



## **VIRGIN ISLANDS**

### ***Commercial Vehicle Safety Plan***

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

**Fiscal Years 2024 - 2026**

**Date of Approval: September 17, 2024**

**FINAL CVSP**



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

The Federal Motor Carrier Safety Administration (FMCSA) 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 crashes and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved crashes, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

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 FMCSA by the due date each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. The State must submit a multi-year 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 2024 - 2026)
- Part 2: Crash Reduction and National Program Elements (FY 2024 - 2026)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2024 - 2026)
- Part 4: Financial Information (FY 2024)
- Part 5: Certifications and Documents (FY 2024)

All of the five eCVSP parts listed above contain subsections. Each subsection category will provide you with detailed explanation and instruction on what to do to complete 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 either a 3-year plan or an Annual Update. 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 2024:

**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 if any updates are needed for the upcoming fiscal year by answering the "Yes/No" question provided in each Section of Parts 1-3.

- If **"Yes"** is selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If **"No"** is selected, the information in this section will not be editable and the user should move forward to the next section.
- Trend Analysis information that supports your current activities is not editable in Year 2 or 3 of an Annual Update plan.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2023 plans. States must carefully review and update this information to reflect FY 2024 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information added should detail major programmatic changes.
- Add any updates to the narrative areas and indicate changes by preceding it with the heading **"FY 2024 Update"**. Below the heading, include descriptions of the changes to your program, including how any tables were modified.
- The Trend Analysis areas in each section can only be edited in Year 1 of a three-year plan. Trend Analysis data cannot be edited 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.

<b>Comments</b>
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**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 mission of the U.S. Virgin Islands Police Department (VIPD) Office of Highway Safety's Motor Carrier Safety Assistance Program is to reduce crash fatalities and injuries involving large commercial trucks and buses; as well as to increase the number of Commercial Motor Vehicle (CMV) inspections that are conducted annually; thus decreasing the number of incidents or potential risk of death or injuries in accordance with FMCSA's National CMV reduction fatality goals in order to maintain zero (0) crash fatalities in Fiscal Year 2024, 2025 and 2026.

**Comments**

### Part 1 Section 3 - MCSAP Structure Explanation

#### Instructions:

*Answer the questions about your CVSP initiatives and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. For questions answered "Yes", describe your State's initiatives and indicate if more details are provided in other CVSP sections. Please do not include activities or expenses associated with any other FMCSA grant program.*

Yes	No	CVSP Initiative Questions
<input type="radio"/>	<input checked="" type="radio"/>	Is the National Roadway Safety Strategy (NRSS) being used as a resource in developing the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are initiatives involving rural roads included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are activities regarding Migrant Worker Transportation in Rural Areas included in the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Are initiatives regarding human trafficking/smuggling included in the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Are activities regarding drug interdiction included in the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Are initiatives regarding work zone safety included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Is your State submitting an annual Training Plan to the National Training Center (NTC)?

The Virgin Islands Office of Highway Safety (VIOHS) is the lead agency for the US Virgin Islands Motor Carrier Safety Assistance Program (MCSAP). Coordination and enforcement of all commercial vehicle activities is achieved through the US Virgin Islands Police Department.

The MCSAP program in the US Virgin Islands has been an educational conduit from its inception in 1995. The drivers are still being educated on the requirements of the MCSAP Program; however, enforcement occurs with local laws as it related to traffic safety. Commercial Motor Vehicles deemed unsafe are placed out-of-service and the drivers are notified to make all necessary repairs prior to placing the commercial motor vehicles back on the public roadways. The US Virgin Islands Office of Highway Safety/MCSAP will continue to participate in all national activities and initiatives.

The VIOHS MCSAP CVSP is overseen by the Director and by a Coordinator who administers the program to ensure full compliance of the deliverables and all federal and local mandates. The Coordinator position is territorial and oversight includes program requirements and activities on both island districts. The Coordinator reports to the VIOHS Director; the Director reports to the VIPD Commissioner who is the Governor's Representative. Vouchers and mandatory financial reports are completed by the Coordinator and the Fiscal Officer, reviewed and authorized by the Director and entered into Delphi by the VIOHS Fiscal Officer, or by the Director.

The USVI MCSAP program now has four (4) full time certified inspectors and eleven (11) part time certified inspectors, who operates under the VIOHS as a specialized unit. The inspectors are required to conduct MCSAP funded and eligible activities 100% of the time with the exception of when they are required to complete departmental in-service training. Additionally, these officers/inspectors may be pulled if the department declares a "State of Emergency". This also may occur when officers/inspectors are pulled for security details or the need for increased police presence.

The USVI MCSAP program pay stipends (an allowable cost) to the assigned full and part time inspectors. Because of staffing limitations, officers (inspectors) are assigned to several specialized units. For each specialized unit assigned, the officers (inspectors) are paid a stipend for work on the assigned unit. For accountability, stipends are only paid after the verification from the Director based on documentation showing the conducting of inspections and other motor carrier related enforcement activities, including but not limited to carrier safety talks, presentations to trucking companies, weekly inspections (without setting a quota) and participation in community public education events, etc. Stipends are paid when the certifications are completed. If no activity can be verified as being done during a verification cycle stipends are not authorized or paid.

The US Virgin Islands MCSAP program is equipped with laptops and printers, and vehicles that are needed to assist

in enhancing the inspector's job. Unfortunately, the Territory does not have size and weight stations in comparison to other states and territories. Therefore, the Territory intends to purchase various equipment deemed eligible, reasonable, and necessary to help supplement the program's inspection process. Equipment obtained will be dispersed evenly throughout the Territory.

The USVI VIOHS has the following organizational structure:

VIPD Commissioner - Governor's Representative

VIOHS Director

Motor Carrier Coordinator - Vacant

VIOHS Fiscal Officer

Traffic Records Analyst - Vacant - hiring planned for the first quarter of FY2024.

Compliance Officer

Administrative Specialist

Motor Carrier Supervisors and Inspectors - USVI has four (4) full-time inspectors and eleven (11) part time inspectors



## Comments

## 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 activity area.

- **Driver and Vehicle Inspections** includes the number of personnel conducting inspection activities.
- **Traffic enforcement activities** includes the number personnel conducting CMV and Non-CMV traffic enforcement activities.
- **Investigations** includes the number of personnel conducting Investigations, Compliance Reviews, and New Entrant Safety Audits.
- **Public Education and Awareness** includes the number of personnel conducting public education and awareness on CMV topics.
- **Data Collection and Reporting** includes the number of personnel responsible for collecting, processing, analyzing and reporting State data including inspections and crashes, uploading data via SafetyNet and SAFER, and monitoring the quality of data timeliness, accuracy, and completeness.

FMCSA recognizes that some staff may be involved in more than one area of activity.

Lead Agency Information	
Agency Name:	US VIRGIN ISLANDS POLICE DEPARTMENT OFFICE OF HIGHWAY SAFETY
Enter total number of personnel participating in MCSAP activities	20
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	15
Traffic Enforcement Activities	15
Investigations*	0
Public Education and Awareness	13
Data Collection and Reporting	9
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	
Enter total number of personnel participating in MCSAP activities	0
<b>National Program Elements</b>	<b>Enter # personnel below</b>
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:	1
Total # of MCSAP Participating Personnel:	20

**Comments**



## 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 2024 - 2026 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

*For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures from the **Analysis & Information Online** (A&I Online) website, <https://ai.fmcsa.dot.gov/Grants>. Portal credentials are required to access this website.*

- **MCSAP Performance Dashboard** – States can use this information to inform CVSPs and other activities with the goal of reducing crashes, injuries, and fatalities involving CMVs.

*It provides a snapshot of MCSAP performance in four areas: Crash Overview, National Program Element goals, Enforcement Measures, and Funding Utilization.*

- **Activity Dashboard** – This dashboard assists States in monitoring MCSAP activities identified in CVSPs and in preparing MCSAP quarterly reports. The reports are viewable by fiscal year and quarter. The most recent five fiscal years are available.

*Reports are available in three areas: Crash Reduction, Out-of-Service (OOS) report, and National Program Elements (which includes reports on Roadside Inspections, Investigations, State Safety DQ, Safety Audits, Border Enforcement, and Traffic Enforcement).*

- States can utilize other data reports available on A&I Online located in the Crash Statistics, Enforcement Programs, and Data Quality modules.
- States can also use internal State data sources.

*It is important to always reference data source information used in developing problem statements, baseline information, objectives, and performance goals within the CVSP.*

### Comments

## Part 2 Section 2 - CMV Crash Reduction

FMCSA's primary mission is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing CMV-related crashes.

Performance data plays an important role in ensuring MCSAP-funded work across the country is actively and effectively promoting positive CMV safety outcomes. States can use the MCSAP Performance Dashboard to develop CVSPs, and to inform and inspire strategic conversations with FMCSA in the pursuit of our shared safety mission. Crash metrics are included in the Crash Overview section and represent the performance measures most commonly identified by the States.

States can use this data to identify State trends in key crash measures, and compare your State with nationwide and regional data.

### Trend Analysis for 2018 - 2022

#### 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 **Number of 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 **eCVSP Goal column**, enter the goal from the corresponding CVSP for the measurement period.
  - In the **Actual 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 # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2022	12/31/2022	0	0	0
01/01/2021	12/31/2021	1	0	0
01/01/2020	12/31/2020	0	0	0
01/01/2019	12/31/2019	1	0	0
01/01/2018	12/31/2018	0	0	0

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

**Goal measurement as defined by your State:** Actual # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2022	12/31/2022	0	0	0
01/01/2021	12/31/2021	0	0	0
01/01/2020	12/31/2020	0	0	0
01/01/2019	12/31/2019	0	0	0
01/01/2018	12/31/2018	0	0	0

## 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 # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2022	12/31/2022	0	0	0
01/01/2021	12/31/2021	0	0	0
01/01/2020	12/31/2020	0	0	0
01/01/2019	12/31/2019	0	0	0
01/01/2018	12/31/2018	0	0	0

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

The US Virgin Islands Traffic Statistic Report 2018-2022 is compiled from the VI Police Department's Report Beam system as of August 31, 2023.

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

The US Virgin Islands currently has a relative low number of fatalities that are recorded within a year. During the past five (5) years, the USVI experienced two (2) traffic fatalities that involved commercial vehicles. Fortunately this did not involve hazardous materials or caused any spills or HM release. Through the newly established partnership between the US Virgin Islands and the District of Columbia, and continued partnership with the Puerto Rico Division, HM compliance will be monitored through HAZMAT efforts that will help to maintain fatalities to remain at zero (0).

**Narrative Overview for FY 2024 - 2026****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.**

The Territory did not meet its goal of maintaining zero (0) commercial vehicle fatalities. The USVI MCSAP program will continue to conduct enforcement activities and education. Additionally, data is being collected to look at all contributing factors to include, time of day, location of crashes that may lead to fatalities for commercial and non-commercial vehicles. The chart below is reflective of the following: total amount of crashes territorially annually; total amount of commercial vehicle crashes annually; and percentage of crashes that involves commercial motor vehicles.

