



VIRGIN ISLANDS

Commercial Vehicle Safety Plan

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

**Fiscal Years 2018 - 2020
Annual Update FY 2020**

Date of Approval: April 28, 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 2018 - 2020)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2018 - 2020)
- 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

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

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

Instructions:

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

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

The mission of the U.S. Virgin Islands Police Department (VIPD) Office of Highway Safety's Motor Carrier Safety Assistnace Program is to reduce crash fatalitiies and injuries involving large commercial trucks and buses; as well as to increase the number of Commercial Motor Vehicle (CMV) inspections that are conducted annually; thus decreasing the number of incidents or potential risk of death or injuries in accordance with FMCSA's National CMV reduction fatality goals in order to maintain zero (0) crash fatalities in Fiscal Year 2018, 2019 and 2020.

Part 1 Section 3 - MCSAP Structure Explanation

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

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

Instructions:

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

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

The VIOHS MCSAP program is run by a Coordinator who administers the program to ensure full compliance of the deliverables and all federal and local mandates. The position is territorial and oversight includes program requirements and activities on the islands of St. Croix, St. Thomas, and St. John. The Coordinator reports to the VIOHS Director; the Director reports to the VIPD Commissioner who is the Governor's Representative. Financial reports are completed by the VIOHS Fiscal Officer and reviewed entered into Delphi by the Department's Grants Manager or VIOHS Director.

The USVI MCSAP program now has four (4) full time certified inspectors and six (4) part time certified inspectors, that operates under the VIOHS as a specialized unit. The VIPD is now under the monitoring phase of the Consent Decree; and will be for the next three years. The full-time inspectors do have commitments to fulfill under the Consent Decree such as weekly meetings, in-service training (firearms, use-of-force, and other related trainings), conferences and routine travel. With the assignment of the inspectors under the USVI MCSAP Program, the intent would be for the inspectors to conduct MCSAP funded and eligible activities 100% of the time with the exception of when they are required to complete departmental in-service training. Additionally, these officers/insectors may be pulled if the department declares a "State of Emergency"; as seen with the devastation the territory faced during Hurricanes Irma and Maria. Moreover, this may occur when officers/inspectors are pulled for security details or the need for increased police presence. The VIPD Commissioner authorized the restructuring of the Traffic Enforcement Unit under the VI Office of Highway Safety. In an effort to build the number of inspectors to generate the needed results the USVI, MCSAP will collaborate with the National Training Center (NTC) to bring the training to the USVI to train and certify new inspectors to be completed in year 2 of using the FY 2019 funds. The intent would be to increase the number of inspectors eight (8) to ten (10) in the territory. The additional inspectors will be distributed evenly per district but will be assigned on a part-time basis having scheduled days determined by the Motor Carrier Commander and Coordinator or Director to conduct related activities. When certified, training and re-certification standards needed for the inspectors will be maintained.

Traditionally, most States uses inspection activities to be charged under Overtime. However, the USVI MCSAP program pay stipends (an allowable cost) to the assigned Inspectors. For accountability, stipends are only paid after the verification from the VI Office of Highway Safety Director based on conducting inspections and other motor carrier related enforcement activities, including but not limited to carrier safety talks, presentations to trucking companies, weekly inspections (without setting a quota) and participation in community public education events, etc.

Stipends are paid on when the certifications are completed. If no activity can be verified as being done during a verification cycle stipends are not authorized or paid. The VIOHS recognizes that other states may use inspectors salaries for cost sharing.

The US Virgin Islands MCSAP program is equipped with laptops and printers, and vehicles that are needed to assist in enhancing the inspector's job. Unfortunately, the Territory does not have size and weight stations in comparison to other states and territories. Therefore, the Territory intends to purchase various equipment deemed eligible, reasonable, and necessary to help supplement the program's inspection process. Equipment redeemed will be dispersed evenly through St. Croix, St. Thomas and St. John.

The USVI MCSAP program will coordinate with the National Highway Traffic Safety Administration (NHTSA) to make signs, radio, and television spots with safety messages to remind all vehicular traffic that safety is our primary concern. Although the MCSAP Program will coordinate with NHTSA to promote "all vehicle safety," the MCSAP program will use funds solely for the activities of the Public Information and Education Plan geared towards commercial vehicles. As such, there will be no funds jointly spent with NHTSA to conduct these activities.

Safety procedures are constantly being placed in businesses in the Territory. This office intends to provide all of the training required for inspectors, and to continue offering specialized training to inspectors on an ongoing basis.

The USVI VIOHS has the following organizational structure:

VIPD Commissioner - Governor's Representative

VIOHS Director

Motor Carrier Coordinator

VIOHS Fiscal Officer

Motor Carrier Commanders & Inspectors

10-28-2019 Revision: The USVI currently has 4 full time Motor Carrier Inspectors and 3 part time inspectors. This has changed from the figures previously mentioned in the prior eCVSP. Officers requested transfers, did not maintain their inspection requirements and certifications. Also, the then Coordinator certified as an inspector but due to Military commitments could not maintain his inspection requirements. The USVI is aggressively recruiting officers internally and on the mainland to become Motor Carrier inspectors. However, the challenges of a long hiring or transfer process becomes a deterrent for those genuinely interested in becoming inspectors. Currently two of the part-time inspectors have requested transfers to full-time inspector status; and one off-island inspector is going through the requirements to be hired in the territory.



Part 1 Section 4 - MCSAP Structure

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

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

Instructions:

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

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

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

Lead Agency Information	
Agency Name:	US VIRGIN ISLANDS POLICE DEPARTMENT OFFICE OF HIGHWAY SAFETY
Enter total number of personnel participating in MCSAP activities	9
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	7
Traffic Enforcement Activities	8
Investigations*	0
Public Education and Awareness	4
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

Non-funded Agency Information	
Total number of agencies:	1
Total # of MCSAP Participating Personnel:	9

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 2018 - 2020 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

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

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

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

Trend Analysis for 2012 - 2016

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 # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	0	0	0
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	0	0	0
01/01/2012	12/31/2012	0	0	0

MOTORCOACH/PASSENGER CARRIER CRASHES

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	0	0	0
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	0	0	0
01/01/2013	12/31/2013	0	0	0
01/01/2012	12/31/2012	0	0	0

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	0	0	0
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	0	0	0
01/01/2013	12/31/2013	0	0	0
01/01/2012	12/31/2012	0	0	0

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

The US Virgin Islands Traffic Statistic Report 2012-2016 is compiled from the VI Police Department's Report Beam system as of July 11, 2017.

