



**VIRGINIA**

***Commercial Vehicle Safety Plan***

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

**Fiscal Years 2020 - 2022**

**Date of Approval: April 06, 2020**

**FINAL CVSP**



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

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

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

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

The online CVSP tool (eCVSP) outlines the State's CMV safety objectives, strategies, activities and performance measures and is organized into the following five parts:

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements (FY 2020 - 2022)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2020 - 2022)
- Part 4: Financial Information (FY 2020)
- Part 5: Certifications and Documents

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

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

#### REMINDERS FOR FY 2020:

**Multi-Year plans**—For FY 2020, all States will be utilizing the multi-year CVSP format. This means that objectives, projected goals, and activities in the plan will cover a full three-year period. The financial information and certifications will be updated each fiscal year.

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

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

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

States are reminded to **not** include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

**Personally Identifiable Information** – PII is information which, on its own or matched with other data, would permit identification of that individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

## Part 1 Section 2 - Mission/Goal Statement

### Instructions:

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

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



Leadership in the Virginia State Police Motor Carrier Safety Unit appreciates the value of and the role the Motor Carrier Safety Assistance Program has had with respect to bolstering Virginia's overall highway safety. They also understand that to maintain the integrity of this program, initiatives operating under its auspices must be administered in a responsible and prudent fashion. It is in support of this objective that the following *Commercial Motor Vehicle Safety Plan* (CVSP), is proffered. This plan seeks to identify the specific means, methods, resources, and strategies to be dedicated and deployed during fiscal year (FY) 2020-2022 to meet the goal of enhancing the overall safety of Virginia's roadways and highways. More specifically, it outlines the following:

1. The tailored investments which will be made to promote safe commercial motor vehicle transportation, including the transportation of passengers and hazardous materials;
2. the activities which will be conducted in order to generate the maximum reduction in the number and severity of commercial motor vehicle crashes and in fatalities<sup>1</sup> resulting from such crashes;
3. the means of enforcing effective motor carrier, commercial motor vehicle, and driver safety regulations and practices consistent with Federal requirements; and
4. the goals, performance standards, measures and benchmarks which will be used to assess and improve statewide performance.

While there is no specific section devoted to capturing exactly how the Virginia State Police Motor Carrier Safety Unit supports the activities identified in §350.201(q) and (t), *Code of Federal Regulations*, in the following eCVSP template, one can rest assured that there are mechanisms and activities in place that specifically address each of these provisions.

With respect to removing impaired commercial motor vehicle (CMV) drivers from the highways, it should be noted that all Virginia State Police Motor Carrier Unit troopers have received training in regards to detecting the signs associated with driving while impaired or under the influence of alcohol or other drugs and each has received training and are intimately familiar with, the specific statutes and regulations which pertain to operating a commercial motor vehicle while legally impaired. Additionally, each member of the Virginia State Police Motor Carrier Unit is equipped with an approved and certified preliminary breath testing device and have received training on and have

access to statutorily approved evidential testing devices and or services. Furthermore, all Motor Carrier Safety Troopers regularly participate, not only in Commercial Vehicle Safety Alliance (CVSA) and Federal Motor Carrier Safety Administration (FMCSA) initiatives aimed at removing impaired CMV drivers off of Virginia's roadways, they also routinely participate in several state-wide initiatives geared at achieving the same result. It should also be noted that Virginia State Police Motor Carrier Safety troopers are well trained with respect to interdicting criminal activity of all kinds and use this training while on patrol and while conducting commercial motor vehicle roadside inspections and carrier investigations. Furthermore, special emphasis is placed on detecting and intercepting those engaged in human trafficking and those trafficking in other illegal contraband such as drugs, weapons, currency, and untaxed tobacco products.

Finally, the Virginia State Police does have a motor carrier training plan and it should be noted that in addition to the certifying components in place for certifying motor carrier inspectors, the Virginia State police conducts the required annual motor carrier in-service for all Virginia State Police Motor Carrier troopers and other agencies having the authority to conduct motor carrier inspections within the Commonwealth of Virginia.

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<sup>1</sup> Current rate of incidence benchmarked at 0.114 per one hundred million vehicle miles traveled during calendar year 2018.

## Part 1 Section 3 - MCSAP Structure Explanation

### Instructions:

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

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

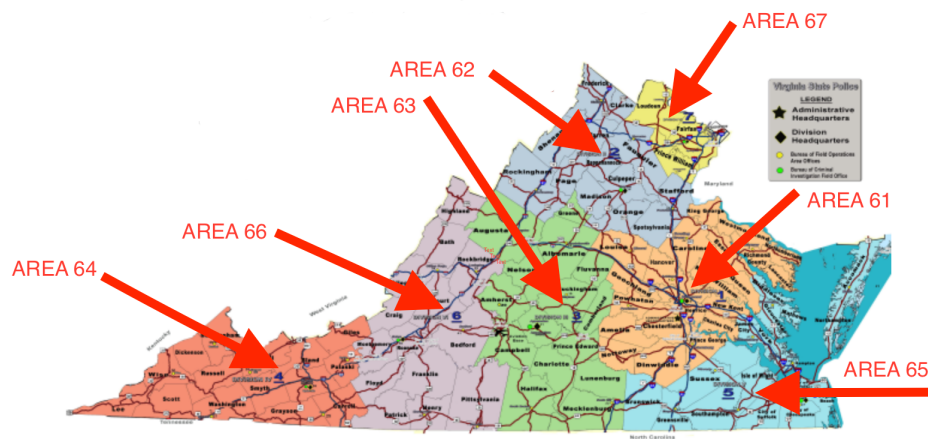
The lead Motor Carrier Safety Assistance Program (MCSAP) agency for the Commonwealth of Virginia is the Virginia Department of State Police (VSP). The specific unit within the VSP responsible for managing Virginia's overall motor carrier enforcement function and for developing, administering, and coordinating Virginia's *Commercial Motor Vehicle Safety Plan* is the Motor Carrier Safety Unit which is located in the Bureau of Field Operations' Safety Division which is headquartered in Richmond, Virginia.

Members of the Virginia State Police Motor Carrier Safety Unit (MCSU) are proud of the fact that the VSP was the first state police/highway patrol organization in the country to have members receive training in 1978 from the Traffic Safety Institute on Federal regulation dealing with "Entry Control on Motor Carriers," which was established by the Motor Carrier Act of 1935 and, which have evolved, through the rule making process, into the Federal Motor Carrier Safety Regulations (FMCSR). They are also proud of the fact that the VSP has been involved in the MCSAP program since 1986 in one form or fashion.

Nevertheless, the VSP MCSU currently has 86 personnel positions, which are directly or indirectly funded through the MCSAP Grant fund. Of the 86 total funded personnel, 58, or 67.44%, are fulltime Motor Carrier Safety Troopers, seven (7), or 8.12%, are fulltime MCSU sergeants, one (1), or 1.16%, is a fulltime Motor Carrier First Sergeant, and one (1), or 1.16%, is a fulltime MCSU lieutenant. Additionally, the VSP MCSU currently has 10, or 11.6%, fulltime nonsworn personnel and nine (9), 10.46%, part-time nonsworn personnel.

Currently, the VSP MCSU has 58 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the motor carrier Lieutenant and the motor carrier First Sergeant, all of these personnel are certified to conduct hazardous materials inspections, cargo tank inspections and other bulk inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI Inspections. Furthermore, four (4) of the unit's members are certified by the National Training Center as associate staff instructors, one (1) trooper is certified and authorized by FMCSA to conduct compliance reviews, and nine (9) civilian personnel are certified to conduct New Entrant Safety Audits.

**Map 1-3-1.0: Virginia State Police Motor Carrier Personnel Allocation**



Virginia State Police Motor Carrier Safety Troopers are permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

Nevertheless, the VSP MCSU's operational capabilities and effectiveness is augmented by an additional 20 troopers<sup>4</sup> which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. The unit's operational capability is also enhanced by the fact that all of its sworn personnel are seasoned law enforcement professionals vested with full police authority and have extensive law enforcement experience and training which aids them daily in their role as a MCSU trooper. Furthermore, Virginia's MCSAP's capabilities and effectiveness is further augmented by the participation of 50 local police agencies,<sup>5</sup> which are authorized to engage in CMV enforcement and outreach within the Commonwealth of Virginia.

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<sup>1</sup>Allocated among the seven (7) Safety Division Areas shown in Map 1-3-1.0.

<sup>2</sup>Two are Analyst positions and five are clerical positions.

<sup>3</sup>New Entrant Safety Auditors

<sup>4</sup>While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

<sup>5</sup>Allocation: ~150 motor carrier sanctioned and certified.

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

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

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

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

Lead Agency Information	
Agency Name:	VIRGINIA DEPARTMENT OF STATE POLICE
Enter total number of personnel participating in MCSAP activities	102
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	87
Traffic Enforcement Activities	87
Investigations*	9
Public Education and Awareness	87
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	VIRGINIA DEPARTMENT OF MOTOR VEHICLES
Enter total number of personnel participating in MCSAP activities	0
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	1
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	50
Total # of MCSAP Participating Personnel:	150



## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

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

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

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

## Part 2 Section 2 - CMV Crash Reduction

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

### Trend Analysis for 2014 - 2018

#### Instructions for all tables in this section:

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

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

### ALL CMV CRASHES

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

**Goal measurement as defined by your State:** Large Truck Fatal Crashes per 100M VMT

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	98	0.1140	0.12
01/01/2017	12/31/2017	93	0.1140	0.11
01/01/2016	12/31/2016	73	0.1140	0.09
01/01/2015	12/31/2015	75	0.1140	0.12
01/01/2014	12/31/2014	96	0.1140	0.12

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

**Goal measurement as defined by your State:** Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2018	12/31/2018	7	0	7
01/01/2017	12/31/2017	5	0	5
01/01/2016	12/31/2016	5	0	5
01/01/2015	12/31/2015	5	0	5
01/01/2014	12/31/2014	7	0	7

## Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

**Goal measurement as defined by your State:** Actual # Fatalities

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

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

**Enter the data sources and capture dates of the data listed in each of the tables above.**  
See below Data Review and Analysis Section.

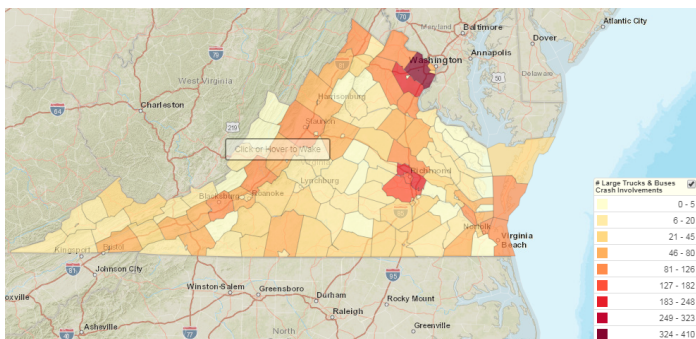
**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

### COMMERCIAL MOTOR VEHICLE CRASH DATA COMMONWEALTH OF VIRGINIA REVIEW AND ANALYSIS

#### All CMV Crashes:

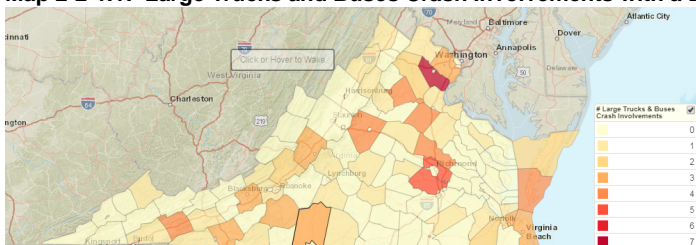
With respect to identifying the areas in Virginia with the highest frequency of **large truck and bus crashes** and the frequency of **large truck and bus crashes where a death resulted**, Map 2-2-1.0 provides a fairly clear picture of where these crashes are concentrated throughout the state. It appears that these crashes are the densest along the Interstate 81 (I-81), corridor, the Interstate 95 (I-95) corridor, and along the Interstate 64 (I-64) corridor and it appears that the rate of incidence radiates away from these areas. It also appears that along these corridors, the rate is highest in and around geographic areas which are the most densely populated. These areas are Northern Virginia, Richmond, Roanoke, and the Tidewater area.

**Map 2-2-1.0: Large Trucks & Buses Crash Involvements (CY-2018)**



Source: <https://ai.fmcsa.dot.gov/gis/tools/safteyevent/>, Year 2018: August 5, 2019.

**Map 2-2-1.1: Large Trucks and Buses Crash Involvements with a Death Attached (CY-2018)**



Source: <https://ai.fmcsa.dot.gov/gis/tools/safteyevent/>, Year 2018: August 5, 2019.

This section examines the specific statistics pertaining to deaths resulting from vehicle crashes involving large trucks in Virginia during the reporting period (2014-2018). Table 2-2-1.0 provides a summary detailing the statistics whereby death has resulted from vehicle crashes involving large trucks during the reporting period. The data reveals the total number of fatalities on a yearly basis and it also shows the incidence of death expressed in deaths per 100 million vehicle miles traveled (100M VMT) so as to provide perspective with respect to how Virginia's rate of incidence compares with the FMCSA's established benchmark of 0.114 deaths per 100M VMT. With respect to these types of death's, the data shows that Virginia has averaged 93.4 deaths per year resulting from these crashes, which equates to .112 deaths per 100M VMT per year. It is particularly noteworthy that this statistic is **0.002 deaths** per 100M VMT **lower** than the FMCSA goal (.114 deaths per 100M VMT).

**Table 2-2-1.0: Large Truck Fatal Crashes in Virginia  
Per 100M VMT (2014 - 2018)**

Year	Goal (Deaths)	Outcome	Fatalities
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	per 100M VMT	(Deaths per 100M VMT)	
2014 <sup>1</sup>	0.114	0.12	96 <sup>6</sup>
2015 <sup>2</sup>	0.114	0.12	75 <sup>7</sup>
2016 <sup>3</sup>	0.114	0.09	73 <sup>8</sup>
2017 <sup>4</sup>	0.114	0.11	93 <sup>9</sup>
2018 <sup>5</sup>	0.114	0.12	98 <sup>10</sup>
Mean	n/a	0.112	87

#### **Motor Coach/Passenger Carrier Crashes:**

This section takes a broad look at vehicle crashes involving Motor Coach/Passenger Carrier crashes in Virginia for the reporting period (2014-2018). Specifically, this section looks at the rate of incidence with respect to fatality crashes, non-fatality crashes, and injury crashes involving a motor coach/passenger carrier. In this instance, the data shows that with respect to **"non fatality" crashes**, there was a gradual decline in the rate of incidence from 2014 to the later part of 2015, however, it seems that in 2016 the rate started trending upward and in **2017**, the rate started **trending downward** and continues in that direction.

