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	13	1	0	15
CMV Safety Belt Education and Outreach	0	13	1	0	0
State Trucking Association Meetings	0	0	1	0	0
State-Sponsored Outreach Events	0	1	0	0	0
Local Educational Safety Events	0	1	0	0	0
Teen Safety Events	0	1	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.

Activities

a. Carrier Safety Talks:

Fifteen (15) Carrier Safety Talks will be held per year. This includes educational talks for CMV license and HM endorsement candidates.

b. State Trucking Association Meetings:

At least four (4) meetings with representatives from Puerto Rico's main Trucking Associations, one (1) meeting per quarter.

c. State-Sponsored Outreach Events:

Four (4) CMV Educational Fairs per year.

One (1) School Bus Safety talk per year to be held in July, in anticipation of the beginning of the school year.)

Educational campaigns, orientation visits and TPSB coordinated Task Forces.

d. Social Media Outreach

CMV social media campaigns prepared by FMCSA and NHTSA will be shared across TPSB's platforms, as well as PRMCSAP's outreach campaign.

e. Educational Pamphlets

PRMCSAP had created a pamphlet addressed to Passenger Carrier Enforcement, which described PRMCSAP's mission, what to expect from an inspection, lists of the most common violations, as well as a section reminding drivers that the use of a cellphone or not using a seatbelt are against the law. It is distributed in any activities where Passenger Carriers are involved or present, roadside when strike forces are conducted and, in the office, whenever they visit. This pamphlet will be updated during this grant's period of performance by the new administrative staff.

Notes:

Enforcement & Compliance Personnel will support outreach efforts and be involved in CMV educational activities held by the TPSB.

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	10	10	15
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	4	4	4
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	15	15	15
<input type="radio"/>	<input checked="" type="radio"/>	Local Educational Safety Events	0	0	0
<input type="radio"/>	<input checked="" type="radio"/>	Teen Safety Events	0	0	0

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

Number of activities held and attendance to each activity. Information obtained will be included in the SF-PPR reports.

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 MCSAP CVSP Planning Memorandum 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.

Hazardous Materials Transportation Safety

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

Reduce Shipping Paper and Placard Violations by 6% (from FY 2015 rates) during FY 2020 - 2022.

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

2022 FY (YTD): Violations have increased from those of FY 2015. Shipping paper and placard violations are still the top two (2) violations found during roadside inspections. 1. Shipping Paper a. Violations: 30 b. OOS Pct: 86.67% 2. Placard a. Violations: 82 b. OOS Pct: 20.73%

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

Difficulties achieving the goal: HM transportation increased since the hurricanes back in 2017, at first to handle the emergency and now to perform the reconstruction required, since PR is still in the process of recovering from those events. Lessons learned: PRMCSAP will increase efforts to properly educate HM carriers on the importance of using correct placards/markings and shipping papers during transport.

Activity #2

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

CMV Safety Improvement

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

Lower Medical Certificate Violations to 2% within the grant period of performance.

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

FY 2022 YTD Progress Medical Certificate Violations constitute 23.94% of Total Violations - OOS Pct 0.18%. FY 2021 Medical Certificate Violations constituted 26.45% of Total Violations - OOS Pct 0.60%. FY 2020 Medical Certificate Violations constituted 31.36% of Total Violations - OOS Pct 1.18%.

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

Medical Certificate Violations have been declining, from 31.36% of total violations in FY 2020 to 23.94% in FY 2022 YTD (a decrease of 7.42 percentage points).

Activity #3

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

Safety Assessment and Enforcement Program (SAEP)

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

Establishing a Safety Assessment Program within the FY 2020 - 2022.

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

N/A

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

On November 19, 2020, the FMCSA PR/USVI Division and TPSB agreed to suspend the implementation of the Safety Assessment and Enforcement Program (SAEP) until it is clarified with FMCSA HQ that safety audits are an eligible MCSAP activity in the territories.

Activity #4

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

Construction Work Zones

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

Maintain Fatal CMV Crashes occurring in Construction Work Zones to 0 per 100M VMT from FY 2020 - 2022.

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

FY 2022 Progress to Date: No fatal crashes reported.

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

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.

Hazardous Materials Transportation Safety

Narrative Overview for FY 2023 - 2025

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

No Placards/Markings when required (49 C.F.R. §177.823(a)) violations continue to be the highest percent of violations in HM roadside inspections. Baseline Data: 1. FY 2020: 133 Violations / 27.82% of Total Violations 2. FY 2021: 168 Violations / 35.44% of Total Violations 3. FY 2022 (YTD): 82 Violations / 29.18% of Total Violations Data Source: FMCSA Motor Carrier Management Information System (MCMIS) data snapshot as of 08/26/2022. Capture Date: 09/15/2022.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

1. Reduce No Placards/Markings Violations by 6% (from FY 2021 rates) during FY 2023-2025.

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

1. Roadside Inspections and Strike force activities will be conducted emphasizing HM Transportation. No Placard/Markings violations will be fined or placed OOS to promote compliance. 2. Coordination with FMCSA, PHMSA and TSPB, to perform educational activities to educate the LPG community.

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.

1. The Director will evaluate the number of §177.823(a) violations issued in this area on a quarterly basis to reallocate resources to increase inspection and / or traffic enforcement activities. 2. Plan and hold at least one virtual meeting with FMCSA, PHMSA, and TSPB Chairman, to coordinate an educational activity with the LPG community.

State Objective #2

Enter the title of your State-Identified Objective.

CMV SAFETY IMPROVEMENT

Narrative Overview for FY 2023 - 2025

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

No Medical Certificate in Driver's Possession (49 C.F.R. §391.41(a)) violations were the top violation found during Roadside Inspections in FY 2020-2022 (YTD). Baseline Data:

FY 2020 No Medical Certificate Violations 31.36% of Total Violations - OOS Pct 1.18% FY
 2021 No Medical Certificate Violations 26.45% of Total Violations - OOS Pct 0.60% FY
 2022 YTD No Medical Certificate Violations 23.94% of Total Violations - OOS Pct 0.18%
 Data Source: FMCSA Motor Carrier Management Information System (MCMIS) data
 snapshot as of 08/26/2022. Capture Date: 09/15/2022.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

Lower No Medical Certificate in Driver's Possession Violations by 5% within the grant period of performance.

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

1. Perform roadside inspections and traffic enforcement activities paying special attention to Medical Certificate Compliance. 2. Perform one activity within the CMV community to educate about Medical Certificate requirements.

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.

1. The Director will evaluate the number of §391.41(a) violations issued in this area on a quarterly basis to reallocate resources to increase inspection and / or traffic enforcement activities. 2. The Director will ensure Medical Certificate forms are available in TPSB digital platforms for easy download and encourage TPSB to have printouts at all CMV educational events held by the TPSB. 3. The Director will verify that Medical Certificate regulations are discussed in educational activities held by the TPSB.

State Objective #3

Enter the title of your State-Identified Objective.

Detection and Prevention of Human Trafficking in Puerto Rico

Narrative Overview for FY 2023 - 2025

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

The Infrastructure Investment and Jobs Act, popularly known as the Bipartisan Infrastructure Law (BIL), prioritizes the prevention and detection of human trafficking under the MCSAP. The U.S. Department of Justice has identified an increase in the number of arrests reported for human trafficking involving involuntary servitude, and human trafficking involving commercial sex acts, as well as the number of defendants charged, convicted and sentenced to prison. Data Source: <https://bjs.ojp.gov/library/publications/human-trafficking-data-collection-activities-2021>. Capture Date: 08/26/2022. When it comes to human trafficking cases in PR, according to the Administration for Children & Families (ACF), a division of the U.S. Department of Health & Human Services (HHS), 22 cases were reported from December 2012 to December 2016, and potentially 28 persons trafficked. Data Source: https://www.acf.hhs.gov/sites/default/files/documents/otip/puerto_rico_profile_efforts_to_combat_human_trafficking.pdf. Capture Date: 08/26/2022. Currently, human trafficking activities are conducted by the PRPB and, if a case involving trafficking for the purposes of sexual exploitation arises, it is transferred to a Federal agency, mostly the Department of Homeland Security. Data Source: Human Trafficking in Puerto Rico: An Invisible Challenge, Dr. César A. Rey Hernández, Ph.D., Luisa Hernández Angueira, Ph.D. (January 2010). Capture Date: 08/26/2022. PRMCSAP inspectors are not trained in the detection of human trafficking. Therefore, there is a need to train MCSAP inspectors to recognize the signs of human trafficking and provide them with the tools and knowledge necessary to identify the signs and intervene if they come across a potential case.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

1. Train PRMCSAP inspectors to identify the signs of human trafficking. 2. Engage in the national efforts to prevent human trafficking "through coordinated enforcement and

investigative and educational awareness measures within the commercial motor vehicle industry". <https://www.cvsa.org/programs/human-trafficking-prevention/>. Date captured: 08/26/2022.

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

1. Publish at least one social media post per quarter. 2. Train at least 13 inspectors 3. Distribute the Truckers Against Trafficking wallet cards.

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.

PRMCSAP will monitor all activities and outputs in relation to the baselines and timelines established in the project plan and report quarterly to FMCSA. The PRMCSAP Director, or whom he/she assigns the task to, will specifically monitor the number of social media posts and the number of trained staff.

State Objective #4

Enter the title of your State-Identified Objective.

"Seatbelt use while operating a CMV" Campaign

Narrative Overview for FY 2023 - 2025

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

In 2021, the failure to use a seat belt while operating a CMV was one of the top five Driver Violations found in PR. Baseline Data: CY 2021 "Failing to use a seat belt while operating a CMV" 376 of 3,502 Total Driver Violations (10.73%). Data Source: FMCSA Motor Carrier Management Information System (MCMIS) data snapshot as of 09/30/2022. Capture Date: 11/02/2022.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

Lower the number of lack of seat belt violations by 2% within the grant period of performance.

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

Campaign may include at least one spot each in television, radio, digital media and/or social media.

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.

Number of people reached across the different platforms.

State Objective #5

Enter the title of your State-Identified Objective.

Crash Investigation Pilot Program

Narrative Overview for FY 2023 - 2025

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

In the last five Fiscal Years, a total of 28 lives were lost in Puerto Rico due to CMV-related crashes. This represents an average of five (5) lives lost per year. With FMCSA's help, we strive for zero roadway fatalities. Zero is the only acceptable number of deaths on our highways, roads, and streets. (National Roadway Safety Strategy, United States Department of Transportation, January 2022). Data Source: FMCSA's Motor Carrier Management Information System (MCMIS) data snapshot as of 08/26/2022. Capture Date: 09/14/2022. We also believe crashes involving CMVs are being underreported, as explained in this Plan, therefore assigning personnel to investigate a crash as soon as it

occurs will help ensure it is recorded and reported. With this Pilot Program, TPSB will identify the most common causes of crashes and develop strategies to properly address the cause and assign resources to help prevent future crashes.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

Perform at least twenty (20) investigations of fatal or serious injury crashes involving CMVs per fiscal year.