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

The US Virgin Islands currently has a relative low number of fatalities that are recorded within a year. Fortunately, none involves commercial vehicles. During the past five (5) years, the USVI experienced one (1) Traffic Fatality that involved commercial vehicles. Fortunately this did not involve hazardous materials or caused any spills or HM release. Through the newly established partnership between the US Virgin Islands and the District of Columbia, and continued partnership with the Puerto Rico Division, HM compliance will be monitored through HAZMAT efforts that will guarantee fatalities to remain at zero (0).

Narrative Overview for FY 2018 - 2020**Instructions:**

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

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

The Territory did meet its goal of maintaining zero (0) commercial vehicle fatalities. The USVI MCSAP program will continue to conduct enforcement activities and education. Additionally, data is being collected to look at all contributing factors to include, time of day, location of crashes that may lead to fatalities for commercial and non-commercial vehicles. The chart below is reflective of the following: total amount of crashes territorially annually; total amount of commercial vehicle crashes annually; and percentage of crashes that involves commercial motor vehicles.

Year	Total Crashes	Commercial Vehicle Crashes	Commercial Motor Vehicle Percentage
2012	5,298	216	4.1%
2013	4,875	192	3.9%
2014	4,825	202	4.2%
2015	5,009	165	3.3%
2016	5,010	156	3.1%

The USVI MCSAP crash reduction goal is determined by compiling the amount of commercial vehicle crashes by year to determine the five-year baseline average. The baseline average of the total commercial vehicles is **186**. Hence, it has been determined to establish the following crash reduction goal. The USVI will seek a nine percent (9%) total reduction of Commercial Vehicle crashes from the five-year baseline average of **186 to 180** by September 30, 2018; **180 to 175** by September 30, 2019; and **175 to 170** by September 30, 2020.

Year	Goal	Percentage Reduction (Rounded to Nearest Whole Number)
2018	180	3%
2019	175	3%
2020	170	3%

Enter the data source and capture date:

Report Beam

Projected Goal for FY 2018 - 2020:

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
2018	12
2019	8
2020	3

As explained above the reduction goal for the next three (3) years would be a combined overall crash reduction goal for the three year period is nine percent (9%).

Program Activities for FY 2018 - 2020: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

The USVI MCSAP inspection program consists of one (1) Commander, one (1) Supervisor and two (2) full-time Inspectors. The MCSAP Commander arranges the overall coordination and oversight of enforcement and compliance activities and carrier safety talks requirements of the program, while the Supervisor is the one that schedules the days and types of inspections to be conducted. Inspectors are employed with the VI Police Department under a specialized unit created by the Commissioner of the VI Police Department. Inspectors are dispersed in two (2) Districts of the Territory; St. Thomas/St. John District has a Commander (who is an inspector); one (1) full time inspector; in the St. Croix District has one (1) Supervisor (who is an inspector) and one (1) full-time inspector respectively. The Territory conducts inspections using both paper and electronic methods. As previously mentioned, during year two (2) of using the FY 2017 funds, the USVI MCSAP will collaborate with the National Training Center (NTC) to bring the training to the USVI to train and certify new inspectors. The outcome would be to increase the number of inspectors to sixteen (16) from the current four (4) in the Territory. The additional twelve (6) or six (6) per District will be assigned on a part-time basis with having scheduled days determined by the Motor Carrier Commander and the Motor Carrier Coordinator.

10-28-19 - The USVI has tempered its expectations of the number of expected officers to be trained to become full or part-time inspectors. Previous plan of 12 -16 proved to be very ambitious. A more realistic figure is a maximum of two full time and two part-time. The hiring challenges are a deterrent. One option under current consideration is to directly assign graduated recruits from the Police Academy and assign them to the Motor Carrier Unit. As the fiscal year progresses the feasibility and success of this idea will be tested.

The USVI MCSAP Program will coordinate with the Traffic Bureaus within the VIPD to accompany them during DUI checkpoints to ensure that commercial vehicle drivers are not driving under the influence of alcohol or other controlled substances. The USVI MCSAP Program will coordinate with the national mobilization initiatives aimed at removing impaired drivers. Enforcement officers from the VIPD's traffic units are trained in the use of Intoximeters. The Motor Carrier inspectors were previously a part of the Traffic Divisions in St. Croix and St. Thomas respectively that required them to be trained with effectively using intoximeters. Criminal interdiction activities, in conjunction with an appropriate CMV inspection, including human trafficking and activities affecting the transportation of controlled substances by any occupant of a CMV, and training on appropriate strategies for carrying out those interdiction activities will also be done. Additional training will be acquired through Commercial Vehicle Safety Association (CVSA); the University of Massachusetts and best practices site visits of other agencies within the FMCSA Regions. Trainings will aid in the revamping of resource and manpower deployment, to augment the dire need for officers/inspectors to receive specific trainings to ensure that they are competent and equipped to perform Motor Carrier related tasks.

With a focus shift and expansion efforts, officers will not only be trained from the Motor Carrier Program, but from the other bureaus of the VIPD eliminating officer's inability to intervene when offenses are encountered through the utilizations of train-the-trainer opportunities. Upon receipt of the Intoximeter Instructor Training Course the MCSAP Commander will provide additional training to other officers in the territory on the proper use of intoximeters. Once training is received the enforcement activities will take place throughout the Territory based on the establishment of the Department's enforcement calendar. To ensure that the detection of impaired driving is done with fidelity and accuracy, activities will be conducted under the supervision of the certified MCSAP Commander for the first two (2) enforcement activities. This process will aid for any corrections or on-site technical assistance to be given ensuring that all steps are followed for accurate detection. Full and unsupervised implementation of this initiative is expected by the end of Fiscal Year 2017, although activities will be conducted throughout the year. The inspectors operate as per Title 20 VI Code 493c. The full implementation of this initiative is expected to commence and continue through Fiscal Years 2018-2020.

The USVI Motor Carrier Program, through the VIPD, will liaise with our Federal law enforcement partners to obtain the most suitable training for roadside inspectors and other VIPD officers, to enable them to detect indicators of controlled substance trafficking. Instances may occur of trainings being conducted as refreshers and enhancements.