Year	Total Crashes	Commercial Vehicle Crashes	Commercial Motor Vehicle Percentage
2022	4756	232	4.8%
2021	4522	134	2.9%
2020	3530	147	4.1%
2019	4516	270	5.9%
2018	5066	327	6.4%

The USVI MCSAP crash reduction goal is determined by compiling the amount of commercial vehicle crashes by year to determine the five-year baseline average. The baseline average of the total commercial vehicles crashes is 222. Hence, it has been determined to establish the following crash reduction goal. The USVI will seek a five percent (5%) total reduction of Commercial Vehicle crashes from the five-year baseline average of 222 to 211 by September 30, 2024; 211 to 201 by September 30, 2025; and 201 to 191 by September 30, 2026.

Year	Goal	Percentage Reduction (Rounded to Nearest Whole Number)
2024	211	5%
2025	201	5%
2026	191	5%

**Enter the data source and capture date:**

Report Beam

**Projected Goal for FY 2024 - 2026:**

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 would be shown as 4 percent. If the crash reduction goal is 15 crashes per year, then each annual goal would be shown as 15.

Fiscal Year	Annual Crash Reduction Goals
2024	5
2025	5
2026	5

As explained above the reduction goal for the next three (3) years is a combined overall crash reduction goals of fifteen percent (15%)

**Program Activities for FY 2024 - 2026: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.**

The USVI MCSAP inspection program consists of one (1) Commander (full time), one (1) Supervisor (full time), two (2) full-time and eleven (11) part-time Inspectors. The MCSAP Commanders arranges the overall coordination and oversight of enforcement and compliance activities and carrier safety talks requirements of the program, while the Supervisors schedules the days and types of inspections to be conducted. Inspectors are employed with the VI Police Department under a specialized unit created by the Commissioner. Inspectors are dispersed in two (2) Districts of the Territory; St. Thomas/St. John District has one (1) Commander; one (1) full-time inspector and eight (8) parttime inspectors; in the St. Croix District has one (1) Supervisor (who is an inspector), one (1) full-time inspector, and three (3) part time inspectors.

Throughout the project plan execution period, the Virgin Islands Office of Highway Safety (VIOHS) will deploy activities defined below, each thoughtfully aligned with the MCSAP elements, the USDOT National Roadway Safety Strategy (NRRS), and the overarching national priorities articulated in the fiscal year 2024 planning memorandum.

#### **COMMERCIAL MOTOR VEHICLE ENFORCEMENT (CMV).**

- **NAS Roadside Inspections:** Execute a minimum of 870 North American Standard (NAS) Roadside Inspections, ensuring adherence to CMV safety laws, regulations, and orders.
- **Traffic Enforcement Activities:** Complete the following Traffic Enforcement (TE) activities designed to foster CMV safety:
  - At least 50 CMV TE contacts accompanied by inspections.
  - A projected 50 CMV TE contacts without an accompanying inspection resulting from observed unsafe behaviors, such as speeding, following too closely, and improper lane change violations.
  - A projected 50 non-CMV TE contacts to promote the safe operation in and around CMV's.
  - Organize and execute at least 50 comprehensive, highly visible TE details in identified high-risk locations and corridors.

**NATIONAL MOBILIZATION INITIATIVES.** Participate in the following nationally coordinated enforcement events:

- Commercial Vehicle Safety Association (CVSA) 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.
- 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.
- Driving Under the Influence (DUI) checkpoints organized by the VIPD Traffic Bureau in support of the National Highway Traffic Safety Administration's (NHTSA) annual national mobilization initiative on Impaired Driving.

**BEYOND THE BASICS: EXPANDED TRAINING ON CMV ENFORCEMENT TECHNIQUES.** Organize at least one (1) training event to introduce VIPD officers to CMV enforcement techniques to address the dire need for officers/inspectors to be equipped to perform Motor Carrier related tasks. With a focus shift and expansion efforts, officers will be trained from the Motor Carrier Program and the other bureaus of the VIPD, eliminating officer's inability to intervene when offenses are encountered.

***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.***

VIOHS will monitor the crash reduction goal in relation to the baseline data and the performance indicators detailed below during the performance period established in the project plan and report quarterly to FMCSA. The Motor Carrier Coordinator will conduct ongoing monitoring by reviewing the monthly performance reports submitted by the commanders assigned to the St. Croix and St. Thomas districts.

**CMV-Related Crashes:**

- Number of crashes involving a CMV
- Relevant crash data elements available to the officer (causation factors, wheatear, roadway type, etc.)

**CMV Enforcement:**

- Number of NAS Roadside Inspections
- Number of CMV TE contacts accompanied by inspections.
- Number of CMV TE contacts without inspections
- Number of non-CMV TE contacts
- Number of comprehensive, highly visible TE details conducted in high-risk locations.
- Number of violations identified

**National Mobilization Initiatives:**

- Participation rate (number of officers participating/total eligible officers).
- Number of CMVs inspected during the event.
- Percentage of CMVs found in compliance.
- Number of compliance-related violations identified.
- Comparison of brake safety inspection results to previous years.
- Number of DUI checkpoint activities.

**CMV Enforcement Techniques Training:**

- Number of training events.
- Number of registered participants.
- Percentage of participants who completed the entire training program.

Pre and post training surveys to measure the increase in participants knowledge.



Comments
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## 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 2024 - 2026. 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 2018 - 2022**

Inspection Types	2018	2019	2020	2021	2022
Level 1: Full	218	55	224	513	748
Level 2: Walk-Around	82	35	141	147	102
Level 3: Driver-Only	300	22	69	204	25
Level 4: Special Inspections	82	2	56	127	20
Level 5: Vehicle-Only	218	31	152	166	74
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>900</b>	<b>145</b>	<b>642</b>	<b>1157</b>	<b>969</b>

### **Narrative Overview for FY 2024 - 2026**

#### **Overview:**

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

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

ASPEN

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

The USVI Virgin Islands just as any state and or Territory has a Bureau of Motor Vehicles Division (BMV). Under the BMV all vehicles are inspected with a standard inspection process that checks for the following: operational brake lights, operational windshield wipers, working reverse lights, operational vehicle horn, and operational indicators. This is done with commercial and non-commercial vehicles respectively. All vehicles that pass the general inspection requirements receives a registration sticker that must be renewed on a annual basis. The VIOHS will partner with the BMV to receive the listing of all the commercial vehicles registered within the Territory are inspected. The Territory is required to do the general inspection process as described above. However, the inspections that are conducted under the USVI MCSAP program are that of the North American Inspection Standards that the inspectors are certified to conduct. There are no expenses for the BMV commercial vehicle inspection program that are associated with the USVI MCSAP program. As stated above, the BMV is only providing a listing to the USVI MCSAP program for the inspector to make sure all Commercial Vehicles are captured by the certified inspectors.

In the USVI, there are no set fixed facilities for inspections or weigh stations. The inspectors for each island district must utilize selected roadside areas that are large enough to accommodate the commercial vehicle (s), the inspector vehicle with the required equipment for inspections, and when needed a supervisory vehicle. On each of the islands, the Commander or Supervisor will liaise with a government or private entity to obtain permissions to accommodate the inspections. If utilizing a private entity site, the ideal hours are pre and post closing to minimize interruption of business activities. If a government area is utilized, the inspection plans must select multiple sites to augment the drivers notifying other fellow drivers the inspection location and thus having others circumvent the location. On all three islands because of the topography, and the manpower shortage it is challenging to set up multiple inspection roadside areas.

Therefore, on St. Thomas a roadside inspection area is utilized in the east along a well travelled commercial vehicle corridor opposite to the major mall area. Another area on St. Thomas is in the capital area of Charlotte Amalie along the waterfront drive., Sub Base roads, Red Hook Road, and Rhymer Highway. However, when commercial drivers are aware of the inspection site, they will detour using the hillside scenic routes.

On St. Croix the Container Port Road, Melvin Evans Highway, Grove Quarry, Aggregate Quarry, and the North Shore Road are used for roadside inspections. The inspectors will randomly select other roadside areas such as Gallows Bay, Anguilla landfill, and Five Corners areas; in Frederiksted next to the Midre Cummings park is often used.

On St. John the Enghid Pond port area in Cruz Bay is used, and when necessary in Coral Bay the main road along the coast has several areas which can be utilized.

The challenges of not having the inspection reports being viewed in MCMIS continues for the USVI. In FY2024-FY2026, the USVI must ensure that the hired Traffic Records/Data Analyst is fully trained to ensure timely and accurate uploads from the USVI Aspen or any system authorized by FMCSA to the systems utilized by FMCSA personnel who require access to the information. This will enable tracking of drivers who and possibly vehicles which have transferred to the USVI and are not operating legally.

The USVI is currently working with the Iowa Department of Transportation (IOWADOT) to install its electronic citation software which will have an inspection report component. There is also a contract with an integration subject matter expert to provide guidance to the USVI on the necessary integration needed between the VIPD, the Courts, the Justice department, and the Bureau of Motor Vehicles while ensuring that national standards are built into the VIPD's system.

## Projected Goals for FY 2024 - 2026

### Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2024 - 2026. For FY 2024, 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:** US VIRGIN ISLANDS POLICE DEPARTMENT OFFICE OF HIGHWAY SAFETY

**Enter the total number of certified personnel in the Lead agency:** 15

Projected Goals for FY 2024 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	480	40	0	520	49.52%
Level 2: Walk-Around	100	30	0	130	12.38%
Level 3: Driver-Only	100	30	0	130	12.38%
Level 4: Special Inspections	100	20	0	120	11.43%
Level 5: Vehicle-Only	100	50	0	150	14.29%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>880</b>	<b>170</b>	<b>0</b>	<b>1050</b>	

**MCSAP subrecipient agency**

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

**Subrecipient is:**

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

Projected Goals for FY 2024 - 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	%
<b>Sub-Total Subrecipients</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Non-Funded Agencies**

Total number of agencies:	1
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2024:	

**Summary**

## Projected Goals for FY 2024 - Roadside Inspections Summary

Projected Goals for FY 2024 Summary for All Agencies					
<b>MCSAP Lead Agency: US VIRGIN ISLANDS POLICE DEPARTMENT OFFICE OF HIGHWAY SAFETY</b>					
<b># certified personnel: 15</b>					
<b>Subrecipient Agencies:</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 1</b>					
<b># certified personnel:</b>					
<b># projected inspections:</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	480	40	0	520	49.52%
Level 2: Walk-Around	100	30	0	130	12.38%
Level 3: Driver-Only	100	30	0	130	12.38%
Level 4: Special Inspections	100	20	0	120	11.43%
Level 5: Vehicle-Only	100	50	0	150	14.29%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total MCSAP Lead Agency &amp; Subrecipients</b>	<b>880</b>	<b>170</b>	<b>0</b>	<b>1050</b>	

**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.

Level 3 - Driver Only Inspections were reduced because the USVI as a Territory and not a State, is limited in size and the volume of "inter-state" drivers. The Territory does not have a high volume of drivers from Puerto Rico or the mainland USA conducting inter-state commerce transportation. There are a set amount of commercial vehicles and drivers distributed in the two island districts (St. Thomas/St. John and St. Croix). Therefore, the inspectors will be inspecting the same drivers multiple times if the number of inspections are increased to meet the 33% requirement.

