

# eCVSP

## MINNESOTA

### *Commercial Vehicle Safety Plan*

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

**Fiscal Years 2024 - 2026  
Annual Update FY 2025**

**Date of Approval: March 02, 2026**

## FINAL CVSP



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

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

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.209](#), [350.211](#) and [350.213](#). The lead agency must submit the State's CVSP to FMCSA by the due date each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. The State must submit a multi-year performance-based plan or annual update each year to receive MCSAP funds.

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

- Part 1: MCSAP Overview (FY 2024 - 2026)
- Part 2: Crash Reduction and National Program Elements (FY 2024 - 2026)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2024 - 2026)
- Part 4: Financial Information (FY 2025)
- Part 5: Certifications and Documents (FY 2025)

All of the five eCVSP parts listed above contain subsections. Each subsection category will provide you with detailed explanation and instruction on what to do to complete the necessary tables and narratives.

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

#### REMINDERS FOR FY 2025:

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

**Annual Updates for Multi-Year plans-** States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will review the project plan submitted the previous year and indicate if any updates are needed for the upcoming fiscal year by answering the "Yes/No" question provided in each Section of Parts 1-3.

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

All multi-year and annual update plans have been pre-populated with data and information from their FY 2024 plans. States must carefully review and update this information to reflect FY 2025 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information added should detail major programmatic changes.
- Add any updates to the narrative areas and indicate changes by preceding it with the heading "**FY 2025 Update**". Below the heading, include descriptions of the changes to your program, including how any tables were modified.
- The Trend Analysis areas in each section can only be edited in Year 1 of a three-year plan. Trend Analysis data cannot be edited in Years 2 and 3.

**Personally Identifiable Information - PII** is information which, on its own or matched with other data, would permit identification of an individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational

records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

States are reminded **not** to include any PII in their CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

## Part 1 Section 2 - Mission/Goal Statement

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

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

### Instructions:

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

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

The Minnesota State Patrol is the lead agency for Minnesota's Commercial Vehicle Safety Plan.

Our goal is to reduce crashes and save lives through enforcement, education, and by conducting compliance reviews.

The Minnesota State Patrol was established in 1929. The Minnesota State Patrol's mission statement is "to protect and serve all people through assistance, education, and enforcement; provide support to allied agencies; and provide for the safe, efficient movement of traffic on Minnesota's roadways."

The Commercial Vehicle Section of the State Patrol, which divides Minnesota into 7 regions, employs sworn CMV enforcement Troopers and civilian Commercial Vehicle Inspectors (CVIs) to complete its mission and attain the goals it has set forth within the CVSP.

The Minnesota State Patrol has a supervisory structure of 1 captain (sworn), 8 lieutenants (sworn), and 5 CVI sergeants (non-sworn). Our support staff includes 4 full-time positions.

The Minnesota State Patrol Commercial vehicle district operates 9 fixed scale sites. Troopers are considered "mobile" inspectors, and perform roadside enforcement action. CVIs work in conjunction with sworn troopers to perform roadside inspections.

Minnesota uses reports from the Minnesota Office of Traffic Safety, and the Minnesota Crash Mapping Analysis Tool (MnCMAT) to help us determine where commercial vehicle crashes continue to occur throughout the state and pinpoint specific crash locations, routes, time of day, and causal factors. This helps Minnesota in determining where enforcement efforts need to be concentrated to reduce CMV-involved crashes and fatalities.

The Minnesota State Patrol Commercial Vehicle Section partners with the Minnesota Department of Transportation Office of Freight and Commercial Vehicle Operations (MnDOT-OFCVO), as our sub-grantee, to administer Minnesota's New Entrant program, and to complete Compliance Reviews, and to assist in completing our goals for public outreach and education.

The mission of MnDOT is to be a global leader in transportation, committed to upholding public needs and collaboration with internal and external partners to create a safe, efficient and sustainable transportation system for the future. The mission of the OFCVO is to advance highway safety by working with providers of commercial transportation to improve and enhance the safety of their operations.

The Minnesota State Patrol partners with local and county agencies through a memorandum of understanding to conduct CVSA inspections. It should be noted that these agencies are required to perform a minimum number of inspections, but are not funded through the MCSAP grant as a sub-grantee.

**Part 1 Section 3 - MCSAP Structure Explanation**

Please review your State's CMV enforcement program description. You must answer the questions about your grant activities. You must select "yes" to make changes.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

**Instructions:**

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

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

Minnesota has reviewed the National Roadway Safety Strategy, and will be discussing strategies with our division office.

Minnesota focuses enforcement on High Risk Rural Roads as part of our daily routine, with nearly 2/3 of our staff being assigned in what we consider to be rural areas, although an initiative is not specifically called out in the CVSP.

Minnesota has not included details regarding Migrant Worker Transportation in Rural areas. We have discussed this with our division office, and agree that the need is low, so we have addressed this at a local level with the affected region.

Minnesota has not included an initiative regarding Human Trafficking or Drug Interdiction. However, we have provided training on human trafficking and drug interdiction to our CMV enforcement personnel, and we have a task force within the Minnesota State Patrol that deals directly with human trafficking and drug interdiction enforcement. That task force is not funded by the MCSAP grant, but are available to assist us at any time.

Minnesota has not included an initiative regarding Work Zone Safety. Our Minnesota Department of Transportation contracts with the Minnesota State Patrol on a regional level, to pay for law enforcement presence on a case by case basis. This enforcement is not funded by the MCSAP grant.

Minnesota communicates our training plan to NTC/CVSA on an annual basis.

The Minnesota State Patrol's Commercial Vehicle Section, is divided into 7 regions. Each region is supervised by at least one lieutenant (sworn). Two CVI sergeants also provide direct supervision at our St. Croix and Red River scale facilities.

Our supervisors utilize monthly computer generated activity reports from the state's SPAS activity reporting system to monitor and provide feedback to employees on their inspection activity. The MnCMAT crash analysis tool is also used to aid in the planning of roadside enforcement saturations in their respective regions.

All employees assigned to the Commercial Motor Vehicle District are eligible to have their salaries supported by MCSAP grant funds. However, no personnel are 100% funded by the MCSAP grant program. All employees are required to track and report their work time. They are given explicit instructions on the coding of their time every day, to differentiate between grant activities and non-grant activities. These time code reports are reviewed by supervisors to ensure that only those activities associated with the MCSAP grant program are paid for with those funds.

The Minnesota State Patrol does solicit the assistance of local law enforcement to provide an increased effort on CMV roadside enforcement. The Minnesota State Patrol trains all officers and inspectors in Minnesota in NAS part A and part B for the purposes of conducting CVSA inspections.

Troopers not assigned to the Commercial Vehicle District, like our local law enforcement partners, are required to conduct 32 Level I inspections and 120 total inspections every year to maintain their inspection certification. None of these troopers or officers are supported with MCSAP grant funds.

Update for FY2025:  
Staffing table was removed since it is addressed and updated within eCVSP Section 1.4.

The Minnesota State Patrol currently has approximately half of our personnel trained in either Basic Haz-Mat, or both Basic and Cargo Tank Haz-Mat. MnDOT currently has 9 members certified in Basic HazMat and 1 certified in Cargo Tank Haz-Mat.

The State Patrol currently has 22 members who are certified to conduct inspections on Motorcoaches. MnDOT currently has 0 members who are certified to conduct motorcoach inspections. Minnesota does not allow random inspections on passenger carrying vehicles, outside of a probable cause stop, so enforcement is typically conducted where the vehicles are stored or at a destination.

It is important to note that the 18 personnel who have a primary focus on pupil transportation are included in Minnesota's Commercial Vehicle Safety Plan because they do participate in much MCSAP eligible work. When not actively engaged in school bus inspections, these members are responsible for: Conducting POST Crash inspections, maintaining their certification inspection levels with Motorcoach and Haz-Mat (all have at least received Basic Haz-Mat), and assisting the local regions in random CMV enforcement saturations. They are supported financially with the MCSAP program only when they are engaged in these aforementioned activities.

**Part 1 Section 4 - MCSAP Structure**

Please review your State’s MCSAP structure information. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

**Instructions:**

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

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

The national program elements sub-categories represent the number of personnel involved in that specific activity area.

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

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

Lead Agency Information	
Agency Name:	MINNESOTA STATE PATROL
Enter total number of personnel participating in MCSAP activities	108
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	108
Traffic Enforcement Activities	52
Investigations*	0
Public Education and Awareness	9
Data Collection and Reporting	2
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	MINNESOTA DEPARTMENT OF TRANSPORTATION
Enter total number of personnel participating in MCSAP activities	17
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	9
Public Education and Awareness	2
Data Collection and Reporting	2
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	1
Total # of MCSAP Participating Personnel:	2

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2024 - 2026 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

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

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

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

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

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

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

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

## Part 2 Section 2 - CMV Crash Reduction

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

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

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

### Trend Analysis for 2018 - 2022

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

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

- Insert the beginning and ending dates of the five most recent State measurement periods used in the **Measurement Period column**. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the **Number of Fatalities column**, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The **Goal and Outcome columns** relate to each other and allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
  - In the **eCVSP Goal column**, enter the goal from the corresponding CVSP for the measurement period.
  - In the **Actual Outcome column**, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.
- The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable in Years 2 and 3.

**ALL CMV CRASHES**

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2021	09/30/2022	67	50	67
10/01/2020	09/30/2021	82	53	76
10/01/2019	09/30/2020	61	49	56
10/01/2018	09/30/2019	62	52	55
10/01/2017	09/30/2018	41	55	39

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2021	09/30/2022	3	0	3
10/01/2020	09/30/2021	2	0	2
10/01/2019	09/30/2020	2	0	2
10/01/2018	09/30/2019	1	0	1
10/01/2017	09/30/2018	0	0	0

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

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

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

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2021	09/30/2022	4	0	4
10/01/2020	09/30/2021	0	0	0
10/01/2019	09/30/2020	0	0	0
10/01/2018	09/30/2019	0	0	0
10/01/2017	09/30/2018	0	0	0

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

Data was taken (08/08/2023) using the Activity Dashboard on the A&I Online website. Minnesota is taking this 1st year of our 3-year plan to transition our goal and our historical reporting from "# of CMV crashes", to "Actual # of Fatal Crashes." This will be more consistent with the reporting on passenger and hazmat fatalities/crashes. We are also going to transition from calendar year to federal fiscal year. We will still continue to apply the 5% reduction formula that we have used in the past. The goals for Motorcoach/passenger carrier and Hazmat are set at '0' for each year, as Minnesota has so few.

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

Minnesota's CMV-involved fatality number has risen the last few years, despite the overall reduction in crashes. This has been due to drivers taking increased risks with the lower traffic volume associated with the COVID pandemic. This has resulted in a pattern of fewer overall crashes, but with higher likelihood of serious injury or death. We have surpassed our goals for traffic enforcement of non-CMV's in an effort to address this. Minnesota still believes our strategies to be effective and will continue to monitor these crashes and take enforcement action.

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

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

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

In two-vehicle collisions, heavier vehicles have the clear safety advantage. In 2021, only 4 of the 55 people killed in truck-involved multiple vehicle crashes were in trucks. Of the 1,029 people injured in multi-vehicle collisions, only 170 (14%) were truck occupants.

Driving conditions can vary from day to day in Minnesota, but most truck crashes occur on dry roads in clear weather. However, operating large trucks on surfaces reported to be wet, covered with snow, slush, ice or packed snow provide additional challenges for truck drivers.

Contributing factors in CMV crashes, listed by officers, are very similar for truck and non-truck drivers. About half of contributing factors were attributed to the truck driver, and half to the non-truck driver.

Truck crashes are strongly tied to the workday. A vast majority of truck crashes occur during daytime work hours.