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

Level of effort: Two (2) Inspectors trained in FY 2022 and four (4) Inspectors that will be trained in FY 2023, for a total of six (6) trained and certified Inspectors who will conduct crash investigations. All inspectors will be MCSAP Roadside Inspectors. This program includes training on how to determine compliance of a CMV with the FMCSRs, how to collect and process evidence at a crash investigation scene, and how to analyze and determine facts from evidence collected at a crash investigation.

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.

Inspectors will submit their crash reports to the Director, who will include the number of crashes investigated in the quarterly progress reports. With this data, PRMCSAP will develop enforcement based on the most common causes of crashes.

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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$2,118,063.00	\$111,477.00	\$2,229,540.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$334,431.00
MOE Baseline:	\$134,329.05

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):	\$334,431.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Director	1	100.0000	\$65,976.00	\$65,976.00	\$65,976.00	\$0.00	\$0.00
Subdirector	1	100.0000	\$53,600.04	\$53,600.04	\$53,600.04	\$0.00	\$0.00
Financial Assistant	1	100.0000	\$36,600.00	\$36,600.00	\$36,600.00	\$0.00	\$0.00
Administrative Assistant	1	100.0000	\$28,932.00	\$28,932.00	\$28,932.00	\$0.00	\$0.00
Clerk	1	100.0000	\$21,300.00	\$21,300.00	\$21,300.00	\$0.00	\$0.00
Database Administrator (15%)	1	100.0000	\$12,756.60	\$12,756.60	\$12,756.60	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$46,092.00	\$46,092.00	\$46,092.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$44,388.00	\$44,388.00	\$44,388.00	\$0.00	\$0.00
Official Inspector	1	100.0000	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$40,500.00	\$40,500.00	\$40,500.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$31,464.00	\$31,464.00	\$31,464.00	\$0.00	\$0.00
Certified Inspector	1	100.0000	\$44,784.00	\$44,784.00	\$44,784.00	\$0.00	\$0.00
Certified Inspectors (10)	10	100.0000	\$28,500.00	\$285,000.00	\$285,000.00	\$0.00	\$0.00
Official Inspectors (3)	3	100.0000	\$33,000.00	\$99,000.00	\$99,000.00	\$0.00	\$0.00
Subtotal: Salary				\$1,098,392.64	\$1,098,392.64	\$0.00	\$0.00
Overtime Project Costs							
TPSB Inspector	5	100.0000	\$6,646.15	\$33,230.75	\$33,230.75	\$0.00	\$0.00
TPSB Inspector	2	100.0000	\$7,144.62	\$14,289.24	\$14,289.24	\$0.00	\$0.00
TPSB Inspector	1	100.0000	\$7,643.08	\$7,643.08	\$7,643.08	\$0.00	\$0.00
TPSB Inspector	1	100.0000	\$7,920.00	\$7,920.00	\$7,920.00	\$0.00	\$0.00
PRMCSAP Inspector	1	100.0000	\$9,415.38	\$9,415.38	\$9,415.38	\$0.00	\$0.00
Subtotal: Overtime				\$72,498.45	\$72,498.45	\$0.00	\$0.00
TOTAL: Personnel				\$1,170,891.09	\$1,170,891.09	\$0.00	\$0.00
Accounting Method:	Cash						

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

As discussed in previous submissions, TPSB has been unable to meet its roadside inspection and traffic enforcement goals during recent grant periods due to a lack of sufficient personnel. In particular, a number of unexpected resignations of inspectors have left the program with insufficient personnel to conduct the required number of roadside inspections and traffic enforcement activities. These vacancies have proven difficult to fill.

After careful analysis, TPSB has determined that the root cause of the difficulty in filling vacancies is the low pay provided under prevailing pay scales. Put simply, salaries provided for under uniform public servant guidelines are evidently seen as too low to attract qualified personnel with the specialized preparation and technical expertise required to properly conduct CMV inspections.

In a proactive search for a solution, PSRB has prepared and submitted a new employee compensation plan for approval by the Puerto Rico Human Resources Administration and Transformation Office (OATRH, by its Spanish acronym) that would significantly increase the salaries of roadside inspectors, with the expectation that increased pay will attract more qualified candidates.

This application reflects the increased pay scales proposed to OATRH and pending approval, in order to provide the necessary incentive to potential qualified candidates to fill the existing vacant positions, and thus be able to hire and deploy a full complement of inspectors, capable of achieving the required number of inspections and traffic interventions.

Salary:

TPSB employees are full-time employees.

Full-Time means:

- Seven and a half (7.50) hours per day
- Five (5) days per week

- Thirty seven and a half (37.50) hours per week
- Nineteen hundred fifty (950) hours per year
- Two hundred sixty (260) work days

15% of the Database Administrator's time is dedicated to MCSAP related activities, thus paid accordingly.

Overtime:

Overtime costs are included for the nine (9) TPSB inspectors and one (1) PRMCSAP inspector interested in participating in the Non-Inspection Traffic Enforcement Program. Overtime pay is calculated by establishing the rate per hour of each inspector and multiplying it by 300 hours, for each inspector. The TPSB Inspector's salaries range from \$14.77 to \$17.60 per hour on overtime (time and a half of their regular pay, or 1.5).

Notes:

Contracted personnel is not included in this section.

This Section includes the salary for the following additional personnel to be hired in FY 2022: ten (10) inspectors, three (3) official inspectors (supervisors), a subdirector, a financial assistant, and a clerk.

Variation in salaries for the same position, i.e., certified inspectors, are due to individual pay rates based on years working for the agency and acquired pay raises.

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 + State)	Federal Share	State Share	MOE
TPSB Inspector (5)	11.3500	100.0000	\$33,230.75	\$3,771.69	\$3,771.69	\$0.00	\$0.00
TPSB Inspector (2)	11.3500	100.0000	\$14,289.24	\$1,621.82	\$1,621.82	\$0.00	\$0.00
TPSB Inspector	11.3500	100.0000	\$7,643.08	\$867.48	\$867.48	\$0.00	\$0.00
TPSB Inspector	11.3500	100.0000	\$7,920.00	\$898.92	\$898.92	\$0.00	\$0.00
Director	14.8589	100.0000	\$65,976.00	\$9,803.30	\$9,803.30	\$0.00	\$0.00
Subdirector	15.6806	100.0000	\$53,600.00	\$8,404.80	\$8,404.80	\$0.00	\$0.00
Administrative Assistant	20.6599	100.0000	\$28,932.00	\$5,977.32	\$5,977.32	\$0.00	\$0.00
Clerk	24.0136	100.0000	\$21,300.00	\$5,114.89	\$5,114.89	\$0.00	\$0.00
Financial Assistant	18.6989	100.0000	\$36,600.00	\$6,843.79	\$6,843.79	\$0.00	\$0.00
Certified Inspector	17.2655	100.0000	\$46,092.00	\$7,958.01	\$7,958.01	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
Certified Inspector	17.4945	100.0000	\$44,388.00	\$7,765.45	\$7,765.45	\$0.00	\$0.00
Official Inspector (Supervisor)	16.6102	100.0000	\$45,000.00	\$7,474.59	\$7,474.59	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
Certified Inspector	20.0389	100.0000	\$31,464.00	\$6,305.03	\$6,305.03	\$0.00	\$0.00
Certified Inspector	17.4397	100.0000	\$44,784.00	\$7,810.19	\$7,810.19	\$0.00	\$0.00
Database Administrator	14.0609	100.0000	\$12,756.60	\$1,793.69	\$1,793.69	\$0.00	\$0.00
Certified Inspectors (10)	20.9477	100.0000	\$285,000.00	\$59,700.94	\$59,700.94	\$0.00	\$0.00
Official Inspectors (Supervisors) (3)	18.5412	100.0000	\$99,000.00	\$18,355.78	\$18,355.78	\$0.00	\$0.00
Certified Inspector	18.0891	100.0000	\$40,500.00	\$7,326.08	\$7,326.08	\$0.00	\$0.00
TOTAL: Fringe Benefits				\$211,750.25	\$211,750.25	\$0.00	\$0.00

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

TPSB's Fringe Benefits include Health Plan, Social Security/Medicare, Worker's Comp., Christmas Bonus, Social Insurance for Motor Vehicle Operators, Annual Leave, Sick Leave, and Holidays, as described below.

Health Plan: A standard contribution of one hundred forty dollars (\$140.00) per month for a total of sixteen hundred eighty dollars (\$1,680.00) per year per employee. No deductions are made from this portion (i.e. SS, OWCP). For employees who dedicate a percent of the time to MCSAP activities, the corresponding percentage is charged to MCSAP.
PRMCSAP makes the following deductions per Federal and State Laws:

- 1. Social Security / Medicare (SS):** Per State and Federal laws, contributions are made to Social Security and Medicare in the amount of seven point sixty five percent (7.65%).
- 2. Worker's Comp. (OWCP):** Per State and Federal Laws, a standard contribution of three point seventy percent (3.70%) is made (i.e. disability).
- 3. Christmas Bonus (Bonus):** The bonus is a standard of six hundred dollars (\$600.00) for all employees. SS and OWCP deductions/contributions apply.
- 4. Social Insurance for Motor Vehicle Operators (Seguro Choferil, in Spanish):** Standard contribution of forty-one dollars and sixty cents (\$41.60) required for inspectors who work roadside and use government vehicles. Not included for administrative personnel.
- 5. Annual Leave:** Per Section 2.04 of Act 26 of 2017, all employees accrue one and one quarter (1.25) days monthly, for a total 15 days per year.
- 6. Sick Leave:** Per Section 2.04 of Act 26 of 2017, employees working prior to April 2017 accrue one and a half (1.50) days per month, i.e., eighteen (18) days per year. If the employee started work on or after April 2017, they will accrue one (1) day per month for a total of twelve (12) sick days per year.

7. **Holidays:** Per Section 2.05 of Act 26 of 2017 (page 63), holidays were reduced to a total of eight (8) days a year.