**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 2025 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	1000	0	0	1000
Enter total number of certified personnel	15	0	0	15
Projected Goals for FY 2026 Roadside Inspections				
Enter total number of projected inspections	1050	0	0	1050
Enter total number of certified personnel	15	0	0	15

**Comments**

**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.**

**Comments**

## Part 2 Section 5 - Traffic Enforcement

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

### Trend Analysis for 2018 - 2022

#### 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		
10/01/2021	09/30/2022	14	14
10/01/2020	09/30/2021	56	56
10/01/2019	09/30/2020	33	33
10/01/2018	09/30/2019	2	2
10/01/2017	09/30/2018	18	18

☐ 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		
10/01/2021	09/30/2022	35	35
10/01/2020	09/30/2021	61	61
10/01/2019	09/30/2020	72	72
10/01/2018	09/30/2019	55	55
10/01/2017	09/30/2018	15	15

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



State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2021	09/30/2022	0	0
10/01/2020	09/30/2021	0	0
10/01/2019	09/30/2020	0	0
10/01/2018	09/30/2019	0	0
10/01/2017	09/30/2018	0	0

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

The data presented reflects information gathered through the monthly inspection reports submitted by the unit Commander.

### **Narrative Overview for FY 2024 - 2026**

#### **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](#).*

2022

Number of Documented CMV Traffic Enforcement Stops with an Inspection:14

Number of Documented CMV Traffic Enforcement Stops without an Inspection: 35

Number of Citations and Warnings Issued:50

2021

Number of Documented CMV Traffic Enforcement Stops with an Inspection: 56

Number of Documented CMV Traffic Enforcement Stops without an Inspection: 61

Number of Citations and Warnings Issued: 140

2020

Number of Documented CMV Traffic Enforcement Stops with an Inspection: 33

Number of Documented CMV Traffic Enforcement Stops without Inspection: 72

Number of Citations and Warnings Issued: 120

2019

Number of Documented CMV Traffic Enforcement Stops with an Inspection: 2

Number of Documented CMV Traffic Enforcement Stops without Inspection: 55

Number of Citations and Warnings Issued: 62

2018

Number of Documented CMV Traffic Enforcement Stops with an Inspection: 18

Number of Documented CMV Traffic Enforcement Stops without Inspection: 15

Number of Citations and Warnings Issued: 32

In order to implement a Territory-wide CMV and non-CMV traffic enforcement program the Territory will conduct high-visibility traffic enforcement initiatives with inspection through the fiscal period including a combined effort with: •Air/brake Inspections •Hazardous Materials Inspections •Load Securement Inspections •DUI Initiatives, etc.

To ensure safety and sufficient coverage, officers from the Chief's Office will accompany inspectors in a joint effort to conduct enforcement on non-CMVs. MCSAP Inspectors in the Territory (who will be the lead) on a quarterly basis will be conducting initiatives between the hours of 8:00am – 4:00 pm. The locations of the initiatives would be: St. Croix 1.Container Port Road 2.Melvin Evans Highway 3.Grove Quarry 4.Aggregate Quarry North Shore Road. St. Thomas 1.Charlotte Amalie Harbor 2.Sub Base Roads 3.Red Hook Road 4.Rhymer Highway. St. John 1.Cruz Bay 2.Coral Bay. The quarterly activities mentioned above will be done as a group activity with the inspectors jointly. These activities are not reflective of the only activity that will be conducted in the Territory, but wanted to have this highlighted as our major initiatives that will be conducted.

The challenges encountered by the USVI Motor Carrier unit to increase CMV TE efforts is mainly due to manpower challenges. There is a constant rotation of officers who are certified to conduct commercial vehicle inspections. During the last fiscal year, the veteran commander in the St. Thomas dist was reassigned and is challenged to meet even part-time hours. The newly certified inspectors are not officially transferred to the unit and thus cannot be fully assigned. On St. Croix, the commander was fully reassigned to the Consent Decree unit. Then the replacement commander was reassigned to a precinct and is rarely available on a part-time basis. Similar to the St. Thomas district, the newly certified inspectors are not officially transferred to the unit, and thus cannot be fully assigned. Also, the full time inspectors are assigned to training classes or temporarily reassigned as the need arises for police operations.

Technical assistance has been sought to ensure that the effective upload of traffic enforcement data that are now being conducted on a daily basis to ensure that they are recorded and visible within A&I. Citations for speeding, reckless driving, seatbelts, etc are recorded. The Territory continues to struggle with these technical issues, and have reached out for possible resolution to ensure that the Territory is in full compliance. Proof of citations (through the means of hard copies) that are issued within the Territory are housed in the VIOHS. The Motor Coordinator will work with the VIPD IT Director and when hired the IT System Analyst to ensure that upload of this information occurs on a quarterly basis. An interim solution would be to scan and email as supporting documentation with the quarterly reports of proof that these activities have occurred.

The USVI MCSAP program through the FMCSA cloud portal would ensure that data collection of enforcement activities is reported on a quarterly basis with the upload of required documentation to the FMCSA Division Office in each PPR for the Division staff to upload the information to A&I. The copies of the citations that are issued within the quarter will be provided as an attachment as part of the reports that will be forwarded for review and approval.

The VIPD as part of its daily activities do conduct non-CMV enforcement activities. The activities include but are not limited to saturation patrol, checkpoints and other enforcement activities. Non-CMV enforcements are done for seatbelt, speeding, impaired driving, and distracted driving. As a result of high crash corridors and the Territory not having a designated and safe inspection pit, these activities are done to enforce the importance of sharing the road safely in retrospect to the CMV driving population.

When the inspectors schedule allow for non-CMV enforcement activities, such activities must be part of an operational plan created by each district commander and approved by each district chief, the Commissioner or the Assistant Commissioner. The hours (regular and overtime) must be tracked and duly accounted for using the GVI time keeping system. The justification of the hours must be approved via the established chain of command. The planned hours and related costs when approved will be charged to the General Fund (local funds). During the last quarter of the year, the Fiscal Officer will conduct an analysis of the cost of the inspectors time relative to the operational plans. The calculated cost will then be requested for reimbursement based on the availability of funds and the budget adjustment if necessary. Non-CMV enforcement activities are tracked by the citations issued and submitted by the inspectors to the related supervisor and then to the Commander. The Coordinator will then verify the documentation by cross checking with the Court reports of citations submitted. Any discrepancies and inconsistencies are then reported to and discussed with the Commander and a deadline set for resolution and resubmittal to the Court system.

### **Projected Goals for FY 2024 - 2026**

*Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2024 - 2026. 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 2024	FY 2025	FY 2026
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	25	28	29
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	40	42	44
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	100	105	110
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	4	6	8

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States must maintain an average number of safety activities which include the number of roadside inspections (including border inspections, if applicable), carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2014 and 2015.

The table below displays the information you input into this CVSP from the roadside inspections (including border inspections, if applicable), investigations, and new entrant safety audit sections. The sum of your planned activities must equal or exceed the average number of 2014/2015 activities to be eligible to utilize Federal funding for Non-CMV traffic enforcement.

FY 2024 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2024 Activities	Average 2014/15 Activities
1050	0	0	1050	142

**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.**

Extensive monitoring of activities that are conducted will be done during the fiscal year. There is a requirement in place for monthly reports to be submitted to evaluate program activities, goals, and objectives. To determine the effectiveness of the tasks completed, the following measures will be evaluated: • Number of inspections conducted and entered into ASPEN and uploaded. • Number and type of violations identified and citations issued or vehicles placed OOS • Number of officers who participate in initiatives and inspections • Number of interventions • Percentage of CMV drivers in compliance as compared to the number of vehicles stopped. By regular enforcement, MCSAP inspectors will create a presence in high frequency violations locations, thereby encouraging the the commercial vehicle operators to adhere to the established rules and protocols to promote traffic safety in the territory.

## Comments

## Part 2 Section 6 - Safety Technology

This section covers two of FMCSA's safety technology programs:

- Innovative Technology Deployment (ITD)
- Performance and Registration Information Systems Management (PRISM)

Please complete the information below to indicate your State's participation level in each program, along with specific information about how MCSAP Operations and Maintenance (O&M) funding is used to support each of these safety technology programs. **All O&M expenses for both ITD and PRISM must be included and described both in this section and in the appropriate section of Part 4, Financial Information.**

### Innovative Technology Deployment (ITD)

The ITD program is a key component of the FMCSA's drive to improve commercial motor vehicle safety. The ITD program empowers States to apply cutting-edge technology to share data more effectively and improve roadway safety.

With the enhanced funding provided to each State as part of the Bipartisan Infrastructure Law (BIL), certain technologies may be funded by MCSAP if certain criteria outlined below are met.

The technology:

- Is widely available not requiring any product development
- Can be fully deployed and operational within the period of performance
- Has a direct impact on CMV safety based on verified performance data
- Is outlined in a State's approved ITD Program Plan/Top Level Design (PP/TLD) if required

If there is a need for any technology development as part of a MCSAP project, and if the time to fully implement the technology exceeds the MCSAP period of performance, then the HP-ITD grant would be the appropriate source for federal funding. All ITD technology projects proposed will be reviewed by the ITD Program Office for eligibility determination.

ITD O&M is defined as costs associated with deployment projects that maintain and repair real property, or a system, based on its current status and abilities. O&M costs may also include memberships, fees, dues, program travel, and other related program costs that maintain or support deployment activities, as defined previously in the MCSAP Comprehensive Policy (MCP) section 5.2.

### Performance and Registration Information Systems Management (PRISM)

FMCSA's PRISM program is a partnership with State CMV registration offices and law enforcement that improves highway safety by identifying and immobilizing commercial motor carriers that are prohibited from operating due to a Federal Out-of-Service (OOS) order. PRISM is a key component to FMCSA's mission to reduce the number of CMV crashes, injuries and fatalities in a rapidly expanding interstate motor carrier population. PRISM provides States a safety mechanism to identify and immobilize motor carriers with serious safety deficiencies and hold them accountable through registration and law enforcement sanctions. States may fund new PRISM system development, deployment, as well as Operations and Maintenance. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

PRISM O&M are costs associated with projects that improve CMV safety, maintain and/or advance PRISM levels. O&M costs may also include memberships, fees, dues, program travel, and other related program costs that maintain or support PRISM deployment activities. All PRISM technology projects proposed will be reviewed by the PRISM Program Manager for eligibility determination.

### 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, specific details must be included both in this section and in your Part 4 Spending Plan.

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Not Active	No
PRISM		No

## Available data sources:

- The [Innovative Technology Deployment \(ITD\) website](#) is a centralized repository for information that States should utilize to plan and implement effective ITD programs. ITD users can log in to query information from SAFER and other FMCSA systems, as well as access resources including recordings of previous webinars, conference materials, and web infrastructure technical specifications.
- The [PRISM Data and Safety Hub \(DASH\)](#) is an online workspace where State partners can log in to access reports, submit data, get materials to help implement PRISM and obtain information on the Level Up initiative.