Driving conditions can vary from day to day in Minnesota, but most truck crashes occurred on dry roads in clear weather.

With the Minnesota State Patrol's primary mission of saving lives on our roadways, the Commercial Vehicle Section also carries that as our highest focus.

Minnesota will address the number of CMV-involved crashes and fatalities by analyzing crash data and directing our enforcement strategies to those roadways. As part of this CMV crash reduction goal, the Minnesota State Patrol has identified 4 metropolitan and 10 out-state counties for specific roadside enforcement. These counties are identified through our MnCMAT crash database system. Regional personnel and resources available to the Minnesota State Patrol will focus on these 14 counties to support our overall goal to reduce CMV related fatalities.

The 4 counties in our metropolitan area are: Anoka, Dakota, Hennepin, and Ramsey.

The 10 rural counties are: Clay, Freeborn, Olmsted, Otter Tail, Rice, St. Louis, Scott, Stearns, Washington, and Wright.

We will set inspection goals for the identified counties and monitor the number of reportable crashes statewide.

Update for FY2025:

With our transition to SafeSpect, we are no longer able to report on the number of inspections per county.

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

Minnesota uses our internal MnCMAT crash database to track where CMV crashes are happening, by county and/or roadway. Capture date: 08-08-23.

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

In the table below, state the crash reduction goal for each of the three fiscal years. The method of measurement should be consistent from year to year. For example, if the overall crash reduction goal for the three year period is 12 percent, then each annual goal would be shown as 4 percent. If the crash reduction goal is 15 crashes per year, then each annual goal would be shown as 15.

Fiscal Year	Annual Crash Reduction Goals
2024	2602
2025	2472
2026	2348

Minnesota will continue to use a 5% reduction formula.

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

As part of our commercial motor vehicle crash reduction goal, Minnesota focuses specific roadside enforcement in 14 of our 87 counties based on crash statistical data. These counties are identified through our MnCMAT state database system.

Below are Minnesota's inspection goals for the identified counties:

Metropolitan Counties:

- Anoka: 2,000
- Dakota: 500
- Hennepin: 1,200
- Ramsey: 300

Rural Counties:

- Clay: 3,000
- Freeborn: 700
- Olmsted: 800
- Otter Tail: 250
- Rice: 75
- St. Louis: 1,800
- Scott: 100
- Stearns: 600
- Washington: 3,500
- Wright: 300

The Minnesota State Patrol will monitor and reevaluate the effectiveness of it's CMV crash reduction goal through quarterly monitoring and data analysis.

Update for FY2025:

With our transition to SafeSpect, we are no longer able to report on the number of inspections per county.

**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.**

Minnesota will utilize the tools we have available to monitor the performance of our personnel during the performance period. FMCSA A&I and the MnCMAT state crash database are valuable tools that supervisory staff will continue to monitor and identify areas that would benefit in an increased enforcement effort through saturations.

Supervisors evaluate data monthly from SafetyNet regarding inspection totals, violation totals, out of service rates for all of our inspectors. Each employee is required to submit biweekly reports that dictate how their time was spent, and the activity in terms of performance that they were able to achieve during that time. These reports are submitted to each applicable supervisor and are reviewed for completeness, accuracy, and on a productivity level.

Quarterly, Minnesota will report on the following data elements:

1. Number of inspections
  - a. Based on level
  - b. Haz-Mat
  - c. Motorcoach and other passenger carrying CMVs
  - d. Based on location (4 metro and 10 rural counties)
2. Traffic enforcement on CMVs and non-CMV's
3. Compliance Reviews and New Entrant Audits on motor carriers
4. Public Outreach and Education

Minnesota will continue to monitor and evaluate the effectiveness of our enforcement efforts during the performance period, and will modify enforcement activities to achieve our crash reduction goals.

Update for FY2025:

With our transition to SafeSpect, we are no longer able to report on the number of inspections per county.

**Part 2 Section 3 - Roadside Inspections**

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2024 - 2026. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

**Trend Analysis for 2018 - 2022**

Inspection Types	2018	2019	2020	2021	2022
Level 1: Full	6671	8084	7509	10362	9616
Level 2: Walk-Around	13179	11234	7984	5817	3803
Level 3: Driver-Only	16070	16104	17807	18068	16285
Level 4: Special Inspections	931	707	768	775	719
Level 5: Vehicle-Only	671	683	489	445	253
Level 6: Radioactive Materials	3	0	0	0	0
<b>Total</b>	<b>37525</b>	<b>36812</b>	<b>34557</b>	<b>35467</b>	<b>30676</b>

**Narrative Overview for FY 2024 - 2026**

**Overview:**

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

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

Aspen. As of 08-08-23, Minnesota has not tested or used SafeSpect, but we expect to transition to it during the three year plan. Numbers of rthe trend analysis above were pulled from SafetyNet 08/09/2023, using the respective federal calendar years.

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

The Commercial Vehicle Section of the State Patrol divides Minnesota into 7 regions. Troopers are considered "mobile" inspectors, and perform roadside enforcement action. Civilian CVIs may work in conjunction with sworn troopers to perform roadside inspections, or initiate random or PC/violation based inspections when at a fixed scale.

Commercial Vehicle Section troopers are assigned to stations throughtout the state. They focus their enforcement efforts on moving violations of both CMVs and non-CMV's operating around CMVs. Every traffic stop for a CMV moving violation is accompanied with an inspection. Troopers and CVIs use weight violations, equipment violations, CSA scores, and random selection criteria outlined in our Title VI approved selection criteria policy to provide equitable enforcement statewide. Minnesota sets inspection goals for our top 4 metropolitan counties and our top 10 "rural area" counties. All of these counties are selected based on crash and fatality data.

Supervisors will continue to utilize the FMCSA A&I and the MnCMAT tool to analyze crash data when planning saturations and directing Troopers under their supervision where to focus their enforcement efforts. Minnesota participates in CVSA sponsored emphases in partnership with FMCSA Operation Safe Driver, Road Check, ABS, Air-Brake, and the IFTA Blitz.

Minnesota addresses human trafficking and drug interdiction activities through partnering with our agency's Investigative Services Section (ISS). ISS in not directly funded through the MCSAP program. ISS personnel contact the commercial vehicle section any time their enforcement activities involves a commercial vehicle. Likewise, our commercial vehicle

personnel contact ISS personnel any time they have a human trafficking or drug interdiction situation. We also train our commercial vehicle personnel by sending them to human trafficking and drug interdiction training, as well as addressing these topics during our annual in-service and presentations from our division office.

**Projected Goals for FY 2024 - 2026**

**Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2024 - 2026. For FY 2025, 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:** MINNESOTA STATE PATROL

**Enter the total number of certified personnel in the Lead agency:** 108

Projected Goals for FY 2025 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	7000	1000	600	8600	30.70%
Level 2: Walk-Around	3000	700	10	3710	13.25%
Level 3: Driver-Only	15000	50	400	15450	55.16%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	250	250	0.89%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>25000</b>	<b>1750</b>	<b>1260</b>	<b>28010</b>	

**MCSAP subrecipient agency**

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

**Subrecipient is:** MINNESOTA DEPARTMENT OF TRANSPORTATION

**Enter the total number of certified personnel in this funded agency:** 9

Projected Goals for FY 2025 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	216	72	0	288	97.30%
Level 2: Walk-Around	0	8	0	8	2.70%
Level 3: Driver-Only	0	0	0	0	0.00%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	0	0	0.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Subrecipients</b>	<b>216</b>	<b>80</b>	<b>0</b>	<b>296</b>	

**Non-Funded Agencies**

Total number of agencies:	1
Enter the total number of non-funded certified officers:	2
Enter the total number of inspections projected for FY 2025:	240

**Summary**

Projected Goals for FY 2025 - Roadside Inspections Summary

Projected Goals for FY 2025 Summary for All Agencies					
<b>MCSAP Lead Agency: MINNESOTA STATE PATROL</b>					
<b># certified personnel: 108</b>					
<b>Subrecipient Agencies: MINNESOTA DEPARTMENT OF TRANSPORTATION</b>					
<b># certified personnel: 9</b>					
<b>Number of Non-Funded Agencies: 1</b>					
<b># certified personnel: 2</b>					
<b># projected inspections: 240</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	7216	1072	600	8888	31.40%
Level 2: Walk-Around	3000	708	10	3718	13.14%
Level 3: Driver-Only	15000	50	400	15450	54.58%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	250	250	0.88%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total MCSAP Lead Agency &amp; Subrecipients</b>	<b>25216</b>	<b>1830</b>	<b>1260</b>	<b>28306</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.

Minnesota is unable to meet the 25% level I inspection minimums. We experience at least 4-5 months of harsh winter, with no indoor locations to conduct Level I inspections. We try to compensate for that during the warmer months. Of the 119 certified inspectors in Minnesota, 58 of them are only expected to do a minimum of 32 Level 1 inspections due to their assignment as a supervisor, school bus inspector, or other duties as assigned. The 61 remaining inspectors would be expected to perform at least 100 level 1 inspections per year, during the warmer months, to meet the 25% threshold. Since, ultimately, Minnesota is responsible for determining the level of NAS inspection to be conducted, the level of inspection performed may vary based on the safety problem being addressed, the type of inspection facilities, location, and other factors within Minnesota. When the projected goals for levels of inspections were written in 2017, as part of FMCSA's new three year plan approach, the new FMCSA priority of 25% level 1 inspections was not officially adopted into the CVSP, as it was/is "encouraged" but states may opt to utilize a different mix of activities. Minnesota recognizes FMCSA's desire to maintain the effectiveness and reciprocity of the national program and encouragement of the application of CVSA decals to allow other states to identify previously inspected CMVs. Training and supervisory directives have already begun the last few years to refocus Minnesota's enforcement efforts. We recognize that by redirecting the amount of Level 2 inspections performed in Minnesota, we should be able to meet both the level 1 and level 3 priorities of FMCSA. Minnesota anticipates these adjusted goals which will be represented in the next three year plan with the 2021 Minnesota CVSP. In fact, in the latest performance report, during the last year Minnesota has raised our Level 1 enforcement effort to 22%.

**Note:** The table below is created in Year 1. It cannot be edited in Years 2 or 3 and should be used only as a reference when updating your plan in Years 2 and 3.

Projected Goals for FY 2025 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	28010	296	240	28546
Enter total number of certified personnel	97	9	2	108
Projected Goals for FY 2026 Roadside Inspections				
Enter total number of projected inspections	28010	296	240	28546
Enter total number of certified personnel	97	9	2	108

**Part 2 Section 4 - Investigations**

Please review your State’s investigation goals, program activities and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

**Trend Analysis for 2018 - 2022**

Investigative Types - Interstate	2018	2019	2020	2021	2022
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	6	4	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	18	17	53	39	9
CSA On-Site Focused/Focused CR	76	37	17	35	15
CSA On-Site Comprehensive	52	32	17	0	7
<b>Total Investigations</b>	<b>152</b>	<b>90</b>	<b>87</b>	<b>74</b>	<b>31</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2018	2019	2020	2021	2022
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	5	2	0
CSA On-Site Focused/Focused CR	6	2	0	0	0
CSA On-Site Comprehensive	4	4	1	0	0
<b>Total Investigations</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>2</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 2024 - 2026**

**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 2024 - 2026**

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2024 - 2026.

Projected Goals for FY 2024 - 2026 - Investigations						
Investigation Type	FY 2024		FY 2025		FY 2026	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	4	0	12	0	12	0
CSA On-Site Focused/Focused CR	12	0	36	0	36	0
CSA On-Site Comprehensive	8	0	24	0	24	0
<b>Total Investigations</b>	<b>24</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>72</b>	<b>0</b>
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

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

Due to retirements and staff leaving MnDOT for other reasons, the number of investigators in Minnesota has been reduced to one. MnDOT will be exploring strategies to improve recruitment and retention of investigators to meet and increase CVSP goals, which will include hiring staff.