Conversations have started to shed light on the importance of establishing a working relationship to have joint efforts for the carrying out of interdiction activities. The USVI MCSAP program will seek training opportunities, if available, to have them received by the end of the fourth (4th) quarter of Fiscal Years 2018-2020.

The current inspectors are trained on the correct protocol that is in place when controlled substance trafficking is suspected. As such, they will liaise with local High Intensity Drug Trafficking Agency (HIDTA) units, under the US Customs and Border Patrol (CBP) and provide the opportunity for inspectors under the MCSAP program to attend training and conferences that addresses Drug Evaluation and Classification when they become available. This training will be done through MOU agreements and completed and implemented fully by the end of Fiscal Year 2018, if the opportunity permits. This will lead to the continuation Interdiction activities that affects the transportation of controlled substances by CMV drivers and training on appropriate strategies for carrying out those interdiction activities. This activity will be performed jointly with US Customs and Border Patrol personnel and the VI Police Department K9 and Narcotics Units. These activities will be completed and implemented fully throughout Fiscal Year 2018; and continued through FY 2019 and 2020. To support drug interdiction activities, the USVI MCSAP programs will acquire technology and equipment. This will aid in the support and detection of drug interdiction activities throughout the Territory in which 98% of commerce are imported.

The VIOHS MCSAP program will aim to complete approximately 750 inspections. This will cover 100% of the commercial vehicles that are registered in the Territory according to the VI Bureau of Motor Vehicles. Moreover, the MCSAP program will conduct continued traffic enforcement activities throughout the Territory. Activities will include CMV Traffic Enforcement Activities with Inspections; CMV Traffic Enforcement Activities without Inspections; Comprehensive and high visibility in high risk locations and corridors; and Non-CMV enforcement activities. Without setting a quota, these activities are each intended to have at least 50 stops with the strategy being to stop every third car while conducting these activities. Activities will be conducted and reported on a quarterly basis to report progress and determine program effectiveness.

10-28-19 - The planned number of inspections is 1302 due to the increased number of commercial vehicles in the territory due to the upswing in construction, road repairs and electrical infrastructure enhancement in the aftermath of the hurricanes of 2017 and the storms of 2019.

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.

Monthly, comprehensive reports are required to be submitted to the Motor Carrier Coordinator, by the Motor Carrier Commander. These reports will be inclusive of traffic enforcement activities conducted; inspections completed and other program related activities. On the interim, programmatic reports will be completed by the Motor Carrier Coordinator for review by the VIOHS Director.

Part 2 Section 3 - Roadside Inspections

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

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

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2018 - 2020.

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 2012 - 2016

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	218	218	218	218	218
Level 2: Walk-Around	82	82	82	82	82
Level 3: Driver-Only	300	300	300	300	300
Level 4: Special Inspections	82	82	82	82	82
Level 5: Vehicle-Only	218	218	218	218	218
Level 6: Radioactive Materials	0	0	0	0	0
Total	900	900	900	900	900

Narrative Overview for FY 2018 - 2020

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 USVI MCSAP inspection program consists of one (1) Commander, one (1) Supervisor and two (2) full-time Inspectors. The MCSAP Commander arranges the overall coordination and oversight of enforcement and compliance activities and carrier safety talks requirements of the program, while the Supervisor is the one that schedules the days and types of inspections to be conducted. Inspectors are employed with the VI Police Department under a specialized unit created by the Commissioner of the VI Police Department. Inspectors are dispersed in two (2) Districts of the Territory; St. Thomas/St. John District has a Commander (who is an inspector); one (1) full time inspector; in the St. Croix District has one (1) Supervisor (who is an inspector) and one (1) full-time inspector respectively. With successful certification of others, the number inspectors will increase to sixteen (16) with twelve being in the program on a part time basis. The Territory conducts inspections using both paper and electronic methods. Therefore, quality is often measured based on verification of accuracy of violations issued. Violations are issued to drivers. Sanctions will be issued to drivers during inspections. The MCSAP Coordinator will follow-up on violations issued within 30 days to ensure compliance and resolution of violations.

The USVI Virgin Islands just as any state and or Territory has a Bureau of Motor Vehicles Division. Under this Bureau all vehicles are inspected with a standard inspection process that checks for the following: operational brake lights, operational windshield wipers, working reverse lights, operational vehicle horn, and operational indicators. This is

done with commercial and non-commercial vehicles respectively. All vehicles that pass the general inspection requirements receives a registration sticker that must be renewed on a annual basis. The VIOHS will partner with the VI Bureau of Motor Vehicle to receive the listing of all the Commercial Vehicles registered within the Territory are inspected. The Territory is required to do the general inspection process as described above. However, the inspections that are conducted under the USVI MCSAP program are that of the North American Inspection Standards that the inspectors are certified to conduct. There are no expenses for the VI Bureau of Motor Vehicle inspection program that are associate with the USVI MCSAP program. As stated above the Bureau is only providing a listing to the USVI MCSAP program for the inspector to make sure all Commercial Vehicles are captured by the certified inspectors.

The individual inspection reports (hard copies) were shared with the State Director. The inspection reports are being done and uploaded. However, they are being seen as completed in ASPEN, but are not being viewed in MCMIS. The Acting MIS Director and the Motor Carrier team attended the CVSA Data Management, Quality, and FMCSA Systems Workshop in Orlando, Florida. This aided in the opportunity of allowing the Territory to find out the additional steps needed to ensure that all uploads are seen in MCMIS. In the interim, hard copies of the inspections will continue to be collected to match and verify the amounts that were reported by the inspectors based on verification by the USVI MCSAP Coordinator.

FY2020 - The number of certified inspectors are seven (7). Five full time inspectors and two part time inspectors. The St. Thomas/St. John District has two full-time and two part-time inspectors. The St. Croix district has three full-time inspectors who will be responsible for fulfilling the inspection mandates for the plan. The partnership with the Bureau of Motor Vehicles will continue as the planned inspections of CMV before license renewal continues to be developed. The Bureau of Motor Vehicles will liaise with Motor Carrier to verify that any CMV that schedules a license renewal must provide proof of inspection and road worthiness by a certified inspector.