In regards to **"injury crashes,"** there appears to have been some fluctuation in the frequency between 2014 and the later part of 2015, however, in 2016, this rate appears to have declined and it appears that it continues to **trend downward**. The rate of incidence regarding fatality data associated with these types of crashes are discussed in greater detail below and in regards to the rate of incidence pertaining to the **aggregate** number of motor coach/passenger carrier crashes, there appears to have been a slight fluctuation between 2014 and the later part of 2016. However in 2016, the frequency rate appears to have started **trending downward** until 2018 where it appears that this type of crash is trending upward.

**Table 2-2-2.0:**  
**Total Motor Coach/Passenger Carrier Crashes in Virginia (2014 - 2018)**

Year	Non Fatality Crashes	Injury Crashes	Fatality Crashes	Total
2014 <sup>1</sup>	455 <sup>11</sup>	439 <sup>11</sup>	7 <sup>11</sup>	462 <sup>11</sup>
2015 <sup>2</sup>	445 <sup>12</sup>	487 <sup>12</sup>	5 <sup>12</sup>	450 <sup>12</sup>
2016 <sup>3</sup>	471 <sup>13</sup>	470 <sup>13</sup>	5 <sup>13</sup>	476 <sup>13</sup>
2017 <sup>4</sup>	435 <sup>14</sup>	431 <sup>14</sup>	5 <sup>14</sup>	440 <sup>14</sup>
2018 <sup>5</sup>	415 <sup>15</sup>	318 <sup>15</sup>	7 <sup>15</sup>	422 <sup>15</sup>
Total	2221	2145	29	2250
Mean	444.2	429	5.8	450

This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a motor coach/passenger carrier involved. Table 2-2-2.1 provides a summary of statistics detailing these types of deaths for the reporting period (2014 - 2018). This table also details the number of deaths and compares it with the established goal (0), which yields the "outcome" statistic. The data shows that in regards to these types of deaths, on average, there were 6 deaths and it is important to note that the incidence rate appears to be **trending on upward**.

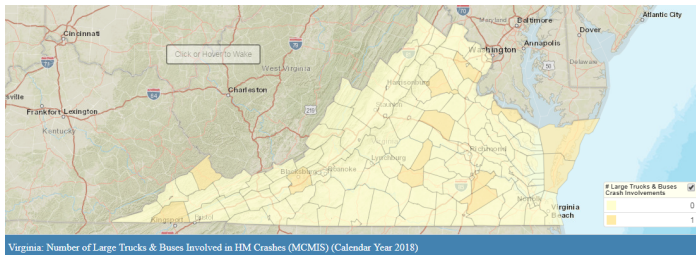
**Table 2-2-2.1: Motor Coach/Passenger Carrier Fatalities in Virginia (2014 - 2018)**

Year	Fatalities	Goal	Outcome
2014 <sup>1</sup>	7 <sup>16</sup>	0	7 <sup>16</sup>
2015 <sup>2</sup>	5 <sup>17</sup>	0	5 <sup>17</sup>
2016 <sup>3</sup>	5 <sup>18</sup>	0	5 <sup>18</sup>
2017 <sup>4</sup>	5 <sup>19</sup>	0	5 <sup>19</sup>
2018 <sup>5</sup>	8 <sup>20</sup>	0	8 <sup>20</sup>
Total	30	0	30
Mean	6	n/a	6

#### **Hazardous Materials (HM) Crashes:**

Map 2-2-3.0, shown below, illustrates the frequency and location of crashes where there was a HM placard attached to one of the vehicles involved during the reporting period (2018). Specifically, the data shows that South Western Virginia, the Blacksburg area, Western Central Virginia, and Eastern and South Eastern Virginia had the highest incidence of these types of crashes.

**Map 2-2-3.0: # of Crashes Where a Hazardous Materials Placard was Attached (2018)**



Source: [https://ai.fmcsa.dot.gov/gis/tools/safety\\_event/](https://ai.fmcsa.dot.gov/gis/tools/safety_event/), Year 2018: August 7, 2019.

This section examines the incidence of crashes where there was a **hazardous material (HM) placard present** on at least one of the vehicles involved for the reporting period 2014 - 2018. Table 2-2-3.0 shows that during the reporting period (2014 - 2018), there were on average 92.6 such crashes per year in Virginia and for the most part, with respect to these types of crashes, during the time period (2014 through 2015), the rate of incidence seems to have been relatively stable at a little over 100 such crashes, however, during the time period (2015 - 2016) there seems to have been a precipitous fall in the rate of incidence involving such crashes, however, it seems that in **2017** the rate started to trend upwards and in 2018, the rate appears to be **trending downward**.

**Table 2-2-3.0: Hazardous Material-Related Crashes in Virginia (2014 - 2018)**

Year	HM Placard Present
2014 <sup>1</sup>	106 <sup>21</sup>
2015 <sup>2</sup>	103 <sup>22</sup>
2016 <sup>3</sup>	77 <sup>23</sup>
2017 <sup>4</sup>	97 <sup>24</sup>
2018 <sup>5</sup>	80 <sup>25</sup>
Total	463
Mean	92.6

This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a hazardous material (HM) being transported and where there was a HM release/spill. Table 2-2-3.1 gives a summary of statistics detailing these types of deaths for the reporting period (2014 - 2018). With respect to these types of deaths, this table specifies the number of deaths and compares it with the stated goal (0), which yields the "outcome" statistic. During reporting period, the data reveals that, on average, there was one .8 such deaths in Virginia per year, with the most, two (2), happening in 2017 and the least, zero (0), occurring in 2015 and 2018.

**Table 2-2-3.1: Hazardous Material-Related Fatalities with Release of Cargo for Large Trucks in Virginia (2014 - 2018)**

Year	Fatalities	Goal	Outcome
2014 <sup>1</sup>	1 <sup>26</sup>	0	2 <sup>26</sup>
2015 <sup>2</sup>	0 <sup>27</sup>	0	1 <sup>27</sup>
2016 <sup>3</sup>	1 <sup>28</sup>	0	0 <sup>28</sup>
2017 <sup>4</sup>	2 <sup>29</sup>	0	1 <sup>29</sup>
2018 <sup>5</sup>	0 <sup>30</sup>	0	0 <sup>30</sup>
Mean	.8	n/a	.8

## CHALLENGES

One challenge facing the VSP MCSU is the one associated with the inspection of motor coach/passenger carriers. Specifically, it continues to grapple with how exactly to inspect these types of carriers with greater frequency given the fact that these inspections, for all intensive purposes, can, pursuant to and in accordance with 49 U.S.C., §



31102(c)(2), only be inspected through inspections which are conducted at the "carrier facility" and by inspections conducted at the destination. As such, overcoming the logistics associated with "carrier facility" and "destination" inspections is somewhat challenging because, in the past, it has been difficult for each Safety Division area to conduct these inspections due to the fact that all seven area's shared one (1) set of bus ramps. Therefore, in an effort to maximize the VSP MCSU's ability to conduct additional motor coach/passenger carrier inspections, each Safety Division Area Office has been equipped with a set of bus ramps, a trailer to transport the ramps, and a vehicle to pull the trailer so that additional "carrier facility" inspections and "destination" inspections may be conducted in each Safety Division area.

Another challenge that the VSP MCSU continues to encounter is associated with its ability to conduct port checks. The Commonwealth of Virginia has several ports located throughout the Tide Water Area. Currently, the VSP MCSU has 58 MCSU troopers strategically stationed throughout the Commonwealth of Virginia. The challenge here is rooted in the availability of manpower. Specifically, there just are not enough MCSU personnel assigned to this particular region of the state with which to adequately give the ports of Virginia additional attention. However, in an effort to mitigate this problem, plans have been made to hold two (2), one (1) week port check operations one (1) in the Spring and one (1) in the Fall during 2019 whereby MCSU troopers and other CMV resources will be brought into the area and focused on conducting large scale port checks throughout the region.

<sup>1</sup> January 1, 2014 to December 31, 2014.

<sup>2</sup> January 1, 2015 to December 31, 2015.

<sup>3</sup> January 1, 2016 to December 31, 2016.

<sup>4</sup> January 1, 2017 to December 31, 2017.

<sup>5</sup> January 1, 2018 to December 31, 2018.

<sup>6</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2014, August 5, 2019, S. L. Stewart.

<sup>7</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2015, August 5, 2019, S. L. Stewart.

<sup>8</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2016, August 5, 2019, S. L. Stewart.

<sup>9</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2017, August 5, 2019, S. L. Stewart.

<sup>10</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>, 2018, August 5, 2019, S. L. Stewart.

<sup>11</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2014, August 7, 2019, S. L. Stewart.

<sup>12</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2015, August 7, 2019, S. L. Stewart.

<sup>13</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2016, August 7, 2019, S. L. Stewart.

<sup>14</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2017, August 7, 2019, S. L. Stewart.

<sup>15</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2018, August 7, 2019.

<sup>16</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2014, August 7, 2019, S. L. Stewart.

<sup>17</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2015, August 7, 2019, S. L. Stewart.

<sup>18</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2016, August 7, 2019, S. L. Stewart.

<sup>19</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2017, August 7, 2019, S. L. Stewart.

<sup>20</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>, 2018, August 7, 2019, S. L. Stewart.

<sup>21</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2014, August 7, 2019, S. L. Stewart.

<sup>22</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2015, August 7, 2019, S. L. Stewart.

<sup>23</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2016, August 7, 2019, S. L. Stewart.

<sup>24</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2017, August 7, 2019, S. L. Stewart.

<sup>25</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2018, August 7, 2019, S. L. Stewart.

<sup>26</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2014, August 7, 2019, S. L. Stewart.

<sup>27</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2015, August 7, 2019, S. L. Stewart.

<sup>28</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2016, August 7, 2019, S. L. Stewart.

<sup>29</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2017, August 7, 2019, S. L. Stewart.

<sup>30</sup> <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, 2018, August 7, 2019, S. L. Stewart.

## **Narrative Overview for FY 2020 - 2022**

### **Instructions:**



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

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

**COMMERCIAL MOTOR VEHICLE CRASH REDUCTION GOAL  
COMMONWEALTH OF VIRGINIA  
2020-2022**

FMCSA's bell weather for commercial motor vehicle safety is the incidence of death per 100M VMT. Over the most recent five (5) year reporting period Virginia has an averaged incidence rate of 0.112 deaths per 100M VMT and for the CY 2017, the incidence of these types of death was 0.11 deaths per 100M VMT. Additionally, the mean incidence rate for Virginia for the reporting period (2014-2018) is **0.002 deaths per 100M VMT less than the FMCSA's benchmark** and the rate of incidence for CY 2016 for Virginia is 0.004 deaths per 100M VMT less than the FMCSA benchmark. Nevertheless, leadership in the VSP MCSU is acutely aware that one traffic death, regardless of type is one too many and therefore, the VSP MCSU will continue to strive to promote policies and efforts geared at reducing this statistic. Therefore, with respect to calendar years 2020-2022, the FMCSA benchmark (0.114 deaths per 100M VMT) for crashes involving large trucks and buses will be used as a key indicator of how Virginia compares in regards to these types of crashes. Additionally, members of the VSP MCSU will certainly continue to engage in efforts to reduce this statistic even further, and it is fully anticipated that this incidence rate **for large trucks and buses will remain below 0.114 deaths per 100 VMT in Virginia during and through 2022.**

Table 2-2-2.0, shows that for the reporting period (2014-2018) there were a **total of 2,250** crashes involving passenger carriers and mean rate of incidence for the reporting period (2014-2018) of 450 crashes per year and it appears that this rate of incidence is **trending downward**. Additionally, the data shows, that there were a total of 29 fatal crashes, involving a passenger carrier during the reporting period with an average incident rate of 6 deaths per year and the data shows that the aggregate number associated with this statistic is currently **trending upward**. Regardless of what the trend is when discussing traffic safety, again, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0), deaths caused by passenger carrier-related crashes for evaluation purposes for 2019. With respect to the overall rate of frequency of passenger carrier crashes in Virginia, it is hoped that the additional passenger carrier inspections to be conducted during 2019, as discussed above, will help to reverse the trend currently associated with these types of crashes.

With respect to **HM-related crashes in Virginia** for the reporting period (2014 - 2018), there were a total of 463 crashes where there was a HM placard attached to one of the vehicles involved. On average, the rate of incidence for this type of crash during the reporting period is 92.6. As discussed above, the **rate of incidence** with respect to these types of crashes is **trending at a steady rate**. With respect to **deaths attached** to these types of crashes, Table 2-2-3.1 shows that over the reporting period identified above, there were four (4) such deaths. The **mean rate of incidence** pertaining to these types of death during the reporting period is .8 per year and the overall **trend** currently appears to be trending **downward**. Again, regardless of what the trend is when discussing traffic safety, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0) deaths caused by HM-related vehicle crashes for evaluation purposes for 2019. Members of the VSP MCSU will continue to engage in efforts specifically directed towards HM carriers, such as HM tank inspections in an effort to null this statistic.

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

See above Data Review and Analysis Section.

**Projected Goal for FY 2020 - 2022:**

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

Fiscal Year	Annual Crash Reduction Goals
2020	0
2021	0
2022	0

See above Crash Reduction Goal Section.

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

**MOTOR CARRIER SAFETY ASSISTANCE PROGRAM ACTIVITIES  
COMMONWEALTH OF VIRGINIA  
2020-2022**

Table 2-2-4.0, shown below indicates the anticipated number of man hours to be directly devoted towards MCSAP activities in Virginia for 2020-2022. Please note that these figures are rough estimates and do not account for leave, which may be taken by VSP MCSU members nor do they account for ancillary duties<sup>30</sup> that these members may be diverted for. Additionally, these figures are based on the maximum number of positions allocated to the VSP MCSU (58) and do not account for vacancies which may or may not be in existence during the aforementioned time period.

It is important to note that every attempt to devote the following man hours towards MCSAP activities will be made, however, due to an inability to forecast the availability of personnel resources in advance the following disclaimer should be noted. The following estimates do not constitute a warranty or contract with respect to the provision of the following resources, as outlined below, to be dedicated towards MCSAP activities by the Virginia State Police.