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

MnDOT will conduct off-site, on-site focused and on-site comprehensive investigations on interstate carriers, and possibly intrastate carriers. The FMCSA safety measurement system (SMS) is used to identify carriers with significant alerts within their BASICS. Motor carriers with identifiable safety management defects are referred for investigation. Motor carrier investigations are assigned to MnDOT staff by the local FMCSA Division Office. They will examine a motor carriers behavior analysis safety improvement categories (basic) rankings in the SMS data to identify the specific safety problems and determine what type of intervention is appropriate.

MnDOT currently has one full-time certified investigator to conduct investigations. This investigator also conducts safety talks thus making it doubtful MnDOT will be able to increase investigations by 20%. As mentioned above, MnDOT will be exploring strategies to improve recruitment and retention of investigators to meet and increase investigation goals, which will include hiring staff.

In addition, other types of activities are required by certified personnel, including but not limited to conducting the required amount of vehicle inspections to remain certified, attending MCSAP related meetings, webinars, and in-service training. These MCSAP related meetings and training sessions include updates in the investigation program, changes to regulations and regulatory guidance, and other issues related to the MCSAP program.

**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.**

Motor carrier investigations are assigned to MnDOT staff by the local FMCSA Division Office. The MnDOT supervisor and/or team lead will obtain FMCSA carrier lists/assignments for staff to conduct investigations.

MnDOT will work with the FMCSA Division Office on a regular basis to review and monitor progress and address issues within the program. MnDOT supervisor and/or team lead will regularly monitor and review work and compare the number and types of violations found.

The program will be continually monitored and evaluated, and performance measures will be reported quarterly.

**Part 2 Section 5 - Traffic Enforcement**

Please review the description of your State's traffic enforcement program, projected goals and monitoring. You must answer the questions about your traffic enforcement activities in the Projected Goals area. You must select "yes" to make changes.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

**Trend Analysis for 2018 - 2022**

**Instructions:**

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2021	09/30/2022	9231	67978
10/01/2020	09/30/2021	10033	67355
10/01/2019	09/30/2020	10071	67790
10/01/2018	09/30/2019	9880	72319
10/01/2017	09/30/2018	9466	75877

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.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2021	09/30/2022	3717	5350
10/01/2020	09/30/2021	4591	6599
10/01/2019	09/30/2020	6295	8794
10/01/2018	09/30/2019	4681	6706
10/01/2017	09/30/2018	4865	7236

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

Traffic Enforcement Trend Analysis for FFY 2018-2022 collected from SafetyNet 08/09/2023. The number of CMV traffic enforcement stops, including total citation and warnings for those applicable driver violations, were extracted from the SafetyNet database. Minnesota requires that an inspection be completed on every CMV that is stopped for a moving violation. There are no traffic stops performed on a CMV without an associated inspection, Level I, II, or III. The numbers for citations and warnings issued for non-CMV traffic enforcement was generated 08/10/2023 from the Minnesota State Patrol's internal roadside activity tracking system, known as the State Patrol Activity Information System (SPAIS). The Trooper indicates on their citation and/or warning whether or not the violation occurred near a CMV.

**Narrative Overview for FY 2024 - 2026**

**Instructions:**

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

Minnesota will conduct traffic enforcement on CMV and non-CMV traffic with our sworn CVSA inspectors. Not all sworn inspectors are located in the 14 counties identified for crash reduction. Our personnel are dispersed throughout the state, and are instructed to work our major roadways with the highest volume of CMV traffic for their specific work area.

The Office of Traffic Safety crash data analysis supports conducting roadside CMV enforcement and inspection activities between 0600 and 2000 hours, Monday through Friday.

Minnesota will continue to use the Minnesota Crash Mapping Analysis Tool (MnCMAT) to help us determine where traffic enforcement personnel will be deployed throughout the state and pinpoint specific locations, routes, time of day, and enforcement emphases. This helps Minnesota in determining where enforcement efforts need to be concentrated to change driver behavior.

**Projected Goals for FY 2024 - 2026**

*Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2024 - 2026. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.*

**Note: If you answer "No" to "Non-CMV" traffic enforcement activities, the State does not need to meet the average number of 2014/2015 safety activities because no reimbursement will be requested. If you answer "No" and then click the SAVE button, the Planned Safety Activities table will no longer be displayed.**

			Performance Goals		
Yes	No	Traffic Enforcement Activities	FY 2024	FY 2025	FY 2026
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	9000	9000	9000
<input type="radio"/>	<input checked="" type="radio"/>	CMV Non-Inspection			
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	4000	4000	4000
<input type="radio"/>	<input checked="" type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)			

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States must maintain an average number of safety activities which include the number of roadside inspections (including border inspections, if applicable), carrier investigations, new entrant safety audits, and CMV non-inspection traffic enforcements conducted in the State for Fiscal Years 2014 and 2015. The table below displays the information you input into this CVSP from those respective sections. The sum of your planned activities must equal or exceed the average number of 2014/2015 activities to be eligible to utilize Federal funding for Non-CMV traffic enforcement.

FY 2025 Planned Safety Activities					
Inspections	Investigations	New Entrant Safety Audits	CMV Non-Inspection Traffic Enforcement	Sum of FY 2025 Activities	Average 2014/15 Activities
31046	72	1824	0	32942	32458

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

Minnesota will utilize the tools we have available to monitor the performance of our personnel during the performance period. MnCMAT state crash database is a valuable tool that supervisory staff will continue to monitor and pinpoint areas that would benefit in an increased enforcement effort through saturations. Supervisors evaluate data monthly from SafetyNet and the SPAIS database regarding inspection totals, traffic stop totals, violation totals, out of service rates for all of our inspectors. Each employee is required to submit biweekly reports that dictate how their time was spent, and the activity in terms of performance that they were able to achieve during that time. These reports are submitted to each applicable supervisor and are reviewed for completeness, accuracy, and on a productivity level.

## Part 2 Section 6 - Safety Technology

Please verify your State's safety technology compliance levels with the ITD and PRISM programs, responsible agencies, and narrative overview. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

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

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

### Innovative Technology Deployment (ITD)

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

With the enhanced funding provided to each State as part of the Infrastructure Investment and Jobs Act (IIJA), certain technologies may be funded by MCSAP if certain criteria outlined below are met.

The technology:

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

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

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

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

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

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

**Safety Technology Compliance Status**

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year’s CVSP, please indicate that in the table below. Additionally, specific details must be included both in this section and in your Part 4 Spending Plan.

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

Available data sources:

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

**Enter the agency name responsible for ITD in the State:** Minnesota Department of Public Safety

**Enter the agency name responsible for PRISM in the State:** Minnesota Department of Public Safety

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

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

We do not exchange vehicle registration data with SAFER due to constraints of our state laws.

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

N/A

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

N/A

**Part 2 Section 7 - Public Education and Outreach**

Please review the description of your State’s public education and outreach activities, projected goals and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV’s that operate around large trucks and buses. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

**Trend Analysis for 2018 - 2022**

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

Public Education and Outreach Activities	2018	2019	2020	2021	2022
Carrier Safety Talks	255	282	85	94	133
CMV Safety Belt Education and Outreach	0	0	0	0	0
State Trucking Association Meetings	9	8	12	6	9
State-Sponsored Outreach Events	0	0	0	0	0
Local Educational Safety Events	12	14	4	5	9
Teen Safety Events	0	0	0	0	0

**Narrative Overview for FY 2024 - 2026**

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

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

The Minnesota State Patrol (MSP) and the Minnesota Department of Transportation (MnDOT) educate and train those in the CMV industry through safety talks and events, presentations, classes, and email/phone correspondence. These safety talks can range greatly in size, from one carrier’s entire driver pool to large scale events such as the Minnesota Green Expo (geared towards landscaping companies). In the performance period, the Minnesota State Patrol and MnDOT will continue to have staff dedicated towards these priorities. This enhances our ability to provide important safety information to motor carriers and their employees. We also make it a priority to provide training tailored to law enforcement agencies throughout Minnesota. This allows us to provide valuable information regarding CMV regulations and traffic enforcement of CMV driving behavior.

Minnesota educates passenger carriers while conducting enforcement saturations in conjunction with events that regularly incorporate passenger transportation. If our personnel recognize an opportunity to provide an educational presentation, we solicit the carrier to see if they are interested in our free presentation program.

Minnesota understands the importance of CMV safety in regards to work zones. The Minnesota State Patrol currently works with our Minnesota DOT to supplement work zone safety through on-site presence, and enforcement. These efforts are not funded through the MCSAP program.

Minnesota understands the importance of human trafficking outreach. The Minnesota State Patrol commercial vehicle presenters address this topic at outreach events with carriers and trade shows.

Minnesota understands the importance of conducting presentations to the industry and the motoring public in general. The Minnesota State Patrol has one dedicated person to answer our "information line" phone calls from industry, and one person coordinating our presentation requests. When the presentation coordinator is unable to fill the presentation request, they contact another inspector in the region of the presentation to attempt to fill the request.

Primarily, most of the education and outreach is given and provided to those in the commercial motor vehicle industry. In addition, Minnesota makes every effort to take advantage of opportunities to reach all segments of the motor carrier population. One place that is taken advantage of is the State

Patrol Day at the Minnesota State Fair. Over the last several years, more than 100,000 people have attended the State Fair on the Minnesota State Patrol Day. A few of our CVIs and Troopers are tasked with being present to answer questions and assist the public in expanding their knowledge of being safe behind the wheel while around CMV traffic. Any one of our CMV inspectors or Troopers, both with the State Patrol and MnDOT can and are tasked with completing a presentation request. Historically, the State Patrol has a core group of veteran personnel who conduct the majority of the presentations. Minnesota conducts carrier outreach solicitations based on the feedback from inspectors conducting inspections where issues with education are clearly warranted. Additionally, these employees will be 'cold calling' as we have discovered many carriers throughout the state are unaware we offer this service as a way to increase CMV safety.

MnDOT utilizes staff to conduct safety talks and events, and other public outreach activities to increase FMCSR awareness. These activities include but is not limited to preparing for and providing safety talks and events (training classes, presentations, and other outreach events); and various print communications such as the MN Commercial Truck and Passenger Regulations book. In addition to in-person safety talks, MnDOT offers virtual alternatives to deliver training such as Microsoft Teams and teleconferencing. Public education and outreach include the development and maintenance of the curriculum and communication materials. Topics covered in training and print communications, include but is not limited to driver qualifications, hours of service, drug and alcohol testing, vehicle inspection/repair/maintenance/identification, record keeping requirements and hazardous materials.

MnDOT's goals are included in the projected goals table and include 17 safety talks and local education safety events.

The Minnesota State Patrol and MnDOT, when interacting with motor carriers and the general public, respond to requests for information. Employees answering these requests code their time according to whether it was a MCSAP related conversation, or a state program related conversation. Only MCSAP eligible requests are coded and charged to the MCSAP grant.

**Projected Goals for FY 2024 - 2026**

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

			Performance Goals		
Yes	No	Activity Type	FY 2024	FY 2025	FY 2026
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	150	175	200
<input type="radio"/>	<input checked="" type="radio"/>	CMV Safety Belt Education and Outreach	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	8	8	8
<input type="radio"/>	<input checked="" type="radio"/>	State-Sponsored Outreach Events	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	8	8	8
<input type="radio"/>	<input checked="" type="radio"/>	Teen Safety Events	0	0	0

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

Minnesota keeps a log of all presentations completed and local events/trade shows that are attended.