**Enter the agency name responsible for ITD in the State:** VIPD Office of Highway Safety Motor Carrier Assistance Program

**Enter the agency name responsible for PRISM in the State:** VIPD Office of Highway Safety Motor Carrier Assistance Program

**Narrative Overview for FY 2024 - 2026**

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

***Program Activities for FY 2024 - 2026: Describe any activities that will be taken to implement, maintain or improve your ITD and PRISM programs. Include a description of O&M costs for ITD and PRISM.***

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

**Comments**

## 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 2018 - 2022

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

Public Education and Outreach Activities	2018	2019	2020	2021	2022
Carrier Safety Talks	2	4	1	2	3
CMV Safety Belt Education and Outreach	2	4	1	2	3
State Trucking Association Meetings	0	0	0	0	0
State-Sponsored Outreach Events	2	4	1	2	3
Local Educational Safety Events	2	4	1	2	3
Teen Safety Events	0	0	0	0	0

### Narrative Overview for FY 2024 - 2026

**Performance Objective:** 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 activities the State plans to conduct, including but not limited to passenger transportation, work zone safety, hazardous materials transportation, human trafficking/smuggling, and share the road safety initiatives. Include the number of personnel that will be participating in these efforts and any Public Education and Outreach activities that are not specifically listed in the Projected Goals table.**

- Create the Public Information and Education Plan
- Coordinate the activities of the plan according to the state timeline
- Print/ Disseminate Brochures
- Develop PSAs
- Conduct satisfaction surveys
- Attend radio and television talk shows
- Display banners along the roadside

Performance Indicators:

- a) Creation of Public Information and Education plan within 1st Qtr of Fiscal Year
- b) Coordination of planned activities with VIOHS and VIPD Media Group by end of 1st Qtr of Fiscal Year
- c) # of Brochures printed if needed. Of not needed # of brochures in stock for dissemination.
- d) # of Brochures disseminated monthly
- e) Development of a minimum of 1 (one) locally designed PSA monthly for the fiscal year.
- f) Conduct and report findings of 1 (one) satisfaction survey quarterly for the fiscal year.
- g) # of radio talk shows attended by each district commander or designated inspector monthly.
- h) Attend a minimum of 1 (one) television talk show by each district commander for the fiscal year
- i) Display a minimum of 2 (two) Motor Carrier specific banners in each district during the fiscal year

### Projected Goals for FY 2024 - 2026

**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 2024	FY 2025	FY 2026
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	5	5	5
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	5	5	5
<input type="radio"/>	<input checked="" type="radio"/>	State Trucking Association Meetings	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	5	5	5
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	5	5	5
<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.

The Commanders and Supervisors will be responsible for coordinating the Carrier Safety Talks, CMV Safety Belt Education and Outreach, State Sponsored Outreach events, and Local Educational Safety Events in conjunction with the Coordinator. Activities may be done concurrently in each district or scheduled for different time frames. The Coordinator will monitor and report on such activities separately from the Commanders monthly reports.

#### Comments

**Part 3 - National Emphasis Areas and State Specific Objectives****Part 3 Section 1 - Overview**

*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 national emphasis areas and priorities outlined in the MCSAP Planning Memorandum that do not fit well within any section in Part 2 – Crash Reduction.*

*States may include any State-specific objectives. For example, create an objective to provide refresher training to MCSAP funded personnel on detecting human trafficking and human smuggling in Section 5.*

*Specific goals and activities must be projected for the three fiscal year period (FYs 2024 - 2026).*

**Comments**



**Part 3 Section 2 - Enforcement of Federal OOS Orders during Roadside Activities****Instructions:**

FMCSA has established an Out-of-Service (OOS) catch rate of at least 85 percent for carriers operating while under a Federal **Imminent Hazard (IH) and unsatisfactory/unfit (UNSAT/UNFIT) OOS** order. If your catch rate is below 85 percent, States must develop performance goals and activities to meet the FMCSA threshold of at least 85 percent.

The OOS Catch Rate report is located on the [A&I Online website](#) in the Grants module. Select the OOS report from the Activity Dashboard to view your catch rate. Portal credentials are required to access this website.

**Your State's FY 2022 Federal IH and UNSAT/UNFIT OOS Catch Rate percentage: Not Applicable**

Data Source: Last completed fiscal year, FMCSA Motor Carrier Management Information System (MCMIS) and the Safety and Fitness Electronic Records (SAFER) as of 04/28/2023

**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.

**Comments**

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

*FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high-risk carriers. 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.

**Comments**

### Part 3 Section 4 - State Specific Objectives – Past

#### Instructions:

Describe any State-specific CMV problems that were addressed with FY 2023 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 2023 CVSP.

#### Progress Report on State Specific Objectives(s) from the FY 2023 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2023 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.**

Create the Public Information and Education Plan • Coordinate the activities of the plan according to the stated timeline • Print/Disseminate Brochures • Develop PSAs

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

• Implementation of Public Information and Education Plan • Determine effectiveness of Public Information and Education Plan based on the number of infractions/violations/crashes • Number of brochures that are disseminated to CMVs • Number of times the PSAs are aired compared to projections

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

1A Public Information and Education Plan was not developed during this fiscal year. However, the program conducted several outreach initiatives. There were several Saturdays in which the Office of Highway Safety MCSAP program was on the radio to discuss the importance of pre-trip inspections; wearing safety belts; driving within speed limits and the importance of sharing the road safely. All trucking companies throughout the Territory were visited and information related to the inspection process and procedures; doing pre-check inspections; and the importance of maintaining compliant speed and distance. Distribution of approximately four-hundred (400) "Understanding the North American Standard Inspection Program" brochure provided by the Commercial Vehicle Safety Alliance (CVSA); (325) "Air Brake PushRod Stroke...Why is it so important" and (201)"Wear Your Safety Belt" were disseminated to drivers during the inspection process for each inspection done.

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

#### Activity #2

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

Create the Public Information and Education Plan • Coordinate the activities of the plan according to the stated timeline • Print/Disseminate Brochures • Develop PSAs •

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

• Implementation of Public Information and Education Plan • Determine effectiveness of Public Information and Education Plan based on the number of infractions/violations/crashes • Number of brochures that are disseminated to CMVs • Number of times the PSAs are aired compared to projections.

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

1A Public Information and Education Plan was not developed during this fiscal year. However, the program conducted several outreach initiatives. There were several Saturdays in which the Office of Highway Safety MCSAP program was on the radio to discuss the importance of pre-trip inspections; wearing safety belts; driving within speed limits and the importance of sharing the road safely. All trucking companies throughout the Territory were visited and information

related to the inspection process and procedures; doing pre-check inspections; and the importance of maintaining compliant speed and distance. Distribution of approximately four-hundred (400) "Understanding the North American Standard Inspection Program" brochure provided by the Commercial Vehicle Safety Alliance (CVSA); (325) "Air Brake PushRod Stroke...Why is it so important" and (201)"Wear Your Safety Belt" were disseminated to drivers during the inspection process for each inspection done.

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

The development of a comprehensive media plan requires the full buy in and participation of stakeholders. This plan was drafted, but was not fully implemented. However, the VIPD has hired a Public Information Officer that has assisted in ensuring that media outreach is realized. The MCSAP Coordinator has joined the newly revamped the Traffic Records Coordinating Committee that holds monthly meetings. Meeting are held with agencies such as the Virgin Islands Police Department (VIPD); Virgin Islands Office of Highway Safety (VIOHS); Superior Court of the Virgin Islands; Office of the Attorney General; Office of the Lieutenant Governor Division of Geographical Information Systems; Virgin Islands Bureau of Motor Vehicles (BMV); Virgin Islands Bureau of Information and Technology (BIT); VI Department of Public Works; and VI Department of Health/Emergency Medical Services. Several lessons have been learned. Partnership between the NHTSA programs that shares some of the common goals, except MCSAP catering mainly to commercial vehicles have occurred.

**Activity #3**

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

Create the Public Information and Education Plan • Coordinate the activities of the plan according to the stated timeline • Print/Disseminate Brochures • Develop PSAs

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

- Implementation of Public Information and Education Plan • Determine effectiveness of Public Information and Education Plan based on the number of infractions/violations/crashes • Number of brochures that are disseminated to CMVs • Number of times the PSAs are aired compared to projections • Results of satisfaction survey

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

1A Public Information and Education Plan was not developed during this fiscal year. However, the program conducted several outreach initiatives. There were several Saturdays in which the Office of Highway Safety MCSAP program was on the radio to discuss the importance of pre-trip inspections; wearing safety belts; driving within speed limits and the importance of sharing the road safely. All trucking companies throughout the Territory were visited and information related to the inspection process and procedures; doing pre-check inspections; and the importance of maintaining compliant speed and distance. Distribution of approximately four-hundred (400) "Understanding the North American Standard Inspection Program" brochure provided by the Commercial Vehicle Safety Alliance (CVSA); (325) "Air Brake PushRod Stroke...Why is it so important" and (201)"Wear Your Safety Belt" were disseminated to drivers during the inspection process for each inspection done.

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

The challenges in FY2019 and in FY2020 were the shortage of manpower and the changes in leadership. The Motor Carrier Coordinator was absent on Military Leave for extended periods in FY2019 and for the entire FY2020 period to date. Therefore, the required focus needed for media outreach for commercial vehicle notifications was not realized.

**Comments**

### Part 3 Section 5 - State Specific Objectives – Future

#### Instructions:

*The State may include additional objectives from the national priorities or emphasis areas identified in the NOFO as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include human trafficking/smuggling initiatives, work zone safety details, 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 2024 - 2026. 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.**

"I Buckle Up" Media Campaign

##### **Narrative Overview for FY 2024 - 2026**

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

The problem identified by performance data reveals a concerning issue with seatbelt usage among commercial motor vehicle (CMV) drivers in the U.S. Virgin Islands. During FY 2022, 34.38% of the total observed driver violations in our Territory were related to failing to use seatbelts while operating a CMV. This indicates a substantial gap in awareness and compliance with seatbelt regulations among CMV drivers, posing a significant risk to road safety. The baseline data highlights the urgent need for a comprehensive media campaign to address this problem and improve seatbelt usage among CMV drivers. Data Source: Motor Carrier Management Information System (MCMIS) data snapshot as of 8/25/2023, including current year-to-date information for FY 2023.

##### **Projected Goals for FY 2024 - 2026:**

##### **Enter performance goal.**

Performance Goal: The USVI performance goal is to achieve a 20% minimum reduction in seatbelt violations among CMV drivers by proactively enhancing awareness within the CMV community.

##### **Program Activities for FY 2024 - 2026: Describe the activities that will be implemented including level of effort.**

VIOHS endeavors to heighten awareness regarding the significance of seatbelt usage among commercial motor vehicle (CMV) drivers in the Virgin Islands through the implementation of a comprehensive media campaign. 1. Social Media Campaign: a. Develop and maintain active social media presence on platforms such as Facebook, Twitter, and Instagram. b. Create and schedule regular posts, infographics, and videos highlighting the importance of seatbelt usage for CMV drivers. c. Monitor and respond to comments and messages promptly. 2. Public Service Announcements (PSAs): a. Produce a series of radio advertisements emphasizing seatbelt safety for CMV drivers. b. Air TV ads on local channels. c. Collaborate with local radio and TV stations to secure additional airtime. d. Evaluate the effectiveness of ads through viewership/listenership data. 3. Virgin Islands Police Department's (VIPD) Website: a. Create a dedicated section on the agency's website with resources on CMV driver safety. b. Publish informative articles, downloadable pamphlets, and videos on the importance of seatbelt usage. c. Use web analytics to track visitor engagement and adjust content accordingly. 4. Print Magazines: a. Collaborate with popular local magazines to publish articles or advertisements on CMV driver seatbelt safety. b. Target magazines with a readership that aligns with CMV drivers or those who interact with them. c. Monitor the circulation and readership of the magazines to gauge the campaign's reach.

