



MISSOURI

Commercial Vehicle Safety Plan

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

Fiscal Years 2020 - 2022

Date of Approval: April 06, 2020

FINAL CVSP



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

Part 1 - MCSAP Overview

Part 1 Section 1 - Introduction

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

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.201](#) and [205](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before August 1 of each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan each year to receive MCSAP funds.

The FAST Act required the Federal Motor Carrier Safety Administration (FMCSA) to “prescribe procedures for a State to submit a multiple-year plan and annual updates thereto, under which the State agrees to assume responsibility for improving motor carrier safety by adopting and enforcing State regulations, standards, and orders that are compatible with the regulations, standards, and orders of the Federal Government on commercial motor vehicle safety and hazardous materials transportation safety.”

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

You will find that each of the five eCVSP parts listed above contains different subsections. Each subsection category will provide you with detailed explanation and instruction on what to do for completing the necessary tables and narratives.

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit a 3-year plan or an Annual Update to a 3-year plan. As used within the eCVSP, the term ‘State’ means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

REMINDERS FOR FY 2020:

Multi-Year plans—For FY 2020, 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—Those States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in the previous year and indicate whether anything needs to be updated for the upcoming fiscal year via a Yes/No question provided in each Section of Parts 1-3. **NOTE: Answer carefully as there is one opportunity to check Yes/No and then the input is locked.**

- If Yes is indicated, the information provided for previously will be editable and State users can make any necessary changes to their project plan. (Note: Trend information that supports your current activities is not editable.)
- If No is indicated, then no information in this section will be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2019 plans. States must carefully review and update this information to reflect FY 2020 activities prior to submission to FMCSA.

States are reminded to **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.

Personally Identifiable Information – PII is information which, on its own or matched with other data, would permit identification of that 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.

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 Missouri's Motor Carrier Safety Assistance Program (MCSAP) is to reduce the number of crashes, fatalities, injuries and property damage involving Commercial Motor Vehicles (CMVs). Fulfilling this mission requires strong partnerships among Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department, St. Louis County Police Department and two divisions of the Missouri Department of Transportation - Motor Carrier Services and Highway Safety & Traffic.

The Missouri MCSAP goals:

- Maintain a heightened level of motor carrier compliance of the FMCSA regulations by conducting roadside inspections, traffic enforcement, investigations and new entrant safety audits
- Provide excellent public education and outreach
- Sustain timely and accurate data collection and reporting processes

Part 1 Section 3 - MCSAP Structure Explanation

Instructions:

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

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

The agencies involved in Missouri's commercial motor vehicle enforcement program include: Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department, St. Louis County Police Department, Missouri Department of Transportation – Motor Carrier Services Division and Missouri Department of Transportation – Highway Safety and Traffic Division.

Missouri State Highway Patrol:

There are three divisions within the Missouri State Highway Patrol (MSHP) with roles in CMV safety/enforcement:

1. Commercial Vehicle Enforcement Division - This division is responsible for CMV roadside inspections and includes 129 allotted full-time CVSA certified officers and 30-50 part-time CVSA certified officers. None of the enforcement positions are MCSAP funded full-time equivalents (FTEs). This division also employs five positions that are MCSAP funded - three quality control clerks and two computer information technicians. The three quality control clerks conduct data entry of CMV inspection reports and CMV involved crash reports. They also certify any returned CMV inspection reports verifying repairs have been made to the CMV. Additionally, they upload crash and inspection reports daily to FMCSA and conduct quality assurance of these reports. The two computer information technicians perform maintenance of the electronic systems and databases that support CMV inspections and CMV crashes. These personnel also provide 24 hours tech support for computer and other electronic systems.
2. Patrol Records Division - This division is responsible for records and data management of crash reports. This division has one MCSAP dedicated FTE that is state funded.
3. Field Operations Bureau - This division is responsible for traffic enforcement of CMVs and non-CMV's and criminal interdiction in and around commercial motor vehicles and includes 34 Commercial Vehicle Enforcement Troopers (CVETs). None of these positions are MCSAP funded FTEs.

Kansas City Police Department:

The Kansas City Police Department has eight full-time and three part-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. The eight full-time officers are MCSAP funded. The three part-time officers are not MCSAP funded.

St. Louis Metropolitan Police Department:

The St. Louis Metropolitan Police Department has five full-time and five part-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. The five full-time officers are MCSAP funded. The five part-time officers are only MCSAP funded through overtime when conducting CMV enforcement activities.

St. Louis County Police Department:

The St. Louis County Police Department has **six** full-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. The **six** full-time officers are MCSAP funded.

Missouri Department of Transportation (MoDOT):

There are two divisions within the Missouri Department of Transportation with roles in CMV safety:

1. MoDOT - Motor Carrier Services Division is responsible for carrier compliance investigations and new entrant safety audits and includes 30 CVSA certified investigators. These positions are partially funded with MCSAP funds.
2. MoDOT - Highway Safety and Traffic Division is the designated lead agency for planning, implementing and administering Missouri's MCSAP. It includes one MCSAP funded position, the MCSAP Coordinator.

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

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

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

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

Lead Agency Information	
Agency Name:	MISSOURI DEPARTMENT OF TRANSPORTATION - HIGHWAY SAFETY AND TRAFFIC DIVISION
Enter total number of personnel participating in MCSAP activities	4
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	0
Public Education and Awareness	1
Data Collection and Reporting	4
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	KANSAS CITY POLICE DEPARTMENT
Enter total number of personnel participating in MCSAP activities	12
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	11
Traffic Enforcement Activities	1200
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	2
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	ST. LOUIS METROPOLITAN POLICE DEPARTMENT
Enter total number of personnel participating in MCSAP activities	13
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	10
Traffic Enforcement Activities	1203
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	ST. LOUIS COUNTY POLICE DEPARTMENT
Enter total number of personnel participating in MCSAP activities	6
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	6
Traffic Enforcement Activities	1015
Investigations*	0
Public Education and Awareness	6
Data Collection and Reporting	6
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	MISSOURI DEPARTMENT OF TRANSPORTATION - MOTOR CARRIER SERVICES DIVISION
Enter total number of personnel participating in MCSAP activities	35
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	30
Traffic Enforcement Activities	0
Investigations*	30
Public Education and Awareness	34
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	MISSOURI STATE HIGHWAY PATROL
Enter total number of personnel participating in MCSAP activities	262
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	213
Traffic Enforcement Activities	1000
Investigations*	0
Public Education and Awareness	11
Data Collection and Reporting	38
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	4
Total # of MCSAP Participating Personnel:	7

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

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

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

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

Part 2 Section 2 - CMV Crash Reduction

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

Trend Analysis for 2014 - 2018

Instructions for all tables in this section:

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

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

ALL CMV CRASHES

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

Goal measurement as defined by your State: Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	146	122	146
01/01/2017	12/31/2017	127	92	127
01/01/2016	12/31/2016	130	93	130
01/01/2015	12/31/2015	120	98	120
01/01/2014	12/31/2014	113	82	113

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	8		
01/01/2017	12/31/2017	10		
01/01/2016	12/31/2016	4		
01/01/2015	12/31/2015	3		
01/01/2014	12/31/2014	4		

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	1		
01/01/2017	12/31/2017	0		
01/01/2016	12/31/2016	1		
01/01/2015	12/31/2015	1		
01/01/2014	12/31/2014	2		

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

The numbers listed for CMV and Motorcoach/Passenger Carrier crashes are a compilation of data provided by the Missouri Department of Transportation – Traffic Management System (TMS) database, of which all statistical information is generated from crash reports submitted to the Missouri State Highway Patrol – Statewide Accident Reporting System (STARS). The following bus types were used to report the fatality numbers for MOTORCOACH/PASSENGER CARRIER CRASHES: school bus, intercity, transit/commuter and charter/tour. The numbers listed for HM crashes are a compilation of data provided to the State of Missouri by the Federal Motor Carrier Safety Administration (FMCSA) from the Motor Carrier Management Information System (MCMIS).

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

The "All CMV Crashes" table shows the goals and actual outcomes. From 2017 to 2018, Missouri experienced an increase in CMV fatalities. This trend is not moving in the right direction and the state continues to review data to determine what is leading to CMV-involved crashes.

The state has noticed Vehicle Miles Traveled (VMT) has been on the incline due to economic recovery and lower fuel prices. With an increase in VMT, meaning there are more vehicles on the roadways, there are increased chances of crashes occurring.

Furthermore, the data continues to show year after year that the behaviors of the non-CMV drivers are leading to more crashes than those of the CMV drivers. Efforts are being made to educate and improve the driving behaviors of passenger car drivers.

Below is CMV crash data from 2014 through 2018:

CMV INVOLVED:	Crashes		People		
	Fatal	Serious Injury	Fatalities	Serious injuries	Minor Injuries
2018	128	318	146	407	3680
2017	120	301	127	387	3755
2016	120	343	130	415	3667
2015	111	289	120	369	3369
2014	101	287	113	371	2854

	Number of CMV Drivers Involved in Crashes		Number of CMV Drivers Involved with No Contributing Circumstances to the Crash	
	Fatal	Serious Injury	Fatal	Serious Injury
2018	154	344	99 (64.3%)	199 (57.8%)
2017	132	320	87 (65.9%)	183 (57.2%)
2016	129	372	79 (61.2%)	193 (51.9%)
2015	129	325	81 (62.8%)	184 (56.6%)
2014	115	314	72 (62.6%)	163 (51.9%)

TOP CONTRIBUTING CIRCUMSTANCES RELATED TO THE NON-CMV DRIVER FOR 2016-2018 (Other than NONE)

	Crashes		
	Fatal	Serious Injury	Total
Failed to Yield	43	95	138
Improper Lane Use/Change	42	95	137
Distracted/Inattentive	33	100	133
Too Fast for Conditions	30	86	116

TOP CONTRIBUTING CIRCUMSTANCES RELATED TO THE CMV DRIVER FOR 2016-2018 (Other than NONE)

	Crashes		
	Fatal	Serious Injury	Total
Improper Lane Use/Change	24	86	110
Too Fast for Conditions	19	78	97
Distracted/Inattentive	26	65	91
Failed to Yield	18	73	91

CMV Driver Fatalities:

2014 – 17 (10 - 77% unbuckled)

2015 – 23 (16 - 76% unbuckled)

2016 – 21 (13 - 72% unbuckled)

2017 – 17 (11 - 73% unbuckled)

2018 – 27 (12 - 48% unbuckled)

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

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

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

In order to reach the goal of 700 or fewer deaths by 2020, the State of Missouri set the overall fatality reduction rate to 13% per year. Since CMV fatalities are included in the overall fatality numbers for the state, the CMV fatality reduction rate is also 13% in order to achieve the overall statewide goal.

The State of Missouri does not set a Motorcoach/Passenger Carrier or Hazardous Material fatality reduction goal.

Enter the data source and capture date:

The data is provided by the Missouri Department of Transportation – Traffic Management System (TMS) database, of

which all statistical information is generated from crash reports submitted to the Missouri State Highway Patrol – Statewide Accident Reporting System (STARS).

Projected Goal for FY 2020 - 2022:

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

Fiscal Year	Annual Crash Reduction Goals
2020	127
2021	111
2022	96

In 2018, there were 146 CMV fatalities out of the statewide total of 921 fatalities. The goals during FY 2020, 2021 and 2022 is to decrease CMV involved fatalities by 13% per year. *During the CVSP State Revising, after final award, the crash reduction goals were revised to align with Missouri's statewide reduction goal.

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

All activities in the following sections are planned to address the fatality reduction goal. Missouri anticipates it will conduct 79,549 inspections. Missouri anticipates it will conduct 350 carrier investigations and 770 new entrant safety audits. Traffic enforcement will be conducted and Missouri anticipates making 1,100 CMV stops and 500 non-CMV stops. When analyzing CMV fatal crashes from 2014 to 2018, 63.4% of the CMV drivers involved had no contributing circumstance to the crash. Therefore, a statewide media campaign targeting drivers of passenger vehicles will be conducted to provide education on how to safely drive around CMVs.