The State Patrol and MnDOT each have one employee tasked with entering all presentation requests that come into their agencies and making contact with that carrier to schedule. Any of the aforementioned topics that can be covered are marked if they were applicable to that specific carrier safety presentation, as well as the approximate attendance number.

Minnesota will continue to report those numbers in their quarterly report.

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

Please review your State’s SSDQ compliance levels and Narrative Overview and identify if changes are needed for the upcoming fiscal year. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

MCSAP lead agencies are allowed to use MCSAP funds for Operations and Maintenance (O&M) costs associated with State Safety Data Quality (SSDQ) requirements to ensure the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs). All O&M expenses for SSDQ must be included and described both in this section and in the appropriate section of the Financial Information in Part 4.

**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.).

Data Quality Program	Current Compliance Level	Include O & M Costs?
SSDQ Performance	Good	Yes

Available data sources:

- [FMCSA SSDQ website](#)
- [FMCSA DataQs website](#)

**Enter the agency name responsible for Data Quality:** Minnesota State Patrol

**Enter the agency or agencies name responsible for DataQs:** Minnesota State Patrol

**Enter the agency name responsible for the Crash Data Repository:** Minnesota Office of Traffic Safety

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 2024 - 2026.

SSDQ Measure	Current SSDQ Rating	Goal for FY 2024	Goal for FY 2025	Goal for FY 2026
Crash Record Completeness	Good	Good	Good	Good
Crash VIN Accuracy	Good	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Good	Good	Good	Good
Crash Accuracy	Good	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good	Good
Inspection Timeliness	Good	Good	Good	Good
Inspection Accuracy	Good	Good	Good	Good

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

08/11/2023

**Narrative Overview for FY 2024 - 2026**

**Problem Statement Narrative:** Describe any issues encountered for all SSDQ measures not rated as “Good/Green” in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

Minnesota has maintained a 'green' status in most categories for several years.

***Program Activities FY 2024 - 2026: Describe activities that will be taken to achieve or maintain a "Good" (Green) rating in all measures including the overall SSDQ rating. Include a description of all O&M costs for SSDQ.***

Update for FY2025:

Inspections are compared with the documentation our personnel submits every week regarding inspections, POST Crash Inspections, and crash reports. The results of the monthly audit are also checked against the SSDQ map to verify it is still showing Minnesota in the "green." Any non-matches found are confirmed with the employee and resolved.

Minnesota will continue to use this internal auditing system which goes beyond what is recommended/required by FMCSA to ensure that data quality in Minnesota remain in the "green" status. Minnesota recognizes the importance of commercial vehicle safety data, and has made it a priority. In the last several years, this monthly audit has never revealed any serious problems with our timeliness, completeness, or accuracy of our data.

Our costs are the salary of just the hours that the support staff member performs these checks and audits.

***Program Activities FY 2024 - 2026: Describe how your State provides resources to conduct DataQs operations within your State, and how elevated/appeals requests are handled.***

The Minnesota Data Q program consists of a full time Data-Q coordinator position, investigators, and a Data-Q portal support staff person.

Data-Qs are filed on the federal website and are received by our portal support staff person who replies directly to those simply looking for a copy of their inspection. Data-Qs involving violation challenges are forwarded to the Data-Q coordinator. The coordinator then triages them to various investigators. The investigators correspond with the carriers and/or drivers, and report back to the Data-Q coordinator. The coordinator drafts and sends a response letter to the challenger. If the challenger wishes to file a second challenge on the same violation after receiving the first response letter, Minnesota convenes a panel of inspectors, troopers, supervisors and industry representation to review the case. During this second challenge, the Data-Q coordinator is merely a facilitator. Once the hearing is held, redorded, and complete, the panel will vote on their decision, and the coordinator will draft a second response letter representing the agency's final decision. If the challenger wishes to dispute the finding a third time, the challenger will need to file the case with the Minnesota circuit court of appeals.

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

Minnesota will continue to follow through with our current auditing procedures, ensuring our inspection and crash data remains timely, complete, and accurate. Our office conducts a monthly comprehensive audit, certifying our personnel are effective in meeting the requirements set forth by FMCSA.

The inspection numbers in SafetyNet and MCMIS are compared with the documentation our personnel submits every week regarding inspections, POST Crash Inspections, and crash reports. The results of the monthly audit are also checked against the SSDQ map to verify it is still showing Minnesota in the "green." Any non-matches found are confirmed with the employee and resolved.

Minnesota will continue to use this internal auditing system which goes beyond what is recommended/required by FMCSA to ensure that data quality in Minnesota remain in the "green" status. Minnesota recognizes the importance of commercial vehicle safety data, and has made it a priority. In the last several years, this monthly audit has never revealed any serious problems with our timeliness, completeness, or accuracy of our data.

**Part 2 Section 9 - New Entrant Safety Audits**

Please review the agency responsible for conducting New Entrant activities and the description of your State’s strategies, activities and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

States must conduct interstate New Entrant safety audits in order to participate in the MCSAP (49 CFR 350.207.) A State may conduct intrastate New Entrant safety audits at the State’s discretion if the intrastate safety audits do not negatively impact their interstate new entrant program. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

For the purpose of this section:

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

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

Yes	No	Question
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input type="radio"/>	<input checked="" type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input checked="" 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 2018 - 2022**

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

New Entrant Safety Audits	2018	2019	2020	2021	2022
Interstate	589	811	727	814	1258
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>589</b>	<b>811</b>	<b>727</b>	<b>814</b>	<b>1258</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 2024 - 2026**

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

<b>Please complete the information below by entering data from the NEWS Dashboard regarding Safety Audits in your State. Data Source: <a href="#">New Entrant website (NEWS)</a></b>	
Date information retrieved from NEWS Dashboard to complete eCVSP	08/01/2023
Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)	1281
Current Number of Past Dues	7

**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:** Meet the statutory time limit for processing and completing interstate safety audits of 120 days for Motor Carriers of Passengers and 12 months for all other Motor Carriers.

**Projected Goals for FY 2024 - 2026**

Summarize projected New Entrant safety audit activities in the table below.

<b>Projected Goals for FY 2024 - 2026 - New Entrant Safety Audits</b>						
Number of Safety Audits/Non-Audit Resolutions	FY 2024		FY 2025		FY 2026	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	192	0	192	0	192	0
# of Safety Audits (Offsite)	1632	0	1632	0	1632	0
# Group Audits	0	0	0	0	0	0
<b>TOTAL Safety Audits</b>	<b>1824</b>	<b>0</b>	<b>1824</b>	<b>0</b>	<b>1824</b>	<b>0</b>
# of Non-Audit Resolutions	1000	0	1000	0	1000	0

**Strategies:** Describe the strategies that will be utilized to meet the program objective above. Describe how the State will reduce past due Safety Audits. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.

MnDOT employs 8 full-time New Entrant Auditors to conduct 1824 New Entrant safety audits within the performance period. In addition, MnDOT has employed 1 full-time administrative staff to support the auditors by conducting triage work and the goal of 1000 non-audit resolutions. These activities may be subsidized by MnDOT’s certified safety investigators to assist, as needed and appropriate, to meet the audit goals.

In order to increase new entrant audits by 20%, MnDOT will dedicate administrative staff to completing triage work thus allowing auditors to increase the number of audits they conduct. In addition, MnDOT recently hired additional auditors to meet the increase in new entrant carriers.

Historically, MnDOT has had a low overdue rate. In most instances, overdue audits are outside MnDOT’s control. With that said, there are several things MnDOT plans to implement to reduce overdue audits by 20%.

1. In some instances, overdue audits occur when carriers were sent a No Contact letter and they made contact prior to the 10-day deadline for revocation. Depending on where the auditor is with their assignment inventory, they may go overdue while waiting for the carrier to submit the requested documentation. This can be mitigated by ensuring that the auditors are working further ahead on their assignment inventory to stay well ahead of due dates. And MnDOT will assign dedicated administrative staff to carrier vetting duties and the processing of non-audit resolutions. By doing so, it will provide auditors time to concentrate on their audits, allowing them to work further ahead on their assignment inventory.

2. During New Entrant auditor training, MnDOT will focus on providing auditors with instructions and techniques on how to manage and organize their assignment inventory to ensure deadlines will be met and work is being performed in the most efficient manner.

**Activity Plan for FY 2024 - 2026:** 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.

MnDOT will conduct 1824 new entrant safety audits within the required deadline. In the past two years, the average number of new entrant audits that resulted in a non-audit resolution is 65%. It is anticipated that there will be a similar amount of non-audit resolutions in relation to the number of audits actually performed. Without inflating the non-audit resolution number, we have established the goal of 1000.

In addition, other types of activities are required by certified personnel, including but not limited to conducting the required amount of vehicle inspections to remain certified, attending MCSAP related meetings, webinars, and in-service training. These MCSAP related meetings and training sessions include updates in the new entrant program, changes to regulations and regulatory guidance, and other issues related to the MCSAP program.

MnDOT responds to requests for information via email, phone or in person. MCSAP staff answering these requests code their time according to whether it was a MCSAP eligible conversation or a state program related conversation. Only MCSAP eligible requests are coded and charged to the grant.

***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.***

MnDOT supervisor and/or team lead will review all inspection and audit reports for quality, completeness, timeliness and accuracy throughout the month. Regular meetings will be held to monitor progress toward program goals. The supervisor and/or team lead will coordinate with FMCSA and will use FMCSA reports to monitor the timeline requirements to prevent overdue carriers appearing in the inventory.

The program will be continually monitored and evaluated, and performance measures will be reported quarterly

**Part 2 Section 10 - Border Enforcement**

Please review the agency responsible for conducting Border Enforcement activities and your State’s objectives, goals, strategies, activities and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

States sharing a land border with another country will conduct a border commercial motor vehicle safety program focusing on international commerce, including enforcement and related projects ([49 CFR 350.201](#)). If a State sharing a land border with another country declines to engage in border related activities, it will forfeit all border enforcement funds the State is eligible to receive.

**Trend Analysis for 2018 - 2022**

In the table below, provide the number of inspections conducted in the past 5 years.

The Trend Analysis area is only open for editing during Year 1 of a 3-year plan.

Inspection Types	2019	2020	2021	2022	2023
Level 1: Full	178	224	189	226	250
Level 2: Walk-Around	1052	812	562	337	135
Level 3: Driver-Only	1400	1446	1602	2089	1475
Level 4: Special Inspections	6	6	6	10	7
Level 5: Vehicle-Only	0	0	0	0	0
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>2636</b>	<b>2488</b>	<b>2359</b>	<b>2662</b>	<b>1867</b>

**Narrative Overview for FY 2024 - 2026**

The State chooses not to engage in border enforcement activities in FY 2024 - 2026. If this box is checked, no additional narrative is necessary in this section.

Enter the Agency name conducting Border Enforcement activities if other than the Lead Agency:

**Program Objectives:** In addition to the primary goal of the program as stated below, to be considered for participation within this focus area, a State must identify at least one of the following priority objectives within their border enforcement program.

**Program Goal:** Border States should conduct a border CMV safety program. The focus is on international commerce that includes enforcement and related projects, to ensure motor carriers and drivers operating CMVs (primarily those entering the United States from a foreign country) are in compliance with U.S. CMV safety standards and regulations, financial responsibility regulations, and registration requirements. It also ensures drivers of those vehicles are qualified and properly licensed to operate a CMV in the U.S.

Check all objectives that apply (minimum of 1):

- Objective 1: International Motorcoach Inspections** — Facilitate the conducting of inspections of motorcoaches engaged in international commerce. These International Motorcoach Inspections should be conducted at bus stations, terminals, border crossings, maintenance facilities, destination locations, or other locations where a motor carrier may make a planned stop (excluding a weigh station). FMCSA encourages States to examine their previous years of data on international motorcoach activity and use that data to establish reasonable goals that will

result in an appropriate level of motorcoach-focused activities. States must justify the goals set and provide the data or data source references.