***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.***

VIOHS will monitor the goal in relation to the performance indicators detailed below during the performance period established in the project plan and report quarterly to FMCSA. The Motor Carrier Coordinator will conduct ongoing monitoring by reviewing the monthly performance reports submitted by the commanders assigned to the St. Croix and St. Thomas districts. To assess the effectiveness of our media campaign, VIOHS will employ the following performance measures: 1. Seatbelt Violation Data: a. Seatbelt violation data for CMV drivers. 2. Social Media Engagement: a. Number of engagements (followers, likes, shares, and comments) on our social media posts. 3. Public Service Announcement: a. Audience feedback on the radio and TV PSA's b. Viewership/listenership data 4. Website Traffic and Engagement: a. Website traffic, page views, and bounce rates. 5. Magazine Campaign Reach (Quarterly Assessment): a. Readership of magazines featuring our campaign content.

**State Objective #2**

***Enter the title of your State-Identified Objective.***

Work Zone Safety

***Narrative Overview for FY 2024 - 2026***

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

Although not responsible for demarcation of work zones, the Motor Carrier units can only interview when informed through the Traffic Bureau or when an incident is reported. The motor carrier companies, and other agencies do not always inform the Traffic Bureau and thus the Motor Carrier unit of the work zones where traffic will be negatively impacted so that a plan can be drafted to ensure the continuous and safe flow of traffic to ensure the safety of everyone.

***Projected Goals for FY 2024 - 2026:***

***Enter performance goal.***

1. # of meetings with the Traffic Bureau regarding work zone safety. 2. # of meetings with construction, communications and power companies regarding work zone safety. 3. # of work zone educational outreach conducted during each quarter. 4. # of work zone PSAs distributed.

***Program Activities for FY 2024 - 2026: Describe the activities that will be implemented including level of effort.***

1. Once a month, to work closely with the Traffic Bureau to obtain information on planned work zones affecting traffic flow on main and arterial streets. 2. Once a month to reach the construction, communications and power companies in the territory to obtain information on planned work zones affecting traffic flow on main and arterial streets. 3. Liaise with the construction, communication and power companies to provide work zone safety education outreach at minimum of 1 (one) visit per quarter. 4. Distribute a minimum of 1 (one) work zone safety PSA per quarter either via radio or television.

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

The Motor Carrier Coordinator will monitor each of the performance measures and activities listed and will report them separately on a monthly basis from the reports submitted by the Commanders.

**State Objective #3**

***Enter the title of your State-Identified Objective.***

Route Guard: Commercial Motor Vehicle Crime Prevention

**Narrative Overview for FY 2024 - 2026****Problem Statement Narrative: Describe problem identified by performance data including baseline data.**

According to the National Drug Intelligence Center, the U.S. Virgin Islands (USVI) is a transshipment point for illicit drugs that are smuggled from source countries into the U.S. mainland as well as destination points for drugs distributed within the territories. Drug trafficking organizations (DTOs) and criminal groups use commercial and private maritime vessels, commercial and private aircraft, and package delivery services to smuggle illicit drugs into and through Puerto Rico and the USVI. Containerized cargo ships, large freighters, bulk cargo ships, and commercial fishing vessels often are used to transport drug shipments directly from source countries or from transshipment countries in the Caribbean to the USVI. Major seaports in the USVI are located in Charlotte Amalie, Christiansted, Cruz Bay, and Port Alucroix. These ports handled more than 45.7 million tons of domestic and foreign cargo in 2000. Drug transporters also exploit the cruise ship industry to transport drugs into and the USVI. More than 1.7 million cruise ship passengers visited the USVI in 2000. Law enforcement officials report that couriers--which include passengers and crew members--conceal drugs internally, on their persons, and in their luggage among personal belongings when transporting drugs aboard cruise ships. Source: National Drug Intelligence Center, Puerto Rico and the U.S. Virgin Islands Drug Threat Assessment (July 2003) (<https://www.justice.gov/archive/ndic/pubs3/3950/overview.htm>) While addressing the drug trade remains a critical focus, it is equally essential to recognize that the same illicit networks involved in narcotics smuggling often overlap with and facilitate human trafficking. In the Virgin Islands, there were no new criminal human trafficking cases filed in federal courts during 2021. However, one defendant was successfully convicted during this period. Notably, all active defendants (100%, totaling 4 individuals) faced charges related to sex trafficking, while none were charged with forced labor offenses. Source: Human Trafficking Institute (<https://traffickinginstitute.org/state-reports/vi/>) Acknowledging that CMV inspections an opportunity to directly engage in critical areas of public safety, it is imperative that the inspectors within the Motor Carrier Unit are equipped with the latest information and enforcement tactics for detecting human trafficking and apprehending those involved in the transportation of illicit drugs.

**Projected Goals for FY 2024 - 2026:****Enter performance goal.**

Enhance the capacity of Motor Carrier Unit inspectors through comprehensive training, empowering them with the essential knowledge and tools required to effectively identify human trafficking incidents and apprehend individuals engaged in the illicit drug transportation network within the Virgin Islands.

**Program Activities for FY 2024 - 2026: Describe the activities that will be implemented including level of effort.**

CRIMINAL INTERDICTION ACTIVITIES. Recognizing that CMV inspections provide an opportunity to directly engage in critical areas of public safety, the Motor Carrier Unit will complete the following activities: • Human Trafficking Training. The inspectors attached to the Motor Carrier Unit will complete refresher training on the detection and prevention of Human Trafficking. • Drug Interdiction Training. The Motor Carrier Unit Inspectors will also complete training covering Drug Evaluation, Classification, and Criminal interdiction techniques and strategies to rapidly identify in-transit CMVs, and drivers engaged in criminal activity. • Criminal Interdiction MASFO. The Motor Carrier Unit will potentially participate in Multi-Agency Strike Force Operations (MASFO) focused on Human Trafficking and Drug interdiction, which usually may include alliances with the local High Intensity Drug Trafficking Agency (HIDTA) unit, under the US Customs and Border Patrol (CBP) and the VIPD's K9 and Narcotics Units.

**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.**

VIOHS will monitor the goal in relation to the performance indicators detailed below during the performance period established in the project plan and report quarterly to FMCSA. The Motor Carrier Coordinator will conduct ongoing monitoring by reviewing the monthly performance reports submitted by the commanders assigned to the St. Thomas and St. Croix districts. • Criminal Interdiction Training: o Number of inspectors trained in Detection

and Prevention of Human Trafficking. o Number of inspectors trained in Drug Evaluation, Classification, and Interdiction techniques. • Criminal Interdiction MASFO. o Number of Multi-Agency Strike Force Operations. o Participation rate (number of officers participating/total eligible officers). o Number of CMVs inspected during each event.

Comments
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## 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 justify 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 2024 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

The Spending Plan data tables are displayed by budget category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual and Subaward, and Other Costs). You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. The budget category tables use 95 percent in the federal share calculation.
- **State Share** means the portion of the total project costs paid by State funds. The budget category tables use 5 percent in the state share calculation. A State is only required to contribute 5 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 5 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

#### On Screen Messages

The system performs a number of edit checks on Spending Plan data inputs to ensure calculations are correct, and values are as expected. When anomalies are detected, alerts will be displayed on screen.

- Calculation of Federal and State Shares

Total Project Costs are determined for each line based upon user-entered data and a specific budget category formula. Federal and State shares are then calculated by the system based upon the Total Project Costs and are added to each line item.

The system calculates a 95 percent Federal share and 5 percent State share automatically and populates these

values in each line. Federal share is the product of Total Project Costs x 95 percent. State share equals Total Project Costs minus Federal share. It is important to note, if Total Project Costs are updated based upon user edits to the input values, the share values will not be recalculated by the system and should be reviewed and updated by users as necessary.

States may edit the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate a different percentage to Federal and State shares. States must ensure that the sum of the Federal and State shares equals the Total Project Costs for each line before proceeding to the next budget category.

An error is shown on line items where Total Project Costs does not equal the sum of the Federal and State shares. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

Territories must ensure that Total Project Costs equal Federal share for each line in order to proceed.

- **MOE Expenditures**

States may enter MOE on individual line items in the Spending Plan tables. The Personnel, Fringe Benefits, Equipment, Supplies, and Other Costs budget activity areas include edit checks on each line item preventing MOE costs from exceeding allowable amounts.

- If "Percentage of Time on MCSAP grant" equals 100%, then MOE must equal \$0.00.
- If "Percentage of Time on MCSAP grant" equals 0%, then MOE may equal up to Total Project Costs as expected at 100%.
- If "Percentage of Time on MCSAP grant" > 0% AND < 100%, then the MOE maximum value cannot exceed "100% Total Project Costs" minus "system-calculated Total Project Costs".

An error is shown on line items where MOE expenditures are too high. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

The Travel and Contractual budget activity areas do not include edit checks for MOE costs on each line item. States should review all entries to ensure costs reflect estimated expenditures.

- **Financial Summary**

The Financial Summary is a summary of all budget categories. The system provides warnings to the States on this page if the projected State Spending Plan totals are outside FMCSA's estimated funding amounts. States should review any warning messages that appear on this page and address them prior to submitting the eCVSP for FMCSA review.

The system will confirm that:

- Overtime value does not exceed 15% of the MCSAP Award Amount.
- Planned MOE Costs equal or exceed the MOE Baseline amount.
- States' planned Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' planned Total Project Costs are within \$5 of the Federal share.

ESTIMATED Fiscal Year Funding Amounts for MCSAP		
	100% Federal Share	Total Estimated Funding
Total	\$596,195.00	\$596,195.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount)	\$89,429.00
MOE Baseline:	\$28,647.21

## Comments

## Part 4 Section 2 - Personnel

Personnel costs are salaries for employees working directly on a project. Only salaries for employees of the lead MCSAP agency should be applied to personnel costs. Salaries for employees of subrecipients should be placed in Contractual and Subaward.