**Table 2-2-4.0: MCSAP Manpower Resource Allocation**

MCSAP Manpower Resource	Annual MCSAP Man Hours
VSP Motor Carrier Safety Unit Troopers (58)	120,971.76 <sup>31</sup>
VSP Motor Carrier Patrol Troopers (20)	5,214.3 <sup>32</sup>
VSP Motor Carrier Supervisors	11,471.46 <sup>33</sup>
<b>Total</b>	<b>139,743.24</b>

Concurrent with the application of the above estimated resources, the VSP MCSU will continue to devote resources to the following MCSAP activities all of which are hoped to contribute to the reduction of CMV-related motor vehicle crashes in Virginia:

- Provide annual motor carrier in-service training for all VSP MCSU personnel and for local law enforcement agencies having motor carrier certified personnel.
- Conduct commercial motor vehicle inspections, including motor coach/passenger carriers, HM carriers and cargo tanks inspections (which to date has **historically** totaled approximately **35,000 inspections** annually).
- Participate in special CMV initiatives such as "Safe Drive," the Commercial Vehicle Safety Alliance's (hereinafter referred to as CVSA) "Brake Check," and "Road Check," and FMCSA's cargo tank strike force.
- Conduct 84 CMV consolidated HM initiatives across the state.
- Conduct 28 CMV data-driven CMV and regionally consolidated initiatives across the state.
- Deliver in outreach products to both CMV operators and drivers as well as the general public.
- Conduct two (2) concentrated week-long port checks annually (one (1) in the Spring and one (1) in the fall).
- Assist, through the examination and evaluation of the CMV and driver involved, with crash investigations involving CMVs.

<sup>30</sup>Per the public safety personnel clause in the Grant Agreement which allows for MCSAP man hours to be diverted for exigent or extraordinary or unusual public safety circumstances.

<sup>31</sup>(58 VSP MCSU troopers x 40 hrs.)52.143 = 120,971.76 hrs.

<sup>32</sup>(20 VSP Patrol troopers x 5 hrs.)52.143 = 5214.3

<sup>33</sup>{(4 VSP MCSU Sergeants x 40 hrs.)52.143} + {(3 VSP Safety Division Sergeants x ~20)52.143}

***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.***

#### **MONITORING OF COMMERCIAL MOTOR VEHICLE CRASH REDUCTION EFFORTS**

#### **COMMONWEALTH OF VIRGINIA**

**2020-2022**

Supervision at the area level will continue to monitor the individual *Weekly and Activity Reports* that all VSP MCSU troopers are required to submit weekly, which captures the summons and arrest activities for both CMVs and non CMVs as well as the aggregate number of inspections each member conducts on a weekly basis. Area level supervision will also continue to collect and report data required to be reported on the SF-PPR and data associated with any and all "special enforcement projects," and forms submitted in conjunction with CMV safety presentations conducted by VSP MCSU members. Area supervision along with Divisional supervision will routinely monitor FMCSA's A & I data bases and indices along with data available from other FMCSA databases which may serve to inform the decision making process with respect to CMV policy decisions and decisions pertaining to crafting CMV enforcement models, tactics, and strategies.

The VSP MCSU will also continue to monitor the number and types crashes involving commercial motor vehicles in Virginia through the routine monitoring of *Safetynet's* reporting system and through data obtained through the *Traffic Records Electronic Data System* (TREDS). Following is a description of this data system:<sup>34</sup>

"The main goal of **TREDS (Traffic Records Electronic Data System)** is to provide accurate, timely and detailed highway safety information for analysis and reporting. The data from TREDS is used to support Virginia's efforts to reduce crashes, injuries, fatalities and associated costs. Through TREDS, Virginia now has one of the most effective and innovative information technology tools in the nation to identify and address its highway safety concerns.

This state-of-the-art, automated data system centralizes all of Virginia's crash data and related information. It allows for the electronic submission of police crash reports, scanning of crash data submitted on paper reports at DMV, electronic mapping for locating the crash while completing the crash report, electronic crash diagramming, and integration with other data systems for enhanced data mining, analysis and reporting at various levels.

The comprehensive data housed in TREDS is the foundation of highway safety in Virginia. The information serves as a performance measurement tool that reflects Virginia's efforts to improve highway safety. TREDS traffic crash information can be used to:

- Conduct problem identification and the development of resolutions for safety programs
- Create and implement effective, integrated safety programs and initiative
- Conduct education and awareness initiative
- Make executive management decision

- Award and target federal highway safety funding
- Make key legislative decisions that impact citizen safety on our roadway
- Targeting local and state law enforcement efforts
- Make engineering and construction improvements to our roadways
- Work with partnering organizations to develop coordinated, innovative approaches to improve highway safety

TREDS will pave the way for Virginia's effort to develop and implement effective safety programs that will make Virginia's roadways among the safest in the country."

Additionally, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report*. A copy of this report may be found at [https://www.vsp.virginia.gov/downloads/Annual\\_Report\\_Facts\\_Figures/2016%20Annual%20Report\\_FINAL.pdf](https://www.vsp.virginia.gov/downloads/Annual_Report_Facts_Figures/2016%20Annual%20Report_FINAL.pdf).

This review serves to provide a benchmark with respect to the VSP MCSU's past performance and serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the unit's work product.

Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA Division Administrator's (hereinafter referred to as DA) office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

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<sup>34</sup>Virginia Department of Motor Vehicles, *Traffic Records Electronic Data System*, <https://www.treds.virginia.gov>: July 12, 2017, S. L. Stewart

## Part 2 Section 3 - Roadside Inspections

*In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2020 - 2022.*

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

### **Trend Analysis for 2014 - 2018**

Inspection Types	2014	2015	2016	2017	2018
Level 1: Full	16874	17251	17198	16049	16604
Level 2: Walk-Around	5113	3338	3517	3865	4101
Level 3: Driver-Only	8860	14510	13207	11544	12704
Level 4: Special Inspections	11	0	0	42	42
Level 5: Vehicle-Only	436	495	247	412	385
Level 6: Radioactive Materials	0	0	1	1	1
<b>Total</b>	<b>31294</b>	<b>35594</b>	<b>34170</b>	<b>31913</b>	<b>33837</b>

### **Narrative Overview for FY 2020 - 2022**

#### **Overview:**

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

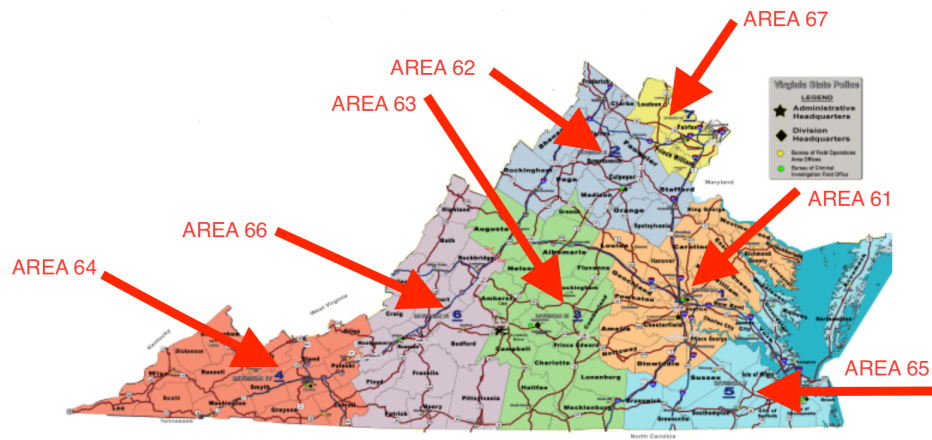
**Enter a narrative of the State's overall inspection program, including a description of how the State will monitor its program to ensure effectiveness and consistency.**

#### **MOTOR CARRIER ROADSIDE INSPECTION PROGRAM COMMONWEALTH OF VIRGINIA 2020**

#### **Road Side Inspector Allocation**

Currently, the VSP MCSU has 58 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the motor carrier Lieutenant the motor carrier First Sergeant, all of these personnel are certified to conduct hazardous materials inspections, cargo tank inspections and other bulk inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI Inspections.

#### **Map 2-3-1.0: Virginia State Police Motor Carrier Safety Unit Manpower Allocation**



Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allow for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is also expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

### DATA REVIEW AND ANALYSIS

This section provides a holistic view of the VSP MCSU's roadside inspection program activities from 2014 through 2018. The following table lists and illustrates the trends associated with each type of roadside inspection conducted in Virginia during the reporting period.

During the reporting period, the VSP MCSU conducted a **total** of **166,808** roadside inspections with an **average** yearly rate of **33,361.6** and is **trending steadily**. During the reporting period, "**Level 1: Full inspections**," accounted for **50.42%** of the total amount of roadside inspections conducted by the VSP MCSU, which is well above the 25% inspection rate for these types of inspections suggested<sup>1</sup> to be done by FMCSA. It is also worth noting that the data shows that this rate is **trending steadily** at a rate slightly **above 50%**. The data also shows that the average frequency of "**Level 3: Driver Only**" inspections during the reporting period **exceeds** the FMCSA suggested<sup>2</sup> rate of 33%.

**Table 2-3-1.0: Roadside Inspection History (2014-2018)**

	3	4	5	6	7								
Inspection Types	2014	2014%	2015	2015%	2016	2016%	2017	2017%	2018	2018%	Total	Mean	Mean %
Level 1	16874	53.92%	17251	48.47%	17198	50.33%	16049	50.29%	16604	49.07%	83976	16795.2	50.42%
Level 2	5113	16.34%	3338	9.38%	3517	10.29%	3865	12.11%	4101	12.12%	19934	3986.8	12.05%
Level 3	8860	28.31%	14510	40.77%	13207	38.65%	11544	36.17%	12704	37.54%	60825	12165	36.29%
Level 4	11	0.04%	0	0.00%	0	0.00%	42	0.13%	42	0.12%	95	19	0.06%
Level 5	436	1.39%	495	1.39%	247	0.72%	412	1.29%	385	1.14%	1975	395	1.19%
Level 6	0	0.00%	0	0.00%	1	0.00%	1	0.00%	1	0.00%	3	0.6	0.00%
Total	31294	100.00%	35594	100.00%	34170	100.00%	31913	100.00%	33837	100.00%	166808	33361.6	100.00%

### MONITORING PLAN

The VSP MCSU will continue, as it has in the past to monitor the number and types of roadside inspections its members conduct through routine monitoring of SafetyNet's reporting system. More, specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report.<sup>8</sup> This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the number and types of inspections being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DAs office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

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<sup>1</sup>United States Department of Transportation, Federal Motor Carrier Safety Administration, *Motor Carrier Safety Assistance Program - Grant Comprehensive Policy*, Version 3.0, Washington DC: June 2016, 34.

<sup>2</sup>Ibid., 34.

<sup>3</sup><https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2014, August 8, 2019, S. L. Stewart.

<sup>4</sup><https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2015, August 8, 2019, S. L. Stewart.

<sup>5</sup><https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2016, August 8, 2019, S. L. Stewart.

<sup>6</sup><https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2017, August 8, 2019, S. L. Stewart.

<sup>7</sup><https://ai.fmcsa.dot.gov/SafetyProgram/RoadsideInspections.aspx>, 2018, August 8, 2019, S. L. Stewart.

<sup>8</sup>[https://www.vsp.virginia.gov/Annual\\_Report.shtm](https://www.vsp.virginia.gov/Annual_Report.shtm), August 8, 2019, S. L. Stewart.

## **Projected Goals for FY 2020 - 2022**

### **Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2020 - 2022. For FY 2020, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

To modify the names of the Lead or Subrecipient agencies, or the number of Subrecipient or Non-Funded Agencies, visit [Part 1, MCSAP Structure](#).

**Note:** Per the [MCSAP Comprehensive Policy](#), States are strongly encouraged to conduct at least 25 percent Level 1 inspections and 33 percent Level 3 inspections of the total inspections conducted. If the State opts to do less than these minimums, provide an explanation in space provided on the Summary tab.

### **MCSAP Lead Agency**

**Lead Agency is:** VIRGINIA DEPARTMENT OF STATE POLICE

**Enter the total number of certified personnel in the Lead agency:** 85



Projected Goals for FY 2020 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13048	1797	31	14876	49.59%
Level 2: Walk-Around	4138	448	33	4619	15.40%
Level 3: Driver-Only	9360	600	24	9984	33.28%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	189	516	1.72%
Level 6: Radioactive Materials	0	1	0	1	0.00%
<b>Sub-Total Lead Agency</b>	<b>26857</b>	<b>2866</b>	<b>277</b>	<b>30000</b>	

**MCSAP subrecipient agency**

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

VIRGINIA DEPARTMENT OF

**Subrecipient is:** MOTOR VEHICLES

**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	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Non-Funded Agencies**

Total number of agencies:	50
Enter the total number of non-funded certified officers:	140
Enter the total number of inspections projected for FY 2020:	0

**Summary**

## Projected Goals for FY 2020 - Roadside Inspections Summary

<b>Projected Goals for FY 2020 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: VIRGINIA DEPARTMENT OF STATE POLICE</b>					
<b># certified personnel: 85</b>					
<b>Subrecipient Agencies: VIRGINIA DEPARTMENT OF MOTOR VEHICLES</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 50</b>					
<b># certified personnel: 140</b>					
<b># projected inspections: 0</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13048	1797	31	14876	49.59%
Level 2: Walk-Around	4138	448	33	4619	15.40%
Level 3: Driver-Only	9360	600	24	9984	33.28%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	189	516	1.72%
Level 6: Radioactive Materials	0	1	0	1	0.00%
<b>Total ALL Agencies</b>	<b>26857</b>	<b>2866</b>	<b>277</b>	<b>30000</b>	

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

Please note that the number and type of roadside inspections conducted by "non-funded" agencies are not tracked due to the fact that the "non-funded" agencies conducting roadside inspections in Virginia do not have access to upload inspection results to FMCSA.