Projected Goals for FY 2018 - 2020

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2018 - 2020. 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: US VIRGIN ISLANDS POLICE DEPARTMENT OFFICE OF HIGHWAY SAFETY

Enter the total number of certified personnel in the Lead agency: 7

Projected Goals for FY 2020 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	430	96	32	558	42.86%
Level 2: Walk-Around	100	50	0	150	11.52%
Level 3: Driver-Only	230	20	32	282	21.66%
Level 4: Special Inspections	100	20	0	120	9.22%
Level 5: Vehicle-Only	150	10	32	192	14.75%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	1010	196	96	1302	

MCSAP subrecipient agency

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

Subrecipient is:

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

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

Non-Funded Agencies

Total number of agencies:	1
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2020:	

Summary

Projected Goals for FY 2020 - Roadside Inspections Summary

Projected Goals for FY 2020 Summary for All Agencies					
MCSAP Lead Agency: US VIRGIN ISLANDS POLICE DEPARTMENT OFFICE OF HIGHWAY SAFETY					
# certified personnel: 7					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 1					
# certified personnel:					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	430	96	32	558	42.86%
Level 2: Walk-Around	100	50	0	150	11.52%
Level 3: Driver-Only	230	20	32	282	21.66%
Level 4: Special Inspections	100	20	0	120	9.22%
Level 5: Vehicle-Only	150	10	32	192	14.75%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total ALL Agencies	1010	196	96	1302	

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 2019 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	900	0	0	900
Enter total number of certified personnel	12	0	0	12
Projected Goals for FY 2020 Roadside Inspections				
Enter total number of projected inspections	1000	0	0	1000
Enter total number of certified personnel	12	0	0	12

Part 2 Section 4 - Investigations

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

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

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



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

Part 2 Section 5 - Traffic Enforcement

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

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

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 2012 - 2016

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		
06/01/2017	07/31/2017	141	59
04/01/2017	05/31/2017	92	0
02/01/2017	03/31/2017	102	63
12/31/2016	01/31/2017	73	19
10/01/2016	11/30/2016	89	103

☒ 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.

Data is captured from USVI MCSAP monthly reports submitted, as of July 31, 2017.

Narrative Overview for FY 2018 - 2020

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](#).

In order to implement a Territory-wide CMV and non-CMV traffic enforcement program the Territory will conduct high-visibility traffic enforcement initiatives with inspection by the end of FY 2018 and continued through FY 2020 including a combined effort with: •Air/brake Inspections •Hazardous Materials Inspections •Load Securement Inspections •DUI Initiatives, etc.

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

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

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

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

FY2020 - The USVI will continue the quarterly enforcement initiatives in both island districts along the selected roadways mentioned in the previous CVSPs.

FY2020 - In mid-March the Governor declared a Health State of Emergency and the Motor Carrier inspectors were reassigned to the Commissioner's Office to selected units. Motor Carrier activities will restart at the Commissioner's directive - possibly mid-May.

Projected Goals for FY 2018 - 2020

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018 - 2020. 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 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	25	25	50
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	25	25	50
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	150	150	50
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	4	4	10

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
1302	0	0	1302	0

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

Extensive monitoring of activities that are conducted will be done during the fiscal year. There is a requirement in place for monthly reports to be submitted to evaluate program activities, goals, and objectives. To determine the effectiveness of the tasks completed, the following measures will be evaluated: • Number of inspections conducted and entered into ASPEN and uploaded. • Number and type of violations identified and citations issued or vehicles placed OOS • Number of officers who participate in initiatives and inspections • Number of interventions • Percentage of CMV drivers in compliance as compared to the number of vehicles stopped

Part 2 Section 6 - Safety Technology

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

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

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	Not Active	No
PRISM	Less Than Full Participation	No

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: VIPD Office of Highway Safety Motor Carrier Assistance Program

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency: VIPD Office of Highway Safety Motor Carrier Assistance Program

Narrative Overview for FY 2018 - 2020**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.

The USVI has begun discussions with representatives of the PRISM program to begin work with the Territory. This will help the Territory to work towards coming in compliance. The intent is to develop a work plan with steps towards

progression of full compliance. The Territory will seek to research best practices that other jurisdictions have put in place to expand efforts and practices that were put in place to ensure that the requirements of PRISM are met.

- The USVI MCSAP Program has had its initial briefing of the PRISM program by the Federal Motor Carrier Safety Administration (FMCSA) staff. This briefing gave the Territory an outline of the PRISM program and its benefits to the Territory's safety initiatives.
- The next step will be for the USVI MCSAP program to identify the responsible parties, development of implementation timelines, cost estimates, etc.
- During FY 2018 the Territory will look at developing a PRISM Implementation Plan that would outline how the Territory will meet the program requirements, time frames for completion, and associated costs.
- During FY 2019 -2020 the USVI MCSAP will work towards finalization of the plan to be submitted to the FMCSA Division Administrator for review and input.
- During FY 2020 the USVI MCSAP program will aim to fully implement PRISM.

Program Activities for FY 2018 - 2020: Describe any actions that will be taken to implement full participation in PRISM.

- Participation in best practice site visits.
- Development of Territory-wide and Programmatic Action Plans.
- Technical Assistance conference calls to monitor progress, provide guidance, insight and expertise on steps the Territory have currently taken to meet its goals.
- Report progress to FMCSA as specified in their terms and conditions of the PRISM agreement.

The above mentioned are steps the VIOHS MCSAP program will put in place to guarantee the implementation of full PRISM compliance by the end of FY 2020. Guidance and assistance will be sort to make sure that the Territory remains on track and can make necessary changes and adjustments to achieve this requirement.

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.

Monthly reports will be submitted to highlight and show activities that are conducted related to PRISM. These updates will be closely monitored looking at timelines that were slated for completion of program activities. If deficiencies are found, written notice will be provided by the VIOHS Director with a corrective action measure to ensure that all tasks are completed.

Part 2 Section 7 - Public Education and Outreach

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

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

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

Trend Analysis for 2012 - 2016

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

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	2	2	2	2	4
CMV Safety Belt Education and Outreach	2	2	2	2	4
State Trucking Association Meetings	0	0	0	0	0
State-Sponsored Outreach Events	2	2	2	2	4
Local Educational Safety Events	2	2	2	2	4
Teen Safety Events	0	0	0	0	0

Narrative Overview for FY 2018 - 2020

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

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

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

Projected Goals for FY 2018 - 2020

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 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	5	5	5
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	5	5	5
<input type="radio"/>	<input checked="" type="radio"/>	State Trucking Association Meetings	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	5	5	5
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	5	5	5
<input type="radio"/>	<input checked="" type="radio"/>	Teen Safety Events	0	0	0

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

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

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 2018 - 2020).