**Objective 2: High Crash Corridor Enforcement Focused on International Commerce** — Conduct international commerce CMV enforcement activities (inspections and traffic enforcement) within corridors where the data indicate that there are a high number of crashes involving vehicles engaged in international commerce.

**Objective 3: International Commerce CMV Inspections at Remote Border Sites Away from Border Crossings** — Conduct International Commerce CMV Safety Inspections at identified sites where known international commerce activity occurs near the Canadian and Mexican borders where there is no official border crossing facility. Site(s) must be identified in the narrative below and describe how far these locations are from the nearest official border crossing facility, if any.

**Projected Goals for FY 2024 - 2026**

Summarize projected border enforcement activities in the table below.

**Note:** An inspection is counted as international commerce regardless of whether the transportation originated within the United States (US) or outside the US. All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the eCVSP, and not be indicated in BEG inspections on the inspection report which is uploaded into the inspection system.

Projected Goals for FY 2024 - 2026 - Border Enforcement			
	FY 2024	FY 2025	FY 2026
Number of International Commerce Regular CMV	2400	2400	2400
Number of International Commerce HM	90	90	90
Number of International Commerce Passenger	10	10	10
<b>Total International Commerce Inspections</b>	<b>2500</b>	<b>2500</b>	<b>2500</b>
Number of Fixed Facility International Inspections	1800	1800	1800
Number of Non-Fixed Facility International Inspections	700	700	700
Traffic Enforcement	0	0	0
Strike Force Activities (CMVs)	0	0	0
Strike Force Activities (Passenger CMVs)	0	0	0

**Strategies: Include a description of the strategies that will be utilized to meet the program objective(s) above. The applicant must include any challenges or impediments foreseen.**

Minnesota, as a border state, desires to continue a partnership with the FMCSA to establish effective strategies in the Border Enforcement Program to increase the number of commercial motor vehicle (CMV) safety inspections and commercial driver license (CDL)/operating authority/financial responsibility checks focusing on international traffic that will or has crossed the physical borders of Canada.

The following seven Minnesota counties border Canada: Kittson, Roseau, Lake of the Woods, Koochiching, St. Louis, Lake and Cook. Minnesota has 8 highway-accessible border crossings along the 540 mile border with Canada. Two crossings in Kittson County, Noyes and Lancaster, are not open 24 hours. Roseau County has three crossings: Pine Creek and Roseau are not open 24 hours, and Warroad is open 24-hours. Lake of the Woods County has one 24 hour crossing at Baudette. The International Falls crossing in Koochiching County is also open 24 hours. Cook County has one 24 hour crossing north of Grand Portage. Two other counties, St. Louis and Lake, have no highway-accessible crossings but St. Louis County is traversed by two major highways leading to/from the border crossing at International Falls and Grand Portage.

The bulk of international traffic in the western portion of the state travels into eastern North Dakota, utilizing the Pembina crossing on Interstate 29 versus the crossing in our own Kittson County. From Pembina, CMVs travel south to Hwy 2 (the first East-West thoroughfare) and to Interstate 94 (more so than Highway 2) where they can continue on the Interstate system eastward across Minnesota.

Much of the international traffic in the eastern portion of the state passes through either Grand Portage or International Falls, continuing south to Interstate 35 where they also can stay on the Interstate system. Both Interstate 94 and Interstate 35 will take them into the Twin Cities area, and beyond. The Twin Cities serves as a major hub for international travel and consequently, also have a third of the CMV crashes involving an international load.

As a part of Minnesota’s Border program strategy, all border crossings will be heavily targeted. Additionally, to aid in the successfulness of this Border program, we also intend to include four of our five fixed scale sites (Red River, Erskine, Saginaw, and St. Croix). These scales are located on Minnesota’s corridors where CMV traffic engaged in international commerce exists. This is especially true for the Red River Scale, located in Clay County outside of Moorhead, and the St. Croix, located in Washington County outside of St Paul. Our data indicates that the majority of crashes involving a driver and load actively engaged in international commerce are more likely to be involved in a motor vehicle crash along our Interstate 94 corridor than in any other location in the state.

The North Dakota Department of Transportation reports annually on the average annual daily traffic for commercial truck traffic on certain roadways. On Interstate 29 north of Fargo, their records report approximately 3,000 CMV trucks daily. South of Fargo, the number drops substantially to less than 1,500. Minnesota’s Interstate 94 leaves the state and bisects Interstate 29 in the city of Fargo in North Dakota. International traffic in the Midwest utilizes the trunk highway systems of Minnesota, traveling across our state.

Minnesota believes one of the best strategies to increase safety of the nation’s international traffic is to interdict this traffic before it gets to the border.

**Activity Plan for FY 2024 - 2026: Describe the specific activities planned to reach border enforcement goals.**

Minnesota’s activity plan includes:

1) Conduct CMV safety inspections at remote sites at the physical border.

Minnesota will conduct various weekly to monthly mobile strike force groups of CVSA inspectors to improve the capability to conduct safety inspections focusing in our Northern Region. These mobile saturations will be taking place along the physical border of Canada. Saturations will be set up at alternating ports of entry with Canada, as well as roads along the northern border that lead up to those ports of entry.

2) Conduct targeted inspections of CMVs to reduce crashes on corridors where there is significant amount of international traffic.

Minnesota will conduct everyday recordings of international traffic and safety issues stemming from inspections by all our mobile officers over the course of the year across the state. This will include monthly strike force type details, peak and off peak, along the Interstate 94 corridor where over 75 percent of the crashes involving international traffic are taking place.

3) Perform targeted border inspections at fixed scale facilities.

All of our personnel who have assignments in each of the four aforementioned fixed scale sites will conduct safety inspections and commercial driver license (CDL)/operating authority/financial responsibility checks on any driver who is actively engaged in international commerce. In addition; periodically throughout each quarter, the scale supervisors will arrange for random border strike-force events at the scales, outside of the normal working hours, utilizing assigned scale and mobile personnel from their region with anywhere from 1 to 10 personnel performing these inspections. This will especially allow Minnesota to interdict and inspect the international traffic entering the Interstate 94 corridor both west bound (St. Croix) and east bound (Red River). This is vital, as our data shows over 75 percent of the crashes are happening on the Interstate 94 corridor, both west and east bound. Although previously mentioned, it is important to note that the only time spent conducting an inspection on driver/vehicle that meets the definition of a border eligible inspection will be charged to Minnesota’s border grant.

4) Continue to monitor CMVs shipping hazardous materials that have or will cross the physical borders. Minnesota will conduct every-day recordings of international traffic and safety issues stemming from inspections by all of our inspectors over the course of the year involving hazardous materials.

5) Continue to Monitor passenger carrying CMVs that have or will cross the physical borders. This will be done through probable cause traffic enforcement or at destination locations. Minnesota will conduct every-day recordings of international traffic and safety issues stemming from inspections by all of our inspectors over the course of the year involving motor coach transportation (Note: MN will only conduct probable cause stops on motor-coach traffic and will conduct inspections on these stops and destination locations. MN does not require this traffic to enter fixed scale sites).

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

Performance Measurement Plan:

Inspection Level	Fixed	Mobile	Hazmat	Motorcoach
1	200	100	10	1
2	300	350	80	5
3	1300	250	0	4



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

*FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address national emphasis areas and priorities outlined in the MCSAP Planning Memorandum that do not fit well within any section in Part 2 – Crash Reduction.*

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

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

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

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

**Instructions:**

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

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

**Your State’s FY 2023 Federal IH and UNSAT/UNFIT OOS Catch Rate percentage: No Data Available**

*Data Source: Last completed fiscal year, FMCSA Motor Carrier Management Information System (MCMIS) and the Safety and Fitness Electronic Records (SAFER) as of 04/26/2024*

**Check this box if:**

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

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

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

**Instructions:**

*FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high-risk carriers. States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.*

**Check this box if:**

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

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

**No updates are required for this section.**

**Instructions:**

*Describe any State-specific CMV problems that were addressed with FY 2023 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2023 CVSP.*

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

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State’s FY 2023 CVSP. Click on “Add New Activity” to enter progress information on each State-specific objective.*

Activity #1

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

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

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

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

<b>Part 3 Section 5 - State Specific Objectives – Future</b>
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Please review your State specific objectives and narrative overview. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

**Instructions:**

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

*Describe any State-specific objective(s) identified for FY 2024 - 2026. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

State Objective #1
--------------------

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

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

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

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

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

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

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

The *Spending Plan* should include costs for FY 2025 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

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

The following definitions describe *Spending Plan* terminology.

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

#### On Screen Messages

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

- Calculation of Federal and State Shares

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

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

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

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

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

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

• **MOE Expenditures**

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

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

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

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

• **Financial Summary**

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

The system will confirm that:

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

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$9,660,832.00	\$508,465.00	\$10,169,297.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,525,395.00
MOE Baseline:	\$1,161,399.13

**Part 4 Section 2 - Personnel**

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

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

Salary and Overtime project costs must be separated when reporting to FMCSA, regardless of the Lead MCSAP Agency or Subrecipient pay structure.

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

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

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

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

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

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

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

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,525,395.00

Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
MCSAP Salaries	1	100.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MCSAP MOE Salaries	101	0.0000	\$1,161,399.13	\$0.00	\$0.00	\$0.00	\$1,161,399.13
Lieutenant SB	1	10.0000	\$115,974.00	\$11,597.40	\$11,017.53	\$579.87	\$0.00
Lieutenant	7	72.0000	\$115,974.00	\$584,508.96	\$555,283.51	\$29,225.45	\$0.00
Technical Sgt (34)(20)	20	72.0000	\$99,216.00	\$1,428,710.40	\$1,357,274.88	\$71,435.52	\$0.00
Technical Sgt SB	3	10.0000	\$99,216.00	\$29,764.80	\$28,276.56	\$1,488.24	\$0.00
CVI 3 (Sgt)	4	72.0000	\$72,864.00	\$209,848.32	\$199,355.90	\$10,492.42	\$0.00
CVI 3 (Sgt) SB	1	10.0000	\$72,864.00	\$7,286.40	\$6,922.08	\$364.32	\$0.00
CVI 2	32	72.0000	\$67,644.00	\$1,558,517.76	\$1,480,591.87	\$77,925.89	\$0.00
CVI 2 SB	14	10.0000	\$67,644.00	\$94,701.60	\$89,966.52	\$4,735.08	\$0.00
Office Services Support	4	72.0000	\$53,370.00	\$153,705.60	\$146,020.32	\$7,685.28	\$0.00
Captain	1	72.0000	\$120,569.71	\$86,810.19	\$82,469.68	\$4,340.51	\$0.00
MCSAP Match Salaries	1	100.0000	\$96,055.53	\$96,055.53	\$0.00	\$96,055.53	\$0.00
<b>Subtotal: Salary</b>				<b>\$4,261,506.96</b>	<b>\$3,957,178.85</b>	<b>\$304,328.11</b>	<b>\$1,161,399.13</b>
Overtime Project Costs							
Overtime	1	100.0000	\$300,000.00	\$300,000.00	\$285,000.00	\$15,000.00	\$0.00
<b>Subtotal: Overtime</b>				<b>\$300,000.00</b>	<b>\$285,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$4,561,506.96</b>	<b>\$4,242,178.85</b>	<b>\$319,328.11</b>	<b>\$1,161,399.13</b>
<b>Accounting Method:</b>	<b>Cash</b>						

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

Minnesota does not have any personnel tied 100% to particular program, Federal or State, so a funding split is utilized for salary costs. Minnesota has provided justification to our FMCSA State Division Administrator to show the funding split justification, and it has been approved. For the salaries of those Troopers and CVIs who conduct CMV inspections, 72% of the cost is expensed to our MCSAP budget. The remaining costs (28%) will be paid with our own state funding. This approved funding split, 72% MCSAP grant, and 28% state funding, is based on a review of the total number of regular hours each category of employee worked for a year. All regular hours for each type of employee are tabulated in a spreadsheet, with the exact percentage of time to each grant or funding calculated.