<b>Projected Goals for FY 2021 Roadside Inspections</b>	<b>Lead Agency</b>	<b>Subrecipients</b>	<b>Non-Funded</b>	<b>Total</b>
Enter total number of projected inspections	30000	0	0	30000
Enter total number of certified personnel	85	0	0	85
<b>Projected Goals for FY 2022 Roadside Inspections</b>				
Enter total number of projected inspections	30000	0	0	30000
Enter total number of certified personnel	85	0	0	85

## Part 2 Section 4 - Investigations

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



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

### Trend Analysis for 2014 - 2018

Investigative Types - Interstate	2014	2015	2016	2017	2018
Compliance Investigations	0	0	0	4	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	3	3	1	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	37	43	5	13	10
CSA On-Site Comprehensive	6	3	3	0	1
<b>Total Investigations</b>	<b>46</b>	<b>49</b>	<b>9</b>	<b>17</b>	<b>11</b>
Total Security Contact Reviews	5	4	0	1	0
Total Terminal Investigations	0	0	6	0	0

Investigative Types - Intrastate	2014	2015	2016	2017	2018
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
<b>Total Investigations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

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

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

**Projected Goals for FY 2020 - 2022**

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

Projected Goals for FY 2020 - 2022 - Investigations						
Investigation Type	FY 2020		FY 2021		FY 2022	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	2	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	1	0	0	0	0	0
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	5	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0	0
<b>Total Investigations</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	1	0	0	0	0	0

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

See "Program Activities" below.

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

**MOTOR CARRIER INVESTIGATIONS  
VIRGINIA STATE POLICE**

**DATA REVIEW AND ANALYSIS**

It should be noted that the VSP MCSU only has one (1) trooper certified and authorized to conduct motor carrier investigations.

Nevertheless, the data for the reporting period (2014 - 2018), shown in the following table reveals that between 2014 and 2015 there was a precipitous decline in regards to the incidence rate of **interstate investigations** conducted by the VSP MCSU. However in 2017, the trend associated with this statistic started trending upward and in **2018**, it started trending **downward**.

In an effort to bolster the overall numbers associated with these statistics, leadership in the VSP MCSU will explore the feasibility of having additional MCSU certified to conduct compliance investigations in the future.

**Table 2-4-1.0: Virginia State Police Motor Carrier  
Interstate Investigations (2014 - 2018)**

Interstate Investigations <sup>1</sup>	2014	2015	2016	2017	2018	MEAN
Compliance investigations	0	0	0	4	0	.8
Cargo Tank Facility Reviews	0	0	0	0	0	0

Non-Rated Reviews (Excludes CSA & SCR)	3	3	1	0	0	1.4
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	37	43	5	13	10	21.6
CSA On-Site Comprehensive	6	3	3	0	1	2.6
Total Security Contact Reviews	5	4	0	1	0	2
Total Terminal Investigations	0	0	6	0	0	1.2
<b>Total Investigations</b>	<b>46</b>	<b>49</b>	<b>9</b>	<b>18</b>	<b>11</b>	<b>26.6</b>

<sup>1</sup>Federal Motor Carrier Safety Administration, Analysis and Information, Review Activity Report for Virginia, Gotham report updated on 8/2/19, S. L. Stewart

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

The VSP MCSU will continue, as it has in the past to monitor the number and types of compliance investigations its members conduct through routine monitoring of FMCSA indicies. As these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report (previously cited within this plan). This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the number and types of compliance investigations being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, it should be noted that VSP MCSU enjoys a strong and productive relationship with the FMCSA DAs office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

**Part 2 Section 5 - Traffic Enforcement**

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

**Trend Analysis for 2014 - 2018**
**Instructions:**

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2018	12/31/2018	4718	4898
01/01/2017	12/31/2017	4169	4381
01/01/2016	12/31/2016	4315	5599
01/01/2015	12/31/2015	5142	3353
01/01/2014	12/31/2014	2926	3545

☒ **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.**

See discussion below on Narrative Overview for FY 2019

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

*Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic*

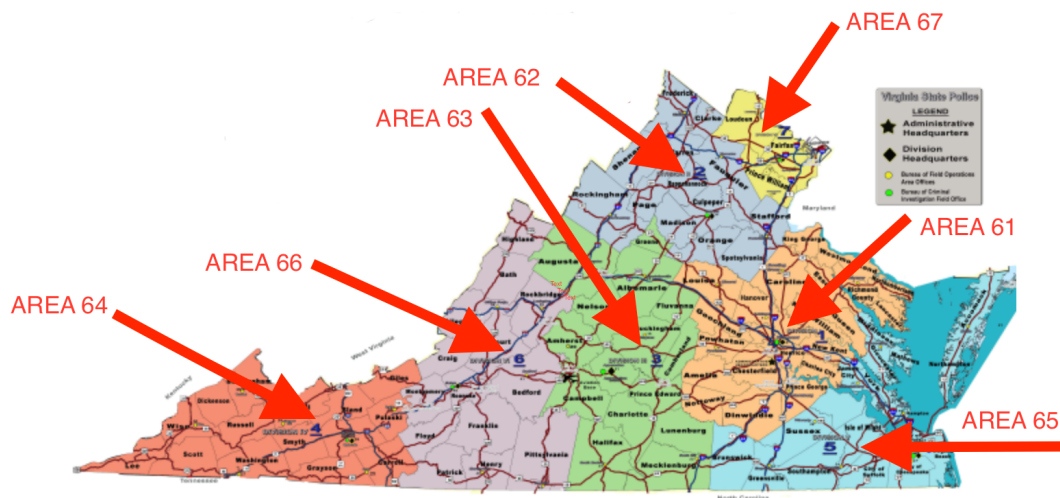
enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State must conduct these activities in accordance with the [MCSAP Comprehensive Policy](#).

## Virginia State Police Motor Carrier Safety Unit Traffic Enforcement Overview

### LEVEL OF EFFORT

It is anticipated that the VSP MCSU will have 20 "patrol troopers" certified to conduct Level II and III inspections. It is also anticipated that the VSP MCSU will have 58 troopers, seven (7) sergeants, to conduct Level I and III inspections, all of which are also certified to conduct hazardous materials inspections, cargo tank inspections and other bulk packaging inspections. It is further anticipated that the VSP MCSU will have 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI inspections. It should be noted that these numbers may fluctuate over the course of the reporting period due to unanticipated changes to staffing levels due to retirements, promotions, transfers, etc.

**Map 2-5-1.0**



Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocate manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.



**DATA ANALYSIS**

The Virginia Motor Carrier Safety Unit does not conduct enforcement activities on CMVs without an inspection.

The data table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's efforts with respect to two (2) overall categories. The first is in regards to the number of enforcement stops initiated which were accompanied by an inspection and the second pertains to non-CMV enforcement stops initiated by VSP MCSU troopers during the reporting period (2014 - 2018). The data also details the number of citations and warnings issued for each type of enforcement activity.

With respect to the **first category**, one can see that over the reporting period, the rate of incidence, pertaining to both the aggregate number of stops and the total number of citations and warnings issued in relation to this category of enforcement **waivers** significantly and appears to have **leveled off** in **2018**. In regards to the **second category**, there is **some fluctuation** in the frequency in terms of both the number of enforcement stops and the number of citations and warnings issued and this incidence rate also appears to have **leveled off** in **2018**.

**Table 2-5-1.0: Virginia State Police Motor Carrier Unit Enforcement Activities (2014 - 2018)**

<b>Enforcement Type<sup>1</sup></b>	<b>2014<sup>2</sup></b>	<b>2015<sup>3</sup></b>	<b>2016<sup>4</sup></b>	<b>2017<sup>5</sup></b>	<b>2018<sup>6</sup></b>	<b>MEAN</b>
No. of Documented CMV Traffic Enforcement Stops with an Inspection	2926	5142	4315	4169	4718	4274
No. of Citations and Warnings Issued for CMV Traffic Enf. Stops with an Inspection	3353	5599	4745	4381	4898	4595.2
No. of Documented Non-CMV Traffic Enforcement Stops	3296	4945	3604	3714	3529	3817.6
No of Traffic Citations and Warnings for Documented Non-CMV Traffic Enf. Stops	3296	4945	3604	3714	3529	3817.6

<sup>1</sup>Virginia State Police, Enforcement Addendum, 2018.

<sup>2</sup>January 1, 2013 through December 31, 2014.

<sup>3</sup>January 1, 2014 through December 31, 2015.

<sup>4</sup>January 1, 2015 through December 31, 2016.

<sup>5</sup>January 1, 2016 through December 31, 2017.

<sup>6</sup>January 1, 2017 through December 31, 2018.

**Projected Goals for FY 2020 - 2022**

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

			<b>Enter Projected Goals (Number of Stops only)</b>		
<b>Yes</b>	<b>No</b>	<b>Traffic Enforcement Activities</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>
<input type="radio"/>	<input type="radio"/>	CMV with Inspection	4000	4000	4000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection			
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV			
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	200	200	200

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
30000	8	757	30765	34832

The sum of your planned FY 2020 safety activities must equal or exceed the average number of 2004/2005 activities to be reimbursed for non-CMV traffic enforcement activities. Update the number of FY 2020 roadside inspections, investigations, and/or new entrant safety audits to be eligible for reimbursement.

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

The VSP MCSU will continue, as it has in the past, to monitor traffic enforcement efforts conducted by its members through routine monitoring of several key reporting system. As these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources. Leadership will also continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report. This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the enforcement efforts being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis. Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

## Part 2 Section 6 - Safety Technology

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

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

### Safety Technology Compliance Status

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

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

Available data sources:

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

**Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency:** Virginia Department of Motor Vehicles

**Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:** Virginia Department of Motor Vehicles

### Narrative Overview for FY 2020 - 2022

#### Problem Statement Narrative and Projected Goal:

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

#### I.T.D. AND P.R.I.S.M. STATUS COMMONWEALTH OF VIRGINIA

The Virginia Department of Motor Vehicles manages and administers all P.R.I.S.M. program-related activities through a sub-MCSAP grant awarded through the Virginia State Police. Nevertheless, with respect to P.R.I.S.M. compliance, the Commonwealth of Virginia has achieved, as cited below, "step 8" and as such has the authority to deny reincarnated carriers, has the authority to deny suspected reincarnated carriers and is reporting, through appropriate channels to FMCSA, suspected reincarnated carriers.

Over the years, the VSP MCSU has been in the position to make significant investments to its information technology (IT) structures and

systems. Consequently, Virginia is currently classified, as cited below, as "core compliant" in regards to information technology deployment; participates in the nationwide e-screening enrollment programs;<sup>3</sup> uploads credentialing data to the FMCSA's *Safety and Fitness Electronic Records System*;<sup>4</sup> and has implemented E-Credentialing.<sup>5</sup> Additionally, the VP Max along with state and local partners have made significant gains with respect to configuring their respective IT systems in a fashion that renders them compatible with FMCSA IT platforms and processes. These enhancements in connectivity and compatibility have most certainly contributed to strengthening core MCSAP program management functions, specifically, functions related to planning, organizing, staffing, directing, coordinating, and budgeting and has translated to safer highways in Virginia and nationwide.

Leadership in the Virginia State Police Motor Carrier Safety Unit certainly appreciates the value of and is committed to growing, in a responsible and prudent fashion, Virginia's motor carrier "innovative technology deployment" initiative beyond mere compliance and is committed to the deployment of intelligent transportation system applications for commercial motor vehicle operations, commercial drivers, and carrier-specific information systems and networks in Virginia. It is anticipated that such investments will ultimately contribute to raising both the aggregate levels of safety and motor carriers and commercial vehicles operating in and through the Commonwealth of Virginia.

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<sup>1</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Prism State Vehicle Registration Connectivity*, March, 2017: <https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism>, July 20, 2017, S. L. Stewart.

<sup>2</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *I.T.D. Deployment Status*, November 2017: <https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism>, July 20, 2017, S. L. Stewart.

<sup>3</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *ITD Deployment Status*, <https://www.fmcsa.dot.gov/information-systems/itd-deployment-status>, July 20, 2017, S. L. Stewart.

<sup>4</sup>Ibid.

<sup>5</sup>Ibid.

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

See attached Virginia DMV Sub Grantee Package

***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.***

See attached Virginia DMV Sub Grantee Package

## Part 2 Section 7 - Public Education and Outreach

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

### Trend Analysis for 2014 - 2018

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

Public Education and Outreach Activities	2014	2015	2016	2017	2018
Carrier Safety Talks	122	133	167	202	391
CMV Safety Belt Education and Outreach	11	12	15	31	58
State Trucking Association Meetings	18	19	24	20	36
State-Sponsored Outreach Events	5	6	8	7	11
Local Educational Safety Events	17	19	23	19	34
Teen Safety Events	9	10	12	14	27

### Narrative Overview for FY 2020 - 2022

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

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

#### PUBLIC EDUCATION AND OUTREACH NARRATIVE OVERVIEW FOR FY 2018 COMMONWEALTH OF VIRGINIA

#### DATA REVIEW AND ANALYSIS

The table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's public education and outreach activities (hereinafter referred to as outreach activities) for the reporting period 2014 through 2018. Over the course of this reporting period, the VSP MCSU has averaged 296 outreach activities per year. As one can see, the rate of incidence pertaining to the aggregate number of such activities reached a five year high in 2018 with 557 activities conducted and it should be noted that **total outreach activities** for VSP MCSU is **trending upwards**. The same appears to be true of each of the outreach categories, as the **rate of incidence for each category** is also **trending upwards**.

**Table 2-7-1.0: Public Education and Outreach Activities-  
Virginia State Police Motor Carrier Safety Unit (2014 - 2018)**

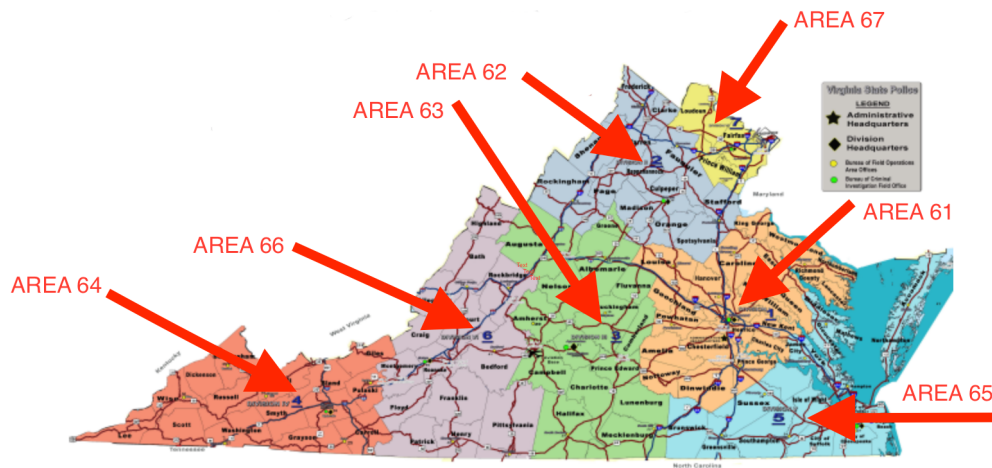
Public Education and Outreach Activities	2014 <sup>1</sup>	2015 <sup>2</sup>	2016 <sup>3</sup>	2017 <sup>4</sup>	2018 <sup>5</sup>
Carrier Safety Talks	122	133	167	202	391
CMV Safety Belt Education and Outreach	11	12	15	31	58
State Trucking Association Meetings	18	19	24	20	36
State-Sponsored Outreach Events	5	6	8	7	11
Local educational Safety Events	17	19	23	19	34
Teen Safety Events	9	10	12	14	27
Total	182	199	249	293	557

#### \* Five Year Mean 296

In addition to passenger transportation, hazardous materials transportation, and share the road safety initiatives, emphasis will continue to be placed on engaging in the above-listed public out reach activities. Based on the data above, efforts will be engaged in to facilitate an increase in the frequency of "state sponsored outreach activities" and

"teen safety events."