Activities will be focused in the top crash counties and cities listed in the tables below. Additional crash data was captured for each top county to guide activities by the subrecipients. That data is too detailed to be included in this plan. The additional data included fatal and injury crashes, top contributing circumstances by CMV driver and non-CMV driver, percentage of unbelted CMV drivers, CMV vehicle body types involved in crashes and day, month and time that most CMV crashes occurred. Also, heat maps showing crash locations were created for each top county.

Top 20 Counties

by Fatal and Injury Crashes

2014 - 2018

	County	2014		2015		2016		2017		2018		5-Year Total	
		Crashes	Fatalities	Crashes	Fatalities	Crashes	Fatalities	Crashes	Fatalities	Crashes	Fatalities	Crashes	Fatalities
1	ST. LOUIS	338	7	353	6	417	8	386	5	420	14	1914	
2	JACKSON	326	12	344	12	393	8	408	13	374	6	1845	
3	ST. LOUIS CITY	280	3	295	4	300	6	310	7	212	6	1397	
4	GREENE	88	2	106	3	143	5	122	7	140	4	599	
5	ST. CHARLES	63	3	93	4	99	3	113	4	104	4	472	
6	CLAY	68	2	69	3	101	2	84	3	80	5	402	
7	JEFFERSON	38	2	61	3	71	3	61	3	69	0	300	
8	JASPER	31	0	48	4	52	6	50	2	58	4	239	
9	BOONE	51	4	43	4	57	7	41	4	41	4	233	
10	FRANKLIN	35	5	41	4	52	5	30	1	49	7	207	
11	BUCHANAN	37	3	41	1	42	1	44	0	36	1	200	
12	CASS	29	2	30	2	40	1	29	0	44	5	172	
13	PLATTE	35	1	37	0	29	3	34	8	36	3	171	
14	PHELPS	10	2	40	5	42	5	30	4	27	2	149	
15	LAWRENCE	26	1	24	2	27	2	30	7	34	4	141	

16	CAPE GIRARDEAU	28	0	15	2	33	2	34	2	28	0	138
17	LACLEDE	15	1	21	2	30	3	24	0	35	2	125
18	NEWTON	27	1	14	0	23	1	27	6	32	4	123
19	WEBSTER	18	1	21	1	22	2	16	0	39	1	116
20	PEMISCOT	20	2	29	3	22	0	14	1	27	0	112
	TOTAL	1,563	54	1,725	65	1,995	73	1,887	77	1,885	76	9,055

Top 30 Cities

CMV Involved Crashes

2014 - 2018

by Fatal, Disabling and Minor Injury Crashes

	City	Crashes
1	KANSAS CITY	1638
2	ST. LOUIS	1396
3	SPRINGFIELD	377
4	INDEPENDENCE	209
5	ST. JOSEPH	156
6	BRIDGETON	129
7	COLUMBIA	122
8	HAZELWOOD	105
9	TOWN AND COUNTRY	102
10	CHESTERFIELD	99
11	O'FALLON	96
12	ST. PETERS	90
13	FLORISSANT	89
14	JOPLIN	88
15	MARYLAND HEIGHTS	82
16	ST. CHARLES	79
17	LEES SUMMIT	74
18	CAPE GIRARDEAU	67
19	SUNSET HILLS	67
20	ROLLA	65
21	SEDALIA	65
22	WENTZVILLE	58
23	BERKELEY	52
24	BLUE SPRINGS	51
25	JEFFERSON CITY	51
26	BELTON	49
27	CREVE COEUR	49
28	BELLEFONTAINE NEIGHBORS	47
29	OVERLAND	45
30	NORTH KANSAS CITY	44

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.

Missouri will monitor the number of CMV involved fatalities and include those figures in the quarterly and annual reports.

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 2020 - 2022.

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

Trend Analysis for 2014 - 2018

Inspection Types	2014	2015	2016	2017	2018
Level 1: Full	27661	26222	28941	29209	30116
Level 2: Walk-Around	26982	26729	29116	31955	34935
Level 3: Driver-Only	32148	29731	33823	33795	30598
Level 4: Special Inspections	464	433	450	310	284
Level 5: Vehicle-Only	1342	1742	1501	1617	1717
Level 6: Radioactive Materials	0	3	4	3	3
Total	88597	84860	93835	96889	97653

Narrative Overview for FY 2020 - 2022

Overview:

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

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

The Missouri State Highway Patrol conducts roadside CMV inspections on roadways throughout the State of Missouri. They also conduct inspections at fixed scale facilities throughout the State. Additionally, they conduct truck checks in regions with the high crash counties and locations identified. The truck checks are three days in length with 10-20 officers working eight hours per day for a total of 240 hours.

The Kansas City Police Department, St. Louis Metropolitan Police Department and St. Louis County Police Department conduct roadside CMV inspections in their respective cities and counties. The MCSAP officers and other CMV-trained officers conduct inspections during their normal work shifts as well as during overtime enforcement projects.

The Missouri Department of Transportation - Motor Carrier Services Division conduct driver/vehicle inspections at both motor carrier terminals and destinations. They conduct inspections in conjunction with compliance investigations in accordance with FMCSA E-FOTM recommendations. Other vehicle inspections are conducted through unannounced random checks and passenger vehicle destination checks.

During the Missouri 2018 legislative session, the General Assembly passed Senate Bill 881, which was signed into law by the Governor on June 1, 2018. It went into effect on August 28, 2018. The Truly Agreed and Finally Passed SB 881 modified Section 304.232, RSMo, to ensure the safe conducting of commercial motor vehicle roadside inspections. The provision stated that "no safety inspection shall be performed on the shoulder of any highway with a posted speed limit in excess of forty miles per hour, except that safety inspections may be permitted on the shoulder at any entrance or exit of such highway where there is adequate space on the shoulder to safely perform such inspection."

Despite the change in law, Missouri has continued implementing a strong roadside inspection program. Trucks are stopped and then directed to safe locations within the provisions of the law.

Missouri will monitor the number of CMV roadside inspections and include those figures in the quarterly and annual reports.

Projected Goals for FY 2020 - 2022

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2020 - 2022. For FY 2020, 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: MISSOURI DEPARTMENT OF TRANSPORTATION - HIGHWAY SAFETY AND TRAFFIC DIVISION

Enter the total number of certified personnel in the Lead agency: 0

Projected Goals for FY 2020 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
Sub-Total Lead Agency	0	0	0	0	

MCSAP subrecipient agency

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

KANSAS CITY POLICE

Subrecipient is: DEPARTMENT

Enter the total number of certified personnel in this funded agency: 11

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	2400	50	50	2500	29.41%
Level 2: Walk-Around	2450	50		2500	29.41%
Level 3: Driver-Only	3500			3500	41.18%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only				0	0.00%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Funded Agencies	8350	100	50	8500	

ST. LOUIS METROPOLITAN

Subrecipient is: POLICE DEPARTMENT

Enter the total number of certified personnel in this funded agency: 10

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1515	100	50	1665	25.62%
Level 2: Walk-Around	2500	100	25	2625	40.38%
Level 3: Driver-Only	2100	25	25	2150	33.08%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only			60	60	0.92%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Funded Agencies	6115	225	160	6500	

ST. LOUIS COUNTY POLICE

Subrecipient is: DEPARTMENT

Enter the total number of certified personnel in this funded agency: 6

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	282	40	8	330	10.00%
Level 2: Walk-Around	2086	200	24	2310	70.00%
Level 3: Driver-Only	660			660	20.00%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only				0	0.00%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Funded Agencies	3028	240	32	3300	

MISSOURI DEPARTMENT OF
TRANSPORTATION - MOTOR
Subrecipient is: CARRIER SERVICES DIVISION

Enter the total number of certified personnel in this funded agency: 30

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	0.00%
Level 2: Walk-Around				0	0.00%
Level 3: Driver-Only				0	0.00%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only	480	240	240	960	100.00%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Funded Agencies	480	240	240	960	

MISSOURI STATE HIGHWAY

Subrecipient is: PATROL

Enter the total number of certified personnel in this funded agency: 213

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	18000	2200	150	20350	33.75%
Level 2: Walk-Around	15000	2500	25	17525	29.07%
Level 3: Driver-Only	22000		10	22010	36.51%
Level 4: Special Inspections	300			300	0.50%
Level 5: Vehicle-Only			100	100	0.17%
Level 6: Radioactive Materials		4		4	0.01%
Sub-Total Funded Agencies	55300	4704	285	60289	

Non-Funded Agencies

Total number of agencies:	4
Enter the total number of non-funded certified officers:	7
Enter the total number of inspections projected for FY 2020:	350

Summary

Projected Goals for FY 2020 - Roadside Inspections Summary

Projected Goals for FY 2020 Summary for All Agencies					
MCSAP Lead Agency: MISSOURI DEPARTMENT OF TRANSPORTATION - HIGHWAY SAFETY AND TRAFFIC DIVISION					
# certified personnel: 0					
Subrecipient Agencies: KANSAS CITY POLICE DEPARTMENT, MISSOURI DEPARTMENT OF TRANSPORTATION - MOTOR CARRIER SERVICES DIVISION, MISSOURI STATE HIGHWAY PATROL, ST. LOUIS COUNTY POLICE DEPARTMENT, ST. LOUIS METROPOLITAN POLICE DEPARTMENT					
# certified personnel: 270					
Number of Non-Funded Agencies: 4					
# certified personnel: 7					
# projected inspections: 350					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	22197	2390	258	24845	31.23%
Level 2: Walk-Around	22036	2850	74	24960	31.38%
Level 3: Driver-Only	28260	25	35	28320	35.60%
Level 4: Special Inspections	300			300	0.38%
Level 5: Vehicle-Only	480	240	400	1120	1.41%
Level 6: Radioactive Materials		4		4	0.01%
Total ALL Agencies	73273	5509	767	79549	

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.

Projected Goals for FY 2021 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	0	80214	350	80564
Enter total number of certified personnel	0	269	7	276
Projected Goals for FY 2022 Roadside Inspections				
Enter total number of projected inspections	0	80714	350	81064
Enter total number of certified personnel	0	269	7	276

Part 2 Section 4 - Investigations

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



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

Trend Analysis for 2014 - 2018

Investigative Types - Interstate	2014	2015	2016	2017	2018
Compliance Investigations					
Cargo Tank Facility Reviews					
Non-Rated Reviews (Excludes CSA & SCR)					
CSA Off-Site	10	2	0	0	22
CSA On-Site Focused/Focused CR	255	354	246	196	158
CSA On-Site Comprehensive	28	53	28	61	34
Total Investigations	293	409	274	257	214
Total Security Contact Reviews					
Total Terminal Investigations					

Investigative Types - Intrastate	2014	2015	2016	2017	2018
Compliance Investigations					
Cargo Tank Facility Reviews					
Non-Rated Reviews (Excludes CSA & SCR)					
CSA Off-Site	15	18	1	0	0
CSA On-Site Focused/Focused CR	61	82	177	109	33
CSA On-Site Comprehensive	31	15	9	82	151
Total Investigations	107	115	187	191	184
Total Security Contact Reviews					
Total Terminal Investigations					

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

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

Projected Goals for FY 2020 - 2022

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

Projected Goals for FY 2020 - 2022 - Investigations						
Investigation Type	FY 2020		FY 2021		FY 2022	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	40	0	40	0	40	0
CSA On-Site Focused/Focused CR	125	40	125	40	125	40
CSA On-Site Comprehensive	40	105	40	105	40	105
Total Investigations	205	145	205	145	205	145
Total Security Contact Reviews	1	1	1	1	1	1
Total Terminal Investigations	0	0	0	0	0	0

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

The Missouri Department of Transportation - Motor Carrier Services Division has had a comprehensive intrastate compliance review program since 1985. The intrastate program includes oversight of both for-hire and private motor carriers. However, Missouri only requires for-hire intrastate motor carriers to possess a USDOT number. Private intrastate carriers are not required to have a USDOT number making it difficult to upload into the federal system. Missouri would need a legislative change to require private intrastate carriers to obtain a USDOT number, which is unlikely to be supported by the State Legislature. Missouri will inform private intrastate carriers on the benefits of obtaining a USDOT number during outreach sessions and safety investigations. FMCSA has provided a waiver for Missouri to continue to conduct compliance reviews on private carriers without USDOT numbers while investigating avenues on how to get the private motor carrier data into the federal system. Missouri will partner with FMCSA to find amicable solutions.