Our personnel are given explicit instructions on the coding of their time, and each are required to complete a weekly report that is a true and accurate record of what they accomplished each day. These reports are reviewed by their supervisor and our time keeper to ensure the weekly report is completed accurately. The report not only documents what the employee did for activity, but also whether that activity is grant funded or not.

The Minnesota State Patrol utilizes personnel salaries for all of our required Match and MOE expenses, as it is the majority of the grant expenditure in executing our safety plan. We have used their position's top rate, and used a 2080 hour work year to estimate salary costs. Using actual performance data, we have also calculated that our School Bus employees spend an average of 17% of their time conducting MCSAP grant eligible activities. Their line item labels will show them as "SB" (school bus) employees.

\*\*\* Due to the limitations of the template above, it may appear that only certain positions' salaries are being calculated toward the MOE and Match categories. This is not true. Any position may have MCSAP eligible salaries attributed to the Match and MOE calculations.

Another detail that should be noted is that when a salary, above, was attributed to the MOE column, the template required a MCSAP percentage of 0% to be listed in order to have the dollar amount totalled in the MOE total. This is not a true reflection of the percentage of MCSAP work performed by the position. The amount listed in the MOE column is based off the 72% MCSAP activity of typical personnel, or the 17% MCSAP activity performed by our School Bus personnel.

Since the personnel tasked to complete MCSAP work under the federal grant for the MN State Patrol are not 100% funded by the grant, the MN State Patrol wishes to continue to allocate time off taken by staff to the MCSAP grant. Time off includes sick time, comp time, vacation time, holiday pay, alternative holiday pay, and floating holiday. This allocation is reasonable, allocable towards the grant, and will be based on actual costs. This allocation will usually be factored quarterly, with the total allocation for all staff being applied as a separate line item, within the invoice/voucher, as a 'match expense' against the total required state match and MOE. The report containing all the applicable calculations will be available as part of the grant package at the time of vouchering.

The allocation of time off will be an actual cost, based on the regular hours worked for each program, for each individual, for each pay period. Time off is not listed as its own line in the salary projections, as it is already calculated into the State Share column of each individual position.

Due to the increase in federal funding, Minnesota will use overtime shifts to supplement inspection efforts and border inspections during hours beyond normal staffing schedules. Minnesota's overtime rate is 1.5 times that of the employees standard hourly rate. Supervisors from each region will schedule these initiatives and solicit interest from existing employees until Minnesota receives approval to increase the number of FTEs in our commercial vehicle section.

Minnesota's overtime budget, in previous years, has been dedicated only to border enforcement (\$75,000) and post-crash callout (\$25,000), paid at overtime rate.

For the past year we have begun using our MCSAP overtime budget more proactively by offering overtime specifically to increase our number level 1 inspections. We also gave \$25,000 in overtime to our metropolitan area (Minneapolis and St Paul) state patrol districts to increase our activity, specifically traffic enforcement of non-CMV's operating around

CMVs. Thirdly, we have traditionally used the discretionary High Priority grant, where we have received anywhere from \$250,000-\$500,000 to increase our Level 3 activity and traffic enforcement activity during hours outside of our normal operations. Minnesota does not plan to apply for High Priority grant funding until we are able to add FTEs to the MCSAP program.

The categories of MCSAP Match Salaries and MCSAP salaries is used to balance the budget within the limitations of the eCVSP tool.

\*\*\*The MOE salary number is not a projection/worksheet, but actual salary expenses, based off the MOE expectation set by FMCSA. Minnesota meets the MOE, and match expectations, by tracking MCSAP eligible salary costs and charging them to a state funding source, that is not reimbursed by the grant. Time off is calculated from actual costs, then a percentage of the charges are applied toward the MOE and match requirements. The percentage split is based off actual hours worked, and separated between MCSAP eligible work, and non-eligible work. This annual percentage split is approved by the Minnesota Division Office.

**Part 4 Section 3 - Fringe Benefits**

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

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

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

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

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

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

**Fringe costs method: Aggregated Rate - documentation added to 'My Documents' to describe rate calculation**

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

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

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Lieutenant SB (1)	46.0000	10.0000	\$115,974.00	\$5,334.80	\$5,068.06	\$266.74	\$0.00
Lieutenant (7)	46.0000	72.0000	\$811,818.00	\$268,874.12	\$255,430.41	\$13,443.71	\$0.00
Technical Sgt (34)(20)	46.0000	72.0000	\$1,984,320.00	\$657,206.78	\$624,346.44	\$32,860.34	\$0.00
Technical Sgt SB (3)	46.0000	10.0000	\$297,648.00	\$13,691.80	\$13,007.21	\$684.59	\$0.00
CVI 3 (4)	46.0000	72.0000	\$291,456.00	\$96,530.22	\$91,703.71	\$4,826.51	\$0.00
CVI 3 SB (1)	46.0000	10.0000	\$72,864.00	\$3,351.74	\$3,184.15	\$167.59	\$0.00
CVI 2 (32)	46.0000	72.0000	\$2,164,608.00	\$716,918.16	\$681,072.25	\$35,845.91	\$0.00
CVI 2 SB (14)	46.0000	10.0000	\$947,016.00	\$43,562.73	\$41,384.59	\$2,178.14	\$0.00
Office Services Support (4)	46.0000	72.0000	\$213,480.00	\$70,704.57	\$67,169.34	\$3,535.23	\$0.00
Captain (1)	46.0000	72.0000	\$120,569.71	\$39,932.68	\$37,936.05	\$1,996.63	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$1,916,107.60</b>	<b>\$1,820,302.21</b>	<b>\$95,805.39</b>	<b>\$0.00</b>

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

Minnesota does not use a rate to calculate fringe costs. Minnesota charges actual fringe costs associated with MCSAP hours worked. Our percentage above is based on an average of actual costs for prior State fiscal years. A total including the FICA Tax, Health Insurance, Employer retirement, and "Other" (including but not limited to premium pay, severance pay, vacation liquidation, worker's compensation, insurance for early retirees, and unemployment compensation) is added together and divided by regular pay totals for each position. This gives us our working percentage rate for each position, but may not be an accurate reflection of the elective coverage costs incurred by each individual employee. Each percentage is then multiplied by the projected total costs for each position.

For the purposes of projecting costs in the template, the fringe amount has been, on average, 48% of the total salary expense depending on the employee classification. This fringe amount is only applicable to those employees previously listed as having their MCSAP related salary reimbursed with the grant money.

Below is the breakdown of fringe expenditures. It is important to note that some are based on a percentage, while others are a flat rate regardless of the amount earned.

Category Rate / Amount:

FICA 6.2%

Medicare Tax 1.45%

Retirement 28.1%

Health (employee coverage) \$332.84\*

Health (employee & dependent coverage) \$910.79\*

Dental (employee coverage) \$13.62\*

Dental (employee & dependent coverage) \$33.57\*

Basic Life \$5.30\*

\*Semi-monthly rates

\*\*Additional Information: Minnesota does include fringe in MOE. When we report our MOE, it includes fringe costs, but is not separated out.

\*\*\* After the grant was awarded, the TSgt Fringe was reduced to balance the new budget within the CVSP template.

**Part 4 Section 4 - Travel**

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

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
CVSP Planning Conference	1	4	100.0000	\$2,000.00	\$2,000.00	\$0.00	\$0.00
CVSA Fall Conference	5	4	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
CVSA Spring Conference	5	4	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
COHMED Conference	2	5	100.0000	\$3,000.00	\$3,000.00	\$0.00	\$0.00
In-State Travel	65	10	100.0000	\$50,000.00	\$50,000.00	\$0.00	\$0.00
Out-of-State Travel	4	5	100.0000	\$25,000.00	\$25,000.00	\$0.00	\$0.00
<b>TOTAL: Travel</b>				<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

Minnesota is reserving out of state tavel money for training and other meetings sanctioned by FMCSA (I.e. Level VI certification that only comes around once every few years and is difficult to predict, Data Quality, CVSA leadership, MCSAP leadership, Midwest Safety Summit conferences).

Historically, every outstate travel event has an associated cost of approximately 1,500 dollars per employee. This covers the cost of the airfare, lodging, meals, and all other applicable expenditures associated with travel. Minnesota sends 5 personnel to the semi-annual CVSA Conferences. Our Grants Coordinator Lieutenant attends the yearly CVSP planning meeting with FMCSA.

Regarding In-State travel, a majority of our personnel live and work outside of the Twin Cities Metropolitan area, where our district office is located. Most of our meetings and training sessions take place at our district office; this requires all of our personnel who live more than an hour away to stay at our contract hotel.

Minnesota has approximately 65 employees that travel in-state for MCSAP eligible training, for anywhere between 3-15 nights a year. In the last year, Minnesota has booked 148 hotel reservations for MCSAP eligible training events.

The hotel rate is currently \$77.09 - \$102 dollars a night. Per their union contracts, our employees are allowed to seek reimbursement for meals when they travel outside of their assigned work area. Our personnel currently have their reimbursement rate set at \$42 per day. Most meetings and training sessions taht qualify for this type of reimbursement are not planned out far in advance, therefore the 85,000 dollars budgeted for Minnesota’s in-state travel is based off historical data and the expected increase from inflation.

Using an average of 12 days of training per year, at a cost average of \$100 per day for the 100 personnel, Minnesota anticipates an in-state travel expense of over \$80,000. Using our 72% funding split agreement with the Minnesota Division office, we are budgeting \$50,000.00 for MCSAP eligible in-state travel costs.

Our Out-of-state line item budget is a place holder for unanticipated travel like the Data Quality workshop, Midwest CMV Safety Summit, or the NAIC which we may or may not participate in each year. Ideally we would plan to send up to 4 employees to these 3-5 days trips. With approximate \$600 registration fees, approximately \$240 per night in hotel costs, \$42/ day in meal allowance, and unknown flight expenses, Minnesota projects a cost of approximately \$35,000. Minnesota has budgeted \$25,00 for the grant portion of those expenses.



**Part 4 Section 5 - Equipment**

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

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

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

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

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

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Squads	25	\$40,000.00	72	\$720,000.00	\$720,000.00	\$0.00	\$0.00
Laptops	5	\$2,249.69	72	\$8,098.88	\$8,098.88	\$0.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$728,098.88</b>	<b>\$728,098.88</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equipment threshold is \$2,000</b>							

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

Currently, Minnesota has 25 vehicles that are in most need of replacement. All of these vehicles have repair/maintenance costs and downtime that are continuing to increase. These vehicles are necessary in order to fulfill the proposed activities detailed in Minnesota’s Commercial Vehicle Safety Plan. The approximate costs of outfitting these vehicles includes some added equipment such as emergency lighting, radios, squad cameras, laptop computers and their docking stations, roll cages, etc., and the cost of outfitting.

Due to our staffing levels being approximately 100 personnel, we try to maintain about a 5 year use of our laptops. In order to continue this we try to purchase approximately 20 units per year. \*\*\*Update: We recently purchased laptops so we are reducing this number to 5, and using it as a placeholder in case we need to buy a few replacements.