### Map 2-7-1.0



During the upcoming reporting period, it is anticipated that the VSP MCSAP will have 58 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant engaged in public outreach activities throughout the seven service regions shown above. When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV are not patrolling their assigned duty posts, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to be engaging the public via the aforementioned activities and through daily interaction with both CMV drivers/operators through their routine daily interactions.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they, however, are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. However they are required to conduct CMV-related out reach activities as well. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

<sup>1</sup>Virginia State Police Motor Carrier Safety Unit, *Motor Carrier Data Collection Addendum*, 2018.

<sup>2</sup>Ibid.

<sup>3</sup>Ibid.

<sup>4</sup>Ibid.

<sup>5</sup>Ibid.

### Projected Goals for FY 2020 - 2022

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

			Performance Goals		
Yes	No	Activity Type	FY 2020	FY 2021	FY 2022
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	150	150	150
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	15	15	15
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	15	15	15
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	20	20	20
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	17	17	17
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	11	11	11

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

**Public Education and Outreach  
Measurements and Monitoring  
Commonwealth Of Virginia**

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The VSP MCSU will continue, as it has in the past to monitor the number and types of public outreach activities its members conduct through routine monitoring of various VSP indicies. More, specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report, which is previously cited within this document. Nevertheless this document is used by leadership in the VSP MCSU to gage the unit's efforts in regards to the number and types of inspections being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.



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

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

### SSDQ Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	Yes

Available data sources:

- [FMCSA website SSDQ information](#)

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

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

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

https://ai.fmcsa.dot.gov/DataQuality/StateOverall.aspx, August 8, 2019 at 3:41 PM, S. L. Stewart.

### Narrative Overview for FY 2020 - 2022

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

The State is "Good" in all categories, no further narrative or explanation is necessary.

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

N/A

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

State Safety Data Quality  
Measurements and Monitoring  
Commonwealth of Virginia



The VSP MCSU will continue to monitor the above indicies to ensure timely and accurate submission of MCSAP data and to ensure incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so that MCSAP resources are being deployed in the most efficient manner possible. Additionally, it should be noted that the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

## Part 2 Section 9 - New Entrant Safety Audits

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

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

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

### Trend Analysis for 2014 - 2018

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

New Entrant Safety Audits	2014	2015	2016	2017	2018
Interstate	756	965	856	890	883
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>756</b>	<b>965</b>	<b>856</b>	<b>890</b>	<b>883</b>

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

### Narrative Overview for FY 2020 - 2022

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency:

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

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

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

### Projected Goals for FY 2020 - 2022

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.

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

Projected Goals for FY 2020 - 2022 - New Entrant Safety Audits						
	FY 2020		FY 2021		FY 2022	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	100	0	100	0	100	0
# of Safety Audits (Offsite)	657	0	657	0	657	0
# Group Audits	0	0	0	0	0	0
<b>TOTAL Safety Audits</b>	<b>757</b>	<b>0</b>	<b>757</b>	<b>0</b>	<b>757</b>	<b>0</b>
# of Non-Audit Resolutions	100	0	100	0	100	0

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

**NEW ENTRANT AUDITS  
VIRGINIA STATE POLICE  
MOTOR CARRIER UNIT**

**DATA REVIEW AND ANALYSIS**

The Virginia State Police does not conduct Intrastate New Entrant Audits.

The data below details the number of Interstate **New Entrant Safety Audits** the Virginia State Police Motor Carrier Unit has conducted over the reporting period, 2014 - 2018. During the reporting period, New Entrant auditors conducted 4,350 audits and as one can see the frequency, as reported for 2018, is **trending on a plane** and the **mean** rate of incidence has leveled off as well.

**Table 2-9-1.0: Virginia State Police New Entrant Interstate Audits Conducted (2013 - 2017)**

New Entrant Interstate Safety Audits	2014 <sup>1</sup>	2015 <sup>2</sup>	2016 <sup>3</sup>	2017 <sup>4</sup>	2018 <sup>5</sup>	Total
Total	756	965	856	890	883	4,350
<b>Mean</b>						<b>870</b>

**OBJECTIVE**

The leadership and members of the Virginia State Police Motor Carrier Unit realize that while New Entrant Audits, occasionally, serve to ferret out potential bad actors, more often, they serve as an educational component which presents as "teachable moments" for those companies just starting out as motor carriers. It is certainly recognized that this educational process can serve to provide potential and perhaps even fledgling motor carriers, with information that can and, in fact, prevents miss-steps that could ultimately result in severe safety violations and or serious regulatory violations.

Therefore, simply stated, in regards to this very important MCSAP program, the VSP MCSU's objective is to continue to conduct quality New Entrant audits of the types and at the levels outlined below and to do so with an emphasis on the educational component of the process while maintaining an eye towards expanding the program down the road to possibly include greater numbers of these audits and to include group audits.

<sup>1</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2014*, January 1, 2014 through December 31, 2014, GOTHAM: August 8, 2019, S. L. Stewart.

<sup>2</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report*

2015, January 1, 2015 through December 31, 2015, GOTHAM: August 8, 2019, S. L. Stewart

<sup>3</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2016*, January 1, 2016 through December 31, 2016, GOTHAM: August 8, 2019, S. L. Stewart.

<sup>4</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2017*, January 1, 2017 through December 31, 2017, GOTHAM: August 8, 2019, S. L. Stewart.

<sup>5</sup>U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2018*, January 1, 2018 through December 31, 2018, GOTHAM: August 8, 2019, S. L. Stewart.

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

Currently there are nine (9) part-time civilian new entrant auditors working in the Motor Carrier Safety Unit along with one full-time analyst who coordinates these audits. Given this robust staffing level coupled with an enhanced ability to engage an intelligence-led-decision-making-process, which is likely to accompany the recent addition of full time analyst; it is anticipated that the Motor Carrier Safety Unit will conduct the number and types of New Entrant Safety Audits as outlined above during CY 2019.

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

#### **PERFORMANCE MEASUREMENT PLAN**

Staffing levels and man hours worked will certainly continue to be monitored as they pertain to the New Entrant Program, however, the performance measures will, as it has been in the past, continue to be the frequency and rate at which the New Entrant Inspections are conducted in total. The rate of incidence will be monitored routinely and will continue to be reported on/in the quarterly progress reports and the following metrics will be used as benchmarks with which to gauge the progress towards meeting the aforementioned objective:

**Table 2-9-3.0: New Entrant Performance Measures (CY-2020 - 2022)**

<b>Audit Type</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
Safety Audits (Onsite)	25	25	25	25	100
Safety Audits (Offsite)	164.25	164.25	164.25	164.25	657
Group Audits	0	0	0	0	0
<b>Total Audits</b>	<b>189.25</b>	<b>189.25</b>	<b>189.25</b>	<b>189.25</b>	<b>757</b>

**Part 3 - National Emphasis Areas and State Specific Objectives**

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

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

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

**Check this box if:**

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

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

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

**Check this box if:**

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

**Part 3 Section 3 - State Specific Objectives – Past****Instructions:**

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

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

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

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

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

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



## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

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

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

The following definitions describe Spending Plan terminology.

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

#### On Screen Messages

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

- Calculation of Federal and State Shares

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

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

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,005,637.00	\$1,236,287.00	\$8,241,924.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$1,236,287.00
MOE Baseline:	\$1,059,481.21

## 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):	\$1,236,287.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Auditors	9	100.0000	\$41,616.00	\$374,544.00	\$318,362.40	\$56,181.60	\$0.00
1st Sergeant	1	100.0000	\$81,816.00	\$81,816.00	\$69,543.60	\$12,272.40	\$0.00
Program Support Tech	1	100.0000	\$51,011.76	\$51,011.76	\$43,360.00	\$7,651.76	\$0.00
Sergeants	2	100.0000	\$114,998.04	\$229,996.08	\$195,496.67	\$34,499.41	\$0.00
Secretaries	1	100.0000	\$43,272.48	\$43,272.48	\$36,781.61	\$6,490.87	\$0.00
Agency Analyst Senior	1	100.0000	\$47,662.08	\$47,662.08	\$40,512.77	\$7,149.31	\$0.00
Agency Analyst	1	100.0000	\$43,775.00	\$43,775.00	\$37,208.75	\$6,566.25	\$0.00
Troopers	28	100.0000	\$79,409.04	\$2,223,453.12	\$1,889,935.15	\$333,517.97	\$0.00
MC Assistance wage	3	100.0000	\$29,424.00	\$88,272.00	\$75,031.20	\$13,240.80	\$0.00
Troopers	30	0.0000	\$2,719,173.60	\$0.00	\$0.00	\$0.00	\$2,719,173.60
Sergeants	5	0.0000	\$391,602.00	\$0.00	\$0.00	\$0.00	\$391,602.00
Lieutenant	1	0.0000	\$99,367.20	\$0.00	\$0.00	\$0.00	\$99,367.20
Secretaries	6	0.0000	\$249,739.20	\$0.00	\$0.00	\$0.00	\$249,739.20
<b>Subtotal: Salary</b>				<b>\$3,183,802.52</b>	<b>\$2,706,232.15</b>	<b>\$477,570.37</b>	<b>\$3,459,882.00</b>
Overtime Project Costs							
Port Check	30	100.0000	\$3,000.00	\$90,000.00	\$76,500.00	\$13,500.00	\$0.00
Concentrated Checks	30	100.0000	\$3,000.00	\$90,000.00	\$76,500.00	\$13,500.00	\$0.00
Troopers	30	100.0000	\$6,502.12	\$195,063.60	\$165,804.06	\$29,259.54	\$0.00
<b>Subtotal: Overtime</b>				<b>\$375,063.60</b>	<b>\$318,804.06</b>	<b>\$56,259.54</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$3,558,866.12</b>	<b>\$3,025,036.21</b>	<b>\$533,829.91</b>	<b>\$3,459,882.00</b>
<b>Accounting Method:</b>	<b>Cash</b>						

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

Salary for each position is based on an average of the aggregate. Each position is as follows:

Auditors 34.68 hourly average x 1200 hours x 9.

Troopers 28 x 79488.24 yearly average.

Sergeants 2 x 114998.04 yearly average.

Secretary 1 x 43272.48 yearly average.

Program Support Tech 1 x 51011.76.

1st Sergeant 1 x 81816.00

Agency Analyst Senior 1 x 47662.08

Agency Analyst 1 x 43775.00

Motor Carrier Assistant Wage 3 x 29424.00

All positions devote 100% of their time to MCSAP. Overtime was calculated by dividing 375,063.60 by 30 troopers giving us 12502.12 per trooper. State police plans to do two Port Checks and two Concentrated Checks. The overtime required will be charged to MCSAP. The remainder is for emergency callouts, etc for all of the motor carrier troopers as well as Sergeants.

Auditors and Troopers conduct roadside inspections and/or audit records to insure fulfillment of the two MCSAP programs.

1st Sergeant oversee's the Sergeants in the field who oversee the troopers. He also monitors the auditors.

The secretary carryies out normal duties for the Sergeants in the field.

Agency Analyst Senior oversee's all accounting of the grants and ensures all reporting goals are met.

Agency Analyst assists the auditors and assigns audits in MCMIS. She also assists the Agency Analyst Senior.

One program support tech does all related activity required by Safety Net. Supplies statistics to help guide upper management in overseeing the program.

The Motor Carrier Assistant wage positions will be driving trucks with trailers around to assist the motor carrier troopers.

MOE expenses are as follows:

Sergeants salary:  $3263.35 \times 24 \text{ pay periods} = 78320.40 \times 5 \text{ sergeants} = 391602.00$

Secretaries salary:  $1734.30 \times 24 \text{ pay periods} = 41623.20 \times 6 \text{ secretaries} = 249739.20$

### 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:  $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$  Total Project Costs.*

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Auditors	7.6500	100.0000	\$374,544.00	\$28,652.61	\$24,354.72	\$4,297.89	\$0.00
Troopers	59.1800	100.0000	\$2,584,229.76	\$1,529,347.17	\$1,299,945.09	\$229,402.08	\$0.00
Sergeants	59.1800	100.0000	\$229,996.08	\$136,111.68	\$115,694.93	\$20,416.75	\$0.00
Secretary	47.8200	100.0000	\$43,272.48	\$20,692.89	\$17,588.96	\$3,103.93	\$0.00
Program Support Tech	47.8200	100.0000	\$51,011.76	\$24,393.82	\$20,734.75	\$3,659.07	\$0.00
1st Sergeant	59.1800	100.0000	\$81,816.00	\$48,418.70	\$41,155.90	\$7,262.80	\$0.00
Agency Analyst Senior	47.8200	100.0000	\$47,662.08	\$22,792.00	\$19,373.20	\$3,418.80	\$0.00
Agency Analyst	47.8200	100.0000	\$43,775.00	\$20,933.20	\$17,793.22	\$3,139.98	\$0.00
Motor Carrier Assistant Wage	7.6500	100.0000	\$88,272.00	\$6,752.80	\$5,739.88	\$1,012.92	\$0.00
Overtime	7.6500	100.0000	\$375,063.60	\$28,692.36	\$24,388.52	\$4,303.84	\$0.00
Troopers	59.1800	0.0000	\$2,719,173.60	\$0.00	\$0.00	\$0.00	\$1,609,206.93
Sergenants	59.1800	0.0000	\$391,602.00	\$0.00	\$0.00	\$0.00	\$231,750.06
Lieutenant	59.1800	0.0000	\$99,367.20	\$0.00	\$0.00	\$0.00	\$58,805.50
Secretaries	47.8200	0.0000	\$249,739.20	\$0.00	\$0.00	\$0.00	\$119,425.28
<b>TOTAL: Fringe Benefits</b>				<b>\$1,866,787.23</b>	<b>\$1,586,769.17</b>	<b>\$280,018.06</b>	<b>\$2,019,187.77</b>

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

The fringe rates are as follows:

Civilian and Sworn personnel:	Group Life (rate x salary)	1.31%
	Retiree Health Ins. (rate x salary)	1.17%
	FICA (rate x salary)	7.65%
	Long Term Disability (rate x salary)	.62%
	Deferred Compensation	0.5548
	Health Coverage	23.00

Civilian Retirement (rate x salary)	13.52%
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Sworn Retirement (rate x salary)	24.88%
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The Auditors are wage positions and only FICA (7.65%) is calculated. The Sworn is based on the aggregate rate of 59.18%. The Civilian is based on the aggregate rate of 47.82%.