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

The Missouri Department of Transportation - Motor Carrier Services Division follows CSA program rules to conduct investigations on carriers involved in crashes or with poor inspection ratings. In regard to intrastate investigations, Missouri has a system similar to the CSA process and identifies carriers with poor roadside inspection and crash histories. The agency also reviews crash data in search of any patterns specific to locations within the state, roadway corridors, or problem carriers. The Motor Carrier Services Division has a committed focus on passenger carriers. Fully trained investigators participate in passenger carrier investigations during FMCSA passenger strike force operations. Passenger carrier performance/histories are monitored and reviewed and any unsafe carrier is investigated. Currently, the division has 30 positions responsible for conducting carrier investigations, though none of these FTEs conduct them on a full-time basis.

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

Supervisors review motor carrier investigator activities and reports for quality, completeness and accuracy throughout the month. Errors are tracked and addressed with the investigator to ensure corrections are made and understood for

the future. Monthly reports are created to monitor the progress toward the program goals. Weekly reports are created to prevent overdue carriers from appearing in the inventory. Also, quarterly reports are submitted to the FMCSA.

Part 2 Section 5 - Traffic Enforcement

Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes).

Trend Analysis for 2014 - 2018
Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2018	12/31/2018	1340	3781
01/01/2017	12/31/2017	1095	3094
01/01/2016	12/31/2016	1077	3037
01/01/2015	12/31/2015	1439	
01/01/2014	12/31/2014	1157	

☒ **The State does not conduct CMV traffic enforcement stops without an inspection. If this box is checked, the "CMV Traffic Enforcement Stops without an Inspection" table is not required to be completed and won't be displayed.**

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

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

Updated 10.24.19 The Missouri State Highway Patrol tracks special enforcement projects with a report (SHP-135) generated in the Patrol's Criminal Justice Information Systems Division database. The reports are created and tracked using both the calendar date and the project number assigned to the operation. The statewide totals are compiled on a quarterly basis and submitted to FMCSA. Missouri tracks the number of CMV stops with an inspection but prior to 2016 did not capture the number of citations and warnings issued during those stops. Furthermore, Missouri conducts non-CMV traffic enforcement stops but those figures are not tracked. MSHP works a large amount of overtime NHTSA projects and reports those statistics to the MoDOT Highway Safety and Traffic Division.

Narrative Overview for FY 2020 - 2022

Instructions:

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

Traffic enforcement activities have proven to be effective countermeasures in deterring unsafe driving behavior among commercial motor vehicle operators as well as passenger vehicle operators. Concentrated high visibility enforcement contributes significantly in preventing crashes and removing unsafe drivers and vehicles from the roadway. The Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department and St. Louis County Police Department will conduct comprehensive and highly visible traffic enforcement in high crash counties and adjacent corridors, with a focus on commercial motor vehicle and non-commercial motor vehicle traffic violations. Non-commercial violations will focus on violations occurring around commercial motor vehicles.

Missouri is specifically precluded from setting what could be construed as a quota.

TRAFFIC CITATION QUOTAS - 304.125 & 575.320 This act prohibits a political subdivision or law enforcement agency from having a policy requiring or encouraging an employee to issue a certain number of traffic citations on a quota basis. Under current law, a public servant commits the Class A misdemeanor of misconduct in administration of justice if he or she orders a St. Louis County employee to issue a certain number of traffic citations except when the employee is assigned exclusively to traffic control and has no other responsibilities or duties. This act expands the provision to make it apply to employees of any political subdivision, not just St. Louis County. In addition, the act removes the exception for employees assigned exclusively to traffic control and specifies that a public servant also commits the misdemeanor by ordering an employee to increase the number of tickets the employee is issuing.

The Missouri State Highway Patrol will focus on the identified top crash counties. A minimum of 40 enforcement/inspection operations (SAFETE Operations) will occur, with 2 to 4 Commercial Vehicle Enforcement Troopers (CVETs), Patrol Officers and/or Commercial Vehicle Officers (CVOs) present. The operations will be at least 2 hours in length but can last up to 8 hours.

Missouri estimates it will maintain the number of traffic enforcement activities based on historical activities funded with MCSAP grants. MCSAP funded officers in Missouri are expected to conduct inspections on CMVs stopped at roadside. Therefore, there are no CMV traffic stops without an inspection.

Projected Goals for FY 2020 - 2022

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

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2020	FY 2021	FY 2022
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	1100	1100	1100
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection			
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	500	500	500
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)			

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2020 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2020 Activities	Average 2004/05 Activities
79899	350	770	81019	78553

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

Missouri will monitor traffic enforcement efforts and report results quarterly and annually to FMCSA.

Part 2 Section 6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility in [49 CFR 350.201 \(aa\)](#). States must achieve full participation by October 1, 2020. FMCSA defines “fully participating” in PRISM, for the purpose of determining eligibility for MCSAP funding, as when a State’s or Territory’s International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(aa\) \(cc\)](#)). For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of full participation in PRISM, O&M costs are eligible expenses. O&M expenses must be included and described in the Spending Plan section per the method these costs are handled in the State’s accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

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

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

Available data sources:

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

Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency: Missouri Department of Transportation - Motor Carrier Services Division

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency: Missouri Department of Transportation - Motor Carrier Services Division

Narrative Overview for FY 2020 - 2022**Problem Statement Narrative and Projected Goal:**

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

Missouri included ITD O&M costs in the spending plan. Those costs include system maintenance and license fees for OSOW permitting. The State also included PRISM O&M costs in the spending plan, which include IRP membership dues. Please see the spending plan for additional details.

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

NA

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

NA

Part 2 Section 7 - Public Education and Outreach

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

Trend Analysis for 2014 - 2018

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

Public Education and Outreach Activities	2014	2015	2016	2017	2018
Carrier Safety Talks	88	96	56	74	85
CMV Safety Belt Education and Outreach					
State Trucking Association Meetings	10	10	10	10	10
State-Sponsored Outreach Events				1	1
Local Educational Safety Events	6	10	10		
Teen Safety Events				5	29

Narrative Overview for FY 2020 - 2022

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

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

In an effort to decrease the number of CMV-involved fatalities and serious injuries in Missouri, the MoDOT Highway Safety and Traffic Division will do a statewide media campaign to educate non-CMV drivers on how to safely travel around CMVs. The Commercial Motor Vehicle Awareness campaign will be held in August using the tagline "Respect the Load, Share the Road". The theme is aimed at informing the public of the need for the trucking industry as well as safe driving behaviors around them. The campaign also reminds CMV drivers of safe driving tips. The Missouri Department of Transportation uses a media company with an existing state contract.

The MoDOT Motor Carrier Services Division will conduct approximately 50 presentations to teen students in various schools statewide. The presentations educate on CMV safety including safely driving around a CMV, sharing the road, stopping distances, blind spots and seat belt and inattentive driving awareness.

The state will participate in activities sponsored by the Missouri Trucking Association (MoTA), including their monthly Council of Safety Supervisors meetings, the spring and fall conferences and the annual Truck Driving Championship.

The Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department, St. Louis County Police Department and Missouri Department of Transportation will provide educational outreach to various groups throughout the year. They will also provide information on CMV regulations.

Projected Goals for FY 2020 - 2022

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

			Performance Goals		
Yes	No	Activity Type	FY 2020	FY 2021	FY 2022
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	65	70	70
<input type="radio"/>	<input checked="" type="radio"/>	CMV Safety Belt Education and Outreach			
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	10	10	10
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	1	1	1
<input type="radio"/>	<input checked="" type="radio"/>	Local Educational Safety Events			
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	50	50	50

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

Public education and outreach will be monitored and reported quarterly and annually to FMCSA.

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

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

SSDQ Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	No

Available data sources:

- [FMCSA website SSDQ information](#)

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

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

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

June 28, 2019

Narrative Overview for FY 2020 - 2022

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary.

The crash timeliness for Missouri is currently at 88%, which is a fair rating. This is due to the recent change in methodology prescribed by FMCSA. Several law enforcement agencies throughout the state do not electronically submit crash reports. The hard copies are boxed up and delivered the MSHP Patrol Records Division in Jefferson City for manual submission into STARS. Furthermore, if there are any errors on reports they must be sent back to the officers for correction.

Program Activities for FY 2020 - 2022: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

The two largest urban areas in Missouri are in the process of switching to electronic submittal of crash reports. Kansas City Police Department and St. Louis Metropolitan Police Department are both in the testing phase and going through the validation process. Each day they are making progress on training personnel and correcting errors that have not passed validation in STARS.

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

Part 2 Section 9 - New Entrant Safety Audits

The FAST Act states that conducting interstate New Entrant safety audits is now a requirement to participate in the MCSAP ([49 CFR 350.201](#).) The Act allows a State to conduct intrastate New Entrant safety audits at the State's discretion. States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

Note: The FAST Act also says that a State or a third party may conduct New Entrant safety audits. If a State authorizes a third party to conduct safety audits on its behalf, the State must verify the quality of the work conducted and remains solely responsible for the management and oversight of the New Entrant activities.

Yes	No	Question
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input checked="" type="radio"/>	<input type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

Trend Analysis for 2014 - 2018

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

New Entrant Safety Audits	2014	2015	2016	2017	2018
Interstate	1004	1000	864	674	749
Intrastate				60	68
Total Audits	1004	1000	864	734	817

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

Narrative Overview for FY 2020 - 2022

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency: Missouri Department of Transportation - Motor Carrier Services Division

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

Program Objective: Statutory time limits for processing and completing interstate safety audits are:

- If entry date into the New Entrant program (as shown in FMCSA data systems) September 30, 2013 or earlier—safety audit must be completed within 18 months.
- If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later—safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

Projected Goals for FY 2020 - 2022

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.
- **Offsite safety audit** is a desktop review of a single New Entrant motor carrier's basic safety management controls and can be conducted from any location other than a motor carrier's place of business. Offsite audits are conducted by States that have completed the FMCSA New Entrant training for offsite audits.
- **Group audits** are neither an onsite nor offsite audit. Group audits are conducted on multiple carriers at an alternative location (i.e., hotel, border inspection station, State office, etc.).

Projected Goals for FY 2020 - 2022 - New Entrant Safety Audits						
	FY 2020		FY 2021		FY 2022	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	130	70	130	70	130	70
# of Safety Audits (Offsite)	570	0	570	0	570	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	700	70	700	70	700	70
# of Non-Audit Resolutions	0	0	0	0	0	0

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

The Missouri Department of Transportation - Motor Carrier Services Division (MCS) goal is to assist FMCSA in their mission of reducing the number of crashes and fatalities involving commercial motor vehicles and commercial buses. MCS's objective is to perform New Entrant safety audits on each new entrant interstate carrier within 12 months of entering the program to ensure new entrant carriers are educated and compliant. MCS has designated 29 part-time investigators to the delivery of the New Entrant program. Investigators are dual trained which greatly increases the productivity and efficiency of the program by preparing investigators to complete any action needed (Chameleon, Covered Farm Vehicle, Inactivation, CSA Mandatory) for the new entrant carrier.

Many of the intrastate carriers have not been contacted or educated on economic and/or safety regulations. Upon contact, many intrastate carriers are operating in non-compliance and an unsafe manner. MCS believes there is a strong correlation between the number of carriers operating without upfront education and the number of carrier crashes within the state. Therefore, intrastate carriers need to be educated the same as interstate carriers. The goal is to provide education on regulatory compliance early in the stage of a carrier's operation to help create safer roadways and reduce crashes.