Position	Monthly	Salary	SS %	OW CP %	Health	Bonus	Driver Social Ins.	Total \$	Total %
Director	\$5,498	\$65,976	\$5,047.16	\$2,408.12	\$1,680	\$668	\$0	\$9,803.29	14.8589%
Subdirector	\$4,466.67	\$53,600	\$4,100.40	\$1,956.40	\$1,680	\$668	\$0	\$8,404.80	15.6806%
Administrative Assistant	\$2,411	\$28,932	\$2,213.30	\$1,056.02	\$2,040	\$668	\$0	\$5,977.32	20.6599%
Clerk	\$1,775	\$21,300	\$1,629.45	\$777.45	\$2,040	\$668	\$0	\$5,114.90	24.0136%
Financial Assistant	\$3,050	\$36,600	\$2,799.90	\$1,335.90	\$2,040	\$668	\$0	\$6,843.80	18.6989%
Certified Inspector	\$3,841	\$46,092	\$3,526.04	\$1,682.36	\$2,040	\$668	\$41.60	\$7,958.00	17.2655%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$3,699	\$44,388	\$3,395.68	\$1,620.16	\$2,040	\$668	\$41.60	\$7,765.44	17.4945%
Official Inspector (Supervisor)	\$3,750	\$45,000	\$3,442.50	\$1,642.50	\$1,680	\$668	\$41.60	\$7,474.60	16.6102%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$3,375	\$40,500	\$3,098.25	\$1,478.25	\$2,040	\$668	\$41.60	\$7,326.10	18.0891%
Certified Inspector	\$2,622	\$31,464	\$2,407.00	\$1,148.44	\$2,040	\$668	\$41.60	\$6,305.03	20.0389%
Certified Inspector	\$3,732	\$44,784	\$3,425.98	\$1,634.62	\$2,040	\$668	\$41.60	\$7,810.19	17.4397%
Database Administrator (15%)	\$1,063	\$12,757	\$975.88	\$465.62	\$252	\$100	\$0	\$1,793.70	14.0609%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Certified Inspector	\$2,375	\$28,500	\$2,180.25	\$1,040.25	\$2,040	\$668	\$41.60	\$5,970.10	20.9477%
Official Inspector (Supervisor)	\$2,750	\$33,000	\$2,524.50	\$1,204.50	\$1,680	\$668	\$41.60	\$6,118.60	18.5412%
Official Inspector (Supervisor)	\$2,750	\$33,000	\$2,524.50	\$1,204.50	\$1,680	\$668	\$41.60	\$6,118.60	18.5412%
Official Inspector (Supervisor)	\$2,750	\$33,000	\$2,524.50	\$1,204.50	\$1,680	\$668	\$41.60	\$6,118.60	18.5412%
Total Employees: 31		\$1,098,392.64						Fringe Benefits Subtotal \$204,590.57	

Notes:

- **Overtime:** Fringe Benefits Rate for Overtime calculated at 11.35% to include Social Security/Medicare and Workers Comp.

Part 4 Section 4 - Travel

Itemize the positions/functions of the people who will travel. Show the estimated cost of items including but not limited to, airfare, lodging, meals, transportation, etc. Explain in detail how the MCSAP program will directly benefit from the travel.

Travel costs are funds for field work or for travel to professional meetings.

List the purpose, number of persons traveling, number of days, percentage of time on MCSAP Grant, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.474](#).

Total Project Costs should be determined by State users, and manually input in the table below. There is no system calculation for this budget category.

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Routine MCSAP Travel	24	190	100.0000	\$54,720.00	\$54,720.00	\$0.00	\$0.00
Conference Travel (4): MCSAP Meeting, CVSA Conference, COHMED Conference, CVSA Workshop	2	22	100.0000	\$15,380.00	\$15,380.00	\$0.00	\$0.00
Training Travel: MCSAP-related training	2	5	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
Routine MCSAP Travel (Non-Inspection Program)	10	75	100.0000	\$6,750.00	\$6,750.00	\$0.00	\$0.00
Training Travel: CMV Post-crash training	2	5	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
TOTAL: Travel				\$86,850.00	\$86,850.00	\$0.00	\$0.00

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

Travel Budget is estimated. All travel for professional meetings and conferences occurs in the continental U.S., which we are not able to reach via ground transportation. Expenses must include airfare and hotel accommodations, which will vary depending on the date and location of the event. Established government per diem rate is \$70.00 daily per person.

A. Routine MCSAP Travel (Meal allowance).

Meal allowance rates: *Regulations have been attached.

\$4.00 for breakfast

\$8.00 for lunch

\$9.00 for dinner

PRMCSAP Inspectors: Twenty-two (22) inspectors and two (2) official inspectors, for a total of twenty-four (24) inspectors, performing 100% MCSAP enforcement and compliance work are entitled to per diem benefits. All inspectors are full-time employees. The workweek is composed of 37.5 hours, with approximately 260 workdays a year. A regular work shift is from 06:00 to 14:30. Subtracting the average days they remain at the office (one office day a month, as well as preparing reports, participating in meetings and webinars, etc., on regular days and after their work in the field), they will spend an average of approximately 190 days performing enforcement and compliance work. We can calculate as follows to establish the required costs: 190 shifts * 24 inspectors * \$12.00 (shift from 06:00 to 14:30). **Total: \$54,720.00.**

TPSB Inspectors: Nine (9) TPSB inspectors and one (1) PRMCSAP inspector, for a total of ten (10) employees, performing 100% MCSAP enforcement and compliance work are entitled to per diem benefits for their overtime work. Traffic enforcement, 75 four (4) hour overtime shifts, is to be performed after regular shift, therefore we can calculate as follows to establish the required costs: 75 shifts * 10 inspectors * \$9.00 (after regular 7.5-hour workday, shift that extends past 19:00). **Total: \$6,750.0**

Shifts may be assigned on weekends, as determined by the Director and/or Subdirector, therefore the meal allowance rate may be different. Nonetheless, it would be within the established rates.

B. Conferences.

Attending mandatory meetings as required by FMCSA. Participation in conferences to share and learn best practices from other states with the common goal of reducing crashes, injuries and fatalities involving CMVs.

List of Expenses: (Conferences/Meetings/Trainings/Workshops)

All costs will vary depending on the number of attendees.

Airfare	\$800.00 per person (round trip)
	Travel to and from conferences via motor vehicle is

	impossible since most, if not all, of these meetings/conferences/trainings are held in the continental U.S.
	Costs are estimated since the location of each meeting is different every year, but all are held in the continental U.S. Purchase of ticket cannot be completed unless travel is allowed by the Government of Puerto Rico, which is usually obtained a couple of weeks before travel, maybe less (especially if closer to end of local fiscal year which falls on June 30).
Per Diem (Meal allowance)	\$70.00 per person, per day. (Prorated if whole day is not used) The established government rate is stipulated by PR's Treasury Department.
Hotel	\$250.00 per night (approximate/average) PRMCSAP staff usually stays where the conference is being held. (Locations that are usually 3 to 4 hours via airplane).
Incidentals	Covers land transportation to and from airport (rideshare, taxi or car rental), gas (if vehicle is rented), parking (if vehicle is rented, internet use (if not included in conference) and any emergencies that may arise, on an as needed basis. There is no set rate to be able to separately list them. They vary depending on travel location and number of attendees and are only claimed if correctly used, and properly documented.

MCSAP Meeting				
Expense	Personnel	Amount	Days	Total
Airfare	2 Attendees	\$800.00	0	\$1,600.00
Per Diem	2 Attendees	\$140.00	4	\$560.00
Accommodations	2 Attendees	\$250.00	4	\$1,000.00
Registration	2 Attendees	\$0.00	0	\$0.00
Incidentals	2 Attendees	\$100.00	0	\$100.00
TOTAL				\$3,260.00

CVSA Conference				
Expense	Personnel	Amount	Days	Total
Airfare	2 Attendees	\$800.00	0	\$1,600.00
Per Diem	2 Attendees	\$140.00	6	\$840.00
Accommodations	2 Attendees	\$250.00	6	\$1,500.00
Registration	2 Attendees	\$0.00	0	\$0.00
Incidentals	2 Attendees	\$100.00	0	\$100.00
TOTAL				\$4,040.00

COHMED Conference				
Expense	Personnel	Amount	Days	Total
Airfare	2 Attendees	\$800.00	0	\$1,600.00
Per Diem	2 Attendees	\$140.00	6	\$840.00
Accommodations	2 Attendees	\$250.00	6	\$1,500.00
Registration	2 Attendees	\$0.00	0	\$0.00
Incidentals	2 Attendees	\$100.00	0	\$100.00
TOTAL				\$4,040.00

Level VI recertification required and/or certification of new inspectors to conduct Level VI inspections.

CVSA Workshop				
Expense	Personnel	Amount	Days	Total
Airfare	2 Attendees	\$800.00	0	\$1,600.00
Per Diem	2 Attendees	\$140.00	6	\$840.00
Accommodations	2 Attendees	\$250.00	6	\$1,500.00
Registration	2 Attendees	\$0.00	0	\$0.00
Incidentals	2 Attendees	\$100.00	0	\$100.00
TOTAL				\$4,040.00

Total: \$15,380.00.

C. Training.

1. MCSAP-Related Training.

To train state officials in CMV safety. MCSAP-related training covers registration, meetings or seminars not scheduled at the time of drafting this plan but those who may arise later as suggested, scheduled, required or approved by FMCSA.

Expenses described above.

May include training to perform investigations or compliance reviews, if PRMCSAP decides to begin performing investigations in FY 2024.

MCSAP-Related Training				
Expense	Personnel	Amount	Days	Total
Airfare	2 Attendees	\$800.00	0	\$1,600.00
Per Diem	2 Attendees	\$140.00	5	\$700.00
Accommodations	2 Attendees	\$500.00	5	\$2,500.00
Registration	2 Attendees	\$0.00	0	\$0.00
Incidentals	2 Attendees	\$100.00	0	\$200.00
TOTAL				\$5,000.00

2. Post-Crash Training.

To train and certify state officials to investigate fatal and serious injury crashes involving CMVs.

Expenses described above.

Post-Crash Training				
Expense	Personnel	Amount	Days	Total
Airfare	2 Attendees	\$800.00	0	\$1,600.00
Per Diem	2 Attendees	\$140.00	5	\$700.00
Accommodations	2 Attendees	\$250.00	5	\$2,500.00
Registration	2 Attendees	\$0.00	0	\$0.00
Incidentals	2 Attendees	\$100.00	0	\$200.00
TOTAL				\$5,000.00

Total: \$10,000.00.

Part 4 Section 5 - Equipment

Equipment is tangible or intangible personal property. It includes information technology systems having a useful life of more than one year, and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity (i.e., the State) for financial statement purposes, or \$5,000.

- If your State's equipment capitalization threshold is below \$5,000, check the box below and provide the threshold amount. See [§200.12](#) Capital assets, [§200.20](#) Computing devices, [§200.48](#) General purpose equipment, [§200.58](#) Information technology systems, [§200.89](#) Special purpose equipment, and [§200.94](#) Supplies.

Show the total cost of equipment and the percentage of time dedicated for MCSAP related activities that the equipment will be billed to MCSAP. For example, you intend to purchase a server for \$5,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$1,000. If the equipment you are purchasing will be capitalized (depreciated), you may only show the depreciable amount, and not the total cost ([2 CFR §200.436](#) and [2 CFR §200.439](#)). If vehicles or large IT purchases are listed here, the applicant must disclose their agency's capitalization policy.