In addition sworn recieve meal reimbursment based on the hrs. worked. Each meal is 2.25.

Overtime is FICA (7.65%) \* 387,855 =34,459.43

The same rates listed above apply to MOE Fringe.



**Part 4 Section 4 - Travel**

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

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Operation Drive Safe	4	5	100.0000	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00
Routine Training	3	3	100.0000	\$15,000.00	\$12,750.00	\$2,250.00	\$0.00
CVSA Annual Conference	4	3	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
CVSA Data Quality Training	4	3	100.0000	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00
NAIC Training	2	5	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
CVSA Workshop	3	5	100.0000	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00
COHMED	2	5	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
MCSAP Planning Session	4	5	100.0000	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00
Annual Inservice Training	58	5	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
NAS Training	1	10	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Routine Travel for Audits	8	98	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
Audit Training for new Auditors	1	5	100.0000	\$1,000.00	\$850.00	\$150.00	\$0.00
Port Check and Concentrated Checks	40	10	100.0000	\$27,705.00	\$23,549.25	\$4,155.75	\$0.00
<b>TOTAL: Travel</b>				<b>\$106,705.00</b>	<b>\$90,699.25</b>	<b>\$16,005.75</b>	<b>\$0.00</b>

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

The total travel expense is 79,000.00. All conference expenses include registration, airfare, lodging and per diem. Many of the training courses are held at the Virginia State Police Academy, therefore cost is minimal. Routine travel is for unrelated costs to conferences or training incurred by staff. All travel and training is to maintain certifications and review of updated regulations for all Motor Carrier Troopers.

Annual in-service for all Motor Carrier troopers and local police departments to review regulations and maintain certifications in accordance with Federal Motor Carrier Regulation 49CFR.

We have participated in Operation Drive Safe and would like to attend the training. Operation Safe Drive is a high visibility, multi-agency, traffic enforcement effort on the Interstate System designed to eliminate traffic fatalities by reducing traffic crashes involving large trucks, buses and passenger vehicles.

Routine training will be used for training which we have not been able to attend in the past. Through out the year our GMO recommends specific training which will enhance our program but in the past we have not been able to attend because it was not accounted for in our budget. This will ensure we will have the funds available to attend.

**This includes training for any new civilian staff in need of new entrant training or grant training.**

NAIC - NAIC was created to recognize inspectors and officers - the backbone of the commercial vehicle safety program in North America - and to promote uniformity of inspections through education ultimately ensuring a good quality MCSAP program



NAS Training - This is required training by FMCSA and will cover all expenses. This is in the event training is needed for a new hire and Virginia State Police is not conducting the training onsite

Port Check and Concentrated checks are done throughout the year in different areas of the state where some of our staff would require lodging and per diem.

**Part 4 Section 5 - Equipment**

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

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

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

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

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

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
License Plate Readers	1	\$10,858.75	100	\$10,858.75	\$9,229.94	\$1,628.81	\$0.00
Infrared Detection Equipment	1	\$19,520.00	100	\$19,520.00	\$16,592.00	\$2,928.00	\$0.00
LPR Van	1	\$30,000.00	100	\$30,000.00	\$25,500.00	\$4,500.00	\$0.00
Trooper SUV	17	\$39,000.00	100	\$663,000.00	\$563,550.00	\$99,450.00	\$0.00
New Vehicle for Auditors	2	\$25,000.00	100	\$50,000.00	\$42,500.00	\$7,500.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$773,378.75</b>	<b>\$657,371.94</b>	<b>\$116,006.81</b>	<b>\$0.00</b>
Equipment threshold is greater than \$5,000.							

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

The state requests 17 new SUV's to complete motor carrier safety inspections which will replace vehicles that have reached their useful life expectancy by the state's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for purchasing a vehicle is based on the State's current procurement contract. In addition there will be 2 cars as replacement vehicles for the new entrant auditors. These vehicles will also be used only for grant eligible purposes and are needed to fulfill activities proposed in the application.

In the past 8 years the department has purchased 74 SUV's and 8 cars under the MCSAP program, 22 of the 59 SUV's were not 100% purchased under MCSAP funds only a portion was paid by MCSAP funds. Useful life ranges to calculate depreciation for automobiles, estimates useful life range is a minimum of 3 years and a maximum of 8 years. The Virginia State Police Manual states: Replacement of motor vehicles will be made on the basis of mileage, age, or condition. Special purpose vehicles to include SUV's shall be driven until it is not economically feasible to keep the vehicle in service. It is expected they will be driven for a minimum of 150,000 miles regardless of the number of years they have been in service.

One (1) van will be purchased and equipped with one (1) purchased licence plate reader, and one purchased (1) infrared system (itemized above). The van with the previously mentioned equipment will be deployed around the state to various concentrated checks such as port check, passenger carrier checks, and CVSA unannounced brake inspection checks to assist Motor Carrier Troopers detect carriers operating in an out-of-service status and to help Motor Carrier Troopers detect defective and or failing braking systems on commercial motor vehicles.



**Part 4 Section 6 - Supplies**

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Office training supplies	15 each	\$416.67	100.0000	\$6,250.05	\$5,312.54	\$937.51	\$0.00
Thermal paper	120 case	\$55.00	100.0000	\$6,600.00	\$5,610.00	\$990.00	\$0.00
Led flashlights	25 each	\$140.00	100.0000	\$3,500.00	\$2,975.00	\$525.00	\$0.00
Fast fit gloves	56 each	\$13.00	100.0000	\$728.00	\$618.80	\$109.20	\$0.00
Ink Cartridges for printers	8 case	\$447.59	100.0000	\$3,580.72	\$3,043.62	\$537.10	\$0.00
Printers	2 each	\$225.00	100.0000	\$450.00	\$382.50	\$67.50	\$0.00
Monitors	2 each	\$150.00	100.0000	\$300.00	\$255.00	\$45.00	\$0.00
Shipping	12 Monthly	\$50.00	100.0000	\$600.00	\$510.00	\$90.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$22,008.77</b>	<b>\$18,707.46</b>	<b>\$3,301.31</b>	<b>\$0.00</b>

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

Thermal paper, which will be purchased from Daly computers, is required for the printers used by the 32 troopers and 9 Auditors while performing their motor carrier duties. Led flashlights, fast fit gloves, office supplies, ink cartridges will also be used by the above personnel and are housed in our warehouse from various vendors.

The printers, and monitors are requested for replacement purposes.

The Office/Training supplies will be used by employee's who dedicate 100% of there time to motor carrier at our seven area offices and also at State Police headquarters.

Shipping is for UPS service we use to ship supplies to the Auditors.

## Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Virginia Dept. of Motor Vehicles	DUNS 809875321	Subrecipient	100.0000	\$841,212.23	\$715,030.40	\$126,181.83	\$0.00
Description of Services: Management of the PRISM AND SADIP programs							
Vita	EIN 541074144	Contract	100.0000	\$15,809.28	\$13,437.89	\$2,371.39	\$0.00
Description of Services: Fee charged for maintaining our computers.							
Vita	EIN 541074144	Contract	100.0000	\$55,467.24	\$47,147.15	\$8,320.09	\$0.00
Description of Services: Monthly charges for Cell phone service							
Vita	EIN 541074144	Contract	100.0000	\$28,997.28	\$24,647.69	\$4,349.59	\$0.00
Description of Services: Vita monthly air cards service							
Edwards Business Systems	EIN 231672672	Contract	100.0000	\$2,280.00	\$1,938.00	\$342.00	\$0.00
Description of Services: MC copier rental fees							
Edwards Business Systems	EIN 231672672	Contract	100.0000	\$8,400.00	\$7,140.00	\$1,260.00	\$0.00
Description of Services: 7 Copiers rental fees (one for each Division) per month							
Vita	EIN 541074144	Contract	100.0000	\$2,200.00	\$1,870.00	\$330.00	\$0.00
Description of Services: Laptop encryption fee							
Payroll Service Bureau	EIN 546001736	Contract	100.0000	\$6,750.00	\$5,737.50	\$1,012.50	\$0.00
Description of Services: yearly fee for doing payroll for MCSAP funded positions							
Comcast	EIN 541082662	Contract	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
Description of Services: WiFi for training room							
Vita	EIN 541074144	Contract	100.0000	\$71,376.00	\$60,669.60	\$10,706.40	\$0.00
Description of Services: Safety Net server monthly fee							
Shi International Corp	DUNS 611429481	Contract	100.0000	\$5,500.00	\$4,675.00	\$825.00	\$0.00
Description of Services: Technical Support fee for MDT encryption package							
<b>TOTAL: Contractual and Subaward</b>				<b>\$1,039,992.03</b>	<b>\$883,993.23</b>	<b>\$155,998.80</b>	<b>\$0.00</b>

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

Sub-recipient:

Contract with Virginia Dept. of Motor Vehicles (DMV) for management of the PRISM AND SADIP programs. DMV will be analyzing information in order to catch those who may be reincarnating a carrier. The overall goal of this project is to provide funding that will allow Virginia to continue to pay ITD and PRISM related fees and dues, to include membership dues and fees, as well as maintenance fees that cover hardware, software and any updates to the WIM, IRP, IFTA, PRISM, and CVIEW systems that are reguiured by the federal government. This maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

#### **Annual CVISN/PRISM Membership Dues/Maintenance Fees**

Project Activity	Planned Schedule
IRP Membership/Clearinghouse Fees and Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor sysetm maintenance fees (IRP, IFTA, CVIEW, PRISM)	Monthly
WIM Maintenance Fees	Annual

Their buget is as follow:

Other Costs Budget Narrative			
Item Name	Total Cost	85% Federal Share	15% State Match
<b>ITD/PRISM Program:</b>			
IRP Membership/ Clearinghouse fees and dues	\$31,600.00	\$26,860.00	\$4,740.00
IFTA Membership/Clearinghouse fees and dues	\$17,000.00	\$14,450.00	\$2,550.00
ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)	\$202,758.00	\$172,344.30	\$30,413.70
WIM Maintenance Fees	\$415,510.00	\$353,183.50	\$62,326.50
<b>Total Other Costs:</b>	<b>\$666,868.00</b>	<b>\$566,837.80</b>	<b>\$100,030.20</b>
The costs of operations and maintenance fees for the PRISM and ITD programs are necessary for the ongoing production and support of systems.			

Personnel Budget Narrative							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/ Wage	Total Cost	85% Federal Share	15% State Match
<b>SSDQ Program:</b>	1	100%	2080	\$24.04	\$50,000.00	<b>\$42,500.00</b>	\$7,500.00
Data Quality Analyst							
The SSDQ program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TRENDS and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.							

Fringe Benefits Budget Narrative						
Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
<b>SSDQ Program:</b>	Benefits	49.8%	100	\$24,900.00	<b>\$21,165.00</b>	\$3,735.00
Data Quality Analyst						
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.						

Contractual Cost Budget Narrative
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Description of Services	Total Cost	85% Federal Share	15% State Match
<b>SSDQ Program:</b> IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDS)	\$99,444.23	<b>\$84,527.60</b>	\$14,916.63
Contractual staff is responsible for all system operations and maintenance and training to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO, QC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDS to assist their efforts.			

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
<b>Total Other Costs:</b>	\$666,868.00	\$566,837.80	\$100,030.20
<b>Total Personnel Costs:</b>	\$50,000.00	\$42,500.00	\$7,500.00
<b>Total Fringe Benefits Costs:</b>	\$24,900.00	\$21,165.00	\$3,735.00
<b>Total Contractual Costs:</b>	\$99,444.23	\$84,527.60	\$14,916.63
<b>Total Budget for Sub-Grant:</b>	\$841,212.23	<b>\$715,030.40</b>	\$126,181.83

State police is mandated to contract with Virginia Information Technologies Agency (Vita) for the cost of Aircards, Cell phones, laptop encryption, and internet service. In addition they charge a monthly fee for each computer in order to maintain and update them.

Payroll Service Bureau charges a yearly fee for handling the payroll for all Virginia State Police personnel. They also maintain each employee's payroll file.

State police rent's our copiers from Edwards Business System. State police has 7 copiers one at each area office. The charge is based on a percentage of usage for each copier. State police also has a 100% dedicated copier for motor carrier at State police headquarters.

State Police anticipates a monthly charge of approximately \$120.00 for internet service from Comcast for our new training facility.