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

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

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

Instructions:

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

Check this box if:



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

Part 3 Section 2 - Passenger Carrier Enforcement

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

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

Instructions:

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

Check this box if:

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

Part 3 Section 3 - State Specific Objectives – Past

No updates are required for this section.

Instructions:

Describe any State-specific CMV problems that were addressed with FY2017 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 2017 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2017 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2017 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Activity #1

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

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

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

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

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

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

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

Activity #2

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

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

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

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

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

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

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

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

The development of a comprehensive media plan requires the full buy in and participation of stakeholders. This plan was drafted, but was not fully implemented. However, the VIPD has hired a Public Information Officer that has been assigned to help with the full and comprehensive roll-out of this project. This project is expected to be completed during FY 2018 Fiscal Year. The Territory realizes that this goal can only be achieved with the collaboration between the VIOHS and other agencies. The MCSAP Coordinator has joined the newly revamped the Traffic Records Coordinating Committee that holds monthly meetings. Meeting are held with agencies such as the Virgin Islands Police Department (VIPD); Virgin Islands Office of Highway Safety (VIOHS); Superior Court of the Virgin Islands; Office of the Attorney General; Office of the Lieutenant Governor Division of Geographical Information Systems; Virgin Islands Bureau of Motor Vehicles (BMV); Virgin Islands Bureau of Information and Technology (BIT); VI Department of Public Works; and VI Department of Health/Emergency Medical Services. Several lessons have been learned. Partnership between the NHTSA programs that shares some of the common goals, except MCSAP catering mainly to commercial vehicles have occurred. The 2017 Highway Safety Plan discusses joint efforts in achieving more quantifiable goals. On-going monitoring to conduct the re-enforcement of strategies and realizing that progress will occur in increments. This will help to curtail and address the shortfalls and lapses that currently exists to meet all program goals.

Activity #3

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

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

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

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

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

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

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

Part 3 Section 4 - State Specific Objectives – Future

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

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

Instructions:

The State may include additional objectives from the national priorities or emphasis areas identified in the 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 2018 - 2020. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

Part 4 - Financial Information

Part 4 Section 1 - Overview

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

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

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

Instructions

The Spending Plan should include costs for FY 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		
	100% Federal Share	Total Estimated Funding
Total	\$350,000.00	\$350,000.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$52,500.00
MOE Baseline:	\$28,647.21

Part 4 Section 2 - Personnel

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

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

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):	\$52,500.00

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$52,500.00
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Personnel: Salary and Overtime Project Costs						
Salary Project Costs						
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal)	Federal Share	MOE
MOTOR CARRIER COORDINATOR	1	4.0000	\$51,055.04	\$2,042.20	\$2,042.20	\$0.00
INSPECTORS	2	100.0000	\$7,800.00	\$15,600.00	\$15,600.00	\$0.00
Part-Time Inspectors	4	50.0000	\$3,250.00	\$6,500.00	\$6,500.00	\$0.00
COMMANDERS	2	100.0000	\$10,400.00	\$20,800.00	\$20,800.00	\$0.00
FISCAL OFFICER	1	35.0000	\$51,055.04	\$17,869.26	\$17,869.26	\$0.00
DIRECTOR	1	35.0000	\$87,500.00	\$30,625.00	\$30,625.00	\$0.00
Subtotal: Salary				\$93,436.46	\$93,436.46	\$0.00
Overtime Project Costs						
Subtotal: Overtime				\$0.00	\$0.00	\$0.00
TOTAL: Personnel				\$93,436.46	\$93,436.46	\$0.00
Accounting Method:	Accrual					

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

Motor Carrier Coordinator: The employee reports directly to the Office of Highway Safety Director and is responsible for overseeing the certification of inspectors, the operational plans for enforcement initiatives, implementation of portions of the CVSP, attending Traffic Records Committee meetings and maintaining the equipment inventory of the Federal Motor Carrier program in the Territory, and preparing monthly, quarterly and annual reports for submission to Puerto Rico Division. The employee also prepares the annual CVSP.

Fiscal Officer: The employee reports directly to the Office of Highway Safety Director. The employee serves as the accounting technical support for the Fiscal Section, which handles all aspects of the Federal grant programs within the VI Office of Highway Safety. Duties include independent processing of payments (invoices, grants, direct vouchers and purchase orders), preparation of related spreadsheets, maintenance of records for financial disbursements within the division, maintenance and reconciling of purchasing records, preparation of journal vouchers, and tracking of equipment for grantees and inventory for the division. Additionally, the employee handles the day-to-day maintenance of the financial records, monitoring of revenues and expenditures, and analysis of financial transactions.

Director: The Director of VIOHS is responsible for reviewing all Motor Carrier activity, authorizing all travel, authorizing all vouchers and ensuring that the Motor Carrier Program adheres to all federal and local mandates.

Inspectors: Inspectors are paid to the USVI MCSAP Commanders (2), Supervisor (2) and Inspectors (4) for carrying out the day-to-day enforcement aspect of the grant. The Commander is responsible for coordination and oversight of enforcement and compliance activities, while the Supervisor is responsible for scheduling the days and types of inspections and partnership development with external partners and agencies. Stipends are also paid the MCSAP Inspectors/Officers who are employed with the VIPD that conducts the inspections. The VIPD continues to have limited staff, and is also under the mandates of a consent decree. As such, the inspectors who are senior and ranking staff within the VIPD and are part of committees as a requirement of the consent decree. Hence, weekly meetings, and routine travel is required. Therefore, stipends will only be paid based on the verification of motor carrier activities being conducted by the Motor Carrier Coordinator and the VIOHS Director respectively. Compensation should reflect \$10,400.00 for the Commander. \$7,800 for the Supervisor and \$3,250.00 per Inspector. The USVI is budgeting for an additional inspector who may be trained within the project period.

10-28-19 - edited as highlighted.