Provide a description of the equipment requested. Include the quantity, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP grant.

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

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Other Related Vehicle Equipment	1	\$5,000.00	100	\$5,000.00	\$5,000.00	\$0.00	\$0.00
Vehicle	3	\$40,865.94	100	\$122,597.82	\$122,597.82	\$0.00	\$0.00
Police Package	3	\$6,514.00	100	\$19,542.00	\$19,542.00	\$0.00	\$0.00
TOTAL: Equipment				\$147,139.82	\$147,139.82	\$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.

Related Vehicle Equipment: Replacement for discolored/faded light, broken sirens or computer connectivity/mounting station. For vehicles performing 100% MCSAP activities.

Two (2) vehicles with Police Package to be acquired each FY in order to continually eliminate the oldest vehicles and provide MCSAP inspectors with updated equipment, and to reduce the time MCSAP vehicles need to be taken out of service for repairs.

The Puerto Rico General Services Administration, the agency responsible for the purchase of materials and equipment for the Government of Puerto Rico, has estimated the cost of each vehicle and the corresponding Police Package as follows:

- Vehicle:** Midsize 4x2 SUV for five passengers, four doors, with at least 5.3 l V8 engine and 355 HP. **Price: \$40,865.94.**
- Police Package:** Includes interior front light bar at least twenty inches in length and no less than 8 LED modules. Interior rear light bar at least thirty-six (36) inches in length and no less than 6 LED modules. Siren with no less than two (2) tones or functions, one hundred/200W with microphone and radio repeat with adjustable volume. Control box with no less than 10 switches and no less than 20 amps. Class A 100W, 120- 123Db siren speaker. **Price: \$6,514.00.**

Part 4 Section 6 - Supplies

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Other (Inspection Tools, Books...)	1 Unit	\$3,000.00	100.0000	\$3,000.00	\$3,000.00	\$0.00	\$0.00
General Office Supplies	6000 Unit	\$1.00	100.0000	\$6,000.00	\$6,000.00	\$0.00	\$0.00
Printers	5 Unit	\$450.00	100.0000	\$2,250.00	\$2,250.00	\$0.00	\$0.00
Police Equipment (Bullets, firearms, bulletproof vests, batons...)	1 Unit	\$12,900.00	100.0000	\$12,900.00	\$12,900.00	\$0.00	\$0.00
Uniforms and Other Related Supplies	1 Unit	\$20,660.60	100.0000	\$20,660.60	\$20,660.60	\$0.00	\$0.00
Computers	6 Unit	\$4,000.00	100.0000	\$24,000.00	\$24,000.00	\$0.00	\$0.00
GPS Service	18 Service Fee per Unit	\$360.00	100.0000	\$6,480.00	\$6,480.00	\$0.00	\$0.00
Digital Mobile Radio for Vehicles	16 Radio	\$1,000.00	100.0000	\$16,000.00	\$16,000.00	\$0.00	\$0.00
Speed Measuring Devices	2 Item	\$4,000.00	100.0000	\$8,000.00	\$8,000.00	\$0.00	\$0.00
TOTAL: Supplies				\$99,290.60	\$99,290.60	\$0.00	\$0.00

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

- General Office Supplies (copy paper, pens, pencils, printer ink, etc.):** Supplies for MCSAP employees dedicated to 100% MCSAP activities. Includes printer ink for twenty-four (24) portable printers used by inspectors, at an estimated cost of \$20.00 per black ink cartridge, 6 required per year per printer, plus \$25.00 per color ink cartridge, 4 required per year per printer; and a budget for general office supplies per year based on past experience.
- Uniforms and Other related supplies:** To provide new or replacement uniforms for a total of twenty-four (24) inspectors and supervisors, and nine (9) office personnel, all PR MCSAP program employees performing 100% MCSAP-related activities. Due to heavy use, uniforms are typically replaced yearly, or more frequently as needed. Inspector and supervisor uniforms include tactical boots estimated at \$180.00, full uniforms consisting of pants, shirts and belts estimated at \$450.00, and OSHA-required safety equipment estimated at \$25.00 per inspector per year. Office personnel uniforms consist of shirts with PR MCSAP logos estimated at \$60.00 per employee per year.
- Computers:** Acquisition of six (6) specialty (rugged) laptops at an approximate total cost of \$4,000.00 per unit, to provide to newly hired inspectors for daily use during roadside interventions, and/or to replace aging units that use an obsolete Windows 7 operating system and that are malfunctioning. Each includes "toughbook"-type or similar laptop, accidental damage coverage (required due to heavy field usage), desktop dock and power adapter. In the alternative, if the new ASPEN is implemented, as planned, computer/tablet combination may be purchased instead of computers.
- Printers:** Acquisition of five (5) portable printers at an approximate cost of \$450.00 per unit, for daily use to print inspections, reports, and other documents on the field during roadside activities. To be provided to new inspectors and/or to replace aging units that are

malfunctioning due to the heavy usage to which they are typically subjected. Each includes portable printer, portable battery kit, care pack warranty and car DC adapter.

5. **Other Inspection Tools:** Acquisition of updated regulatory books and/or guides, and other miscellaneous tools for use by new and existing inspectors to perform roadside inspections and traffic enforcement activities.
6. **Police Equipment:** Acquisition of protective equipment for thirteen (13) new inspectors and/or replacement equipment for existing inspectors, who perform roadside activities as law enforcement officers. Includes firearms, bulletproof vests, handcuffs, batons, and bullets for range practice and everyday use. A placeholder allowance for this concept is included in this request.
7. **Digital Mobile Radio for each vehicle:** These devices offer a better signal so supervisors can communicate with inspectors anywhere in Puerto Rico. Estimated \$1,000.00 per vehicle. Price includes radio, microphone, mounting bracket, power cable, installation, antenna and warranty.
8. **Speed Measuring Devices (radar speed guns):** For use during roadside inspections and traffic enforcement to detect speeding violations. Estimated \$4,000.00 per device. The new speed guns will not only be used to detect and enforce speeding violations, but will also help deter unsafe CMV driver behavior through the use of the devices in highly visible traffic enforcement activities, especially in high-risk crash corridors and during afternoon hours, when emptied cargo vehicles tend to speed more as they return to their home base. Current inspectors are certified in the use of speed guns.

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	UEI Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Single Audit		Contract	100.0000	\$15,750.00	\$15,750.00	\$0.00	\$0.00
Description of Services: Annual Audit to comply with Federal Standards.							
Attorney		Contract	100.0000	\$45,000.00	\$45,000.00	\$0.00	\$0.00
Description of Services: Perform updates to current regulations in light of recent government oversight policies. Establish Safety Audits and Compliance Reviews programs in Puerto Rico. Official appointed by the agency to conduct investigations and administrative hearing regar							
Crash Data Transmission Project	0000000000000	Contract	100.0000	\$21,000.00	\$21,000.00	\$0.00	\$0.00
Description of Services: Maintenance, data storage and processing, and licenses for the Crash data transmission project performed during FY 2022.							
IT Specialist	0000000000000	Contract	100.0000	\$48,000.00	\$48,000.00	\$0.00	\$0.00
Description of Services: ASPEN/Safetynet Support, as well as assist in vouchering process and submission.							
Advertisement Firm	0	Contract	22.0000	\$7,000.00	\$7,000.00	\$0.00	\$0.00
Description of Services: Campaign: Seatbelt use while operating a CMV							
TOTAL: Contractual and Subaward				\$136,750.00	\$136,750.00	\$0.00	\$0.00

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

- **Single Audit:** performed to comply with regulations set for entities that receive Federal Funding. Currently the TPSB is only receiving federal funding from FMCSA, two (2) awards: the MCSAP Grant and the High Priority Grant.
- **IT Specialist:** consultant that provides support services with ASPEN and Safetynet. Uploads inspection and crash reports into Safetynet / A&I. Additional financial duties related to vouchering / claiming reimbursements. Rate is thirty five dollars (\$35.00) per hour for a total of 1,200 contracted hours, invoiced on a monthly basis, for a total of \$42,000.00 for professional services. This contract includes a maximum of \$6,000.00 for travel expenses, if it is required by PRMCSAP. 100% dedicated to MCSAP activities.
- **Attorney:** Perform updates to current regulations. Official appointed by the agency to conduct investigations and administrative hearings regarding violations to CMV regulations. Acts as representative for the office in administrative and court proceedings, as required. Provide legal counsel to PRMCSAP Director. Rate is seventy-five dollars (\$75.00) per hour for a total of 600 contracted hours, invoiced on a montly basis. 100% dedicated to MCSAP activities.
- **Crash Data Transmission Project (Maintenance):** This project will be developed with FY 2022 BIL Update funding. This portion is required for the annual cost of maintenance, data storage and processing, and licenses.
- **Advertisement Firm:** "Seatbelt use while operating a CMV" campaign to be filmed/recorded for transmission in television, radio, digital media, newspapers and/or social media. Contract may include media distribution plan, filming and/or recording of required spots, and execution, as budget permits.

Part 4 Section 8 - Other Costs

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

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

Enter a description of each requested Other Cost.

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

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

Indirect Costs

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

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

Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Salaries, Wages and Fringe (SWF)	10	\$1,518,012.40	\$151,801.24	\$151,801.24	\$0.00
TOTAL: Indirect Costs			\$151,801.24	\$151,801.24	\$0.00

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Fleet Cost (repairs)	1 unit	\$10,000.00	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Marking	1 unit	\$2,200.00	100.0000	\$2,200.00	\$2,200.00	\$0.00	\$0.00
Training Costs (tuition, books)	1 Training cost	\$3,000.00	100.0000	\$3,000.00	\$3,000.00	\$0.00	\$0.00
CVSA Decals	2140 units	\$1.00	100.0000	\$2,140.00	\$2,140.00	\$0.00	\$0.00
Conference Costs (Registration Fees)	1 registration fees	\$5,100.00	100.0000	\$5,100.00	\$5,100.00	\$0.00	\$0.00
Communications (Internet Service and Radio)	1 year	\$8,000.00	100.0000	\$8,000.00	\$8,000.00	\$0.00	\$0.00
Printer Rent	12 months	\$375.00	100.0000	\$4,500.00	\$4,500.00	\$0.00	\$0.00
Tolls	16 vehicles	\$840.00	100.0000	\$13,440.00	\$13,440.00	\$0.00	\$0.00
Fuel Cost Roadside	16 vehicles	\$2,760.00	100.0000	\$44,160.00	\$44,160.00	\$0.00	\$0.00
Fuel Cost Non Inspection Program	2 vehicles	\$5,000.00	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Maintenance of Vehicles (not under contract)	4 vehicles	\$2,512.50	100.0000	\$10,050.00	\$10,050.00	\$0.00	\$0.00
Rent	1 Year	\$1,000.00	100.0000	\$1,000.00	\$1,000.00	\$0.00	\$0.00
TOTAL: Other Costs				\$113,590.00	\$113,590.00	\$0.00	\$0.00

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

- Training Costs:
 - Associated with any NTC or other approved FMCSA related training for or dedicated 100% MCSAP personnel belonging to our Enforcement and Compliance, Information Technology, Legal or Administrative Divisions.
 - Law Enforcement Training (Academy) for new inspectors and Continuing Education for existing inspectors.
- CVSA Decals: 100% dedicated MCSAP activities. An estimated of 2,000 used/shipped around 500 per quarter. At a \$1.50 per unit, costs may increase or decrease depending quantities used per quarter.
- Conference Costs (CVSA Dues): \$5,100.00 membership dues and additional conference costs. PRMCSAP is a CVSA Member and participates actively in its Committees, including conferences and meetings. Three (3) inspectors will be certified to perform Level VI inspections and have to be re-certified annually.
- Fuel Costs: For 100% dedicated 18 MCSAP vehicles. Roadside Inspections: Approximately \$230.00 per month per vehicle. Overtime: Approximately \$500.00 per month per vehicle, costs may vary depending on the price of fuel. Adjusted to reflect State Match waiver granted by FMCSA.
- Fleet Cost (Mileage/Repairs): All costs requested are for vehicle repairs (no mileage). \$10,000.00 per year.
- Marking: For new vehicles and maintenance of the current ones dedicated to 100% MCSAP activities.
- Office Rent: Will pay costs that ascend to approximately \$34,000.00. Main and three (3) regional office space rental dedicated to 100% MCSAP activities. Amount had to be adjusted after State Match waiver was granted by FMCSA. However, if any rent is due, this

amount may be covered through Indirect Costs.