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

The Missouri Department of Transportation - Motor Carrier Services Division proposes to complete New Entrant safety audits within 3 to 12 months of the carrier's entry date meeting New Entrant program and the Fast Act expectations. The completion of the safety audit is to ensure that New Entrant carriers are educated and are in compliance with all CMV safety and hazardous material regulations to ultimately reduce crashes and fatalities.

An average safety audit includes pre-investigative work, establishing contact with the carrier to set dates and times, travel to and from the carrier's principle place of business, obtaining documents, educating the carrier and finalizing the SA report, supervisory review and uploading the report to MCMIS. In addition, there is also the time incurred for the carriers that fall outside of the average routine audit. That additional time includes an investigator researching and determining a chameleon carrier, determining a carrier meets the definition of a farmer and obtaining a signed Covered Farm Vehicle (CFV) statement, a carrier deciding they do not want or need to have interstate authority and time is spent guiding the carrier in the system to inactivate or obtaining a letter to switch the carrier to intrastate.

The MCS, upon the application for Missouri intrastate authority (MO-1 Application), will contact the carrier and conduct a safety audit. The intrastate safety audit program will supplement the Federal interstate program and will allow carriers only operating in Missouri to receive the same educational instruction from MCS trained investigators as interstate carriers. The investigators will explain the regulations and verify compliance with all regulations. After the intrastate safety audit, the carrier is monitored by the State's Top Priority Program (STP) list. It is anticipated that the additional contact with intrastate carriers will allow for companies to understand and follow CMV regulations in a more effective manner. The plan is to mirror the Federal Safety Audit process by utilizing the safety compliance manual.

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

The Missouri Department of Transportation – Motor Carrier Services Division will continue to track NE Interstate and Intrastate audits to ensure that the commitment to interstate carriers continues at or above its current level while also conducting intrastate audits. Missouri will track the number of intrastate carrier audits conducted and report results to FMCSA.

The MCS's Transportation Enforcement Investigations Supervisors will review safety audit reports upon completion for quality and accuracy as they are completed throughout the month. The Administrator of Motor Carrier Investigations will provide safety audit staff a monthly progress report informing audit staff's advancement toward meeting the yearly goal. Supervisors will track and address errors with investigators to ensure corrections are made and understood for the future. Supervisors will monitor FMCSA new entrant reports weekly to prevent overdue carriers appearing in the new entrant inventory. Also, quarterly progress reports will be submitted to the Missouri MCSAP coordinator for submission to FMCSA.

Part 3 - National Emphasis Areas and State Specific Objectives

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

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

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

Check this box if:

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

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

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

Check this box if:

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

Part 3 Section 3 - State Specific Objectives – Past

Instructions:

Describe any State-specific CMV problems that were addressed with FY2019 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2019 CVSP.

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

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

Activity #1

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

Drug Interdiction

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

The objective of the Drug Interdiction effort is to provide heightened enforcement on the roadways commonly used to transport and distribute illegal drugs. The Missouri State Highway Patrol will use shared intelligence to arrest and convict those who transport and distribute illegal drugs on Missouri roadways. During 2019 the Missouri State Highway Patrol Field Operations Bureau and Commercial Vehicle Enforcement Division will coordinate drug interdiction enforcement and education activities. The Missouri State Highway Patrol will conduct 10 CMV drug interdiction operations. Each operation must be 8 hours in length for 3 consecutive days. A minimum of 4 officers shall work each day of the project. The effort provides a total of 96 staffing hours per operation. These operations will be planned in strategic locations designed to increase the likelihood that commercial motor vehicles stopped are involved in the transportation of drugs or other contraband. The Field Operations Bureau will also participate in four drug/criminal interdiction-training activities. During interdiction operations, all criminal activities are being enforced, to include additional efforts to eradicate Human Trafficking.

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

The number of drug interdiction operations and their outcomes are reported on a quarterly and annual basis. There is no activity to report for FY 2019. Activities and spending of the 2019 MCSAP funds started on July 1, 2019.

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.

CMV Seat Belt Enforcement

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

Increase the CMV seat belt usage rate by 2% and decrease the number of unbelted CMV involved fatalities by 9%. Missouri will provide additional outreach to these high risk groups. The Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department and St. Louis County Police Department will issue citations to unbuckled drivers and passengers of commercial motor vehicles. The Missouri Department of Transportation - Motor Carrier Services Division will send letters to carriers who have drivers who were issued a citation for non-use of a safety belt. The letter reminds carriers to encourage their drivers to buckle up and provides an indicator to the carrier of CSA and other consequences of not wearing a seat belt.

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

The number of seat belt citations issued by law enforcement agencies to CMV drivers as well as the number of letters the Missouri Department of Transportation - Motor Carrier Services Division sends to carriers who have

drivers that were issued a citation for non-use of a safety belt are reported quarterly and annually. There is no activity to report for FY 2019. Activities and spending of the 2019 MCSAP funds started on July 1, 2019.

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

Part 3 Section 4 - State Specific Objectives – Future

Instructions:

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

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

State Objective #1

Enter the title of your State-Identified Objective.

Drug Interdiction

Narrative Overview for FY 2020 - 2022

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

Missouri is centrally located in the United States and includes heavily traveled roadways with a history of drug smuggling. Interstates 70, 44, 55, and 35 are major corridors for illegal contraband being transported by commercial motor vehicles. Drug interdiction efforts in conjunction with commercial motor vehicle roadside enforcement is necessary to reduce this risk.

Projected Goals for FY 2020 - 2022:

Enter performance goal.

Updated 10.24.19 The objective of the Drug Interdiction effort is to provide heightened enforcement on the roadways commonly used to transport and distribute illegal drugs. The Missouri State Highway Patrol will use shared intelligence to arrest and convict those who transport and distribute illegal drugs on Missouri roadways. In August of 2016, legislation was passed preventing Missouri law enforcement agencies from establishing quotas. The estimated number of inspections can be viewed as an "established goal" since CMV inspections frequently result with an enforcement action. Furthermore, providing a goal could easily be interpreted as establishing a quota.

Program Activities for FY 2020 - 2022: Describe the activities that will be implemented including level of effort.

Updated 10.24.19 During 2020, 2021 and 2022 the Missouri State Highway Patrol Field Operations Bureau and Commercial Vehicle Enforcement Division will coordinate drug interdiction enforcement activities. Protocols for the Missouri State Highway Patrol's MCSAP Criminal Interdiction projects are listed on the Operations Plans submitted by each of the participating troops. The composition of enforcement activities relies upon the use of Commercial Vehicle Enforcement Troopers, Commercial Vehicle Officers, and members assigned to the Criminal Interdiction Team. During these operations enforcement personnel, with specialized CMV training, work alongside the criminal interdiction team and complete CMV inspections as prescribed by Missouri's CVSP. The Missouri State Highway Patrol will conduct 10 CMV drug interdiction operations each year. Each operation will be 8 hours in length for 3 consecutive days. A minimum of 4 officers will work the project. The effort will provide at least 96 staffing hours per operation. These operations will be planned in strategic locations designed to increase the likelihood that commercial motor vehicles stopped are involved in the transportation of drugs or other contraband. The Field Operations Bureau will also participate in 4 drug/criminal interdiction-training activities. During interdiction operations, all criminal activities are being enforced, including additional efforts to eradicate Human Trafficking.

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 number of drug interdiction operations and their outcomes will be reported on a quarterly and annual basis.

State Objective #2

Enter the title of your State-Identified Objective.

CMV Seat Belt Enforcement

Narrative Overview for FY 2020 - 2022

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

Missouri's last CMV seat belt usage survey occurred in 2016, with a safety belt usage rate for commercial motor vehicle drivers of 82.8%. Missouri has seen a steady increase in CMV safety belt usage since 2004, when the survey results showed a usage rate of 59%. Though the usage rate has been increasing with each survey, we continue to see unbuckled fatalities in CMV crashes. Of the 367 fatalities occurring between 2014 and 2016, where at least one of the vehicles involved in the crash was a commercial motor vehicle, 61 fatalities were the CMV drivers. Of those CMV drivers, 39 drivers were not wearing their seatbelt at the time of the crash. Missouri's seatbelt survey identified flat bed drivers and dump truck drivers as high risk groups. Missouri's flat bed drivers have a 58.8% seatbelt use and dump truck drivers have a 61.3% seatbelt use rate.

Projected Goals for FY 2020 - 2022:

Enter performance goal.

Increase the CMV seat belt usage rate by 2% in the next survey, which will be conducted in fall 2021. Decrease the number of unbelted CMV-involved fatalities by 9% per year.

Program Activities for FY 2020 - 2022: Describe the activities that will be implemented including level of effort.

The Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department and St. Louis County Police Department will issue citations to unbuckled drivers and passengers of commercial motor vehicles. The Missouri Department of Transportation - Motor Carrier Services Division will send letters to carriers with drivers who were issued a citation for non-use of a seat belt. The letter reminds carriers to encourage their drivers to buckle up and provides an indicator of CSA and other consequences of not wearing a seat belt.

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 number of seat belt citations issued to CMV drivers as well as the number of letters sent to carriers will be reported quarterly and annually.

Part 4 - Financial Information

Part 4 Section 1 - Overview

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

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

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

Instructions

The Spending Plan should include costs for FY 2020 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

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

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. Federal share is 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share is 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute up to 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

On Screen Messages

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

- Calculation of Federal and State Shares

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

The system calculates an 85 percent Federal share and 15 percent State share automatically and populates these values in each line. Federal share is the product of Total Project Costs x .85. State share equals Total Project Costs minus Federal share. If Total Project Costs are updated based upon user edits to the input values, the 85 and 15 percent values will not be recalculated by the system and should be reviewed and updated by users as necessary.

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

- Overtime value does not exceed the FMCSA limit.
- Planned MOE Costs equal or exceed FMCSA limit.
- States' proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' proposed Total Project Costs are within \$5 of \$350,000.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,060,488.00	\$1,245,967.00	\$8,306,455.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$1,245,967.00
MOE Baseline:	\$37,304.52

Part 4 Section 2 - Personnel

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

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

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

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

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

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

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

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

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

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$1,245,967.00

Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Senior System Mgmt Specialist	1	0.0000	\$52,656.00	\$0.00	\$0.00	\$0.00	\$7,371.84
Assistant MCS Director	1	0.0000	\$76,680.00	\$0.00	\$0.00	\$0.00	\$7,668.00
CMV Program Manager	1	100.0000	\$59,097.13	\$59,097.13	\$50,232.56	\$8,864.57	\$0.00
MCS Investigations Administrator	1	80.0000	\$66,601.96	\$53,281.56	\$45,289.33	\$7,992.23	\$0.00
MCS Investigations Specialist	3	85.0000	\$48,405.42	\$123,433.82	\$104,918.75	\$18,515.07	\$0.00
CMV Safety Outreach Specialist	1	85.0000	\$54,664.58	\$46,464.89	\$39,495.16	\$6,969.73	\$0.00
Program Manager	1	80.0000	\$52,340.83	\$41,872.66	\$35,591.76	\$6,280.90	\$0.00
MCS Technician	1	85.0000	\$31,220.84	\$26,537.71	\$22,557.05	\$3,980.66	\$0.00
Transportation Enforcement Investigative Supervisor	4	83.0000	\$46,587.64	\$154,670.96	\$131,470.32	\$23,200.64	\$0.00
Senior Transportation Enforcement Investigator	14	85.0000	\$41,115.56	\$489,275.16	\$415,883.89	\$73,391.27	\$0.00
Transportation Enforcement Investigator	10	85.0000	\$36,561.74	\$310,774.79	\$264,158.57	\$46,616.22	\$0.00
Senior Financial Services Specialist	1	5.0000	\$55,695.20	\$2,784.76	\$2,367.05	\$417.71	\$1,977.84
MCS Director	1	2.0000	\$98,385.00	\$1,967.70	\$1,672.55	\$295.15	\$3,710.70
Subtotal: Salary				\$1,310,161.14	\$1,113,636.99	\$196,524.15	\$20,728.38
Overtime Project Costs							
Subtotal: Overtime				\$0.00	\$0.00	\$0.00	\$0.00
TOTAL: Personnel				\$1,310,161.14	\$1,113,636.99	\$196,524.15	\$20,728.38
Accounting Method:	Cash						

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

Productive hours calculation is based on 2,080 total hours, less holidays 96 (12*8), less estimated annual leave 100, less sick leave 10 for total of 1,874 productive hours.