Please see summary of costs below:

Position Title/ Incumbent	Hourly Wage	No. of Hours per Week	No. of Weeks	Salary
Motor Carrier Coordinator	\$24.54	40	52	\$51,055.04

Fiscal Officer	\$23.83	6	52	\$7,435.00
Inspectors (2)	\$125.00 per pay period	*varies	26	\$13,000.00
Supervisor (2)	\$300.00 per pay period	*varies	26	\$7,800.00
Commander (2)	\$400.00 per pay period	*varies	26	\$10,400.00

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)	Federal Share	MOE
FISCAL OFFICER	100.0000	100.0000	\$6,274.14	\$6,274.14	\$6,274.14	\$0.00
MOTOR CARRIER COORDINATOR	100.0000	100.0000	\$20,591.65	\$20,591.65	\$20,591.65	\$0.00
INSPECTORS	100.0000	100.0000	\$4,773.60	\$4,773.60	\$4,773.60	\$0.00
DIRECTOR	100.0000	100.0000	\$9,864.87	\$9,864.87	\$9,864.87	\$0.00
TOTAL: Fringe Benefits				\$41,504.26	\$41,504.26	\$0.00

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

MOTOR CARRIER COORDINATOR

ITEMS	FORMULA	CALCULATION	TOTAL
FICA	7.65% of salary	51055 * .0765	\$3905.71
RETIREMENT	20.5% of salary	51055 * .205	\$10,466.27
WORKMEN'S COMPENSATION	\$320.00 per person	320 * 1	\$320.00
HEALTH INSURANCE	\$5,899.68 single/vacant	5899.68 * 1	\$5,899.68
TOTAL: \$20,591.65			

FISCAL OFFICER

ITEM	FORMULA	CALCULATION	TOTAL
FICA	7.65% of salary	17869.26 * .0765	\$1367.00
RETIREMENT	20.5% of salary	17869.26 * .205	\$3663.20
WORKMEN'S COMPENSATION	\$320.00 per person	320 * .20	\$64.00
HEALTH INSURANCE	\$5,899.68 single/vacant	5899.68 * .20	\$1179.94

TOTAL: \$6,274.14

STIPENDS/INCENTIVE

ITEM	FORMULA	CALCULATION	TOTAL
FICA	7.65% of salary	62400 * .0765	\$4,773.60

TOTAL: \$4773.60

DIRECTOR

ITEM	FORMULA	CALCULATION	TOTAL
FICA	7.65% of salary	30625 * .0765	\$2,342.81
RETIREMENT	20.5% of salary	17869.26 * .205	\$6,278.12

WORKMEN'S COMPENSATION	\$320.00 per person	320 * .20	\$64.00
HEALTH INSURANCE	\$5,899.68 single/vacant	5899.68 * .20	\$1,179.94
TOTAL :\$9,864.87			

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

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)	Federal Share	MOE
Monthly Program Monitoring/other FMCSA Divisions	1	26	100.0000	\$18,070.00	\$18,070.00	\$10,000.00
CVSA Workshop (April)	4	6	100.0000	\$10,800.00	\$10,800.00	\$0.00
CVSA Annual Conference & Exhibition (September)	5	6	100.0000	\$13,500.00	\$13,500.00	\$0.00
MCSAP Planning Meeting	5	4	100.0000	\$8,800.00	\$8,800.00	\$5,000.00
USVI MCSAP Joint Enforcement Initiative	4	8	100.0000	\$14,240.00	\$14,240.00	\$14,240.00
2019 Best Practices Site Visits	4	4	100.0000	\$8,800.00	\$8,800.00	\$8,800.00
CVSA DATA Management, Quality and FMCSA Systems Workshop	4	4	100.0000	\$8,800.00	\$8,800.00	\$4,400.00
TOTAL: Travel				\$83,010.00	\$83,010.00	\$42,440.00

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

Justification for Travel Above: The Territory consists of three islands where inspections and enforcement activities takes place. Those islands are St. Croix, St. Thomas, St. John. The MCSAP Coordinator is a Territorial position in which the Coordinator resides on the island of St. Croix. The only way to get to the other islands, is through air travel. The MCSAP program in the Territory is working on using best practices to improve program effectiveness. One of these ways is through detailed monitoring visits. In the past, the MCSAP program in the Territory has placed vehicles out-of-service, or required areas of improvement for the vehicles that are inspected. As such for the FY 2019 the MCSAP Coordinator will monitor the quality of the inspections conducted. Quality will be measured based on verification of accuracy of violations issued. Violations are issued to drivers. Sanctions will be issued to the drivers during inspections. The MCSAP Coordinator and the VIOHS Director will follow-up on violations issued within 30 days to ensure compliance and resolution of violations through the visitations of each trucking company with violations on St. Croix, St. Thomas, and St. John. In addition, monthly program monitoring will provide project management, on-site technical assistance if necessary, capacity building to get the word out about program initiatives, monitor the type and quantity of citations issued as compared to other officers to ensure program quality and effectiveness during on-site inspection monitoring. Additionally, the US Virgin Islands Police Department and the Commonwealth of Puerto Rico Service Commission will work on a revised and updated Memorandum of Understanding (MOU) that establishes an operation of joint training/education program to raise competency in FMCSA's Commercial Vehicle Safety programs; and assistance in the instruction and use of data and technology resources related to inspection standardization conforming FMCSA's procedures; and to work together to coordinate pertinent public information activities. Best practices are reviewed to identify and communicate any future trends, developments or programs in the MCSAP program areas that may have a positive impact on the general safety of the motorist population through the development of strategic planning. This will take place in the form of a development and improvement retreat.