## 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 Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Other	9.85	\$7,502,889.40	\$739,034.60	\$628,179.40	\$110,855.20
<b>TOTAL: Indirect Costs</b>			<b>\$739,034.60</b>	<b>\$628,179.40</b>	<b>\$110,855.20</b>

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Invertors	25 each	\$60.00	100.0000	\$1,500.00	\$1,275.00	\$225.00	\$0.00
Car Repairs and Maintenance	41 each	\$292.72	100.0000	\$12,001.52	\$10,201.29	\$1,800.23	\$0.00
Regulation Books	100 each	\$60.00	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
CVSA Decals	4 quarterly	\$1,600.00	100.0000	\$6,400.00	\$5,440.00	\$960.00	\$0.00
Radars	1 each	\$2,500.00	100.0000	\$2,500.00	\$2,125.00	\$375.00	\$0.00
Whelen Light Packages	17 each	\$1,700.00	100.0000	\$28,900.00	\$24,565.00	\$4,335.00	\$0.00
CVSA Membership subscription	1 each	\$16,600.00	100.0000	\$16,600.00	\$14,110.00	\$2,490.00	\$0.00
Smart Tag EZPass	9 each	\$55.56	100.0000	\$500.04	\$425.03	\$75.01	\$0.00
Vehicle Consoles	3 each	\$600.00	100.0000	\$1,800.00	\$1,530.00	\$270.00	\$0.00
Vehicle Decals	18 each	\$250.00	100.0000	\$4,500.00	\$3,825.00	\$675.00	\$0.00
Vehicle Exentobed	17 each	\$3,100.00	100.0000	\$52,700.00	\$44,795.00	\$7,905.00	\$0.00
Vehicle Printer Armrests	5 each	\$350.00	100.0000	\$1,750.00	\$1,487.50	\$262.50	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$135,151.56</b>	<b>\$114,878.82</b>	<b>\$20,272.74</b>	<b>\$0.00</b>

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

The indirect cost rate that was approved for July 1, 2019 through June 30, 2020 was 9.85%.

Car repairs and maintance is for the new entrant vehicles only.

Invertors, Radars, and vehicle armrests are replacement items.

Regulation books, CVSA Decals and CVSA membership subscription are all items necessary to maintain a motor carrier unit.

Whelen Light Packages, Consoles, Vehicle Decals and Aluminum vaults are required to install on all motor carrier vehicles. Since we will be ordering 17 vehicles we will need 17 packages.

Ez Pass Smart Tag - renewal of charges for 9 EZ passes for Auditor travel across the Commonwealth of Virginia in performance of Safety Audits.

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,005,637.00	\$1,236,287.00	\$8,241,924.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,236,287.00
MOE Baseline:	\$1,059,481.21

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Auditors	\$318,362.40	\$56,181.60	\$374,544.00	\$0.00
1st Sergeant	\$69,543.60	\$12,272.40	\$81,816.00	\$0.00
Program Support Tech	\$43,360.00	\$7,651.76	\$51,011.76	\$0.00
Sergeants	\$195,496.67	\$34,499.41	\$229,996.08	\$0.00
Secretaries	\$36,781.61	\$6,490.87	\$43,272.48	\$0.00
Agency Analyst Senior	\$40,512.77	\$7,149.31	\$47,662.08	\$0.00
Agency Analyst	\$37,208.75	\$6,566.25	\$43,775.00	\$0.00
Troopers	\$1,889,935.15	\$333,517.97	\$2,223,453.12	\$0.00
MC Assistance wage	\$75,031.20	\$13,240.80	\$88,272.00	\$0.00
Troopers	\$0.00	\$0.00	\$0.00	\$2,719,173.60
Sergeants	\$0.00	\$0.00	\$0.00	\$391,602.00
Lieutenant	\$0.00	\$0.00	\$0.00	\$99,367.20
Secretaries	\$0.00	\$0.00	\$0.00	\$249,739.20
<b>Salary Subtotal</b>	<b>\$2,706,232.15</b>	<b>\$477,570.37</b>	<b>\$3,183,802.52</b>	<b>\$3,459,882.00</b>
Port Check	\$76,500.00	\$13,500.00	\$90,000.00	\$0.00
Concentrated Checks	\$76,500.00	\$13,500.00	\$90,000.00	\$0.00
Troopers	\$165,804.06	\$29,259.54	\$195,063.60	\$0.00
<b>Overtime subtotal</b>	<b>\$318,804.06</b>	<b>\$56,259.54</b>	<b>\$375,063.60</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$3,025,036.21</b>	<b>\$533,829.91</b>	<b>\$3,558,866.12</b>	<b>\$3,459,882.00</b>

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Auditors	\$24,354.72	\$4,297.89	\$28,652.61	\$0.00
Troopers	\$1,299,945.09	\$229,402.08	\$1,529,347.17	\$0.00
Sergeants	\$115,694.93	\$20,416.75	\$136,111.68	\$0.00
Secretary	\$17,588.96	\$3,103.93	\$20,692.89	\$0.00
Program Support Tech	\$20,734.75	\$3,659.07	\$24,393.82	\$0.00
1st Sergeant	\$41,155.90	\$7,262.80	\$48,418.70	\$0.00
Agency Analyst Senior	\$19,373.20	\$3,418.80	\$22,792.00	\$0.00
Agency Analyst	\$17,793.22	\$3,139.98	\$20,933.20	\$0.00
Motor Carrier Assistant Wage	\$5,739.88	\$1,012.92	\$6,752.80	\$0.00
Overtime	\$24,388.52	\$4,303.84	\$28,692.36	\$0.00
Troopers	\$0.00	\$0.00	\$0.00	\$1,609,206.93
Sergeants	\$0.00	\$0.00	\$0.00	\$231,750.06
Lieutenant	\$0.00	\$0.00	\$0.00	\$58,805.50
Secretaries	\$0.00	\$0.00	\$0.00	\$119,425.28
<b>Fringe Benefits total</b>	<b>\$1,586,769.17</b>	<b>\$280,018.06</b>	<b>\$1,866,787.23</b>	<b>\$2,019,187.77</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Operation Drive Safe	\$6,800.00	\$1,200.00	\$8,000.00	\$0.00
Routine Training	\$12,750.00	\$2,250.00	\$15,000.00	\$0.00
CVSA Annual Conference	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
CVSA Data Quality Training	\$6,800.00	\$1,200.00	\$8,000.00	\$0.00
NAIC Training	\$2,550.00	\$450.00	\$3,000.00	\$0.00
CVSA Workshop	\$6,800.00	\$1,200.00	\$8,000.00	\$0.00
COHMED	\$2,550.00	\$450.00	\$3,000.00	\$0.00
MCSAP Planning Session	\$6,800.00	\$1,200.00	\$8,000.00	\$0.00
Annual Inservice Training	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
NAS Training	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Routine Travel for Audits	\$1,700.00	\$300.00	\$2,000.00	\$0.00
Audit Training for new Auditors	\$850.00	\$150.00	\$1,000.00	\$0.00
Port Check and Concentrated Checks	\$23,549.25	\$4,155.75	\$27,705.00	\$0.00
<b>Travel total</b>	<b>\$90,699.25</b>	<b>\$16,005.75</b>	<b>\$106,705.00</b>	<b>\$0.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
License Plate Readers	\$9,229.94	\$1,628.81	\$10,858.75	\$0.00
Infrared Detection Equipment	\$16,592.00	\$2,928.00	\$19,520.00	\$0.00
LPR Van	\$25,500.00	\$4,500.00	\$30,000.00	\$0.00
Trooper SUV	\$563,550.00	\$99,450.00	\$663,000.00	\$0.00
New Vehicle for Auditors	\$42,500.00	\$7,500.00	\$50,000.00	\$0.00
<b>Equipment total</b>	<b>\$657,371.94</b>	<b>\$116,006.81</b>	<b>\$773,378.75</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Office training supplies	\$5,312.54	\$937.51	\$6,250.05	\$0.00
Thermal paper	\$5,610.00	\$990.00	\$6,600.00	\$0.00
Led flashlights	\$2,975.00	\$525.00	\$3,500.00	\$0.00
Fast fit gloves	\$618.80	\$109.20	\$728.00	\$0.00
Ink Cartridges for printers	\$3,043.62	\$537.10	\$3,580.72	\$0.00
Printers	\$382.50	\$67.50	\$450.00	\$0.00
Monitors	\$255.00	\$45.00	\$300.00	\$0.00
Shipping	\$510.00	\$90.00	\$600.00	\$0.00
<b>Supplies total</b>	<b>\$18,707.46</b>	<b>\$3,301.31</b>	<b>\$22,008.77</b>	<b>\$0.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Virginia Dept. of Motor Vehicles	\$715,030.40	\$126,181.83	\$841,212.23	\$0.00
Vita	\$13,437.89	\$2,371.39	\$15,809.28	\$0.00
Vita	\$47,147.15	\$8,320.09	\$55,467.24	\$0.00
Vita	\$24,647.69	\$4,349.59	\$28,997.28	\$0.00
Edwards Business Systems	\$1,938.00	\$342.00	\$2,280.00	\$0.00
Edwards Business Systems	\$7,140.00	\$1,260.00	\$8,400.00	\$0.00
Vita	\$1,870.00	\$330.00	\$2,200.00	\$0.00
Payroll Service Bureau	\$5,737.50	\$1,012.50	\$6,750.00	\$0.00
Comcast	\$1,700.00	\$300.00	\$2,000.00	\$0.00
Vita	\$60,669.60	\$10,706.40	\$71,376.00	\$0.00
Shi International Corp	\$4,675.00	\$825.00	\$5,500.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$883,993.23</b>	<b>\$155,998.80</b>	<b>\$1,039,992.03</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Invertors	\$1,275.00	\$225.00	\$1,500.00	\$0.00
Car Repairs and Maintenance	\$10,201.29	\$1,800.23	\$12,001.52	\$0.00
Regulation Books	\$5,100.00	\$900.00	\$6,000.00	\$0.00
CVSA Decals	\$5,440.00	\$960.00	\$6,400.00	\$0.00
Radars	\$2,125.00	\$375.00	\$2,500.00	\$0.00
Whelen Light Packages	\$24,565.00	\$4,335.00	\$28,900.00	\$0.00
CVSA Membership subscription	\$14,110.00	\$2,490.00	\$16,600.00	\$0.00
Smart Tag EZPass	\$425.03	\$75.01	\$500.04	\$0.00
Vehicle Consoles	\$1,530.00	\$270.00	\$1,800.00	\$0.00
Vehicle Decals	\$3,825.00	\$675.00	\$4,500.00	\$0.00
Vehicle Exentobed	\$44,795.00	\$7,905.00	\$52,700.00	\$0.00
Vehicle Printer Armrests	\$1,487.50	\$262.50	\$1,750.00	\$0.00
<b>Other Costs total</b>	<b>\$114,878.82</b>	<b>\$20,272.74</b>	<b>\$135,151.56</b>	<b>\$0.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$6,377,456.08</b>	<b>\$1,125,433.38</b>	<b>\$7,502,889.46</b>	<b>\$5,479,069.77</b>
Indirect Costs	\$628,179.40	\$110,855.20	\$739,034.60	NA
<b>Total Costs Budgeted</b>	<b>\$7,005,635.48</b>	<b>\$1,236,288.58</b>	<b>\$8,241,924.06</b>	<b>\$5,479,069.77</b>

**Part 4 Section 10 - Financial Summary**

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,005,637.00	\$1,236,287.00	\$8,241,924.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,236,287.00
MOE Baseline:	\$1,059,481.21

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$2,706,232.15	\$477,570.37	\$3,183,802.52	\$3,459,882.00
Overtime Subtotal	\$318,804.06	\$56,259.54	\$375,063.60	\$0.00
Personnel Total	\$3,025,036.21	\$533,829.91	\$3,558,866.12	\$3,459,882.00
Fringe Benefits Total	\$1,586,769.17	\$280,018.06	\$1,866,787.23	\$2,019,187.77
Travel Total	\$90,699.25	\$16,005.75	\$106,705.00	\$0.00
Equipment Total	\$657,371.94	\$116,006.81	\$773,378.75	\$0.00
Supplies Total	\$18,707.46	\$3,301.31	\$22,008.77	\$0.00
Contractual and Subaward Total	\$883,993.23	\$155,998.80	\$1,039,992.03	\$0.00
Other Costs Total	\$114,878.82	\$20,272.74	\$135,151.56	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$6,377,456.08	\$1,125,433.38	\$7,502,889.46	\$5,479,069.77
Indirect Costs	\$628,179.40	\$110,855.20	\$739,034.60	NA
<b>Total Costs Budgeted</b>	<b>\$7,005,635.48</b>	<b>\$1,236,288.58</b>	<b>\$8,241,924.06</b>	<b>\$5,479,069.77</b>

**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? Captain Ronald C. Maxey, Jr.
2. What is this person's title? Safety Officer
3. Who is your Governor's highway safety representative? Richard D. Holcomb
4. What is this person's title? Commissioner

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

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

**State Certification declaration:**

I, Captain Ronald C. Maxey, Jr. , Safety Officer, on behalf of the Commonwealth of VIRGINIA, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the Commonwealth satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

N/A



**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? Captain Ronald C. Maxey, Jr.
2. What is the title of your certifying State official? Safety Officer
3. What are the phone # and email address of your State official? (804) 278-5300 ron.maxey@vsp.virginia.gov

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

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

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

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

**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



# COMMONWEALTH of VIRGINIA

Department of Motor Vehicles  
2300 West Broad Street

**Richard D. Holcomb**  
Commissioner

Post Office Box 27412  
Richmond, VA 23269-0001

July 29, 2019

Lieutenant Sean Stewart  
Virginia State Police – Safety Division  
3719 Saunders Avenue  
Richmond, VA 23227

Dear Lieutenant Stewart:

Virginia DMV is appreciative of the opportunity to apply as a sub-grantee of the Virginia State Police for the 2020 Motor Carrier Safety Assistance Program (MCSAP) grant application. The funding will assist us with our continued efforts to maintain and improve data sharing efforts for inspections, road side enforcement activities and data collected on commercial motor vehicle crashes. It will also help us to remain compliant in our ITD, PRISM and SSDQ programs which Virginia prides itself in holding to a high standard.

Enclosed is Virginia DMV's sub-grant package for submission with your 2020 MCSAP application. We appreciate your consideration of our request. If we can provide additional details, please contact me at (804) 249-5115 or Felicia Harris at (804) 367-6782.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Harrison".

Patrick Harrison  
Assistant Commissioner, Motor Carrier Services

**FY 2020 Motor Carrier Safety Assistance Program  
Commonwealth of Virginia, Department of Motor Vehicles  
Project Narrative**

**ITD/PRISM**

***1. Introduction***

The overall goal of this project is to provide funding that will allow Virginia to continue to pay ITD and PRISM related fees and dues.