- Printer Rent: Printer located at Main and Regional Offices dedicated to 100% MCSAP activities. Approximately \$375.00 per month. (Printer is used at the office by the administrative personnel; capability to print in black and white / color, duplex printing, scan and fax).
- Tolls: For eighteen (18) vehicles dedicated 100% MCSAP activities. To drive to and from inspection areas, crash sites including those in identified high crash corridors around the island. Approximately \$833.00 per vehicle per year. Additional costs to consider is the steady annual increase of tolls and the number of times necessary to use them to perform their duties.
- Communications (Internet and Radio): Costs requested based on previous years expenditures.
 - Internet Hotspots: 18 units that will be installed in the vehicles, to provide internet service to access FMCSA's systems to determine OOS units and validity of US DOT's numbers. 18 units @ 20.00 per month for 12 months unit rent, totals \$4,320.00 per year.
 - Radio communications with officers and Director. Approximately \$4,000.00 annual use fee for radio wave communications and radio units. Additional costs provided for in consideration of the possibility to cover replacement units, maintenance, warranty, training, signal rent.

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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$2,118,063.00	\$111,477.00	\$2,229,540.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$334,431.00
MOE Baseline:	\$134,329.05

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Director	\$65,976.00	\$0.00	\$65,976.00	\$0.00
Subdirector	\$53,600.04	\$0.00	\$53,600.04	\$0.00
Financial Assistant	\$36,600.00	\$0.00	\$36,600.00	\$0.00
Administrative Assistant	\$28,932.00	\$0.00	\$28,932.00	\$0.00
Clerk	\$21,300.00	\$0.00	\$21,300.00	\$0.00
Database Administrator (15%)	\$12,756.60	\$0.00	\$12,756.60	\$0.00
Certified Inspector	\$46,092.00	\$0.00	\$46,092.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$44,388.00	\$0.00	\$44,388.00	\$0.00
Official Inspector	\$45,000.00	\$0.00	\$45,000.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$40,500.00	\$0.00	\$40,500.00	\$0.00
Certified Inspector	\$31,464.00	\$0.00	\$31,464.00	\$0.00
Certified Inspector	\$44,784.00	\$0.00	\$44,784.00	\$0.00
Certified Inspectors (10)	\$285,000.00	\$0.00	\$285,000.00	\$0.00
Official Inspectors (3)	\$99,000.00	\$0.00	\$99,000.00	\$0.00
Salary Subtotal	\$1,098,392.64	\$0.00	\$1,098,392.64	\$0.00
TPSB Inspector	\$33,230.75	\$0.00	\$33,230.75	\$0.00
TPSB Inspector	\$14,289.24	\$0.00	\$14,289.24	\$0.00
TPSB Inspector	\$7,643.08	\$0.00	\$7,643.08	\$0.00
TPSB Inspector	\$7,920.00	\$0.00	\$7,920.00	\$0.00
PRMCSAP Inspector	\$9,415.38	\$0.00	\$9,415.38	\$0.00
Overtime subtotal	\$72,498.45	\$0.00	\$72,498.45	\$0.00
Personnel total	\$1,170,891.09	\$0.00	\$1,170,891.09	\$0.00

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
TPSB Inspector (5)	\$3,771.69	\$0.00	\$3,771.69	\$0.00
TPSB Inspector (2)	\$1,621.82	\$0.00	\$1,621.82	\$0.00
TPSB Inspector	\$867.48	\$0.00	\$867.48	\$0.00
TPSB Inspector	\$898.92	\$0.00	\$898.92	\$0.00
Director	\$9,803.30	\$0.00	\$9,803.30	\$0.00
Subdirector	\$8,404.80	\$0.00	\$8,404.80	\$0.00
Administrative Assistant	\$5,977.32	\$0.00	\$5,977.32	\$0.00
Clerk	\$5,114.89	\$0.00	\$5,114.89	\$0.00
Financial Assistant	\$6,843.79	\$0.00	\$6,843.79	\$0.00
Certified Inspector	\$7,958.01	\$0.00	\$7,958.01	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$7,765.45	\$0.00	\$7,765.45	\$0.00
Official Inspector (Supervisor)	\$7,474.59	\$0.00	\$7,474.59	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Certified Inspector	\$6,305.03	\$0.00	\$6,305.03	\$0.00
Certified Inspector	\$7,810.19	\$0.00	\$7,810.19	\$0.00
Database Administrator	\$1,793.69	\$0.00	\$1,793.69	\$0.00
Certified Inspectors (10)	\$59,700.94	\$0.00	\$59,700.94	\$0.00
Official Inspectors (Supervisors) (3)	\$18,355.78	\$0.00	\$18,355.78	\$0.00
Certified Inspector	\$7,326.08	\$0.00	\$7,326.08	\$0.00
Fringe Benefits total	\$211,750.25	\$0.00	\$211,750.25	\$0.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Routine MCSAP Travel	\$54,720.00	\$0.00	\$54,720.00	\$0.00
Conference Travel (4): MCSAP Meeting, CVSA Conference, COHMED Conference, CVSA Workshop	\$15,380.00	\$0.00	\$15,380.00	\$0.00
Training Travel: MCSAP-related training	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Routine MCSAP Travel (Non-Inspection Program)	\$6,750.00	\$0.00	\$6,750.00	\$0.00
Training Travel: CMV Post-crash training	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Travel total	\$86,850.00	\$0.00	\$86,850.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Other Related Vehicle Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Vehicle	\$122,597.82	\$0.00	\$122,597.82	\$0.00
Police Package	\$19,542.00	\$0.00	\$19,542.00	\$0.00
Equipment total	\$147,139.82	\$0.00	\$147,139.82	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Other (Inspection Tools, Books...)	\$3,000.00	\$0.00	\$3,000.00	\$0.00
General Office Supplies	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Printers	\$2,250.00	\$0.00	\$2,250.00	\$0.00
Police Equipment (Bullets, firearms, bulletproof vests, batons...)	\$12,900.00	\$0.00	\$12,900.00	\$0.00
Uniforms and Other Related Supplies	\$20,660.60	\$0.00	\$20,660.60	\$0.00
Computers	\$24,000.00	\$0.00	\$24,000.00	\$0.00
GPS Service	\$6,480.00	\$0.00	\$6,480.00	\$0.00
Digital Mobile Radio for Vehicles	\$16,000.00	\$0.00	\$16,000.00	\$0.00
Speed Measuring Devices	\$8,000.00	\$0.00	\$8,000.00	\$0.00
Supplies total	\$99,290.60	\$0.00	\$99,290.60	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Single Audit	\$15,750.00	\$0.00	\$15,750.00	\$0.00
Attorney	\$45,000.00	\$0.00	\$45,000.00	\$0.00
Crash Data Transmission Project	\$21,000.00	\$0.00	\$21,000.00	\$0.00
IT Specialist	\$48,000.00	\$0.00	\$48,000.00	\$0.00
Advertisement Firm	\$7,000.00	\$0.00	\$7,000.00	\$0.00
Contractual and Subaward total	\$136,750.00	\$0.00	\$136,750.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Fleet Cost (repairs)	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Marking	\$2,200.00	\$0.00	\$2,200.00	\$0.00
Training Costs (tuition, books)	\$3,000.00	\$0.00	\$3,000.00	\$0.00
CVSA Decals	\$2,140.00	\$0.00	\$2,140.00	\$0.00
Conference Costs (Registration Fees)	\$5,100.00	\$0.00	\$5,100.00	\$0.00
Communications (Internet Service and Radio)	\$8,000.00	\$0.00	\$8,000.00	\$0.00
Printer Rent	\$4,500.00	\$0.00	\$4,500.00	\$0.00
Tolls	\$13,440.00	\$0.00	\$13,440.00	\$0.00
Fuel Cost Roadside	\$44,160.00	\$0.00	\$44,160.00	\$0.00
Fuel Cost Non Inspection Program	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Maintenance of Vehicles (not under contract)	\$10,050.00	\$0.00	\$10,050.00	\$0.00
Rent	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Other Costs total	\$113,590.00	\$0.00	\$113,590.00	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$1,966,261.76	\$0.00	\$1,966,261.76	\$0.00
Indirect Costs	\$151,801.24	\$0.00	\$151,801.24	NA
Total Costs Budgeted	\$2,118,063.00	\$0.00	\$2,118,063.00	\$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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$2,118,063.00	\$111,477.00	\$2,229,540.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$334,431.00
MOE Baseline:	\$134,329.05

Total State Share budgeted must equal 5 percent of the total estimated funding (+/- \$5 allowed). Please update the Spending Plan to reflect the allowable amounts.

Planned MOE costs budgeted must equal or exceed the State's MOE Baseline (- \$5 allowed). Please update the Spending Plan to reflect the allowable amounts.