Monthly Program Monitoring
AIRFARE \$195.00 per person (MCSAP Coordinator & VIOHS Director) X 13 trips x 2 persons Total: \$5,070.00
HOTEL \$175 per night X 26 nights 2 persons Total: \$9,100.00

PER DIEM \$75 per night X 26 nights 2 persons <i>Total: \$3,900.00</i>
Total: \$18,070

CVSA Workshop
AIRFARE \$1,200.00 per person (MCSAP Coordinator/VIOHS Director/ MCSAP Commander/ VIOHS Fiscal Office) X 1 trip x 4 persons <i>Total: \$4,800.00</i>
HOTEL \$175 per night X 6 nightsX 4 persons <i>Total: \$4,200.00</i>
PERDIEM \$75 per night X 6nightsX 4 persons <i>Total: 1,800.00</i>
Total: \$10,800

CVSA Annual Conference & Exhibition
AIRFARE \$1,200.00 per person (MCSAP Coordinator/ VIOHS Director/ MCSAP Commander/ MCSAP Supervisor/ VIOHS Fiscal Officer) X 1 trip x 5 persons <i>Total: \$6,000.00</i>
HOTEL \$175 per night X 6 nights 5 persons <i>Total: \$5,250.00</i>
PER DIEM \$75 per night X 6 nights 5 persons <i>Total: \$2,250.00</i>
Total: \$13,500

MCSAP Planning Meeting
AIRFARE \$1,200.00 per person (MCSAP Coordinator/ VIOHS Director/ MCSAP Commander/ Grants Manager/ VIOHS Fiscal officer) X 1 trip x 5 persons <i>Total: \$4,800.00</i>
HOTEL \$175 per night X 4 nights 5 persons <i>Total: \$2,800.00</i>
PER DIEM \$75 per night X 4 nights 5 persons <i>Total: \$1,200.00</i>
Total: \$8,800.00

2019 Best Practices Site Visits (Locations TBD)
AIRFARE \$195.00 per person (MCSAP Coordinator/ VIOHS Director MCSAP Commander/ MCSAP Supervisor) X 1 trip x 4 persons <i>Total: \$4,800.00</i>
HOTEL \$175 per night X 4 nights 4 persons <i>Total: 2,800.00</i>
PER DIEM \$75 per night X 4 nights 4 persons <i>Total: \$1,200.00</i>
Total: \$8,800.00

Justification for Travel Above: The visits will provide an opportunity for the USVI MCSAP team to visit States and/or Universities that are providing data analysis for other Motor Carrier Programs. While on these visits, visitation with State partners to look at the best practices on critical areas of improvements needed for the territory. This will provide the USVI with the ability to network, and gather valuable interactive learning opportunities. The visits will help the team learn about the successes and challenges of others, share ideas, build relationships, to help the USVI MCSAP program to achieve its mission.

USVI MCSAP Joint Enforcement Initiatives
AIRFARE \$1200.00 per person (MCSAP Coordinator & VIOHS Director) X 8 trip x 4 persons <i>Total: \$6,240.00</i>
HOTEL \$175 per night X 8 nights 4 persons <i>Total: \$5,600.00</i>
PER DIEM \$75 per night X 8 nights 4 persons <i>Total: \$2400.00</i>
Total: \$14,240

Justification for Travel Above: Working together towards a common goal, is a phrase that may be overused, but the adage is put regularly into practice in the VIPD, where inter-island enforcement activities are conducted. The spirit of collaboration is not happenstance but rather a concentrated move to address roadway safety and improve the safety of the motoring public. Therefore, there is a need for inter-island travel to occur to carry out the four (4) identified enforcement activities within the Territory. This will allow for the Commander, Supervisor, and Inspectors to work together as a unified body to ensure that results are gathered to determine the effectiveness of the activities that will be conducted.

CVSA DATA Management Quality and FMCSA System Workshop (AUGUST)
AIRFARE \$1200 per person (MCSAP Coordinator/MCSAP Commander/MCSAP Supervisor/ MIS Director / VIOHS Director) X 1 trip X 4 persons <i>Total: \$4,800.00</i>
HOTEL \$175 per night X 4nightsX 5persons <i>Total: \$2,800.00</i>
PERDIEM \$75 per night X 4nightsX 5 persons\$1,200.00
Total: \$8,800.00

Justification for Travel Above: The 2017 CVSA Data Management, Quality and FMCSA Systems Workshop is a three-day event designed to fulfill the state users' training needs on FMCSA software systems. This three-day workshop is packed with hands-on training and guidance on SAFETYNET, DataQs, Portal and other FMCSA systems.

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

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

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)	Federal Share	MOE
Office and Operating Supplies	1 38130.25	\$38,130.25	100.0000	\$38,130.25	\$38,130.25	\$0.00
TOTAL: Supplies				\$38,130.25	\$38,130.25	\$0.00

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

Pens

Markers

Paper

Ink

Chairs - \$2000.00

Banners - \$4000.00

Polo Shirts -\$ 4000.00

Coveralls - \$800.00

CVSA Brochures -\$5000.00

CVSA Schematics - \$5000.00

Uniforms - \$15,000.00

Justification for Polo Shirts:

Polo shirts are part of Uniforms that staff would wear during Outreach activities, conferences, etc. Banners are being requested because they will be used for advertisement and promotional purposes during educational outreach activities such as Air Brakes Safety Day, Agricultural Fair, Community Fairs/ Workshops, and local Carnival/Festival events in the Territory.

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)	Federal Share	MOE
TOTAL: Contractual and Subaward				\$0.00	\$0.00	\$0.00

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

The Territory does not have any contractual and/or subaward project costs during this fiscal year.

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 claim reimbursement for Indirect Costs.

Indirect Costs				
Cost Basis	Approved Rate	Eligible Costs	Total Indirect Costs	Federal Share
Other	16.20	\$260,091.74	\$42,134.86	\$42,134.86
TOTAL: Indirect Costs			\$42,134.86	\$42,134.86

Other Costs Project Costs						
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal)	Federal Share	MOE
CVSA Workshop	4 Cost Per Traveler	\$575.00	100.0000	\$2,300.00	\$2,300.00	\$0.00
CVSA Decal	1000 PIECE	\$0.32	100.0000	\$320.00	\$320.00	\$0.00
CVSA Annual Conference and Exhibition	5 Cost Per Participant	\$575.00	100.0000	\$2,875.00	\$2,875.00	\$0.00
CVSA Annual Membership	1 Cost Per Membership	\$5,300.00	100.0000	\$5,300.00	\$5,300.00	\$0.00
FUEL COSTS	8 PER VEHICLE	\$1,000.00	100.0000	\$8,000.00	\$8,000.00	\$0.00
MAINTENANCE AND REPAIR OF VEHICLES	8 PER VEHICLE	\$1,001.00	100.0000	\$8,008.00	\$8,008.00	\$0.00
PROFESSIONAL SERVICES	1 24981.17	\$24,981.17	100.0000	\$24,981.17	\$24,981.17	\$0.00
TOTAL: Other Costs				\$51,784.17	\$51,784.17	\$0.00

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

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

10-29-2019 - Repairs and Maintenance of Vehicles is estimated at \$2000 per vehicle for tire repairs and replacements, oil changes, other unplanned repairs for two SUVs and six Chevy Tahoes.