- Senior System Management Specialist: Runs all crash data and compiles reports for the MCSAP.
- MCS Director and Assistant MCS Director: Carrier communication and education through calls or site visits pertaining to compliance, safety and enforcement; attends conferences and meetings and responsible for the operation of enforcement section.
- Commercial Motor Vehicle Program Manager: Develops Missouri's Commercial Vehicle Safety Plan (CVSP), manages Missouri's MCSAP and reports progress to FMCSA.
- MCS Investigations Administrator: Supervises the planning, analysis, and project implementation activities necessary for commercial motor vehicle safety and hazardous materials programs.
- MCS Investigations Specialist: Researches, develops, and administers motor carrier programs and policies; interprets related statutes and regulations and serves in an advisory/training capacity to unit supervisors, employees, and motor carriers.
- CMV Safety Outreach Specialist: Conducts presentations educating the motoring public on CMV safety, driving around a CMV, sharing the road, stopping distances, blind spots, etc. and seat belt and inattentive driving awareness.
- Program Manager: Identifies and assigns state and federal activities, monitors state and federal programs,

directs the statewide planning, coordination and implementation of activities and special programs for motor carrier safety, oversees field offices and supports field investigative staff and serves as a liaison between FMCSA and field investigators.

- MCS Technician: Provides advanced administrative and paraprofessional support in motor carrier services functions such as registration, regulatory activities, and compliance and audit programs, including resolving standard issues and minor non-standard issues with a high degree of independence.
- Transportation Enforcement Investigative Supervisor: Supervises and/or conducts economic and safety enforcement investigations, compliance reviews, educational briefings, safety audits, and motor carrier vehicle inspections, identifies violators within a region of the state and develops prosecution cases.
- Senior Transportation Enforcement Investigator: Conducts compliance reviews, educational briefings, safety audits, inspections of vehicles, and investigations of suspected safety and economic violations within an assigned region of the state, and develops prosecution cases.
- Transportation Enforcement Investigator: Conducts routine compliance reviews, educational briefings, safety audits, inspections of vehicles, and investigations of suspected safety and economic violations within a region of the state, and assists in the development of prosecution cases.
- Senior Financial Services Specialist: Performs financial accounting, reporting, and support service activities for Safety and Compliance. Prepares grant budget requests and prepares/documents monthly vouchers.

Part 4 Section 3 - Fringe Benefits

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

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

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

The cost of fringe benefits are allowable if:

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

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

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

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

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

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

*The **Base Amount** is:*

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

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Senior System Mgmt Specialist	85.4100	0.0000	\$52,656.00	\$0.00	\$0.00	\$0.00	\$6,664.97
Assistant MCS Director	85.4100	0.0000	\$76,680.00	\$0.00	\$0.00	\$0.00	\$6,357.37
CMV Program Manager	85.4100	100.0000	\$59,097.12	\$50,474.85	\$42,903.62	\$7,571.23	\$0.00
MCS Investigations Administrator	85.4100	80.0000	\$66,601.97	\$45,507.79	\$38,681.62	\$6,826.17	\$0.00
MCS Investigations Specialist	85.4100	85.0000	\$145,216.27	\$105,424.83	\$89,611.11	\$15,813.72	\$0.00
CMV Safety Outreach Specialist	85.4100	85.0000	\$54,664.59	\$39,685.67	\$33,732.82	\$5,952.85	\$0.00
Program Manager	85.4100	80.0000	\$52,340.83	\$35,763.44	\$30,398.93	\$5,364.51	\$0.00
MCS Technician	85.4100	85.0000	\$31,220.85	\$22,665.86	\$19,265.98	\$3,399.88	\$0.00
Transportation Enforcement Investigative Supervisor	85.4100	83.0000	\$186,350.57	\$132,104.47	\$112,288.80	\$19,815.67	\$0.00
Senior Transportation Enforcement Investigator	85.4100	85.0000	\$575,617.85	\$417,889.92	\$355,206.43	\$62,683.49	\$0.00
Transportation Enforcement Investigator	85.4100	85.0000	\$365,617.41	\$265,432.75	\$225,617.84	\$39,814.91	\$0.00
Senior Financial Services Specialist	85.4100	5.0000	\$55,695.36	\$2,378.47	\$2,021.70	\$356.77	\$1,580.11
MCS Director	85.4100	2.0000	\$98,385.00	\$1,680.61	\$1,428.52	\$252.09	\$2,772.75
TOTAL: Fringe Benefits				\$1,119,008.66	\$951,157.37	\$167,851.29	\$17,375.20

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

The base amount for each position was calculated by multiplying the annual salary by the number of staff conducting MCSAP eligible activities.

The fringe benefit rates listed above are based on the following fringe benefit items:

Retirement - 58.00%

Medical & Life Insurance - 20.11%

OASI/Medicare - 7.30%

Total - 85.41%

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, lodging, meals, transportation, registration, etc. Explain in detail how the MCSAP program will directly benefit from the travel.

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
MCSAP Planning Meeting - MCS	1	3	100.0000	\$1,227.00	\$1,042.95	\$184.05	\$0.00
Missouri Trucking Association (MoTA) - 3 Conferences - HS	1	7	100.0000	\$1,645.00	\$1,398.25	\$246.75	\$0.00
ISA Training	3	13	100.0000	\$7,410.00	\$6,298.50	\$1,111.50	\$0.00
Investigator Replacement All Training - Out of State	1	1	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Internal Training to Districts	1	8	100.0000	\$1,104.00	\$938.40	\$165.60	\$0.00
Passenger Vehicle Inspection Training	3	5	100.0000	\$2,400.00	\$2,040.00	\$360.00	\$0.00
St. Louis Bus Check	1	3	100.0000	\$438.00	\$372.30	\$65.70	\$0.00
In Service Training	26	2	100.0000	\$7,038.00	\$5,982.30	\$1,055.70	\$0.00
KC Bus Check	2	3	100.0000	\$918.00	\$780.30	\$137.70	\$0.00
Branson Bus Check	8	9	100.0000	\$8,856.00	\$7,527.60	\$1,328.40	\$0.00
Skill Performance Evaluations (SPE)	1	3	100.0000	\$459.00	\$390.15	\$68.85	\$0.00
CVSA Conferences - Spring and Fall - MCS	1	10	100.0000	\$3,710.00	\$3,153.50	\$556.50	\$0.00
COMED Conference	1	6	100.0000	\$1,932.00	\$1,642.20	\$289.80	\$0.00
MO Dump Truck Association (MDTA)	2	2	100.0000	\$376.00	\$319.60	\$56.40	\$0.00
Missouri Trucking Association (MoTA) - 3 Conferences - MCS	5	6	100.0000	\$2,992.00	\$2,543.20	\$448.80	\$0.00
ELD Refresher Training	26	2	100.0000	\$3,623.00	\$3,079.55	\$543.45	\$0.00
NASI Part A&B, Etc. Training	3	25	100.0000	\$8,775.00	\$7,458.75	\$1,316.25	\$0.00
MCSAP Coordinator In-state Travel - HS	1	4	100.0000	\$780.00	\$663.00	\$117.00	\$0.00
MSCAP Planning Meeting - HS	1	4	100.0000	\$1,640.00	\$1,394.00	\$246.00	\$0.00
CVSA Conferences - Spring and Fall - HS	1	10	100.0000	\$3,750.00	\$3,187.50	\$562.50	\$0.00
TOTAL: Travel				\$69,073.00	\$58,712.05	\$10,360.95	\$0.00

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

Program Travel for MoDOT - Motor Carrier Services Division**Routine:**

- In-Service Training (continued education for investigators on regulation changes, etc.) - 2 meetings for 2 days of training for each meeting for all staff (26 staff x 2 nights x \$89 per night hotel) + (26 staff x 2 days x \$34 per day meals) + (3 staff x 2 night x \$89 per night hotel; must come in evening before due to distance) + (3 staff x 2 day x \$18 for evening meals; must come in evening before due to distance) = \$7,038.00
- St. Louis Bus Check (1 staff x \$37 per day x 3 days for meals) + (1 staff x \$109 per night x 3 nights for hotel) = \$438.00
- KC Bus Check (2 staff x \$44 per day x 3 days for meals) + (2 staff x \$109 per night x 3 nights for hotel) = \$918.00
- Branson Bus Checks (8 staff x \$34 per day x 9 days for meals) + (8 staff x \$89 per night x 9 nights) = \$8,856.00
- Skill Performance Evaluations (SPE) (1 staff x \$44 per day x 3 days for meals) + (1 staff x \$109 per night x 3 nights) = \$459.00

Total Routine Travel = \$17,709.00

Conference Travel:

- Two CVSA Conferences = \$3,710.00
 - Fall – (1 staff x \$35 per day x 5 days for meals) + (1 staff x \$189 per night for hotel x 5 nights) + (1 staff x \$800 for airfare) + (1 staff x \$70 for shuttle) + (1 staff x \$40 for parking) (Excludes registration fee) = \$2,030.00
 - Spring – (1 staff x \$45 per day x 5 days for meals) + (1 staff x \$199 per night for hotel x 5 nights) + (1 staff x \$350 for airfare) + (1 staff x \$70 for shuttle) + (1 staff x \$40 for parking) (Excludes registration fee) = \$1,680.00
- COMED Conference (1 Staff x \$45 per day x 6 days for meals) + (1 staff x \$199 per night for hotel x 6 nights) + (1 staff x \$468 Airfare, baggage, shuttle, parking etc.) = \$1,932.00
- MO Dump Truck Association (MDTA) (CMV safety presentations to this high-risk group - low seat belt use and high number of vehicle violations) (2 staff x \$34 per day x 2 day for meals) + (1 staff x \$120 for 2 day hotel) = \$376.00
- MCSAP Conference (1 staff x \$45 x 3 days for meals) + (1 staff x \$180 x 3 nights for hotel) + (1 staff x \$450 for airfare) + (1 staff x \$70 for shuttle) + (1 staff x \$32 for airport parking) = \$1,227.00
- Missouri Trucking Association (MoTA) = \$2,992.00
 - Fall Conference (1 staff x \$34 per day x 2 days for meals) + (1 staff x \$189 per night x 2 nights for hotel) = \$446.00
 - Spring Conference (1 staff x \$34 per day x 2 days for meals) + (1 staff x \$169 per night x 2 for hotel) = \$406.00
 - Truck Driving Championship (5 staff x \$36 per day x 2 days for meals) + (5 staff x \$89 per night x 4 night for hotel) = \$2,140.00

Total Conference Travel = \$10,237.00

Training Travel:

- Internal Training to District by Specialist = \$1,104.00
 - KC: (1 staff x \$44 per day x 4 days for meals) + (1 staff x \$109 per day x 4 nights for hotel) = \$612.00
 - Southwest: (1 staff x \$34 per day x 4 days for meals) + (1 staff x \$89 per day x 4 nights for hotel) = \$492.00
- Investigator Replacement Training at HP Academy for Part A&B, GHM, CTIP and OBP (3 staff x \$89 x 25 days for hotel) + (3 staff x \$28 per day x 25 days for meals) = \$8,775.00
- Investigator Replacement PVI Training (3 staff x \$122 x 5 days for hotel) + (3 staff x \$38 x 5 days for meals) = \$2,400.00
- Investigator Replacement ISA Training (3 staff x \$145 x 13 days for hotel) + (3 staff x \$45 x 13 days for meals) = \$7,410.00
- Investigator Replacement Training if only offered out-of-state - estimated at \$10,000.00
- ELD Refresher Training (26 staff x \$38 for meals) + (26 staff x \$89 per night for hotel for 1 night) + (3 staff x \$18 for one evening meal) + (3 staff x \$89 for hotel night prior to training) = \$3,623.00