As previously stated, Minnesota does not have any personnel tied 100% to particular program, Federal or State, so a funding split is utilized for equipment purchases that are not 100% associated with MCSAP eligible work. Minnesota has provided justification to our FMCSA State Division Administrator to show the funding split justification, and it has been approved. For the vehicles that are assigned to our Troopers and CVIs who conduct CMV inspections, 72% of the cost is expensed to our MCSAP budget. The remaining funds for the purchase will be paid with our own state funding. This approved funding split, 72% MCSAP grant, and 28% state funding, is based on a review of the total number of regular hours each category of employee worked for a year. All regular hours for each type of employee are tabulated in a spread sheet, with the exact percentage of time to each grant or funding calculated.

**Part 4 Section 6 - Supplies**

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Supplies, Materials, Parts	1 0	\$100,000.00	100.0000	\$100,000.00	\$100,000.00	\$0.00	\$0.00
Office Supplies	1 0	\$20,000.00	100.0000	\$20,000.00	\$20,000.00	\$0.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$120,000.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

Minnesota's "Supply, Materials, Parts" accounting category can include minor car repairs, uniform purchases, and training supplies. Due to the limitations of our accounting system, it does not allow us to break these costs down into further defined categories. Last year, Minnesota spent \$280,000 of MCSAP eligible expenses. Due to some larger expenses in recent years, we expect this category to be lower this year. We are budgeting \$100,000 for the MCSAP eligible portion, based on our 72% funding split.

When Minnesota makes a uniform order, our vendor requires a minimum order of 400 articles due to the unique color of our uniforms, so we make an order based on need. There is not always a need to buy uniforms every year, unless our usage takes us over that threshold of 400. We have multiple uniforms requiring multiple accessories, including but not limited to, patches, badges, rank insignia, nametags, neckties, hats, etc. A typical uniform shirt costs an average of \$55, and typical uniform pant costs an average of \$65. Minnesota makes several jackets available for different weather conditions and those can cost anywhere from \$80-140.

In recent years, Minnesota has spent \$85,000 per year in squad repair (non-collision), and maintenance. This covers a fleet of about 90 vehicles, and would include everything from regular fluid changes and filter replacements, to drive train failures.

Miscellaneous expenses are supplies that Minnesota currently uses for the MCSAP program, but may have premature or unexpected failure in their useful life. Since there is no way to fully plan for these failures, and Minnesota doesn't wish to delay the MCSAP program activities, we have this budget to cover those replacement costs.

The use of the 100% calculation is a result of the limitation of the CVSP template in relation to our accounting system. For the purposes of the CVSP budget, we do not attribute supply costs toward our state share. Rather, we take our total supply costs, and only seek reimbursement through the grant for the MCSAP eligible portion of the costs based on the agreed percentage split for each year. Therefore the dollar figure represented in the supply budget is our projection of the MCSAP eligible portion of our anticipated supply expenditures.

The office supply category will be used for paper, printer cartridges, and other typical/necessary items for our offices. We expect to spend \$28,000. The template reflects \$20,000.00, representing the federal portion.

Minnesota only charges supply expenditures based on the approved funding appropriation with our state's Division Administrator, which is 72% of the total cost.

**Part 4 Section 7 - Contractual and Subaward**

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

**Contractual** – A contract is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1 Definitions). All contracts issued under a Federal award must comply with the procurement standards described in 2 CFR §200.317, 2 CFR §200.318, and Appendix II to Part 200.

**Note:** Contracts are separate and distinct from subawards; see 2 CFR §200.331 for details.

**Subaward** – A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract (2 CFR §200.1 Definitions and 2 CFR §200.331).

**Subrecipient** - Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual who is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR §200.1 Definitions).

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

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

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

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

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

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

Contractual and Subaward Project Costs							
Legal Name	UEI Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Minnesota Department of Transportation	JL4EX4R4A647	Subrecipient	100.0000	\$1,866,629.99	\$1,773,298.49	\$93,331.50	\$0.00
Description of Services: Investigations, New Entrant Audits, and Education and Outreach							
<b>TOTAL: Contractual and Subaward</b>				<b>\$1,866,629.99</b>	<b>\$1,773,298.49</b>	<b>\$93,331.50</b>	<b>\$0.00</b>

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

The Minnesota Department of Transportation(MnDOT) is a sub-grantee. They are required to match their grant award amount. As explained earlier, MnDOT personnel are assigned to complete Investigations (CR's), New Entrant Audits, conduct the minimum required inspections to maintain certification in North American Standard, conduct inspections in Passenger Carrier and Haz-Mat Carriers, and participate in public education and awareness activities.

**Part 4 Section 8 - Other Costs**

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

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

Enter a description of each requested Other Cost.

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

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

**Indirect Costs**

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

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

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

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Salaries, Wages and Fringe (SWF)	8.40	\$6,062,481.06	\$509,248.40	\$509,248.40	\$0.00
<b>TOTAL: Indirect Costs</b>			<b>\$509,248.40</b>	<b>\$509,248.40</b>	<b>\$0.00</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
Building Lease	1 Year	\$190,000.00	100.0000	\$190,000.00	\$190,000.00	\$0.00	\$0.00
Fuel	1 Agency	\$110,465.17	100.0000	\$110,465.17	\$110,465.17	\$0.00	\$0.00
Repair of MCSAP vehicles not under contract	1 Agency	\$25,000.00	100.0000	\$25,000.00	\$25,000.00	\$0.00	\$0.00
Communications (aircards, mobile phones, etc.)	1 Agency	\$20,000.00	100.0000	\$20,000.00	\$20,000.00	\$0.00	\$0.00
CVSA membership	1 Agency	\$14,000.00	100.0000	\$14,000.00	\$14,000.00	\$0.00	\$0.00
CVSA Decals/Printing	7000 Decal	\$0.32	100.0000	\$2,240.00	\$2,240.00	\$0.00	\$0.00
Postage	1 Agency	\$1,000.00	100.0000	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Out of Service Book Printing	1 Agency	\$5,000.00	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$367,705.17</b>	<b>\$367,705.17</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

The Commercial Vehicle District presently has a lease expense of \$266,447.70 per year for our main District Office. This amount is calculated per our contract with the building owner. We have a 11,669 square feet of total space. Per our contract, we will be charged at a rate of \$22.00 per sq.ft., per year, and our 653 sq.ft. of workshop space will be charged at a rate of \$14.90 per sq.ft., per year. This equals a monthly total of \$22,203.98 for our office and workshop space. Using the Minnesota Division office approved funding split of 72%, the estimated MCSAP expense for our building lease is \$16,000.00 per month, so Minnesota has budgeted \$190,000 for lease expenses.

Last year, Minnesota spent approximately 13,000 dollars per month on fuel, supporting the vehicles we currently have in our fleet. This does not include the vehicles that are assigned to our personnel who have their primary focus on school bus type vehicles. Based on our MCSAP funding split of 72%, the estimate for MCSAP eligible fuel expenses is about \$9000 per month. Minnesota has budgeted \$110,465.17 for fuel. This will not cover 72% of our anticipated fuel costs (156000/112,320 respectively), but it was necessary to balance the application budget.

Last year, the cost of repairing our fleet from damage sustained in the work environment has been over \$40,000. This is in addition to general maintenance costs. Delays from vehicle vendors has not only delayed replacing vehicles, but made parts and labor more expensive. It is a difficult target to plan for, as expenses of this type have also fluctuated from year to year. Taking into consideration the 72% funding split, Minnesota is budgeting \$25,000 for repairs.

Minnesota spends approximately \$7,000 per month on communication expenses. This includes the cost of office lines, air cards for our laptops, and cell phones for most of our personnel. Minnesota primarily uses phone services from Verizon, and AT&T. Air cards used by CVIs and Troopers gives them access to upload and download information on updated inspections and carrier information. Cell phone use is also necessary for several reasons: all our personnel field questions from carriers on regulations and inspections, collect evidence associated with their inspections and other work duties, conduct public outreach events, and are needed to be available for callouts and post-crash inspections. Minnesota has budgeted \$20,000 for communications costs.

Our Commercial Vehicle District, being statewide in area, relies heavily on postage for things that are not suitable for email. All of our employees also do not have access to document scanners, forcing them to mail in certain forms and documents they are required to complete and submit. There are also circumstances where mailing documents, equipment, and supplies is the cheapest or most convenient option. In the previous year, Minnesota spent approximately \$2,000 in postage fees.

Minnesota knows that our CVSA membership is \$14,000. Due to the structure of our state accounting system, this expense is classified as "other."

Minnesota is budgeting \$2,240 for the MCSAP eligible portion of printing CVSA decals.

Minnesota's postage costs have decreased in recent years as we've progressed to a more paperless environment. We have budgeted \$1000 for MCSAP eligible postage costs.

Due to cost savings, Minnesota prints our own out of service book. The budget for the MCSAP eligible portion of the printing cost is \$5000.

**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).

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$9,660,832.00	\$508,465.00	\$10,169,297.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,525,395.00
MOE Baseline:	\$1,161,399.13

<b>Estimated Expenditures</b>				
<b>Personnel</b>				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
MCSAP Salaries	\$0.00	\$0.00	\$0.00	\$0.00
MCSAP MOE Salaries	\$0.00	\$0.00	\$0.00	\$1,161,399.13
Lieutenant SB	\$11,017.53	\$579.87	\$11,597.40	\$0.00
Lieutenant	\$555,283.51	\$29,225.45	\$584,508.96	\$0.00
Technical Sgt (34)(20)	\$1,357,274.88	\$71,435.52	\$1,428,710.40	\$0.00
Technical Sgt SB	\$28,276.56	\$1,488.24	\$29,764.80	\$0.00
CVI 3 (Sgt)	\$199,355.90	\$10,492.42	\$209,848.32	\$0.00
CVI 3 (Sgt) SB	\$6,922.08	\$364.32	\$7,286.40	\$0.00
CVI 2	\$1,480,591.87	\$77,925.89	\$1,558,517.76	\$0.00
CVI 2 SB	\$89,966.52	\$4,735.08	\$94,701.60	\$0.00
Office Services Support	\$146,020.32	\$7,685.28	\$153,705.60	\$0.00
Captain	\$82,469.68	\$4,340.51	\$86,810.19	\$0.00
MCSAP Match Salaries	\$0.00	\$96,055.53	\$96,055.53	\$0.00
<b>Salary Subtotal</b>	<b>\$3,957,178.85</b>	<b>\$304,328.11</b>	<b>\$4,261,506.96</b>	<b>\$1,161,399.13</b>
Overtime	\$285,000.00	\$15,000.00	\$300,000.00	\$0.00
<b>Overtime subtotal</b>	<b>\$285,000.00</b>	<b>\$15,000.00</b>	<b>\$300,000.00</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$4,242,178.85</b>	<b>\$319,328.11</b>	<b>\$4,561,506.96</b>	<b>\$1,161,399.13</b>