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$1,098,392.64	\$0.00	\$1,098,392.64	\$0.00
Overtime Subtotal	\$72,498.45	\$0.00	\$72,498.45	\$0.00
Personnel Total	\$1,170,891.09	\$0.00	\$1,170,891.09	\$0.00
Fringe Benefits Total	\$211,750.25	\$0.00	\$211,750.25	\$0.00
Travel Total	\$86,850.00	\$0.00	\$86,850.00	\$0.00
Equipment Total	\$147,139.82	\$0.00	\$147,139.82	\$0.00
Supplies Total	\$99,290.60	\$0.00	\$99,290.60	\$0.00
Contractual and Subaward Total	\$136,750.00	\$0.00	\$136,750.00	\$0.00
Other Costs Total	\$113,590.00	\$0.00	\$113,590.00	\$0.00
	95% Federal Share	5% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,966,261.76	\$0.00	\$1,966,261.76	\$0.00
Indirect Costs	\$151,801.24	\$0.00	\$151,801.24	NA
Total Costs Budgeted	\$2,118,063.00	\$0.00	\$2,118,063.00	\$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? Mr. Jaime A. Lafuente-González
2. What is this person's title? Chairman of the TPSB
3. Who is your Governor's highway safety representative? Ms. Eileen Vélez-Vega
4. What is this person's title? Secretary, Puerto Rico DOT

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

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

State Certification declaration:

I, Mr. Jaime A. Lafuente-González, Chairman of the TPSB, on behalf of the Commonwealth of PUERTO RICO, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the Commonwealth satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

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? Mr. Jaime A. Lafuente-González
2. What is the title of your certifying State official? Chairman
3. What are the phone # and email address of your State official? (787) 756-0804, Ext. 3118 jlafuente@jrsp.pr.gov

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

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

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

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

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

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

☒ Yes ☐ No

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

Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
21 LPR 76	12/27/2021	9 L.P.R.A. §§ 5209, 5412	Establishes that every operator of a motor vehicle, including a CMV, shall be deemed to have consented to a Standard Field Sobriety Test; Sets a maximum blood alcohol concentration of 0.02% for operation of a CMV.
22 LPR 18	05/03/2022	Pending codification	Requires LPG cylinders (20 lbs. to 100 lbs.) to be filled in accordance with 49 CFR 173.315 (n), NFPA 58 and TPSP's regulations.

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

☒ Yes ☐ No

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

Administrative and Policy Adoption		
Section Changed	Effective Date	Summary of Changes
Reg. Num. 9358	03/09/2022	Amendment to the Code of Regulations of the Transport and Other Public Services Bureau (CRTPSB). Main changes pertaining to CMV safety include: Addition of new CMV-related definitions (translated to Spanish) to conform to 49 C.F.R. Parts 171-173, 380, 382, 383, 390 and 391; Minor updates and revisions of penalties for Hazardous Materials violations; Addition of new penalties for LPG transport violations; General revision and addition of penalties applicable to the LPG industry, including significant increases for serious violations; Broad revision of regulations applicable to commercial drivers and operators, pertaining to issuance of CDL's and CLP's, CMV classifications, changes to conform to 49 C.F.R. Parts 171-178, 380, 382, 383, 384, 386, 390, 391, 392, 397, 1572, causes for driver disqualification and applicable penalties, and driving schools' CMV training requirements; Changes of regulations applicable to cargo transport, including addition of insurance, signage, vehicle operation and daily inspection requirements, and adoption of service hours requirements in accordance with 49 C.F.R. Pt. 395.

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**Puerto Rico Public Service Commission
Collective Bargaining Agreement
with
Public Service Employees Union
Local 3897 AFSCME Affiliated**

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ARTICLE I (1). PARTIES

- FIRST PARTY: The Local Representation of the Puerto Rico Public Service Commission, Public Service Employees Union A(SPUPR), affiliated to the American Federation of State, County & Municipal Employees (AFSCME), Local 3897, duly represented by authorized representatives henceforth referred to as the Union.
- SECOND PARTY: The Puerto Rico Public Service Commission, a Commonwealth of Puerto Rico Governmental Agency, represented by its President and duly authorized representatives, hereafter referred to as the Commission.

ARTICLE II (2). PREAMBLE

....

ARTICLE III (3). UNION RECOGNITION

....

ARTICLE IV (4). STATEMENT OF MOTIVES

....

ARTICLE V (5). BARGAINING UNIT

....

ARTICLE VI (6). INTEGRITY OF THE BARGAINING UNIT

....

ARTICLE VII (7). WORKPLACE CONDITIONS AGREEMENT

....

ARTICLE VIII (8). NON- DISCRIMINATION

....

ARTICLE IX (9). MANAGEMENT RIGHTS

....

ARTICLE X (10). DUES DEDUCTION

....

ARTICLE XI (11). MEMBERSHIP

....

ARTICLE XII (12). GRIEVANCE PROCEDURE

....

ARTICLE XIII (13). DISCIPLINARY ACTIONS

....

ARTICLE XIV (14). LOCAL UNION REPRESENTATIVES AND DELEGATES

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ARTICLE XV (15). UNION RIGHTS

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ARTICLE XVI (16). RIGHTS RESERVED TO THE COMMISSION

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ARTICLE XVII (17). EFFECTIVE DATES

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ARTICLE XVIII (18). PERSONNEL FILES

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ARTICLE XIX (19). PERSONNEL TRANSACTION PROCEDURE

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ARTICLE XX (20). CLASSIFICATION AND COMPENSATION PLAN

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ARTICLE XXI (21). HIRING AND APPOINTMENTS

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ARTICLE XXII (22). VACANCIES

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ARTICLE XXIII (23). PERFORMANCE EVALUATIONS AND PROBATIONARY PERIOD

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ARTICLE XXIV (24). LAYOFFS OR TERMINATION OF EMPLOYMENT

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ARTICLE XXV (25). PROMOTIONS

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ARTICLE XXVI (26). TRANSFERS

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ARTICLE XXVII (27). TERM EMPLOYEES

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ARTICLE XXVIII (28). SENIORITY

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ARTICLE XXIX (29). RELOCATION

....

ARTICLE XXX (30). WORKPLACE FACILITIES AND SAFETY

....

ARTICLE XXXI (31). SECURITY COMMITTEE

....

**ARTICLE XXXII (32). OFFICE WORKERS' COMPENSATION PROGRAM
LICENSE**

....

ARTICLE XXXIII (33). TRAINING AND CARREER DEVELOPMENT

....

*UNOFFICIAL TRANSLATION PROVIDED BY THE PUERTO RICO PUBLIC SERVICE
COMMISSION TO THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
FEBRUARY 8, 2018*

ARTICLE XXXIV (34). TOOLS AND EQUIPMENT

....

ARTICLE XXXV (35). UNIFORMS

....

ARTICLE XXXVI (36). HOURS OF WORK

....

ARTICLE XXXVII (37). OVERTIME

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**ARTICLE XXXVIII (38). SUBSISTENCE ALLOWANCE, MILEAGE.
LODGING**

- | | |
|-----------|---|
| Section 1 | The Commission recognizes the right that the union members have and will pay for the subsistence allowance, mileage and lodging when the member is required to attend meetings or other activities relating to the work duties performed outside of his work area. |
| Section 2 | Whenever a member of the Union uses his personal vehicle for official missions, the Commission will only reimburse subsistence allowance and mileage. |
| Section 3 | The Commission recognizes the right an employee has, to receive a subsistence allowance payment so long as his lunch period is spent out of his regular work area. |
| Section 4 | Mileage calculations will be paid .40¢ per mile. As established in the Department of Treasury's Regulation Num. 37. Payment will be made in forty-five (45) days depending on the availability of funds. |
| Section 5 | Subsistence allowance payments made to the union members for breakfast, lunch and dinner expenses and lodging will be made depending on the departure and arrival from and to the work area, and as shown in this table (As indicated in Department of Treasury's Regulation Num. 37) |

	Departure before:	Return after:	Payment:
Breakfast	6:30 a.m.	8:00 a.m.	\$4.00
Lunch	12:00 noon	1:00 p.m.	\$8.00
Dinner	6:00 p.m.	7:00 p.m.	\$9.00

Section 6 Travel that requires Lodging

Members of the local unit represented by this agreement who are required to travel on official missions outside of Puerto Rico will have the right to receive lodging expenses payment in advance when the activity exceeds one overnight stay; as established in the Treasury Department's Regulation.

Section 7 When the stay is only for one night, the employee is entitled to the reimbursement for lodging expenses evidence by attaching a corresponding invoice or bill or a certification to that effect. When choosing where to stay lodging will occur in the same facilities the activity is being celebrated or one close by. As required by the Department of Treasury's Regulation.

Section 8 A separate check will be issued for the reimbursement of subsistence expenses and mileage for union members. As required by the Department of Treasury's Regulation.

Section 9 Mileage Computation

To calculate the distance in miles traveled, the chart produced by the Puerto Rico Department of Transportation and Public Works will be used.

ARTICLE XXXIX (39). HOLIDAYS

....

ARTICLE XL (40). HEALTH INSURANCE

....

ARTICLE XLI. (41). COMPENSATION

....

ARTICLE XLII (42). SPECIALTY PAY

....

ARTICLE XLIII (43). CHRISTMAS BONUS

....

ARTICLE XLIV (44). RATIFICATION BONUS

....

ARTICLE XLV (45). SUMMER BONUS

....

ARTICLE XLVI (46). LEAVE

....

ARTICLE XLVII (47). MATERNITY LEAVE

....

ARTICLE XLVIII (48). BREASTFEEDING PAID LEAVE

....

ARTICLE XLIX (49). PATERNITY LEAVE

....

ARTICLE L (50). ANNUAL LEAVE

....

ARTICLE LI (51). SICK LEAVE

....

ARTICLE LII (52). TRAINING OR EDUCATION LEAVE

....

ARTICLE LIII (53). OTHER PAID LEAVES OF ABSENCE

....

ARTICLE LIV (54). UNPAID LEAVE

....

ARTICLE LV (55). CHILD CARE

....

ARTICLE LVI (56). LONGEVITY OF SERVICE LEAVE

....

ARTICLE LVI (57). TEMPORARY ASSIGNMENTS

....

ARTICLE LVIII (58). FUTURE EMPLOYERS

....

ARTICLE LIX (59). SEPARATION CLAUSE

....

ARTICLE LX (60). GENERAL PROVISIONS

....

ARTICLE LXI (61). EFFECTIVE DATE

....

ARTICLE LXII (62). AGREEMENT

....

Regulation Num. 37

TRAVEL EXPENSES REGULATION; AND TO REPEAL REGULATON NUM. 7293 ENACTED ON FEBRUARY 14, 2007

Puerto Rico State Department

Regulation Num. **7501**

Filed on: **May 8, 2008**

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ARTICLE 1 – LEGAL BASIS

This Regulation is adopted by virtue of the powers conferred to the Secretary of the Department of Treasury in 1974 P. R. Law Num. 230, Article 14a (3 L. P. R. A. 283m), known as the “Puerto Rico Government Accounting Act”. This Act establishes, among others, the Commonwealth’s public policy regarding public fund disbursement and establishes that the regulations promulgated by the Secretary shall have the force of law¹. It is also pursuant to the Uniform Administrative Procedures Act of the Commonwealth of Puerto Rico, 1988 P. R. Law Num. 170, as amended.