Total Training Travel = \$33,312.00

Total MCS Program Travel = \$61,258.00

Program Travel for MoDOT - Highway Safety and Traffic Division

MCSAP Coordinator In-state Travel: 4 trips x \$45 per day for meals and 4 trips x \$150 per night for hotel = **\$780**

MCSAP Planning Meeting: (1 staff x \$45 per day x 4 days for meals) + (1 staff x \$190 per night x 4 nights for hotel) + (1 staff x \$500 for airfare) + (1 staff x \$200 for baggage, shuttle and airport parking) = **\$1,640**

CVSA Conferences = **\$3,750**

- Fall – (1 staff x \$45 per day x 5 days for meals) + (1 staff x \$190 per night x 5 nights for hotel) + (1 staff x \$500 for airfare) + (1 staff x \$200 for baggage, shuttle and airport parking) (excludes registration fee) = \$1,875
- Spring – (1 staff x \$45 per day x 5 days for meals) + (1 staff x \$190 per night x 5 nights for hotel) + (1 staff x \$500 for airfare) + (1 staff x \$200 for baggage, shuttle and airport parking) (excludes registration fee) = \$1,875

Missouri Trucking Association (MoTA) Events = **\$1,645**

- Fall Conference - (1 staff x \$45 per day x 2 days for meals) + (1 staff x \$190 per night x 2 nights for hotel) = \$470
- Spring Conference - (1 staff x \$45 per day x 2 days for meals) + (1 staff x \$190 per night x 2 nights for hotel) = \$470
- Truck Driving Championship - (1 staff x \$45 per day x 3 days for meals) + (1 staff x \$190 per night x 3 nights for hotel) = \$705

Total HS Program Travel = \$7,815.00

Part 4 Section 5 - Equipment

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

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

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

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

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

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
TOTAL: Equipment				\$0.00	\$0.00	\$0.00	\$0.00
Equipment threshold is greater than \$5,000.							

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

Part 4 Section 6 - Supplies

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Laptops with Docking Stations	5 unit	\$939.00	85.0000	\$3,990.75	\$3,392.14	\$598.61	\$0.00
Inspection Supplies	1 1	\$5,000.00	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Desktop Printers	4 unit	\$90.00	85.0000	\$306.00	\$260.10	\$45.90	\$0.00
Desktop Scanners	2 unit	\$516.00	85.0000	\$877.20	\$745.62	\$131.58	\$0.00
Portable Scanners	3 unit	\$243.00	85.0000	\$619.65	\$526.70	\$92.95	\$0.00
Office Supplies	1 1	\$16,000.00	100.0000	\$16,000.00	\$13,600.00	\$2,400.00	\$0.00
Regulation/HM and OOS Criteria Books	1 1	\$3,704.00	100.0000	\$3,704.00	\$3,148.40	\$555.60	\$0.00
Uniforms	1 1	\$20,809.00	100.0000	\$20,809.00	\$17,687.65	\$3,121.35	\$0.00
Portable Printers	5 unit	\$140.80	85.0000	\$598.40	\$508.64	\$89.76	\$0.00
Wide Screen Monitors	4 unit	\$130.00	85.0000	\$442.00	\$375.70	\$66.30	\$0.00
Backpacks	4 unit	\$56.50	85.0000	\$192.10	\$163.29	\$28.81	\$0.00
PC Miller Fees	1 1	\$619.68	100.0000	\$619.68	\$526.73	\$92.95	\$0.00
TOTAL: Supplies				\$53,158.78	\$45,184.97	\$7,973.81	\$0.00

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

Supplies:

- PC Miller fees for annual license & updates = \$619.68
- Regulation/HM books for \$2,584 and OOS criteria books for \$1,120 = \$3,704.00
- 4 backpacks x \$56.50 x 85% (remaining 15% state funded) = \$192.10
- Uniform cleaning and replacement. Based on historical grant eligible expenses and anticipated uniform replacement = \$20,809.00
- 5 Laptops (Replacement) and 5 Docking Stations. 5 laptops x \$846 x 85% and 5 docking stations x \$93 x 85%(remaining 15% state funded) = \$3,990.75
- 5 portable cannon iP110 printers x \$140.80 x 85% (remaining 15% state funded) = \$598.40

- 4 Desktop Dell Printers x \$90.00 x 85% (remaining 15% state funded) = \$306.00
- 2 desk top scanners x \$516 x 85% (remaining 15% state funded) = \$877.20
- 3 portable Fijitou scanners x \$243 x 85% (remaining 15% state funded) = \$619.65
- 4 wide screen monitors x \$130 x 85% (remaining 15% state funded) = \$442.00
- Inspector Supplies - creepers, flashlights, brake caliper with case, air pressure gauge, car organizer, floor mats, etc. Based on historical grant eligible expenses = \$5,000.00
- Various Office Supplies - printer ink, toner, paper, files, background checks, encrypted thumbdrive for backups, heat set replacements, etc. Based on historical grant eligible expenses = \$16,000.00

The above listed figures are based on a historical average of expenditures.

Total for Supplies = \$53,158.78

Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Missouri State Highway Patrol	DUNS 98638075	Subrecipient	100.0000	\$2,440,000.00	\$2,074,000.00	\$366,000.00	\$0.00
Description of Services: Inspections and Enforcement							
Kansas City Police Department	DUNS 188216873	Subrecipient	100.0000	\$1,341,478.20	\$1,140,256.47	\$201,221.73	\$0.00
Description of Services: Inspections and Enforcement							
St. Louis Metropolitan Police Department	DUNS 155937782	Subrecipient	100.0000	\$813,809.00	\$691,737.65	\$122,071.35	\$0.00
Description of Services: Inspections and Enforcement							
St. Louis County Police Department	DUNS 182006312	Subrecipient	100.0000	\$790,986.00	\$672,338.10	\$118,647.90	\$0.00
Description of Services: Inspections and Enforcement							
Bentley Systems, Incorporated	DUNS 953936623	Contract	100.0000	\$1,000.00	\$850.00	\$150.00	\$0.00
Description of Services: System Maintenance and License Fees							
Bucket Media	DUNS 25280335	Contract	100.0000	\$159,517.14	\$135,589.57	\$23,927.57	\$0.00
Description of Services: CMV Media Campaign							
Missouri State Highway Patrol	DUNS 98638075	Contract	100.0000	\$28,150.08	\$23,927.57	\$4,222.51	\$0.00
Description of Services: CMV Media Soft Match							
TOTAL: Contractual and Subaward				\$5,574,940.42	\$4,738,699.36	\$836,241.06	\$0.00

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

Project costs for the law enforcement subrecipients were determined by budgets submitted by each agency including amounts for Personnel, Fringe Benefits, Travel, Equipment, Supplies and Other. = **\$5,386,273.20**

The CMV Media Campaign costs are based on historical campaign expenses that include radio, online ads, television and print. = **\$159,517.14**

The Soft Match for CMV Media will be provided by Missouri State Highway Patrol's fuel expense used during CMV inspections and enforcement. = **\$28,150.08**

The Bentley O&M provides for the licensing, maintenance and support of MoDOT's Oversize and Overweight Permit System, MoDOT Carrier Express. MCE is a fully electronic permitting system that allows customers to apply and receive permits that authorizes travel on Missouri's highways for oversize and/or overweight loads that exceed legal size and weight limitations as established in Missouri Statute. = **\$1,000.00**

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 may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.), unit cost, and percentage of time on MCSAP grant must be included.

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

Enter a description of each requested Other Cost.

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

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

Indirect Costs

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

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

Your State will not claim reimbursement for Indirect Costs.

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
MoTA Conference Registration Fees	1	\$400.00	100.0000	\$400.00	\$340.00	\$60.00	\$0.00
Meals for Quarterly Meetings	4	\$170.00	100.0000	\$680.00	\$578.00	\$102.00	\$0.00
CVSA Decals	2400 unit	\$0.32	100.0000	\$768.00	\$652.80	\$115.20	\$0.00
Conference Registration Fees - MCS	1 1	\$2,435.00	100.0000	\$2,435.00	\$2,069.75	\$365.25	\$0.00
Vehicle Maintenance/Repair/Fuel	1 unit	\$64,000.00	100.0000	\$64,000.00	\$54,400.00	\$9,600.00	\$0.00
Communications (MiFi, mobile phones, etc.)	12 monthly	\$2,000.00	100.0000	\$24,000.00	\$20,400.00	\$3,600.00	\$0.00
Office Space	1 1	\$20,000.00	100.0000	\$20,000.00	\$17,000.00	\$3,000.00	\$0.00
Subpoena Services	3 1	\$80.00	100.0000	\$240.00	\$204.00	\$36.00	\$0.00
IFTA and IRP Membership Dues - MCS	1 1	\$51,000.00	100.0000	\$51,000.00	\$43,350.00	\$7,650.00	\$0.00
CVSA Conference Registration Fees - HS	2 1	\$625.00	100.0000	\$1,250.00	\$1,062.50	\$187.50	\$0.00
CVSA Membership Dues	1 1	\$14,800.00	100.0000	\$14,800.00	\$12,580.00	\$2,220.00	\$0.00
Communication (mobile phone) - HS	12 monthly	\$45.00	100.0000	\$540.00	\$459.00	\$81.00	\$0.00
TOTAL: Other Costs				\$180,113.00	\$153,096.05	\$27,016.95	\$0.00

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

Other Costs for MoDOT - Motor Carrier Services Division:

- CVSA Decals for MCSAP program inspections based on projection. 2,400 decals x \$0.32 = \$768.00
- 2 CVSA Conferences (Registration fees) \$600 x 1 and \$650 x 1 staff = \$1,250.00
- COHMED Conference (Registration fees) \$650 x 1 staff = \$650.00
- 2 MoTA Conferences (Registration fees) \$435 x 1 staff = \$435.00
- MDTA Conference (Registration fees) \$50 x 2 staff = \$100.00
- Vehicle Maintenance/Repair/Fuel Costs. Estimate is based off previous 12 months grant eligible enforcement activity for 31 cars for 12 months = \$64,000.00.
- Communications (MiFi, mobile phones, postage). The estimate is based off the previous 12 months grant eligible enforcement activity = \$24,000.00
- Office Space (covers utilities and office space). Seven office locations statewide. The estimate is based off the previous 12 months grant eligible enforcement activity = \$20,000.00
- Subpoena third party service. Historical use 3 times yearly. (\$80.00 x 3 uses) = \$240.00
- Membership Dues = \$51,000.00
 - IFTA Membership July 1, 2020 – June 30, 2021 - Dues payable in June 2020 = \$17,000.00
 - IRP Membership Oct 1, 2020 – Sept 30, 2021 - Dues payable in July 2020 = \$34,000.00

Total MCS Other Costs = \$162,443.00

Other Costs for MoDOT - Highway Safety and Traffic Division:

- CVSA Conference Registration Fees - 1 staff x 2 conferences = \$1,250.00
- CVSA Membership Dues = \$14,800.00
- MoTA Conference Registration Fees = \$400.00
- Meals for quarterly meetings (Meetings are scheduled for 10:00am to 2:00pm to allow for state-wide travel by attendees. Providing lunch is an expense that is ordinary and necessary to conducting business. Per policy this expense is approved by the Division Director. Copies of MoDOT's Department Provided Food Policy, Matrix and Request Form have been uploaded to the eCVSP system. Please note these policies have been viewed by MoDOT's external auditor as well as the State Auditor with no noted concerns.) - \$170 x 4 = \$680.00
- Communication (mobile phone) - \$45 per month = \$540.00

Total HS Other Costs = \$17,670.00

Missouri does not charge indirect costs. The above listed costs are based on historical expenditures.