10-29-2019 - Professional Service Service agreement for a retired Motor Carrier Coordinator to work with VIOHS until the current Coordinator returns from military leave.

Updated Indirect Cost Rate of 16.20%

Part 4 Section 9 - Comprehensive Spending Plan

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP		
	100% Federal Share	Total Estimated Funding
Total	\$350,000.00	\$350,000.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$52,500.00
MOE Baseline:	\$28,647.21

Estimated Expenditures			
Personnel			
	Federal Share	Total Project Costs (Federal)	MOE
MOTOR CARRIER COORDINATOR	\$2,042.20	\$2,042.20	\$0.00
INSPECTORS	\$15,600.00	\$15,600.00	\$0.00
Part-Time Inspectors	\$6,500.00	\$6,500.00	\$0.00
COMMANDERS	\$20,800.00	\$20,800.00	\$0.00
FISCAL OFFICER	\$17,869.26	\$17,869.26	\$0.00
DIRECTOR	\$30,625.00	\$30,625.00	\$0.00
Salary Subtotal	\$93,436.46	\$93,436.46	\$0.00
Overtime subtotal	\$0.00	\$0.00	\$0.00
Personnel total	\$93,436.46	\$93,436.46	\$0.00

Fringe Benefits			
	Federal Share	Total Project Costs (Federal)	MOE
FISCAL OFFICER	\$6,274.14	\$6,274.14	\$0.00
MOTOR CARRIER COORDINATOR	\$20,591.65	\$20,591.65	\$0.00
INSPECTORS	\$4,773.60	\$4,773.60	\$0.00
DIRECTOR	\$9,864.87	\$9,864.87	\$0.00
Fringe Benefits total	\$41,504.26	\$41,504.26	\$0.00

Travel			
	Federal Share	Total Project Costs (Federal)	MOE
Monthly Program Monitoring/other FMCSA Divisions	\$18,070.00	\$18,070.00	\$10,000.00
CVSA Workshop (April)	\$10,800.00	\$10,800.00	\$0.00
CVSA Annual Conference & Exhibition (September)	\$13,500.00	\$13,500.00	\$0.00
MCSAP Planning Meeting	\$8,800.00	\$8,800.00	\$5,000.00
USVI MCSAP Joint Enforcement Initiative	\$14,240.00	\$14,240.00	\$14,240.00
2019 Best Practices Site Visits	\$8,800.00	\$8,800.00	\$8,800.00
CVSA DATA Management, Quality and FMCSA Systems Workshop	\$8,800.00	\$8,800.00	\$4,400.00
Travel total	\$83,010.00	\$83,010.00	\$42,440.00

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

Supplies			
	Federal Share	Total Project Costs (Federal)	MOE
Office and Operating Supplies	\$38,130.25	\$38,130.25	\$0.00
Supplies total	\$38,130.25	\$38,130.25	\$0.00

Contractual and Subaward			
	Federal Share	Total Project Costs (Federal)	MOE
Contractual and Subaward total	\$0.00	\$0.00	\$0.00

Other Costs			
	Federal Share	Total Project Costs (Federal)	MOE
CVSA Workshop	\$2,300.00	\$2,300.00	\$0.00
CVSA Decal	\$320.00	\$320.00	\$0.00
CVSA Annual Conference and Exhibition	\$2,875.00	\$2,875.00	\$0.00
CVSA Annual Membership	\$5,300.00	\$5,300.00	\$0.00
FUEL COSTS	\$8,000.00	\$8,000.00	\$0.00
MAINTENANCE AND REPAIR OF VEHICLES	\$8,008.00	\$8,008.00	\$0.00
PROFESSIONAL SERVICES	\$24,981.17	\$24,981.17	\$0.00
Other Costs total	\$51,784.17	\$51,784.17	\$0.00

Total Costs			
	Federal Share	Total Project Costs (Federal)	MOE
Subtotal for Direct Costs	\$307,865.14	\$307,865.14	\$42,440.00
Indirect Costs	\$42,134.86	\$42,134.86	NA
Total Costs Budgeted	\$350,000.00	\$350,000.00	\$42,440.00

Part 4 Section 10 - Financial Summary

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP		
	100% Federal Share	Total Estimated Funding
Total	\$350,000.00	\$350,000.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$52,500.00
MOE Baseline:	\$28,647.21

Estimated Expenditures			
	Federal Share	Total Project Costs (Federal)	Planned MOE Costs
Salary Subtotal	\$93,436.46	\$93,436.46	\$0.00
Overtime Subtotal	\$0.00	\$0.00	\$0.00
Personnel Total	\$93,436.46	\$93,436.46	\$0.00
Fringe Benefits Total	\$41,504.26	\$41,504.26	\$0.00
Travel Total	\$83,010.00	\$83,010.00	\$42,440.00
Equipment Total	\$0.00	\$0.00	\$0.00
Supplies Total	\$38,130.25	\$38,130.25	\$0.00
Contractual and Subaward Total	\$0.00	\$0.00	\$0.00
Other Costs Total	\$51,784.17	\$51,784.17	\$0.00
	Federal Share	Total Project Costs (Federal)	Planned MOE Costs
Subtotal for Direct Costs	\$307,865.14	\$307,865.14	\$42,440.00
Indirect Costs	\$42,134.86	\$42,134.86	NA
Total Costs Budgeted	\$350,000.00	\$350,000.00	\$42,440.00

Part 5 - Certifications and Documents

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

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

Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? TREVOR VELINOR
2. What is this person's title? COMMISSIONER -VIPD
3. Who is your Governor's highway safety representative? TREVOR VELINOR
4. What is this person's title? COMMISSIONER -VIPD

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

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

State Certification declaration:

I, TREVOR VELINOR, COMMISSIONER -VIPD, on behalf of the Territory of VIRGIN ISLANDS, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the Territory satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

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? TREVOR VELINOR
2. What is the title of your certifying State official? COMMISSIONER DESIGNEE-VIPD
3. What are the phone # and email address of your State official? 340-715-5506

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

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

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

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

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