**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 prior approval (15% of MCSAP Award Amount):	\$89,429.00
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Personnel: Salary and Overtime Project Costs						
Salary Project Costs						
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal)	Federal Share	MOE
ADMINISTRATIVE SPECIALIST	1	20.0000	\$50,000.00	\$10,000.00	\$10,000.00	\$0.00
SUPERVISORS (SGTS)	2	100.0000	\$7,800.00	\$15,600.00	\$15,600.00	\$0.00
TRAFFIC RECORDS ANALYST	1	18.7500	\$80,000.00	\$15,000.00	\$15,000.00	\$0.00
INSPECTORS (PART-TIME)	11	100.0000	\$3,250.00	\$35,750.00	\$35,750.00	\$0.00
FISCAL OFFICER	1	20.0000	\$55,879.00	\$11,175.80	\$11,175.80	\$0.00
MC COORDINATOR	1	100.0000	\$50,683.65	\$50,683.65	\$50,683.65	\$0.00
INSPECTORS (FULL-TIME)	2	100.0000	\$5,400.00	\$10,800.00	\$10,800.00	\$0.00
COMPLIANCE OFFICER	1	20.0000	\$61,200.00	\$12,240.00	\$12,240.00	\$0.00
<b>Subtotal: Salary</b>				<b>\$161,249.45</b>	<b>\$161,249.45</b>	<b>\$0.00</b>
Overtime Project Costs						
COORDINATOR	1	100.0000	\$5,068.36	\$5,068.36	\$5,068.36	\$0.00
FISCAL OFFICER	1	20.0000	\$11,175.80	\$2,235.16	\$2,235.16	\$0.00
<b>Subtotal: Overtime</b>				<b>\$7,303.52</b>	<b>\$7,303.52</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$168,552.97</b>	<b>\$168,552.97</b>	<b>\$0.00</b>
<b>Accounting Method:</b>	<b>Cash</b>					

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

**Motor Carrier Coordinator:** The employee reports directly to the Director and is responsible for overseeing the certification of inspectors, the operational plans for enforcement initiatives, implementation of portions of the CVSP, attending Traffic Records Committee meetings, tracking supplies, travel arrangements, processing of requisitions for conversion to purchase orders, and maintaining the equipment inventory of the Federal Motor Carrier program in the Territory, preparing the reimbursement vouchers, and preparing monthly, quarterly and annual reports for submission to our federal partners. The employee also prepares the annual CVSP report. The Coordinator will continue to undergo the necessary grant/program/project management necessary to effectively meet the program mandates locally and federally. It is estimated that 20% of the Coordinators time on the grant will be for Overtime hours. This is a classified position and overtime must be calculated and paid when incurred.

**Fiscal Officer:** The employee reports directly to the Director. The employee serves as the accounting technical support for the fiscal transactions of the Federal grant programs within the VIOHS. Duties include processing of payments (invoices, grants, direct vouchers and purchase orders), preparation of related GVI and federal expenditure and receivables spreadsheets, maintenance of records for financial disbursements within the division, maintenance and reconciling of purchasing records for the program and the monitoring of revenues and expenditures, and analysis of financial transactions. This employee will continue to provide guidance to the coordinator for the procurement processes of the local government and the guidelines in place for the expenditure of federal funds. This position will be 20% charged to the motor carrier program. This is a classified position and overtime must be calculated and paid when incurred.

**Inspectors:** Stipends are paid to the USVI MCSAP Supervisors (2) and Inspectors (13 full and part-time) for carrying out the day-to-day enforcement aspects of the grant. The Supervisors are responsible for coordination and oversight of inspections, outreach, enforcement and compliance activities, and is responsible for scheduling the days and types of inspections and partnership development with external partners and agencies. The VIPD, through which the inspectors function, has to manipulate the manpower to effectively handle criminal activities (homicides and domestic violence), dealing with mentally ill persons, special requests from federal agencies, GVI and businesses. The fallout of resignations, retirements, and transfers continues to place undue pressure on the VIPD. Therefore, stipends will only be paid based on the verification of motor carrier activities being conducted and reviewed by the Motor Carrier Coordinator and the VIOHS Director respectively. Inspectors stipends are paid based on biweekly pay periods.

**System Analyst:** This position will provide the necessary support for the interface of the systems required by the inspectors to ensure that inspection reports are uploaded to the necessary system platforms to ensure that the VIOHS federal partners have access to the reports as needed. Currently, the VIPD IT unit has the necessary login access to ensure that the USVI information is uploaded but the

interface is not being completed as mandated. The system analyst will also be responsible for downloading reports necessary for the required evaluations by the VIOHS Director. The analyst will work with the coordinator to collect all data necessary to better implement the motor carrier program such as monthly analysis of inspections, citations and crash reports. The analyst will also be involved with cleaning of the crash data currently in the system, and the system interface with the planned VIPD e-citation system which will have both the inspection report and the crash report as components. This position will be 18.75% charged to the grant.

**Administrative Specialist:** The procurement and property arm of the Government of the Virgin Islands - Department of Property & Procurement - has increased its requirements from the other government agencies regarding the submittal of document from vendors who wish to conduct business with the GVI. Although necessary, this is time consuming. Therefore, an administrative specialist will be assigned various administrative duties of VIOHS to avoid delays in transactions processing, vendor payments, and responses to GVI and federal agencies. This position will be 20% charged to the Motor Carrier program.

**Compliance Officer:** This position reports directly to the VIOHS Director, and will focus on the monitoring of all VIOHS projects to ensure that they abide by the grant award rules and regulations. The person will also assist with the development of the eCVSP and the grant applications for VIOHS. This person will also be responsible for the monthly Statement of Expenses of Federal Awards (SEFA) reconciliations, and the quarterly Accounts Receivables reconciliations for VIOHS. This position will be 20% charged to the Motor Carrier program.

Position Title	Hourly Wage	No. of Hours per Week	No. of Weeks	Salary
Motor Carrier Coordinator	\$24.37	40	52	\$50,683.65
Fiscal Officer	\$26.86	8	52	\$11,175.80
Admin. Asst.	\$24.04	8	52	\$10,000.00
Traffic Records Analyst	\$38.46	8	52	\$15,000.00
Inspectors (2) FT	\$300.00 per pay period	*varies	26	\$10,800.00
Inspectors (11) PT	\$125 per pay period	*varies	26	\$35,750.00
Supervisor (2)	\$400.00 per pay period	*varies	26	\$15,600.00
Compliance Officer	\$29.42	40	52	\$12,240.00

#### **Overtime Justification:**

##### **Inspectors overtime - Removed**

**Coordinator's Overtime** is estimated at 10% of the annual salary for approximately 138.66 hours = Base salary at \$24.37; OT rate at  $24.37 \times 1.5 = \$36.55$  Calculated cost =  $138.66 \times \$36.55 = \$5,068.36$ . Approximately 5 and 1/4 hours per pay period.

**Fiscal Officer's Overtime** is estimated at 20% of the annual salary to be charged to the grant for the Fiscal Officer for approximately 55.47 hours = Base salary at \$26.86; OT rate at  $26.86 \times 1.5 = \$40.29$  Calculated cost =  $55.47 \times \$40.29 = \$2,235.16$ . Approximately 2.13 hours per pay period.

#### **Comments**

### Part 4 Section 3 - Fringe Benefits

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

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

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

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

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

*Depending on the State, there are fixed employer taxes that are paid as a percentage of the salary, such as Social Security, Medicare, State Unemployment Tax, etc. For more information on this item see the [Fringe Benefits Job Aid below](#).*

#### Fringe costs method: Actual Fringe Rate

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

**Fringe Benefit Rate:** The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.

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

Fringe Benefits Project Costs						
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal)	Federal Share	MOE
MOTOR CARRIER COORDINATOR	49.1200	100.0000	\$50,683.65	\$24,895.80	\$24,895.80	\$0.00
INSPECTORS	7.6500	100.0000	\$10,800.00	\$826.20	\$826.20	\$0.00
SUPERVISORS (SGTS)	7.6500	100.0000	\$15,600.00	\$1,193.40	\$1,193.40	\$0.00
TRAFFIC RECORDS ANALYST	42.5400	100.0000	\$15,000.00	\$6,381.00	\$6,381.00	\$0.00
Part-Time Inspectors	7.6500	100.0000	\$35,750.00	\$2,734.87	\$2,734.87	\$0.00
COMPLIANCE OFFICER	51.9200	100.0000	\$12,240.00	\$6,355.00	\$6,355.00	\$0.00
FISCAL OFFICER	47.4500	100.0000	\$11,175.80	\$5,302.91	\$5,302.91	\$0.00
ADMINISTRATIVE SPECIALIST	49.3600	100.0000	\$10,000.00	\$4,936.00	\$4,936.00	\$0.00
CUMULATIVE OVERTIME	7.6500	100.0000	\$7,303.52	\$558.71	\$558.71	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$53,183.89</b>	<b>\$53,183.89</b>	<b>\$0.00</b>

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

**NOTE:** Fringe benefits are calculated based on what is provide to us from the Department of Finance. Fringe benefits include: FICA; Retirement; Workmen's Compensation; and Health Insurance for each full-time employee. In the case of stipends, only FICA is calculated, as reflected above. Retirement is capped at \$65,000.00 per employee.

Retirement percentage is 23.5% as per OMB directive

## FRINGE

Positions	FICA SECURITY MED) 7.65%	(SOCIAL & RETIREMENT 23.5%	WORKMEN'S COMPENSATION \$476.80	HEALTH INSURANCE -(FAMILY - \$15224.88; SINGLE OR VACANT - \$8633.04	TOTAL FRINGE
ADMINISTRATIVE SPECIALIST	\$ 765.00	\$ 2,350.00	\$ 95.00	\$ 1,726.00	\$ 4,936.00
SUPERVISORS (SGTS)	\$ 1,193.40	\$ -	\$ -	\$ -	\$ 1,193.40
TRAFFIC RECORDS ANALYST	\$ 1,147.50	\$ 3,525.00	\$ 89.50	\$ 1,619.00	\$ 6,381.00
INSPECTORS - PARTTIME	\$ 2,734.87	\$ -	\$ -	\$ -	\$ 2,734.87
FISCAL OFFICER	\$ 854.95	\$ 2,626.00	\$ 95.36	\$ 1,726.60	\$ 5,302.91
MC COORDINATOR	\$ 3,877.30	\$ 11,909.50	\$ 476.00	\$ 8,633.00	\$ 24,895.80
INSPECTORS - FULLTIME	\$ 826.20	\$ -	\$ -	\$ -	\$ 826.20
COMPLIANCE OFFICER	\$ 936.36	\$ 2,876.00	\$ 94.64	\$ 2,448.00	\$ 6,355.00
OVERTIME	\$ 558.71	\$ -	\$ -	\$ -	\$ 558.71
TOTAL	\$ 12,894.29	\$ 23,286.50	\$ 850.50	\$ 16,152.60	\$ 53,183.89

Comments
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**Part 4 Section 4 - Travel**

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

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

*List the purpose, number of persons traveling, number of days, percentage of time on MCSAP Grant, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.475](#).*

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

Travel Project Costs						
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
Monthly Program Monitoring/other FMCSA Divisions	4	20	100.0000	\$44,000.00	\$44,000.00	\$0.00
MCSAP Planning Meeting	4	5	100.0000	\$12,800.00	\$12,800.00	\$0.00
COHMED CONFERENCE	3	7	100.0000	\$12,030.00	\$12,030.00	\$0.00
NAIC	2	7	100.0000	\$8,640.00	\$8,640.00	\$0.00
CVSA ANNUAL CONFERENCE	3	7	100.0000	\$12,460.00	\$12,460.00	\$0.00
Inter-Regional Training & certification	4	7	100.0000	\$12,680.00	\$12,680.00	\$0.00
<b>TOTAL: Travel</b>				<b>\$102,610.00</b>	<b>\$102,610.00</b>	<b>\$0.00</b>