ARTICLE 2 – PURPOSE

The purpose of this Regulation is to establish the rules to be followed by the officers and employees of the Commonwealth in relation to the expenses incurred in official missions within the jurisdictional limits of Puerto Rico. Its purpose is to also establish the amount of allowances, mileage and accommodations to be paid during said missions.

ARTICLE 3 – SCOPE

This Regulation shall apply to:

- a- All officers and employees working for the agencies that belong in the Executive Branch of the Commonwealth of Puerto Rico.
- b- To persons who perform a service of some kind to the Commonwealth of Puerto Rico, are paid for said service, and whom have entered an agreement with the Agency they work for to be reimbursed for travel expenses covered by this regulation.

This Regulation does not apply:

- a- To those officers whom already have special legislation that establish the rules to follow, and the allowance amount to be paid in their official missions.
- b- To those officers and private persons appointed to perform official missions by the Judicial Branch, the Legislative Branch or by the Municipalities. The persons appointed by the Judicial Branch will be covered under the regulations enacted by the Supreme Court Justice President. The persons appointed by the Legislative Branch will be covered by the regulations enacted by Presidents of the Legislative Branch respectively. The State Comptroller’s Office appointed personnel by the regulations enacted by this office and the regulations enacted by the Mayors of the applicable Municipalities will regulate the persons appointed under their purview. If no regulation has been adopted regulating travel expenses they may use this regulation until such time they enact one.

ARTICLE 4 – DEFINITIONS

For the purposes of this regulation, the following words or terms shall have the meaning stated hereinbelow:

- a- Agency – All departments, offices, boards, commissions, instrumentalities, and bureaus belonging to the Executive Branch of Commonwealth of Puerto Rico whose funds are under the custody of the Secretary of the Department of the Treasury.

It does not include public corporations that are authorized by law to administer their own funds without the Secretary of the Department of the Treasury's control. Even when if by convenience they have been placed under the Department of the Treasury's administration.

- b- Private vehicle –
- c- Subsistence Allowance – Fee that is reimbursed to the person traveling in an official mission that covers meal expenses for breakfast, lunch and dinner incurred during the performance of the official mission. It does not include lodging (hotel accommodations), which will be paid based upon actual fees as demonstrated by commercial invoices, receipts or other evidence shown.
- d- Official Mission – When the officer or employee performs his duties and assigned tasks outside of his official residence as requested by the Head of the Agency or immediate supervisor.
- e- Employee – Officer or employee
- f- Transportation Costs –
- g- Equipment –
- h- Provider – ...
- i- Official Residence – Specific place where the employee's office is located to where he is officially appointed or where the private person has agreed to perform services.
- j- Private Residence – Specific place within the jurisdictional limits of the municipality that the employee or private person regularly or permanently resides or is lodging at.
- k- Temporary Residence – Place or office outside of the official or private residence where the employee or person performs the official mission.
- l- Cost effective route – Shortest road used to get to or return from the Temporary Residence to the Official or Private Residence.
- m- Secretary – Secretary of the Department of the Treasury.

ARTICLE 5 – TRAVEL ORDERS

.....

ARTICLE 6 – SUBSISTENCE ALLOWANCES

- a- Employees who have an official residence in Puerto Rico, authorized to travel within the Islands' jurisdictional limits to conduct official missions, subsistence allowances will be paid corresponding to breakfast, lunch and dinner; depending on the departure and return time to their official or private residence, as indicated below:

	<u>Departure before</u>	<u>Return after</u>	
Breakfast	6:30 a.m.	8:00 a.m.	\$4.00
Lunch	12:00 noon	1:00 p.m.	8.00
Dinner	6:00 p.m.	7:00 p.m.	<u>9.00</u>
Daily allowance			\$21.00

- b- Where public service employees with collective bargaining rights have agreed to a higher allowance than the ones set in this regulation, the negotiated allowance will prevail. If allowances have not been negotiated or the rate is lower than the ones established here, the allowance rate established in this regulation will prevail.
- c- The schedule established in subsection a, is to determine the allowance amount the employee is to receive when conducting an official mission regardless of the office hours the agency establishes.

Due to the nature of services performed there are employees that have a different work schedule than during the day. In those cases, the amount of allowance to be reimbursed will be determined according to the departure and return time to the official or private residence.

- d- When the temporary residence is located close to the employee's official or private residence, allowing the employee to return to its official or private residence after performing the assigned tasks, the employee will not have a right to receive payment for lodging. The employee will receive the portion of the allowance corresponding to Dinner

only if after performing his official mission in an authorized vehicle cannot make it to his official or private residence before 7:00 p.m.

- e- When the temporary residence is located of over two miles from his official or private residence the employee will have a right to be reimbursed the portion of the allowance corresponding to lunch.
- f- If operational needs or special circumstances during an official mission require the employee to stay in his temporary residence during lunch time, he will be reimbursed the allowance corresponding to lunch, even if his official or private residence is close by. When this happens, his immediate supervisor will certify the reasons for the employee staying in his temporary residence in the Travel Expenses Voucher.
- g- Allowance calculations for the officers with an official residence in Puerto Rico, will begin when the officer leaves the official or private residence up until the time they return.
- h- The daily allowance provides for expenditures such as gratuities and similar expenses. When the Head of the Agency or representatives pay allowances based in incurred costs, reasonable expenditures for gratuities will be allowed, in such cases where it is imperative its payment.

ARTICLE 7 – LODGING

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ARTICLE 8 – TRANSPORTATION COSTS

....

ARTICLE 9 – PRIVATE VEHICLE USE

....

ARTICLE 10 – TELEPHONE SERVICES

....

ARTICLE 11 – RECEIPTS

- a- Receipts are required to be presented whenever this Regulation authorizes payment based on incurred costs for lodging, parking, boat rides, taxi and train. A receipt will not be required to request subsistence allowance reimbursement established in Article 6, subsection a. Receipts will not be required as well for Toll Fees reimbursement, except when the officer or employee is traveling on an official vehicle.
- b-
- c-

ARTICLE 12 – ADMINISTRATIVE TRANSFERS

- a- If due to operational needs an employee needs to be transferred to perform services temporarily outside of its official residence and the place he was transferred to is located more than two miles of his official or private residence it will be able to collect the allowance corresponding to lunch as established in Article 6, Subsection a. He will also have the ability collect payment for **excess costs** incurred in transportation costs. The private residence departure will be used to determine the excess costs occurred. The distance between his private residence and the temporary location will have to be greater than the distance between his private residence and official residence in order for the costs to be able to make a claim. The difference in mileage will be the excess cost to be paid due to the transfer.
- b- Administrative transfers will have to be authorized in writing indicating the period to be covered. When the transfer surpasses ninety days, the agency shall determine if the prolonged transfer is justifiable or if an official transfer is warranted and shall notify the employee of its action.
- c- Before an administrative transfer is performed, it is the responsibility of the agency to determine if the officer will incur in excess costs for it. If in the affirmative, shall issue a Travel Order and Private Vehicle use Permit prior to the transfer. To claim said costs, the officer will use Form SC 722.
- d- If the agency where the employee was transferred assigns him an official mission, the agency will be responsible for the costs incurred. In such cases the agency shall issue a Travel Order and Private Vehicle Use Permit. The mileage will be based upon the place the employee is performing his services temporarily as if it was his official residence or his private residence whichever is more economical. The reimbursements made

ARTICLE 13 – GENERAL PROVISIONS

....

ARTICLE 14 – ADJUDICATORY PROCEDURE

....

ARTICLE 15 – SEPARATION CLAUSE

....

ARTICLE 16 – REPEAL TO OTHER REGULATIONS

....

ARTICLE 17 – EFFECTIVENESS

This Regulation shall become effective thirty (30) days after its filing in the State Department for its publication in accord with the “Commonwealth of Puerto Rico Uniform Administrative Procedures Act”, 1988 P. R. Law Num.170, as amended. **Its effect will be retroactive to March 16, 2007.**

Gobierno de Puerto Rico
**OFICINA DE ADMINISTRACIÓN Y TRANSFORMACIÓN DE LOS
RECURSOS HUMANOS DEL GOBIERNO DE PUERTO RICO**
PO Box 8476
San Juan, Puerto Rico 00910-8476

22 de abril de 2021

MEMORANDO ESPECIAL NÚM. 17 – 2021

Jefes de Agencias e Instrumentalidades Públicas del Sistema de Administración y Transformación de los Recursos Humanos del Gobierno de Puerto Rico, Jefes de Corporaciones Públicas, Jefes de Agencias Excluidas del Sistema de Administración y Transformación de los Recursos Humanos, Alcaldes, Presidentes de Legislaturas Municipales, Rama Legislativa y Rama Judicial



Lcda. Zaira A. Maldonado Molina
Directora

DÍAS FERIADOS DURANTE LOS MESES DE ENERO A DICIEMBRE DE 2022

Con el propósito de mantener debidamente informadas a las Autoridades Nominadoras de los diversos organismos gubernamentales, a continuación detallamos los días feriados que corresponden al año natural de enero a diciembre de 2022:

FECHA	CELEBRACIÓN
1 de enero (sábado)	Día de Año Nuevo
6 de enero (jueves)	Día de Reyes
17 de enero (tercer lunes de enero)	Natalicio del Dr. Martin Luther King, Jr.
21 de febrero (tercer lunes de febrero)	Día de Jorge Washington, Día de los Presidentes y el Día de las Mujeres y Hombres Próceres de Puerto Rico ¹ , en honor a la vida y obra de: Teniente Augusto Rodríguez ² , Eugenio María de Hostos, José de Diego, Luis Muñoz Rivera, José Celso Barbosa, Ramón Emeterio Betances,

¹ Ley Núm. 152-2018.

² Ley Núm. 126-2020.

FECHA	CELEBRACIÓN
	Román Baldorioty de Castro, Luis Muñoz Marín, Ernesto Ramos Antonini, Luis A. Ferré, Lola Rodríguez de Tió, Nilita Vientós Gastón, Julia de Burgos, Mariana Bracetti, Luisa Capetillo, María Luisa Arcelay, Sor Isolina Ferré, Felisa Rincón de Gautier, María Libertad Gómez
2 de marzo (miércoles)	Día de la Ciudadanía Americana
22 de marzo (martes)	Día de la Abolición de la Esclavitud
15 de abril (viernes)	Viernes Santo
30 de mayo (último lunes de mayo)	Día de la Conmemoración de los Muertos en la Guerra (<i>Memorial Day</i>)
4 de julio (lunes)	Día de la Independencia de los Estados Unidos
5 de septiembre (primer lunes de septiembre)	Día del Trabajo
10 de octubre (segundo lunes de octubre)	Día de la Raza
11 de noviembre (viernes)	Día del Veterano
19 de noviembre (sábado)	Día de la Cultura Puertorriqueña y el Descubrimiento de Puerto Rico
24 de noviembre (cuarto jueves de noviembre)	Día de Acción de Gracias
25 de diciembre (domingo) ³	Día de Navidad

Este Memorando Especial pudiera estar sujeto a enmienda debido a que el Gobernador, o la persona que él designe, podrá establecer mediante proclama que cierto día feriado se observará el lunes o viernes que sea más cercano a la celebración de dicho día⁴.