Part 4 Section 9 - Comprehensive Spending Plan

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,060,488.00	\$1,245,967.00	\$8,306,455.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,245,967.00
MOE Baseline:	\$37,304.52

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Senior System Mgmt Specialist	\$0.00	\$0.00	\$0.00	\$7,371.84
Assistant MCS Director	\$0.00	\$0.00	\$0.00	\$7,668.00
CMV Program Manager	\$50,232.56	\$8,864.57	\$59,097.13	\$0.00
MCS Investigations Administrator	\$45,289.33	\$7,992.23	\$53,281.56	\$0.00
MCS Investigations Specialist	\$104,918.75	\$18,515.07	\$123,433.82	\$0.00
CMV Safety Outreach Specialist	\$39,495.16	\$6,969.73	\$46,464.89	\$0.00
Program Manager	\$35,591.76	\$6,280.90	\$41,872.66	\$0.00
MCS Technician	\$22,557.05	\$3,980.66	\$26,537.71	\$0.00
Transportation Enforcement Investigative Supervisor	\$131,470.32	\$23,200.64	\$154,670.96	\$0.00
Senior Transportation Enforcement Investigator	\$415,883.89	\$73,391.27	\$489,275.16	\$0.00
Transportation Enforcement Investigator	\$264,158.57	\$46,616.22	\$310,774.79	\$0.00
Senior Financial Services Specialist	\$2,367.05	\$417.71	\$2,784.76	\$1,977.84
MCS Director	\$1,672.55	\$295.15	\$1,967.70	\$3,710.70
Salary Subtotal	\$1,113,636.99	\$196,524.15	\$1,310,161.14	\$20,728.38
Overtime subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Personnel total	\$1,113,636.99	\$196,524.15	\$1,310,161.14	\$20,728.38

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Senior System Mgmt Specialist	\$0.00	\$0.00	\$0.00	\$6,664.97
Assistant MCS Director	\$0.00	\$0.00	\$0.00	\$6,357.37
CMV Program Manager	\$42,903.62	\$7,571.23	\$50,474.85	\$0.00
MCS Investigations Administrator	\$38,681.62	\$6,826.17	\$45,507.79	\$0.00
MCS Investigations Specialist	\$89,611.11	\$15,813.72	\$105,424.83	\$0.00
CMV Safety Outreach Specialist	\$33,732.82	\$5,952.85	\$39,685.67	\$0.00
Program Manager	\$30,398.93	\$5,364.51	\$35,763.44	\$0.00
MCS Technician	\$19,265.98	\$3,399.88	\$22,665.86	\$0.00
Transportation Enforcement Investigative Supervisor	\$112,288.80	\$19,815.67	\$132,104.47	\$0.00
Senior Transportation Enforcement Investigator	\$355,206.43	\$62,683.49	\$417,889.92	\$0.00
Transportation Enforcement Investigator	\$225,617.84	\$39,814.91	\$265,432.75	\$0.00
Senior Financial Services Specialist	\$2,021.70	\$356.77	\$2,378.47	\$1,580.11
MCS Director	\$1,428.52	\$252.09	\$1,680.61	\$2,772.75
Fringe Benefits total	\$951,157.37	\$167,851.29	\$1,119,008.66	\$17,375.20

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
MCSAP Planning Meeting - MCS	\$1,042.95	\$184.05	\$1,227.00	\$0.00
Missouri Trucking Association (MoTA) - 3 Conferences - HS	\$1,398.25	\$246.75	\$1,645.00	\$0.00
ISA Training	\$6,298.50	\$1,111.50	\$7,410.00	\$0.00
Investigator Replacement All Training - Out of State	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Internal Training to Districts	\$938.40	\$165.60	\$1,104.00	\$0.00
Passenger Vehicle Inspection Training	\$2,040.00	\$360.00	\$2,400.00	\$0.00
St. Louis Bus Check	\$372.30	\$65.70	\$438.00	\$0.00
In Service Training	\$5,982.30	\$1,055.70	\$7,038.00	\$0.00
KC Bus Check	\$780.30	\$137.70	\$918.00	\$0.00
Branson Bus Check	\$7,527.60	\$1,328.40	\$8,856.00	\$0.00
Skill Performance Evaluations (SPE)	\$390.15	\$68.85	\$459.00	\$0.00
CVSA Conferences - Spring and Fall - MCS	\$3,153.50	\$556.50	\$3,710.00	\$0.00
COMED Conference	\$1,642.20	\$289.80	\$1,932.00	\$0.00
MO Dump Truck Association (MDTA)	\$319.60	\$56.40	\$376.00	\$0.00
Missouri Trucking Association (MoTA) - 3 Conferences - MCS	\$2,543.20	\$448.80	\$2,992.00	\$0.00
ELD Refresher Training	\$3,079.55	\$543.45	\$3,623.00	\$0.00
NASI Part A&B, Etc. Training	\$7,458.75	\$1,316.25	\$8,775.00	\$0.00
MCSAP Coordinator In-state Travel - HS	\$663.00	\$117.00	\$780.00	\$0.00
MSCAP Planning Meeting - HS	\$1,394.00	\$246.00	\$1,640.00	\$0.00
CVSA Conferences - Spring and Fall - HS	\$3,187.50	\$562.50	\$3,750.00	\$0.00
Travel total	\$58,712.05	\$10,360.95	\$69,073.00	\$0.00

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

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Laptops with Docking Stations	\$3,392.14	\$598.61	\$3,990.75	\$0.00
Inspection Supplies	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Desktop Printers	\$260.10	\$45.90	\$306.00	\$0.00
Desktop Scanners	\$745.62	\$131.58	\$877.20	\$0.00
Portable Scanners	\$526.70	\$92.95	\$619.65	\$0.00
Office Supplies	\$13,600.00	\$2,400.00	\$16,000.00	\$0.00
Regulation/HM and OOS Criteria Books	\$3,148.40	\$555.60	\$3,704.00	\$0.00
Uniforms	\$17,687.65	\$3,121.35	\$20,809.00	\$0.00
Portable Printers	\$508.64	\$89.76	\$598.40	\$0.00
Wide Screen Monitors	\$375.70	\$66.30	\$442.00	\$0.00
Backpacks	\$163.29	\$28.81	\$192.10	\$0.00
PC Miller Fees	\$526.73	\$92.95	\$619.68	\$0.00
Supplies total	\$45,184.97	\$7,973.81	\$53,158.78	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Missouri State Highway Patrol	\$2,074,000.00	\$366,000.00	\$2,440,000.00	\$0.00
Kansas City Police Department	\$1,140,256.47	\$201,221.73	\$1,341,478.20	\$0.00
St. Louis Metropolitan Police Department	\$691,737.65	\$122,071.35	\$813,809.00	\$0.00
St. Louis County Police Department	\$672,338.10	\$118,647.90	\$790,986.00	\$0.00
Bentley Systems, Incorporated	\$850.00	\$150.00	\$1,000.00	\$0.00
Bucket Media	\$135,589.57	\$23,927.57	\$159,517.14	\$0.00
Missouri State Highway Patrol	\$23,927.57	\$4,222.51	\$28,150.08	\$0.00
Contractual and Subaward total	\$4,738,699.36	\$836,241.06	\$5,574,940.42	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
MoTA Conference Registration Fees	\$340.00	\$60.00	\$400.00	\$0.00
Meals for Quarterly Meetings	\$578.00	\$102.00	\$680.00	\$0.00
CVSA Decals	\$652.80	\$115.20	\$768.00	\$0.00
Conference Registration Fees - MCS	\$2,069.75	\$365.25	\$2,435.00	\$0.00
Vehicle Maintenance/Repair/Fuel	\$54,400.00	\$9,600.00	\$64,000.00	\$0.00
Communications (MiFi, mobile phones, etc.)	\$20,400.00	\$3,600.00	\$24,000.00	\$0.00
Office Space	\$17,000.00	\$3,000.00	\$20,000.00	\$0.00
Subpoena Services	\$204.00	\$36.00	\$240.00	\$0.00
IFTA and IRP Membership Dues - MCS	\$43,350.00	\$7,650.00	\$51,000.00	\$0.00
CVSA Conference Registration Fees - HS	\$1,062.50	\$187.50	\$1,250.00	\$0.00
CVSA Membership Dues	\$12,580.00	\$2,220.00	\$14,800.00	\$0.00
Communication (mobile phone) - HS	\$459.00	\$81.00	\$540.00	\$0.00
Other Costs total	\$153,096.05	\$27,016.95	\$180,113.00	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$7,060,486.79	\$1,245,968.21	\$8,306,455.00	\$38,103.58
Total Costs Budgeted	\$7,060,486.79	\$1,245,968.21	\$8,306,455.00	\$38,103.58

Part 4 Section 10 - Financial Summary

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,060,488.00	\$1,245,967.00	\$8,306,455.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,245,967.00
MOE Baseline:	\$37,304.52

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$1,113,636.99	\$196,524.15	\$1,310,161.14	\$20,728.38
Overtime Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Total	\$1,113,636.99	\$196,524.15	\$1,310,161.14	\$20,728.38
Fringe Benefits Total	\$951,157.37	\$167,851.29	\$1,119,008.66	\$17,375.20
Travel Total	\$58,712.05	\$10,360.95	\$69,073.00	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00	\$0.00
Supplies Total	\$45,184.97	\$7,973.81	\$53,158.78	\$0.00
Contractual and Subaward Total	\$4,738,699.36	\$836,241.06	\$5,574,940.42	\$0.00
Other Costs Total	\$153,096.05	\$27,016.95	\$180,113.00	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$7,060,486.79	\$1,245,968.21	\$8,306,455.00	\$38,103.58
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
Total Costs Budgeted	\$7,060,486.79	\$1,245,968.21	\$8,306,455.00	\$38,103.58

Part 5 - Certifications and Documents

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

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

Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? Nicole Hood
2. What is this person's title? State Highway Safety and Traffic Engineer
3. Who is your Governor's highway safety representative? Nicole Hood
4. What is this person's title? State Highway Safety and Traffic Engineer

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

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

State Certification declaration:

I, Nicole Hood, State Highway Safety and Traffic Engineer, on behalf of the State of MISSOURI, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the State satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

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

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

1. What is the name of your certifying State official? Nicole Hood
2. What is the title of your certifying State official? State Highway Safety and Traffic Engineer
3. What are the phone # and email address of your State official? 573.526.2803, Nicole.Hood@modot.mo.gov

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

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

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

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

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

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Department Provided Food Policy

- The Department Provided Food policy applies to group events and meetings where refreshments or meals are coordinated for the benefit of all authorized attendees. When refreshment or meal expenses are incurred on an individual basis, refer to the [Travel Policy](#) for guidance.
- Direct billing or reimbursement of actual expenditures for food (includes meals, snacks, refreshments and non-alcoholic beverage items) provided to a group of employees is allowed only when the expenditures are ordinary, necessary and directly related to conducting state business, when properly documented and when approved by a senior management team member, district engineer, or division director as specifically noted below.
- This policy establishes guidelines/minimum standards in an effort to aid employees and supervisors in determining the appropriateness of certain expenses. It is not intended as a substitute for the exercise of sound business judgment. Individual supervisors and/or work groups may adopt provisions regarding expenditures for food that are more restrictive than this policy to match the restraints of the current operating budget.
- Proper documentation must be attached to the vendor payment request or reimbursement request. Specific documentation requirements are listed within the policy below. Generally, the documentation must include:
 - The specific state business performed during the event or meeting. Such documentation would include an agenda, program and/or a statement of the business purpose/reason the meal was necessary in the specific circumstances.
 - Cost justification if the cost exceeds a nominal amount per person or if the cost of an approved meal exceeds meal per diems allowed in the [Travel Policy](#) for the location of the meeting.
 - A list of the individual names participating in the event.
 - The signature of a senior management team member, district engineer, or division director authorizing the event.