***2. Problem Statement***

There are a number of fees and dues that are required for Virginia to participate in the ITD program. These fees and dues consist of:

- IRP Membership/IRP Clearinghouse Dues and Fees
- IFTA Membership/Clearinghouse Dues and Fees
- WIM Maintenance Fees
- ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)

***3. Performance Objective(s)***

- Virginia will maintain the membership fees and dues that support Virginia's credentialing, roadside, and safety efforts through participation in electronic interfaces with national entities, thus keeping Virginia's system Core ITD and PRISM compliant. Fees and dues will be paid promptly on a monthly or annual basis as required by the vendor.
- Virginia will promptly pay WIM maintenance fees that cover hardware, software, and any updates to the WIM system required by the federal government. The maintenance will allow Virginia to stay up to date and ITD compliant.
- Virginia will promptly pay ITD related IRP, IFTA, CVIEW, and PRISM system maintenance fees that cover hardware, software and any updates to the IRP, IFTA, PRISM and CVIEW systems required by the federal government. The maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

***4. Program Activity Plan***

- Virginia will pay ITD and PRISM related dues and fees promptly as required by the vendors.
- Virginia will ensure the systems and data related to the fees and dues are maintained as specified in the vendor agreements.

### *Anticipated Frequency*

#### **Annual CVISN/PRISM Membership Dues/Maintenance Fees**

<b>Project Activity</b>	<b>Planned Schedule</b>
IRP Membership/Clearinghouse Fees and Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)	Monthly
WIM Maintenance Fees	Annual

#### **5. *Performance Measurement Plan***

- Virginia will track payments of the ITD and PRISM dues and fees and report them to Virginia State Police for reporting to FMCSA in the Quarterly Performance Reports.

#### **IRP Membership/IRP Clearinghouse Dues**

Virginia is obligated to pay IRP, Inc. membership and Clearinghouse dues on an annual basis. The Clearinghouse system provides IRP member jurisdictions with an automated process to share registration and financial information and to net fees between jurisdictions. Payment of these dues enables Virginia to maintain ITD compliance.

#### **IFTA Membership Fees**

Virginia is obligated to pay IFTA, Inc. membership and Clearinghouse dues on an annual basis. The Clearinghouse system provides IFTA member jurisdictions with an automated process to share licensing and tax information and to net taxes between jurisdictions. Payment of these dues enables Virginia to maintain ITD compliance.

#### **ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)**

Virginia currently contracts with Conduent for ITD and PRISM compliant system solutions for IRP, IFTA, PRISM and CVIEW. Virginia DMV pays Conduent a monthly maintenance fee to host and operate the systems on Virginia's behalf. The systems allow us to maintain core compliance with ITD and PRISM requirements. The data sharing capabilities provided by the systems ensure that law enforcement across the nation have access to data to support their inspection and roadside enforcement activities. The Conduent CVIEW also interfaces with Virginia's automated license plate and DOT# readers to support electronic screening and identification of problem carriers that require additional scrutiny.

Before the end of 2019, Virginia will replace the Conduent system with a new vendor system provided by Legatus Solutions. The Legatus solution will continue to allow Virginia to maintain core compliance with ITD and PRISM requirements and Virginia will pay Legatus monthly maintenance fees to maintain and operate the system on Virginia's behalf.

## **WIM Maintenance Fees**

The WIM maintenance fees consist of 12 months annual maintenance, repair and operation support of WIM Sorter Systems at 11 Motor Carrier Service Centers (MCSC) locations: Suffolk, Bland, Carson, Alberta, Stephens City, (Mainline & Ramp), Troutville (Mainline & Ramp), Dumfries (Mainline & Ramp) and Sandston (Mainline). This also includes 12 months data service plan for IP addressable wireless modems at WIM Sorter Systems at the following 9 MCSC locations: Suffolk, Bland, Carson, Alberta, Stephens City, Troutville, Dumfries, Sandston and Route 522 to enhance maintenance and reporting capacity. The maintenance agreement covers annual maintenance, repair and operational support of the WIM Sorter Systems, and Data Service Plan for IP Addressable Wireless Modems.

## **SSDQ – State Safety Data Quality Program (formerly SADIP)**

### ***1. Introduction***

Virginia continues to make technological advances, improve law enforcement reporting and training, and perform data and system quality checks. These efforts are done to maintain our goal of both individual and overall State Safety Data Quality (SSDQ) rankings of “**GREEN**”. We have maintained this excellent rating for nine years. This is due to dedication to teamwork and partnerships, the Virginia Department of Motor Vehicle’s (DMV) prioritization of commercial motor vehicles (CMV) crashes, routine reviews and analysis of CMV reportable crash data in Traffic Records Electronic System (TREDS), SafetyNet and the SSDQ measures, and enhancements to our technology. Additionally, with the help of Safety Data Improvement Program (SADIP) funding, Virginia has successfully achieved its goal of 100% of its crashes being submitted electronically.

Virginia will utilize SSDQ funding to continue operations, maintenance and improvements to its technology, enhance its automated mapping and reporting analysis capabilities, increase electronic reporting, expand training methods for law enforcement statewide, staff prioritization and focus on data quality and quantity of large truck and bus crashes.

### ***2. Problem Statement***

Virginia still experienced 5,025 CMV crashes in 2018, a 9% increase from 2017. We will focus our efforts mainly on ensuring data accuracy and completeness to improve our analysis and reporting capabilities.

Virginia will continue to focus efforts on our TREDS enhancements to improve opportunities for law enforcement to more easily identify and record crash data overall, and reportable large truck and bus crash data, to improve the quality and quantity of all crash data including reportable CMV large truck and bus crash data, and to provide law enforcement training, along with updated training materials where needed. Virginia will also continue to enhance our automated mapping and reporting functionalities for analysis, particularly with large truck and bus crashes.

The data will be used to evaluate program effectiveness, identify problems and trends, help target spending, and ultimately reduce the number of CMV crashes currently occurring on Virginia roadways.

### **3.     *Performance Objectives(s)***

The primary objective of Virginia's SSDQ Plan is to maintain its "**GREEN/GOOD**" rating by continuing to improve the quality and quantity of data collected on reportable large truck and bus crashes. To accomplish this, Virginia will:

- Implement operation and maintenance of TREDs to include the CMV module
- Identify opportunities to enhance TREDs with additional system edits, data integrations, automated mapping and reporting
- Improve the front-end electronic data collection tool to make it easier for law enforcement to collect better CMV data and make it easier for Virginia Highway Safety Office (VAHSO) staff to enhance functionality
- Ensure law enforcement receives training, where identified, to improve their ability to distinguish and identify reportable CMV crashes
- Ensure other safety partners are aware of and utilize CMV data in their planning efforts
- Update existing and develop new training materials as needed
- Work with our partners at the Virginia State Police (VSP) to conduct audits/reviews of the data/system and provide input for improvements where needed
- Participate in federal trainings/workshops/meetings as needed

### **4.   *Program Activity Plan***

The following activities will be implemented to address the goals and objectives outlined above:

<b>Time Frame</b>	<b>Proposed Activity</b>	<b>Location</b>	<b>Responsible Party</b>	<b>Level of Effort</b>
Start: Award + 30 Days  Complete: Award + 760 Days	IT Services assigned to project for system audits and analysis; gap analysis; business requirements; system programming; electronic collection tool modifications; testing and implementation, training	DMV Headquarters	Project Director	3,777 staff hours (consists of a minimum of 5 contractors)
Start: Award + 30 Days  Complete: Award + 760 Days	Data quality specialist to identify, verify and electronically submit reportable CMV data into TREDs. Performs analysis and extraction of reportable CMV data through TREDs to VSP via a secure file transfer protocol (FTP) site	DMV Headquarters	Project Director	2,050 staff hours (consists of 1 full time DQ Analyst)
Start: Award + 30 Days  Complete: Award + 760 Days	Working team meetings to plan and implement project  Bi-weekly audit reports	DMV Headquarters	Project Director	As required



## **5. *Performance Measurement Plan***

Virginia will use data from TREDs, Safetynet and SSDQ to monitor each activity in the work plan to ensure the project is progressing towards stated goals. Progress reports will be prepared quarterly and forwarded to the Federal Motor Carrier Safety Administration (FMCSA). They will include the status of project performance measures and activities.

- (1) Conduct one routine system/CMV module/SafetyNet audit and use the information to enhance the quality and quantity of data in TREDs
- (2) Add up to five automated business rule edits, if needed, to assist law enforcement in collecting more accurate data (using information obtained from TREDs/SafetyNet system audits)
- (3) Improve data quality and quantity by improving the TREDs electronic front end collection tool for law enforcement to more easily complete full crash report data, including large truck and bus crash data
- (4) Enhance the automated crash location software tool to improve data quality (accuracy and completeness) 125,000+ street-level crashes, including 5,025 large trucks and buses
- (5) Enhance the TREDs interactive mapping module to include large truck and bus crashes where improvements are identified
- (6) Enhance the TREDs interactive report module for analysis to include large truck and bus crashes when improvements are identified
- (7) Enhance the TREDs database when needed with updated software for data collection, integrations and advanced reporting functionality

## **6. *Virginia's Routine System and Process Reviews include:***

Staff regularly and proactively works as a team, including with FMCSA, to identify TREDs system enhancements to make it easier for law enforcement to identify and record reportable large truck and bus crash data. This includes actively soliciting input and feedback from our end users.

- CMV data submitted to TREDs must meet all system edits before the data can be accepted into TREDs. Dedicated staff performs daily quality control, review and analysis to verify this process, all in an effort to ensure and improve the overall quality, completeness and availability of the data.
- DMV/VAHSO reviews bi-weekly reports that identify possible CMV crashes based on data in TREDs

- DMV/VAHSO staff is in constant contact and training with our law enforcement partners to:
  - a. Review crash report data. As a result, law enforcement has improved knowledge to assist them in distinguishing and identifying reportable CMV crashes.
  - b. Review CMV/SafetyNet Extract. Virginia State Police (VSP) has dedicated a staff person who works closely with DMV/VAHSO staff to periodically review the data for improvements, if identified.
  - c. Perform weekly reviews. VSP also conducts weekly reviews/audits of all CMV crash data in TREDs.

Staff regularly and proactively works as a team to identify and integrate into TREDs other types of data (e.g., geographic information system (GIS) coordinates for crash location) to enhance the level of analysis that can be conducted, particularly with large truck and bus crashes.

**FY 2020 Motor Carrier Safety Assistance Program  
Commonwealth of Virginia, Department of Motor Vehicles  
Grant Budget Narrative**

Other Costs Budget Narrative			
Item Name	Total Cost	85% Federal Share	15% State Match
<b>ITD/PRISM Program:</b>			
IRP Membership/Clearinghouse fees and dues	\$31,600.00	\$26,860.00	\$4,740.00
IFTA Membership/Clearinghouse fees and dues	\$17,000.00	\$14,450.00	\$2,550.00
ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)	\$202,758.00	\$172,344.30	\$30,413.70
WIM Maintenance Fees	\$415,510.00	\$353,183.50	\$62,326.50
<b>Total Other Costs:</b>	<b>\$666,868.00</b>	<b>\$566,837.80</b>	<b>\$100,030.20</b>
The costs of operations and maintenance fees for the PRISM and ITD programs are necessary for the ongoing production and support of systems.			

Personnel Budget Narrative							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/ Wage	Total Cost	85% Federal Share	15% State Match
<b>SSDQ Program:</b> Data Quality Analyst	1	100%	2080	\$24.04	\$50,000.00	<b>\$42,500.00</b>	\$7,500.00

The SSDQ program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TREDs and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.

Fringe Benefits Budget Narrative						
Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
<b>SSDQ Program:</b> Data Quality Analyst	Benefits	49.8%	100	\$24,900.00	<b>\$21,165.00</b>	\$3,735.00
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.						

Contractual Cost Budget Narrative			
Description of Services	Total Cost	85% Federal Share	15% State Match
<b>SSDQ Program:</b> IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDS)	\$99,444.23	<b>\$84,527.60</b>	\$14,916.63
Contractual staff is responsible for all system operations and maintenance and training to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO QC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDS to assist their efforts.			

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
<b>Total Other Costs:</b>	\$666,868.00	\$566,837.80	\$100,030.20
<b>Total Personnel Costs:</b>	\$50,000.00	\$42,500.00	\$7,500.00
<b>Total Fringe Benefits Costs:</b>	\$24,900.00	\$21,165.00	\$3,735.00
<b>Total Contractual Costs:</b>	\$99,444.23	\$84,527.60	\$14,916.63
<b>Total Budget for Sub-Grant:</b>	\$841,212.23	<b>\$715,030.40</b>	\$126,181.83

## Annual Review of Laws, Regulations, Policies and Compatibility Certification

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I, (**Captain Ronald C. Maxey, Jr.**), certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49CFR 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, excepts as may be determined by the Administrator to be inapplicable to a State enforcement program.

For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

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

(Enter information on any exceptions to the above certification here)

Signature of Certifying Official:   
Captain Ronald C. Maxey Jr.

Title of Certifying Official: Safety Officer – Captain

Date of Certification: August 9, 2019



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, 23219-2000

Stephen C. Brich, P.E.  
COMMISSIONER

June 28, 2019

### MEMORANDUM

**To:** James P. D'Amato, CPA, Assistant Property and Finance Officer/Finance  
Virginia State Police, Property and Finance Division (sent electronically to  
[jp.damato@vsp.virginia.gov](mailto:jp.damato@vsp.virginia.gov) )

**From:** Bradley W. Gales, Director (Signature on file)  
Office of Assurance & Compliance

**Subject:** **Virginia State Police – Indirect Cost Rate Submission for the Fiscal Year  
Ended June 30, 2018 (ACO # 2019-127) as required by 2 CFR Part 200.**

Pursuant to the delegation of responsibility for an Indirect Cost Allocation review by the Federal Highway Administration (FHWA), the cognizant agency to VDOT under the federal-state relationship of the Federal-Aid Highway Program, we have performed a review of the Virginia State Police indirect cost rate submitted as part of the indirect cost allocation plan and supporting financial records from the Commonwealth's Statewide Accounting System, Cardinal, for the fiscal year ended June 30, 2018.

Our review was substantially less in scope than an audit. We have addressed ourselves solely to the Virginia State Police indirect cost rate, based on the indirect cost allocation plan and supporting financial records from the Commonwealth's Statewide Accounting System, Cardinal, for the period of July 1, 2017 through June 30, 2018.

Based on that review, we are not aware of any material modifications required of the indirect cost rate for the fiscal year ended June 30, 2018. The proposed Virginia State Police indirect cost overhead rate of 9.85% is approved subject to audit. The indirect cost rate is effective July 1, 2019 through June 30, 2020, and is applicable to all programs. The rates are subject to adjustment upon receipt of additional information affecting the cost allocation methodology.

If we can be of further assistance, please call Simba Mandizvidza at (804) 786-6174 or me at (804) 786-2825.