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

**Justification for Travel Above:** The Territory consists of three islands where inspections and enforcement activities takes place. Those islands are St. Croix, St. Thomas, St. John. The MCSAP Coordinator is a Territorial position in which the Coordinator resides on the island of St. Croix. The only way to get to the other islands, is through air travel. Inter-island travel is needed when hosting trainings, on-site monitoring, outreaches, and to ensure that inspections are being conducted in accordance with policy and procedures. The MCSAP program in the Territory is working on using best practices to improve program effectiveness. One of these ways is through detailed monitoring visits. In the past, the MCSAP program in the Territory has placed vehicles out-of-service, or required areas of improvement for the vehicles that are inspected. The MCSAP Commander and Coordinator will monitor the quality of the inspections conducted. Quality will be measured based on verification of accuracy of violations issued. Violations are issued to drivers. Sanctions will be issued to the drivers during inspections. The MCSAP Commanders, Coordinator and the VIOHS Director will follow-up on violations issued within 30 days to ensure compliance and resolution of violations through the visitations of each trucking company with violations on St. Croix, St. Thomas, and St. John. In addition, monthly program monitoring will provide project management, on-site technical assistance if necessary, capacity building to get the word out about program initiatives, monitor the type and quantity of citations issued as compared to other officers to ensure program quality and effectiveness during on-site inspection monitoring. Additionally, the VIPD and the Commonwealth of Puerto Rico Service Commission will work on a revised and updated Memorandum of Understanding (MOU) that establishes an operation of joint training/education program to raise competency in FMCSA's Commercial Vehicle Safety programs; and assistance in the instruction and use of data and technology resources related to inspection standardization conforming FMCSA's procedures; and to work together to coordinate pertinent public information activities. Best practices are reviewed to identify and communicate any future trends, developments or programs in the MCSAP program areas that may have a positive impact on the general safety of the motorist population through the development of strategic planning.

Because of the limitations of available flights and the schedules, travel from the USVI to most of these locations usually result in the attendees arriving very late in the evening or early morning hours of the following day. The travel day is included to accommodate delays, rerouting, and to allow the attendees to rest before the first day of the meeting, workshop or conferences.



The USVI has to travel to the mainland for trainings and conferences, and the cost of such travel has increased. The conference attendances listed are the trainings and workshops germane to the operations of the MCSAP unit.

Due to the limited number of hazmat and other types of cargo transportation, it is necessary for inspectors to travel to the neighboring island territory of Puerto Rico (PR) to maintain certain certification levels. The USVI and PR has maintained a long standing spirit of cooperation and when requested and coordinated has benefited both territories. A minimum of 4 inspectors - two (2) from each district will be selected to travel to PR for a minimum of seven (7) days to participate in training and to conduct inspections to maintain their required certifications. There can be two separate trips planned, if one proves to be difficult to accommodate.

<b>Monthly Program Monitoring</b>	
<b>AIRFARE</b>	\$300.00 per person (MCSAP Coordinator, Supervisors & VIOHS Director, Compliance Officer, Administrative Specialist, and Traffic Records Analyst) X 12 trips x 4 persons (minimum) <i>Total: \$14,400.00; and a minimum of one inter-island for other inspectors during the carnival, festival and celebration seasons - \$300 per person for 4 inspectors for 3 trips (one St. Thomas, one St. Croix, one St. John) - \$3600.00</i> <i>Total Airfare - \$18,000.00</i>
<b>HOTEL</b>	\$250 per night X 20 nights 4 persons <i>Total: \$20,000.00</i>
<b>PER DIEM</b>	\$75 per night X 20 nights 4 persons <i>Total: \$6,000</i>
<b>Total:</b>	<b>\$44,000.00</b>

<b>MCSAP Planning Meeting</b>	
<b>AIRFARE</b>	\$1,500.00 per person (MCSAP Coordinator/ VIOHS Director/ MCSAP Commanders X 1 trip x 4 persons <i>Total: \$6,000.00</i>
<b>HOTEL</b>	\$300 per night X 4 nights 4 persons <i>Total: \$4,800.00</i>
<b>PER DIEM</b>	\$75 per night X 4 nights 4 persons <i>Total: \$1,200.00; Baggage \$60 x 4 = \$240.00; Transportation - estimated vehicle rental - \$600.00 Total: \$2,040.00</i>
<b>Total:</b>	<b>\$12,840.00</b>

<b>COHME CONFERENCE</b>	
<b>AIRFARE</b>	\$1,500.00 per person (3 HAZMAT CERTIFIED INSPECTORS) X 1 trip x 3 persons <i>Total: \$4,500.00</i>
<b>HOTEL</b>	\$300 per night X 6 nights 3 persons <i>Total: \$5,400.00</i>
<b>PER DIEM</b>	\$75 per night X 6 nights 3 persons <i>Total: \$1,350.00 Baggage \$60 x3 = \$180.00; Transportation - Vehicle rental estimated - \$600.00 Total: \$2,130.00</i>
<b>Total:</b>	<b>\$12,030.00</b>

#### North American Inspectors Championship (NAIC) (2) persons

NIAC (2) Inspectors 1 from each district

Airfare \$1,500.00 per person x trip x 2 persons total **\$3,000.00**

Hotel \$300.00 per night x 6 nights x 2 persons = **\$3,600.00**

Per Diem \$75 per night x 6 nights 2 persons = **\$900.00**

Transportation - Vehicle rental estimated - **\$1,000.00**

Luggage Cost \$70.00 x 2 = **\$140.00**

**TOTAL = \$8,640.00**

The trip is planned for **two** officers travelling from the USVI.

#### CVSA Annual Conference (3 persons)

Attendees: Coordinator or alternate, 2 inspectors

Airfare \$1500.00 per person x 3 = \$4,500

Hotel \$300 per night x 6 nights x 3 = \$5,400

Per Diem \$75 per night x 6 nights x 3 = \$1,350  
Transportation - vehicle rental estimate - \$1,000.00  
Luggage Costs \$70 x 3 = \$210.00  
Total = \$12,460.00

**Inter-Regional Travel to Puerto Rico**

Attendees: 4 inspectors  
Airfare: \$300.00 per person x 4 = \$1,200.00  
Hotel: \$350.00 per night x 6 nights x 4 = \$8,400.00  
Per Diem: \$75.00 per night x 6 nights x 4 = \$1,800.00  
Transportation: vehicle rental estimate = \$1,000.00  
Luggage costs: \$70.00 x 4 = \$280.00  
Total: \$12,680.00

Comments
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**Part 4 Section 5 - Equipment**

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

- If your State's equipment capitalization threshold is below \$5,000, check the box below and provide the equipment threshold amount. To refer to Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies see [2 CFR § 200.1](#) Definitions.

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

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

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

Equipment Project Costs						
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
TRUCK	1	\$100,000.00	100	\$100,000.00	\$100,000.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>
Equipment threshold is greater than \$5,000.						

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

The inspectors have been utilizing Chevey Tahoe for the past 4 years, but have found that for pulling the trailer which holds all of the additional equipment and supplies needed for joint coordinated inspections and enforcement, a truck is better suited to the terrain of the US Virgin Islands. The most suitable truck will be selected for use by the unit. It will be outfitted with the required docking station, antenna connection for Panasonic Toughbook with the requisite power supply, push bumper, power inverter, first aid kit, fire extinguisher with vertical bracket, the door will be armored, Tait radio system camera system and Amber alert system for use by the supervisor in either district.

This vehicle will be assigned to the most appropriate district.

The estimated cost of the vehicle at this point in time is reflected as follows: **\$92,000.00**

F150 or similar Crew Cab 4X4 Blue

2.7L V6 ECOBOOST ENGINE; ELECTRONIC 10 SPEED AUTOMATIC TRANSMISSION; 4-WHEEL DISC BRAKES WITH ABS; 420 AMPS ALTERNATOR; INDEPENDENT FRONT SUSPENSION AXLE; 3.73 ELECTRONIC LOCKING REAR AXLE, 145" WHEELBASE; ADVANCE TRAC W/ROLL STABILITY CONTROL, AIRBAGS, REAR VIEW CAMERA AND REVERSE SENSING SYSTEM; AND 20" WHEELS.

HAV DOCKING STATION WITH DUAL PASS THROUGH ANTENNA CONNECTION FOR TOUGHBOOK/LAPTOP WITH POWER SUPPLY; WAGAN 800 WATT POWER INVERTER.

ANGEL ARMOR DRIVER SIDE IIIA AND PASSENGER SIDE IIIA; CAMERA SYSTEM; AMBER ALERT SYSTEM; TAIT RADIO 9300 DASH CONSOLE MOUNT TRUNKED DMR 1 MOBILE, SDT. MIC WITH ANTENNA.

DETAILING AS PER VIPD/MOTOR CARRIER REQUIREMENTS estimated: **\$8,000.00**

**Total Estimated Cost - \$100,000.00**

**Comments**

**Part 4 Section 6 - Supplies**

*Supplies means all tangible property other than that described in Equipment in [2 CFR §200.1](#) Definitions. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.*

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

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

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

Supplies Project Costs						
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
SUPPLIES	1	\$78,450.00	58.8100	\$46,136.44	\$46,136.44	\$32,313.56
<b>TOTAL: Supplies</b>				<b>\$46,136.44</b>	<b>\$46,136.44</b>	<b>\$32,313.56</b>

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

OPERATING SUPPLIES:

GAS COUPONS - \$40,000.00

OFFICE SUPPLIES;

PAPER - \$1,000.00

INSPECTION SUPPLIES - \$5,500.00

PENS, FOLDERS, HANGING FILES, PAPER CLIPS, BINDER CLIPS, TAPE - \$1,000.00

PAPER SHREDDERS - \$2,500.00

TOTAL: \$10,000.00

CLEANING SUPPLIES - \$8,450.00

PAPER TOWELS

TOILET TISSUE

CLOROX

CLEANING LIQUID

DISINFECTANT

BROOMS

MOPS

LARGE AND SMALL TRASH BAGS

HAND SOAP

LYSOL AIRFRESHNERS

CLOROX WIPES

OTHER SUPPLIES:

UNIFORMS FOR INSPECTORS - ESTIMATED (INCLUDING SHIPPING) FOR FY 2024 \$20,000.00

Comments
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## 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 §200.1 Definitions](#)). All contracts issued under a Federal award must comply with the procurement standards described in [2 CFR §200.317](#), [2 CFR §200.318](#), and [Appendix II to Part 200](#).

**Note:** Contracts are separate and distinct from subawards; see [2 CFR §200.331](#) 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 §200.1 Definitions](#) and [2 CFR §200.331](#)).

**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 §200.1 Definitions](#)).

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

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

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

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

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

Contractual and Subaward Project Costs						
Legal Name	DUNS/ EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
TBA	UEI	Contract	100.0000	\$66,250.00	\$66,250.00	\$0.00
Description of Services: Media outreach, social media platforms, webpage maintenance						
<b>TOTAL: Contractual and Subaward</b>				<b>\$66,250.00</b>	<b>\$66,250.00</b>	<b>\$0.00</b>

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

The Territory does not have any subaward project costs planned for the fiscal period. The USVI will solicit various media/communications experts and avenues to plan, create, and disseminate the commercial traffic safety messages throughout the territory as there are no communications experts on staff. The VIOHS webpage and social media accounts must be redesigned and maintained for the fiscal year.