Food, During an Award Event

- Food expenses during award events are allowable within the following guidelines:

Service Award of 5, 10, or 15 Years of Service

- Light refreshments may be served. No meals are to be catered.
- Costs for this event are limited to a nominal charge per person attending.
- The event should take place in a MoDOT facility. If a district facility is not adequate to accommodate the attendees, the district engineer may approve another location. District engineers may authorize multiple locations for an event if work production and travel issues require such, but honorees may not attend more than one event for each award presented.
- Attendees may include honorees and co-workers as determined appropriate by a senior management team member, district engineer, or division director.
- The payment request for the award event must document:
 - The type of recognition (5, 10, or 15 Year Service Awards)
 - Name(s) of the person or group recognized,
 - An estimate (based on the employees approved to attend) of the number of attendees for a group's recognition,
 - A reasonable count of the actual number of attendees (or a reasonably accurate estimate of the actual number of attendees),
 - The approval signature of a senior management team member, district engineer, or division director dated prior to the event.

Service Award for 20 Year and Additional 5 Year Increments of Service

- The Central Office and each district are limited to one event per year at MoDOT expense.
- The total cost of the event shall not exceed \$25.00 average cost per attendee. Total cost includes hall rental, decorations, food, gratuity, photographer, etc.
- Service award events may be held at MoDOT facilities or off-site.

- Attendance is limited to the honorees with one guest and any district, division or senior management team members (or a designated representative) that have honorees. If needed and if approved by a senior management team member, district engineer, or division director, an administrative person coordinating the event and a department photographer may also attend. Staff that are not honorees are not allowed to bring a guest.
- The payment request for award events must document:
 - The type of recognition (20 Year & additional 5-year increments Service Awards),
 - The names of the people recognized,
 - The number of guests and managers attending that are not honorees,
 - The approval signature of a senior management team member, district engineer, or division director coordinating the event dated prior to the event.

Retirement Reception and Award

- Light refreshments may be served. No meals are to be catered.
- Costs are limited to a nominal charge per person attending.
- The event should take place in a MoDOT facility.
- Attendees include the honoree, may include their immediate family, and current or retired employees who know the honoree.
- The payment request must document:
 - The type of recognition (Retirement Reception),
 - Name(s) of the person(s) recognized,
 - An estimate of the number of attendees expected to attend the event,
 - A reasonable count of the actual number of attendees (or a reasonably accurate estimate of the actual number of attendees),
 - The approval signature of a senior management team member, district engineer, or division director dated prior to the event.

Other Recognition Events

- Includes event to honor an employee or group of employees for performance, special project teams or similar types of recognition.
 - Light refreshments may be served. No meals are to be catered.
 - Costs for such events are limited to a nominal charge per person attending.
 - The event should take place in a MoDOT facility. A senior management team member, district engineer, or division director may approve another location. District engineers may authorize multiple locations for an event if work production and travel issues require such, but honorees may not attend more than one event for the award presented.
 - Attendees may include the specific honorees and invitees approved by a senior management team member, district engineer, or division director. Invitees must be a state employee or may include vendors or consultants if they were involved with the state business event being recognized.
- The payment request must document:
 - The type of recognition,
 - Name(s) of the person or group recognized,
 - An estimate (based on the invitees approved to attend) of the number of attendees for group recognition,
 - A reasonable count of the actual number of attendees (or a reasonably accurate estimate of the actual number of attendees),
 - The approval signature of a senior management team member, district engineer, or division director dated prior to the event.

Food, During Meetings and Training Sessions

- Prior to the meeting or training sessions, a senior management team member, district engineer, or division director must approve any food or meals provided. The request must state:
 - Who is invited to the meeting or training session,
 - The duration and location of the meeting or training session,

- An explanation of how the meal significantly increases the ability to efficiently conduct state business and shows compliance with the IRS guideline of being for the convenience of the employer.
- When light refreshments are justified, the cost is limited to a nominal charge per person attending.
- When a meal is justified, the average total cost per person including gratuity and any other costs should be in line with allowable costs in the [Travel Policy](#).
- The payment request must include:
 - The refreshment or meal justification document with a senior management team member, district engineer, or division director signature dated prior to the event, and
 - Names of the people attending the meeting or training session.
 - Senior management team members, district engineers, or division directors conducting a meeting and claiming reimbursement for meals during the meeting do not need documentation dated prior to the event, but do need to document the meal justification and the names of the people attending the meeting.

Food Expenses Not Addressed

- Any food expenses not specifically authorized within this policy must be approved by a senior management team member, district engineer, or division director before the expense is incurred. The [Department Provided Food Exception Form](#) that justifies the event, attendees and cost must be completed and approved prior to the event. The payment request must include the original approved form.

Policy Summary Matrix

Refer to [Department Provided Food Matrix](#) for information.

Department Provided Food Policy
Effective Date: 02/01/2011

	Service Award Event		Retirement Award Event	Other Recognition Events (Ex. Safety Awards)	Meeting or Training Session
	5, 10, 15 Years of Service	20 Years and Additional 5 Year Increments			
Cost - Refreshments	Nominal Amount	Not Applicable	Nominal Amount	Nominal Amount	Nominal Amount
Cost – Meal	Not Allowed	\$25 average per person	Not Allowed	Not Allowed	Average per person in line with Travel Policy for location of meeting or training
Location	-MoDOT Facility or off-site for district if MoDOT facility is not large enough and approved by DE -DE may approve multiple locations	MoDOT Facility or off-site	MoDOT Facility	-MoDOT Facility or off-site for district if MoDOT Facility is not large enough and approved by DE -DE may approve multiple locations	MoDOT Facility or off-site if approved by SMT, DE or Div. Dir.
Attendees	-Honorees -Co-workers approved by SMT, DE or Div. Dir.	-Honorees plus 1 guest of honoree Districts -DE -District Mgmt Team member of Honorees Central Office -Director and Div. Dir. of honorees	-Honorees and their immediate family -Current or retired employees who know the honorees	-Honorees -Invitees approved by SMT, DE or Div. Dir.	-As approved by SMT, DE or Div. Dir.
Documentation Requirements	-Type of recognition -Attendees recognized -Estimated attendees # -Actual attendees # -Approval signature	-Type of recognition -Attendees recognized -Actual attendees # -Approval signature	-Type of recognition -Attendees recognized -Estimated attendees # -Actual attendees # -Approval signature	-Type of recognition -Attendees recognized -Estimated attendees # -Actual attendees # -Approval signature	-Justification for food expense -Names of attendees -Approval signature
Approval by (including Exceptions)	*SMT, DE or Div. Dir.	*SMT, DE or Div. Dir.	*SMT, DE or Div. Dir.	*SMT, DE or Div. Dir.	Refreshments or Meals *SMT, DE or Div. Dir.

*SMT = Senior Management Team DE = District Engineer Div. Dir. = Division Director



Missouri Department of Transportation

DEPARTMENT PROVIDED FOOD REQUEST FOR EXCEPTION TO POLICY

Instructions: Financial Department Provided Food Policy defines when this form is needed. Fill in all sections and obtain the necessary approvals prior to food expenditures. Attach the original approved form to the payment request and keep a copy on file for future reference.						
Type of Function / Event:						
Date of Function / Event:		Location of Event:				
Central Office or District:		Funds in Budget:		Yes		No
Number of MoDOT Staff Invited:						
Number of Other State Agency Staff Invited:	+					
Number of Other Guests Invited:	+					
TOTAL NUMBER of Persons Invited to Attend:	=					
Anticipated TOTAL COST of Function / Event:						
Average Cost Per Guest:						
Number of MoDOT Guests on Travel Status:						
List attendee names below; attach a separate sheet if necessary.						
List why this is an ordinary and necessary business expense that is accepted as a part of conducting state business, why it is an expense that is beneficial, efficient and appropriate in conducting state business.						
Requested By:		Requestor's Phone Number:		Date:		
Approved By a Senior Management Team Member, District Engineer, or Division Director:				Date:		



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Agency Provided Food	AUTHORIZED BY:
POLICY : SP-5	PAGE: 1 of 4
ISSUED: January 2002	REVISED:

I. GENERAL STATEMENT

It is the policy of the state of Missouri to allow state agencies to provide food in conjunction with official business and agency sponsored activities within parameters outlined below.

Within the context of this policy, "official business" includes meetings (whether closed or public), commission and board meetings, hearings, seminars, training sessions and similar functions when conducted as part of an agency's operation. "Other agency sponsored activities" includes ceremonies recognizing awards, accomplishments, tenure, retirement, etc. of an employee or employees, business partners and other associates.

Recognizing that the nature of business varies substantially from agency to agency, some discretion is left to the state agencies to decide if and when food is to be provided at such functions. This policy is not intended as a substitute for sound and prudent business judgement. State agencies are to be accountable for their decisions to provide food at official or sponsored functions within the limits of this policy. State agencies are expected to establish sufficient controls to ensure agency provided food expenses are incurred only when appropriate and in conformance with this policy. Effective cost control is a management issue and this statewide policy does not take the place of necessary management oversight.

This policy is not intended to establish guidelines under which state agencies are required or should be expected to provide food, refreshment or beverage service for any of its activities or functions. This policy is not intended to supercede more restrictive policies adopted by state agencies.

This policy does not consider and is not intended to be applied to or otherwise restrict marketing programs, activities or functions of state agencies whose missions include the promotion of the state of Missouri, Missouri businesses or Missouri agricultural products.

REFERENCES

- 1 CSR 10-3.010 (Preapproval of Claims and Accounts)
- 1 CSR 10-11.010 (Travel Regulations)



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Agency Provided Food	AUTHORIZED BY:
POLICY : SP-5	PAGE: 2 of 4
ISSUED: January 2002	REVISED:

II. GUIDELINES AND PROCEDURES

A. Food at Official Business Functions

1. State agencies may purchase food in conjunction with its official business functions when it is determined that providing food or beverage service will promote the efficient conduct of business.
2. During breaks, light snacks and beverages may be provided. Costs for snacks and beverages should be at a nominal charge per person.
3. Lunch or dinner may be provided if there is a substantial business reason for doing so. Any meal provided must comply with the IRS guideline of being for the convenience of the employer.
4. Meals and refreshments may be provided during Commission and Board meetings for members, meeting participants and staff directly assigned to those Commissions and Boards.

B. Food at Other Agency Sponsored Activities

1. State agencies may purchase light refreshments in conjunction with activities that recognize the retirement or special accomplishments of its employees, business partners or other associates.
2. Light refreshments (such as cake and punch) may be provided for employee retirement receptions or other employee recognition events. Costs for such events should be at a nominal charge per person.
3. State agencies may not pay for banquets for employee retirement or other recognition events.



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Agency Provided Food	AUTHORIZED BY:
POLICY : SP-5	PAGE: 3 of 4
ISSUED: January 2002	REVISED:

C. Food During Emergency Situations

Reimbursement or direct agency payment may be made for food expenses incurred within an employee's official domicile to continue the operations of an agency's programs or services that are necessary for the life, health or safety of Missouri citizens. This provision is intended to allow state agencies to keep critical staff available during emergency situations.

D. Food When Officially Representing a State Agency

Food expenses incurred by an employee when representing a state agency in an official capacity at a non-state sponsored event are allowable, unless otherwise prohibited by state law or regulation.

E. Required Documentation

Food purchased by state agencies in conjunction with its official business or for agency-sponsored events must include the following documentation:

1. The state business being conducted, or the name of the employee(s) recognized and the reason for the recognition.
2. A list of participants, or, in the case of recognition events for which invitations are issued, the estimated number of invitees.
3. The cost of food provided.

F. Authorization

The department director or his or her designees shall provide approval for all food purchases for agency-sponsored functions.



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Agency Provided Food	AUTHORIZED BY:
POLICY : SP-5	PAGE: 4 of 4
ISSUED: January 2002	REVISED:

G. Cost Guidelines

1. Generally, a “nominal charge” for receptions should be no more than \$2 to \$3 per person. Greater amounts may be acceptable commensurate with the nature of the event and the honoree(s).
2. The cost for agency-provided meals should be generally in line with allowable costs under the state travel regulations.

H. Meals Provided to Public Officials

Food expenditures bestowed on public officials, except those meals that are given to a public official or employee when such person is acting in his or her official capacity, should be reported to the Missouri Ethics Commission as lobbying expenses as provided in RSMo 105.470-473.