³ En virtud del Artículo 387 del Código Político de 1902, según enmendado, por corresponder esta festividad a un domingo, se celebrará el lunes, 26 de diciembre de 2021.

⁴ Véase, Ley Núm. 88 de 27 de junio de 1969, según enmendada.



GOBIERNO DE PUERTO RICO

OFICINA DE ADMINISTRACIÓN Y TRANSFORMACIÓN DE LOS RECURSOS HUMANOS
DEL GOBIERNO DE PUERTO RICO

Directora | Lcda. Zahira A. Maldonado Molina | zmaldonado@oatrh.pr.gov

1 de agosto de 2022

MEMORANDO ESPECIAL NÚM. 21 – 2022

Jefes de Agencias e Instrumentalidades Públicas del Sistema de Administración y Transformación de los Recursos Humanos del Gobierno de Puerto Rico, Jefes de Corporaciones Públicas, Jefes de Agencias Excluidas del Sistema de Administración y Transformación de los Recursos Humanos, Alcaldes, Presidentes de Legislaturas Municipales, Rama Legislativa y Rama Judicial


Lcda. Zahira A. Maldonado Molina
Directora

DÍAS FERIADOS DURANTE LOS MESES DE ENERO A DICIEMBRE DE 2023

Con el propósito de mantener debidamente informadas a las Autoridades Nominadoras de los diversos organismos gubernamentales, a continuación, detallamos los días feriados que corresponden al año natural de enero a diciembre de 2023:

FECHA	CELEBRACIÓN
1 de enero (domingo) ¹	Día de Año Nuevo
6 de enero (viernes)	Día de Reyes
16 de enero (tercer lunes de enero)	Natalicio del Dr. Martin Luther King, Jr.
20 de febrero (tercer lunes de febrero)	Día de Jorge Washington, Día de los Presidentes y el Día de las Mujeres y Hombres Próceres de Puerto Rico ² , en honor a la vida y obra de: Teniente Augusto Rodríguez ³ , Eugenio María de Hostos, José de Diego, Luis Muñoz Rivera, José Celso Barbosa, Ramón Emeterio Betances, Román Baldorioty de Castro, Luis Muñoz Marín, Ernesto Ramos Antonini, Luis A. Ferré Aguayo, Lola Rodríguez de Tió, Nilita Vientós Gastón, Julia de Burgos, Mariana Bracetti, Ana Roque de Duprey ⁴ , Luisa Capetillo, María Luisa Arcelay, Sor Isolina Ferré, Felisa Rincón de Gautier, María Libertad Gómez, Roberto Clemente Walker ⁵ y Rafael Hernández Colón

¹ En virtud del Artículo 387 del Código Político de 1902, según enmendado, por corresponder esta festividad a un domingo, se celebrará el lunes, 2 de enero de 2023.

² Ley Núm. 152-2018.

³ Ley Núm. 126-2020.

⁴ Ley Núm. 8-2021.

⁵ Ley Núm. 61-2022.

FECHA	CELEBRACIÓN
2 de marzo (jueves)	Día de la Ciudadanía Americana
22 de marzo (miércoles)	Día de la Abolición de la Esclavitud
7 de abril (viernes)	Viernes Santo
29 de mayo (último lunes de mayo)	Día de la Conmemoración de los Muertos en la Guerra (<i>Memorial Day</i>)
19 de junio (lunes)	<i>"Juneteenth National Independence Day"</i> ⁶
4 de julio (martes)	Día de la Independencia de los Estados Unidos
25 de julio (martes)	Día de la Constitución de Puerto Rico
27 de julio (jueves)	Día de José Celso Barbosa
4 de septiembre (primer lunes de septiembre)	Día del Trabajo
9 de octubre (segundo lunes de octubre)	Día de la Raza (Descubrimiento de América)
11 de noviembre (sábado)	Día del Veterano
19 de noviembre (domingo) ⁷	Día de la Cultura Puertorriqueña y el Descubrimiento de Puerto Rico
23 de noviembre (cuarto jueves de noviembre)	Día de Acción de Gracias
25 de diciembre (lunes)	Día de Navidad

Este Memorando Especial pudiera estar sujeto a enmienda debido a que el Gobernador, o la persona que él designe, podrá establecer mediante proclama que cierto día feriado se observará el lunes o viernes que sea más cercano a la celebración de dicho día⁸.

⁶ *Public Law No: 117-17*, aprobada el 17 de junio de 2021.

⁷ En virtud del Artículo 387 del Código Político de 1902, según enmendado, por corresponder esta festividad a un domingo, se celebrará el lunes, 20 de noviembre de 2023.

⁸ Véase, Ley Núm. 88 de 27 de junio de 1969, según enmendada.

**Annual Review of Laws, Regulations, Policies and Compatibility Certification
Commercial Vehicle Safety Plan
Fiscal Year 2023**


I, Jaime A. Lafuente González, Chairman of the Transport and Other Public Services Bureau of the Public Service Regulatory Board of the Government of Puerto Rico, on behalf of the Commonwealth of Puerto Rico (hereinafter, the “State”), have the authority to make the following certification on behalf of the State.

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

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

- (1) As applicable to interstate commerce not involving the movement of hazardous materials:
 - (i) Are identical to or have the same effect as the FMCSRs; or
 - (ii) If in addition to or more stringent than the FMCSRs, have a safety benefit, do not unreasonably frustrate the Federal goal of uniformity, and do not cause an unreasonable burden on interstate commerce when enforced;
- (2) As applicable to intrastate commerce not involving the movement of hazardous materials:
 - (i) Are identical to or have the same effect as the FMCSRs; or
 - (ii) Fall within the limited variances from the FMCSRs allowed under 49 C.F.R. sections 350.305 or 350.307; and
- (3) As applicable to interstate and intrastate commerce involving the movement of hazardous materials, are identical to the HMRs.

Signature of Certifying Official:



Title of Certifying Official:

**Chairman
Transport and Other Public Services Bureau
Public Service Regulatory Board**

Date of Certification:

September 14, 2022

FY 2023 Certification of MCSAP Conformance (State Certification)

I, Jaime A. Lafuente, Chairman of the Transport and Other Public Services Bureau of the Public Service Regulatory Board of the Government of Puerto Rico, on behalf of the Commonwealth of Puerto Rico, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

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

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

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

Date: September 15, 2022

Signature _____

A handwritten signature in blue ink, appearing to be "J. L. Lefter", is written over a horizontal line.



GOVERNOR OF PUERTO RICO
Pedro R. Pierluisi

October 6, 2022

Robin Hutcheson
Deputy Administrator
U.S. Department of Transportation
Federal Motor Carrier Safety Administration
1200 New Jersey Avenue SE
Washington, DC 20590

Re: Designation of the Transport and Other Public Services Bureau of the Government of Puerto Rico as the Lead State Agency for the administration of the *Motor Carrier Safety Assistance Program* in Puerto Rico.

Dear Ms. Hutcheson:

I hereby designate the Transport and Other Public Services Bureau of the Public Service Regulatory Board of the Government of Puerto Rico as the lead State commercial motor vehicle safety agency responsible for administering the Federal Motor Carrier Safety Administration's Commercial Vehicle Safety Plan (CVSP) throughout the Territory of Puerto Rico.

Mr. Jaime A. Lafuente, Chairman of the Transport and Other Public Services Bureau, will be the authorized official to execute all self-certification documents that may be required pursuant to the CVSP, as well as any other documents that may need to be signed on behalf of the Government of Puerto Rico in relation to the administration of the Motor Carrier Safety Assistance Program in Puerto Rico. This designation shall continue and remain in full force and effect until expressly revoked.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pierluisi", is written below the word "Sincerely,".



U.S. Department
of Transportation

Federal Motor Carrier
Safety Administration

Administrator
February 24, 2023

1200 New Jersey Ave, SE
Washington, DC 20590

Mr. Jaime Lafuente Gonzalez, P.E.
Chairman
Government of Puerto Rico
Transport and Other Public Services Bureau
500 Roberto H. Todd Avenue
San Juan, PR 00907

Dear Chairman Gonzalez:

Thank you for your letter requesting a waiver of the matching share and maintenance of effort (MOE) amounts for the Fiscal Year (FY) 2022 and 2023 Motor Carrier Safety Assistance Program (MCSAP) grants issued to the Commonwealth of Puerto Rico. The U.S. Department of Transportation and the Federal Motor Carrier Safety Administration (FMCSA) are committed to assisting the Commonwealth through its ongoing financial challenges, which have been compounded by recent weather events including Hurricane Fiona in September.

As outlined in your correspondence dated October 21, 2022, Puerto Rico continues to face mounting fiscal difficulties, causing the Commonwealth to operate under strict financial control measures for the past several years. We recognize that the recent impacts of Hurricane Fiona have only exacerbated these challenges. In order to continue to provide adequate resources to support the efforts outlined in Puerto Rico's Commercial Vehicle Safety Plan, you are requesting a full waiver of the matching share and MOE requirements for your FY 2022 and 2023 MCSAP grants.

Due to these impacts on the Commonwealth, as authorized by 49 U.S.C. § 31102(f)(3) and 49 CFR § 350.223(c), FMCSA will waive the matching share and MOE requirements for the MCSAP grants issued to Puerto Rico for FY 2022 and 2023. This will allow Puerto Rico to adjust its operations and staffing as needed without undue financial pressure and allow for continued participation in MCSAP grant activities.

The current match obligation for the FY 2022 award MCG-0658-22-01-00 is \$104,394. The FY 2023 MCSAP award has not yet been issued. The FY 2022 award will be revised, and the FY 2023 award issued, to reflect a matching requirement of zero. Your MOE obligation for each of the fiscal years is \$134,329.05. With the approved waiver, the Commonwealth will have no grantee match obligation or MOE expenditure for the above-referenced awards.

If you should have questions or need additional information or support, please contact Tom Liberatore, State Programs Division Chief at Thomas.Liberatore@dot.gov or (202) 366-3030.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin Hutcheson", with a long horizontal flourish extending to the right.

Robin Hutcheson

Carrier
Station

Avenue, SE
00950

Secretaría
Negociado de Transporte
y Otros Servicios

MAR 06 2023

Junta Reguladora
de Servicio Público

Mr. Jaime Lafuente Gonzalez, P.E.
Chairman Government of Puerto Rico
Transport and Other Public Services
Bureau 500 Roberto H. Todd Avenue
San Juan, PR 00907

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