Based on prior agreements with media companies, the estimated costs involves creation of television and radio ads using locally prominent personalities, contract staffers, and possible government officials. Newspaper ad placements will be created; billboards and banners are to be displayed in both island districts; social media presence maintained; and creation of commercial traffic safety jingles using local musical talent.  
Calculated costs - 530 hours x \$125.00 per hour estimated = \$66,250.00

The estimated cost is \$66,250.00

Comments
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## Part 4 Section 8 - Other Costs

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

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

Enter a description of each requested Other Cost.

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

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

### Indirect Costs

Information on Indirect Costs ([2 CFR §200.1](#) Definitions) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided in the "My Documents" area in the eCVSP tool and through Grants.gov. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base. For more information, please see [2 CFR § 200.414](#) Indirect (F&A) costs.

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

### Your State will claim reimbursement for Indirect Costs.

Indirect Costs				
Cost Basis	Approved Rate	Eligible Costs	Total Indirect Costs	Federal Share
Modified Total Direct Costs (MTDC)	10	\$451,089.30	\$45,108.93	\$45,108.93
<b>TOTAL: Indirect Costs</b>			<b>\$45,108.93</b>	<b>\$45,108.93</b>

Other Costs Project Costs						
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
CVSA Decal	2160 PIECE	\$0.35	100.0000	\$756.00	\$756.00	\$0.00
CVSA Annual Membership	1 Cost Per Membership	\$8,000.00	100.0000	\$8,000.00	\$8,000.00	\$0.00
CVSA REGISTRATION FEES	3 1	\$800.00	100.0000	\$2,400.00	\$2,400.00	\$0.00
COHMED REGISTRATION FEES	3 Cost per registrant	\$600.00	100.0000	\$1,800.00	\$1,800.00	\$0.00
NAIC CHALLENGE REGISTRATION	2 Cost per person	\$700.00	100.0000	\$1,400.00	\$1,400.00	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$14,356.00</b>	<b>\$14,356.00</b>	<b>\$0.00</b>

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

INDIRECT COST RATE - VIOHS does not have a current indirect cost negotiated rate and has elected to charge the de minimis rate of 10% of modified total direct costs (MTDC) consistently for all Federal awards. 2 CFR § 414(f).

The other cost section lists other expenses that will be charge towards the grant that is within their own stand alone category. These are essential items that are apart of the program.

CVSA Decals - Decals necessary for use by the inspectors after each inspection of a commercial vehicle estimated cost of \$0.35 per decal. - \$756.00

CVSA Annual membership for the USVI 1year at \$8,000.00 estimated for FY2024.

Estimated registration fees for out of territory conferences, trainings and workshops. - \$5,600.00

## Comments

**Part 4 Section 9 - Comprehensive Spending Plan**

The Comprehensive Spending Plan is auto-populated from all line items in the tables and is in read-only format. Changes to the Comprehensive Spending Plan will only be reflected by updating the individual budget category table(s).

ESTIMATED Fiscal Year Funding Amounts for MCSAP		
	100% Federal Share	Total Estimated Funding
Total	\$596,195.00	\$596,195.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$89,429.00
MOE Baseline:	\$28,647.21

Estimated Expenditures			
Personnel			
	Federal Share	Total Project Costs (Federal)	MOE
ADMINISTRATIVE SPECIALIST	\$10,000.00	\$10,000.00	\$0.00
SUPERVISORS (SGTS)	\$15,600.00	\$15,600.00	\$0.00
TRAFFIC RECORDS ANALYST	\$15,000.00	\$15,000.00	\$0.00
INSPECTORS (PART-TIME)	\$35,750.00	\$35,750.00	\$0.00
FISCAL OFFICER	\$11,175.80	\$11,175.80	\$0.00
MC COORDINATOR	\$50,683.65	\$50,683.65	\$0.00
INSPECTORS (FULL-TIME)	\$10,800.00	\$10,800.00	\$0.00
COMPLIANCE OFFICER	\$12,240.00	\$12,240.00	\$0.00
<b>Salary Subtotal</b>	<b>\$161,249.45</b>	<b>\$161,249.45</b>	<b>\$0.00</b>
COORDINATOR	\$5,068.36	\$5,068.36	\$0.00
FISCAL OFFICER	\$2,235.16	\$2,235.16	\$0.00
<b>Overtime subtotal</b>	<b>\$7,303.52</b>	<b>\$7,303.52</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$168,552.97</b>	<b>\$168,552.97</b>	<b>\$0.00</b>

Fringe Benefits			
	Federal Share	Total Project Costs (Federal)	MOE
MOTOR CARRIER COORDINATOR	\$24,895.80	\$24,895.80	\$0.00
INSPECTORS	\$826.20	\$826.20	\$0.00
SUPERVISORS (SGTS)	\$1,193.40	\$1,193.40	\$0.00
TRAFFIC RECORDS ANALYST	\$6,381.00	\$6,381.00	\$0.00
Part-Time Inspectors	\$2,734.87	\$2,734.87	\$0.00
COMPLIANCE OFFICER	\$6,355.00	\$6,355.00	\$0.00
FISCAL OFFICER	\$5,302.91	\$5,302.91	\$0.00
ADMINISTRATIVE SPECIALIST	\$4,936.00	\$4,936.00	\$0.00
CUMULATIVE OVERTIME	\$558.71	\$558.71	\$0.00
<b>Fringe Benefits total</b>	<b>\$53,183.89</b>	<b>\$53,183.89</b>	<b>\$0.00</b>

Travel			
	Federal Share	Total Project Costs (Federal)	MOE
Monthly Program Monitoring/other FMCSA Divisions	\$44,000.00	\$44,000.00	\$0.00
MCSAP Planning Meeting	\$12,800.00	\$12,800.00	\$0.00
COHMED CONFERENCE	\$12,030.00	\$12,030.00	\$0.00
NAIC	\$8,640.00	\$8,640.00	\$0.00
CVSA ANNUAL CONFERENCE	\$12,460.00	\$12,460.00	\$0.00
Inter-Regional Training & certification	\$12,680.00	\$12,680.00	\$0.00
<b>Travel total</b>	<b>\$102,610.00</b>	<b>\$102,610.00</b>	<b>\$0.00</b>

Equipment			
	Federal Share	Total Project Costs (Federal)	MOE
TRUCK	\$100,000.00	\$100,000.00	\$0.00
<b>Equipment total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

Supplies			
	Federal Share	Total Project Costs (Federal)	MOE
SUPPLIES	\$46,136.44	\$46,136.44	\$32,313.56
<b>Supplies total</b>	<b>\$46,136.44</b>	<b>\$46,136.44</b>	<b>\$32,313.56</b>

Contractual and Subaward			
	Federal Share	Total Project Costs (Federal)	MOE
TBA	\$66,250.00	\$66,250.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$66,250.00</b>	<b>\$66,250.00</b>	<b>\$0.00</b>

Other Costs			
	Federal Share	Total Project Costs (Federal)	MOE
CVSA Decal	\$756.00	\$756.00	\$0.00
CVSA Annual Membership	\$8,000.00	\$8,000.00	\$0.00
CVSA REGISTRATION FEES	\$2,400.00	\$2,400.00	\$0.00
COHMED REGISTRATION FEES	\$1,800.00	\$1,800.00	\$0.00
NAIC CHALLENGE REGISTRATION	\$1,400.00	\$1,400.00	\$0.00
<b>Other Costs total</b>	<b>\$14,356.00</b>	<b>\$14,356.00</b>	<b>\$0.00</b>

Total Costs			
	Federal Share	Total Project Costs (Federal)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$551,089.30</b>	<b>\$551,089.30</b>	<b>\$32,313.56</b>
Indirect Costs	\$45,108.93	\$45,108.93	NA
<b>Total Costs Budgeted</b>	<b>\$596,198.23</b>	<b>\$596,198.23</b>	<b>\$32,313.56</b>

<b>Comments</b>
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## Part 4 Section 10 - Financial Summary

The Financial Summary is auto-populated by the system by budget category. It is a read-only document and can be used to complete the SF-424A in Grants.gov. Changes to the Financial Summary will only be reflected by updating the individual budget category table(s).

- The system will confirm that percentages for Federal and State shares are correct for Total Project Costs. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that Planned MOE Costs equal or exceed FMCSA funding limitation. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that the Overtime value does not exceed the FMCSA funding limitation. The edit check is performed on the **"Overtime subtotal"** line.

ESTIMATED Fiscal Year Funding Amounts for MCSAP		
	100% Federal Share	Total Estimated Funding
Total	\$596,195.00	\$596,195.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$89,429.00
MOE Baseline:	\$28,647.21

Estimated Expenditures			
	Federal Share	Total Project Costs (Federal)	Planned MOE Costs
;;;Salary Subtotal	\$161,249.45	\$161,249.45	\$0.00
;;;Overtime Subtotal	\$7,303.52	\$7,303.52	\$0.00
Personnel Total	\$168,552.97	\$168,552.97	\$0.00
Fringe Benefits Total	\$53,183.89	\$53,183.89	\$0.00
Travel Total	\$102,610.00	\$102,610.00	\$0.00
Equipment Total	\$100,000.00	\$100,000.00	\$0.00
Supplies Total	\$46,136.44	\$46,136.44	\$32,313.56
Contractual and Subaward Total	\$66,250.00	\$66,250.00	\$0.00
Other Costs Total	\$14,356.00	\$14,356.00	\$0.00
	Federal Share	Total Project Costs (Federal)	Planned MOE Costs
Subtotal for Direct Costs	\$551,089.30	\$551,089.30	\$32,313.56
Indirect Costs	\$45,108.93	\$45,108.93	NA
<b>Total Costs Budgeted</b>	<b>\$596,198.23</b>	<b>\$596,198.23</b>	<b>\$32,313.56</b>

## Comments

**Part 5 - Certifications and Documents****Part 5 Section 1 - Overview**

*Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to and abide by 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.*

*These certifications must be completed and signed on an annual basis.*

**Comments**

**Part 5 Section 2 - 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? DAPHNE O'NEAL
2. What is this person's title? DIRECTOR - OFFICE OF HIGHWAY SAFETY
3. Who is your Governor's highway safety representative? RAY A. MARTINEZ
4. What is this person's title? POLICE COMMISSIONER

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

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

**State Certification declaration:**

I, DAPHNE O'NEAL, DIRECTOR - OFFICE OF HIGHWAY SAFETY, on behalf of the Territory of VIRGIN ISLANDS, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the Territory satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.  
NONE

**Comments**

**Part 5 Section 3 - 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? DAPHNE O'NEAL
2. What is the title of your certifying State official? DIRECTOR - OFFICE OF HIGHWAY SAFETY
3. What are the phone # and email address of your State official? 340-714-9810; daphne.oneal@vipd.vi.gov

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

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

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

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.  
NONE

**Comments**



**Part 5 Section 4 - New Laws/Legislation/Policy Impacting CMV Safety**

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

☐ Yes ☒ No

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

☐ Yes ☒ No

**Comments**