<b>Fringe Benefits</b>				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Lieutenant SB (1)	\$5,068.06	\$266.74	\$5,334.80	\$0.00
Lieutenant (7)	\$255,430.41	\$13,443.71	\$268,874.12	\$0.00
Technical Sgt (34)(20)	\$624,346.44	\$32,860.34	\$657,206.78	\$0.00
Technical Sgt SB (3)	\$13,007.21	\$684.59	\$13,691.80	\$0.00
CVI 3 (4)	\$91,703.71	\$4,826.51	\$96,530.22	\$0.00
CVI 3 SB (1)	\$3,184.15	\$167.59	\$3,351.74	\$0.00
CVI 2 (32)	\$681,072.25	\$35,845.91	\$716,918.16	\$0.00
CVI 2 SB (14)	\$41,384.59	\$2,178.14	\$43,562.73	\$0.00
Office Services Support (4)	\$67,169.34	\$3,535.23	\$70,704.57	\$0.00
Captain (1)	\$37,936.05	\$1,996.63	\$39,932.68	\$0.00
<b>Fringe Benefits total</b>	<b>\$1,820,302.21</b>	<b>\$95,805.39</b>	<b>\$1,916,107.60</b>	<b>\$0.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
CVSP Planning Conference	\$2,000.00	\$0.00	\$2,000.00	\$0.00
CVSA Fall Conference	\$10,000.00	\$0.00	\$10,000.00	\$0.00
CVSA Spring Conference	\$10,000.00	\$0.00	\$10,000.00	\$0.00
COHMED Conference	\$3,000.00	\$0.00	\$3,000.00	\$0.00
In-State Travel	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Out-of-State Travel	\$25,000.00	\$0.00	\$25,000.00	\$0.00
<b>Travel total</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Squads	\$720,000.00	\$0.00	\$720,000.00	\$0.00
Laptops	\$8,098.88	\$0.00	\$8,098.88	\$0.00
<b>Equipment total</b>	<b>\$728,098.88</b>	<b>\$0.00</b>	<b>\$728,098.88</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Supplies, Materials, Parts	\$100,000.00	\$0.00	\$100,000.00	\$0.00
Office Supplies	\$20,000.00	\$0.00	\$20,000.00	\$0.00
<b>Supplies total</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>\$0.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Minnesota Department of Transportation	\$1,773,298.49	\$93,331.50	\$1,866,629.99	\$0.00
<b>Contractual and Subaward total</b>	<b>\$1,773,298.49</b>	<b>\$93,331.50</b>	<b>\$1,866,629.99</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Building Lease	\$190,000.00	\$0.00	\$190,000.00	\$0.00
Fuel	\$110,465.17	\$0.00	\$110,465.17	\$0.00
Repair of MCSAP vehicles not under contract	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Communications (aircards, mobile phones, etc.)	\$20,000.00	\$0.00	\$20,000.00	\$0.00
CVSA membership	\$14,000.00	\$0.00	\$14,000.00	\$0.00
CVSA Decals/Printing	\$2,240.00	\$0.00	\$2,240.00	\$0.00
Postage	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Out of Service Book Printing	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Other Costs total</b>	<b>\$367,705.17</b>	<b>\$0.00</b>	<b>\$367,705.17</b>	<b>\$0.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$9,151,583.60</b>	<b>\$508,465.00</b>	<b>\$9,660,048.60</b>	<b>\$1,161,399.13</b>
Indirect Costs	\$509,248.40	\$0.00	\$509,248.40	NA
<b>Total Costs Budgeted</b>	<b>\$9,660,832.00</b>	<b>\$508,465.00</b>	<b>\$10,169,297.00</b>	<b>\$1,161,399.13</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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$9,660,832.00	\$508,465.00	\$10,169,297.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,525,395.00
MOE Baseline:	\$1,161,399.13

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
;;;Salary Subtotal	\$3,957,178.85	\$304,328.11	\$4,261,506.96	\$1,161,399.13
;;;Overtime Subtotal	\$285,000.00	\$15,000.00	\$300,000.00	\$0.00
Personnel Total	\$4,242,178.85	\$319,328.11	\$4,561,506.96	\$1,161,399.13
Fringe Benefits Total	\$1,820,302.21	\$95,805.39	\$1,916,107.60	\$0.00
Travel Total	\$100,000.00	\$0.00	\$100,000.00	\$0.00
Equipment Total	\$728,098.88	\$0.00	\$728,098.88	\$0.00
Supplies Total	\$120,000.00	\$0.00	\$120,000.00	\$0.00
Contractual and Subaward Total	\$1,773,298.49	\$93,331.50	\$1,866,629.99	\$0.00
Other Costs Total	\$367,705.17	\$0.00	\$367,705.17	\$0.00
	95% Federal Share	5% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$9,151,583.60	\$508,465.00	\$9,660,048.60	\$1,161,399.13
Indirect Costs	\$509,248.40	\$0.00	\$509,248.40	NA
<b>Total Costs Budgeted</b>	<b>\$9,660,832.00</b>	<b>\$508,465.00</b>	<b>\$10,169,297.00</b>	<b>\$1,161,399.13</b>

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

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

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

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

**Part 5 Section 2 - State Certification**

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

1. What is the name of the person certifying the declaration for your State? Christina Bogojevic
2. What is this person's title? Chief, Minnesota State Patrol
3. Who is your Governor's highway safety representative? Michael Hanson
4. What is this person's title? Director, Office of Traffic Safety

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

- Yes
- Yes, uploaded certification document
- No

**State Certification declaration:**

I, Christina Bogojevic, Chief, Minnesota State Patrol, on behalf of the State of MINNESOTA, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the State satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

**Part 5 Section 3 - Annual Review of Laws, Regulations, Policies and Compatibility Certification**

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

1. What is the name of your certifying State official? Jeffrey Schroepfer
2. What is the title of your certifying State official? Captain, MN State Patrol Commercial Vehicle Sectio
3. What are the phone # and email address of your State official? (651) 350-2012, jeffrey.schroepfer@state.mn.us

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

- Yes
- Yes, uploaded certification document
- No

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

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

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

*The State will provide answers to the questions below regarding any new laws, regulations, or policy that impacts CMV safety since the last CVSP or annual update that was submitted.*

**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

## STATE AND LOCAL GOVERNMENT RATE AGREEMENT

EIN: 41-6007162  
ORGANIZATION:  
Minnesota Department of Public Safety  
444 Cedar St.  
Suite 126  
St. Paul, MN 55101-5126

Date: 06/15/2023  
FILING REF.: The preceding  
agreement was dated  
12/16/2022

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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### SECTION I: INDIRECT COST RATES

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RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)	
	<u>EFFECTIVE PERIOD</u>				
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2023	06/30/2024	8.40	On Site	All Programs
PROV.	07/01/2024	06/30/2026	8.40	On Site	All Programs

\*BASE

Direct salaries and wages including all fringe benefits.

## **SECTION II: SPECIAL REMARKS**

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### TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

### TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

### Equipment Definition –

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

### Fringe Benefits –

FICA

Retirement

Group Health Insurance

Worker's Compensation

This rate is not applicable to pass-through or disaster funds.

Upon receipt of any Federal awards that may significantly impact the existing rates, you must contact CAS immediately, as rate adjustments may be required. In addition, predetermined rates cannot be used for federal contracts. Therefore, if you receive a Federal contract, you must also notify CAS immediately.

Your next proposal based on the fiscal year ending June 30, 2023 is due to FEMA by December 31, 2023.

This Rate Agreement is issued in accordance with the Customer Service Agreement (CSA) between DHHS/CAS and Federal Emergency Management Agency (FEMA).

### SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Minnesota Department of Public Safety

(INSTITUTION)

(SIGNATURE)

Shawn Kremer

(NAME)

Chief Financial Officer

(TITLE)

08/01/2023

(DATE)

ON BEHALF OF THE GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -S

Digitally signed by Darryl W. Mayes -S  
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC,  
ou=People, 0.9.2342.19200300.100.1.1=2000131669,  
cn=Darryl W. Mayes -S  
Date: 2023.07.21 11:50:42 -04'00'

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

06/15/2023

(DATE)

HHS REPRESENTATIVE: Marcal Matthews

TELEPHONE:

(212) 264-2069

# Indirect Cost Rate Agreement

**Date:** June 24, 2024

**Department/Agency:**

Minnesota Department of Transportation (MnDOT)

This agreement is for a one-year extension to the approved predetermined rate for State Fiscal Year (SFY)2022-24. The rates approved by this agreement are for use on grants, contracts, and other agreements with the Federal Government, subject to the conditions in Section III.

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**Section I: INDIRECT COST RATES**

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Rate Type: **Predetermined**

**EFFECTIVE PERIOD:**

<b>FROM:</b>	<b>TO:</b>	<b>RATE (%)</b>	<b>LOCATIONS</b>	<b>APPLICABLE TO:</b>
July 1, 2024	June 30, 2025	19.70%	All	Entire Agency

(Breakdown of 17.77% Agency IDC + 1.94% Statewide IDC)

**BASE:**

Direct salaries and fringe benefits for all agency employees

**AGREEMENT DATE:** July 1, 2024

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**SECTION II: SPECIAL REMARKS**

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**TREATMENT OF FRINGE BENEFITS:**

Fringe benefits are specifically identified to each employee and are charged individually as direct costs using a predetermined overhead rate. The directly claimed fringe benefits are listed below.

**TREATMENT OF PAID ABSENCES:**

Vacation, holiday, sick leave pay, and other paid absences are included in salaries and are claimed on grants, contracts, and other agreements as part of the normal costs for salaries and wages using a predetermined overhead rate. Separate claims for the costs of these paid absences are not made.

**FRINGE BENEFITS:**

FICA

Retirement

Group Insurance

Workers Compensation (not a direct cost; included in indirect cost amounts)

Unemployment Compensation (not a direct cost; included in indirect cost amounts)

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**SECTION III: GENERAL**

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**A. LIMITATIONS:**

The rates in this agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the agency were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded similar accounting treatment; and (4) The information provided by the agency which was used to establish the rate is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This agreement is based on the accounting system purported by the agency to be in effect during the Agreement period. Changes to the method of accounting for costs, which affect the amount of reimbursement resulting from the use of this agreement, require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

Not applicable-no fixed rates are being requested.

**D. USE BY OTHER FEDERAL AGENCIES:**


The rates in this agreement were approved in accordance with the authority of the Office of Management and Budget 2 CFR 200.57, and should be applied to grants, contracts, and other agreements covered by this circular, subject to any limitations in A above. The agency may provide copies of the agreement to other Federal Agencies to give them early notification of this agreement.

**E. OTHER:**

If any Federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the agency should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

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**BY THE AGENCY:****BY THE COGNIZANT AGENCY****ON BEHALF OF THE FEDERAL GOVERNMENT:**

State of Minnesota Department of Transportation	(AGENCY)
(Signature) 	(SIGNATURE)
	(NAME)
(Date)	(TITLE)
	(DATE)
	HHS Representative:
	Telephone:

**FY2025 Minnesota eCVSP Budget - MnDOT**

<b>Personnel: Salary and Overtime Project Costs</b>					
<b>Salary Project Costs</b>					
Position(s)	# of Staff	% of Time	Total Project Costs	Federal Share	State Share
Supervisor	1	100.00%	\$106,056.48	\$100,753.66	\$5,302.82
MCSAP Grant Coordinator	1	70.00%	\$79,497.60	\$75,522.72	\$3,974.88
TPS Team Leader	2	100.00%	\$193,807.20	\$184,116.84	\$9,690.36
TPS HazMat	1	90.00%	\$85,119.84	\$80,863.85	\$4,255.99
TPS Investigator	3	100.00%	\$257,407.52	\$244,537.14	\$12,870.38
TPS New Entrant Auditor	4	100.00%	\$300,388.16	\$285,368.75	\$15,019.41
TPS Support	2	15.00%	\$15,809.04	\$15,018.59	\$790.45
<b>Subtotal: Salary</b>			<b>\$1,038,085.84</b>	<b>\$986,181.55</b>	<b>\$51,904.29</b>
<b>Overtime Project Costs</b>					
Overtime	1	100%	\$500.00	\$475.00	\$25.00
<b>Subtotal: Overtime</b>			<b>\$500.00</b>	<b>\$475.00</b>	<b>\$25.00</b>
<b>TOTAL: Personnel</b>			<b>\$1,038,585.84</b>	<b>\$986,656.55</b>	<b>\$51,929.29</b>
<b>Accounting Method:</b>	<b>Cash</b>				

The MnDOT line item salaries listed above are for employees that will be utilized in performing MCSAP eligible activities as detailed in the CVSP. This work includes conducting carrier reviews/investigations, new entrant audits, inspections to maintain certification, outreach and education activities, supervision, team leaders, a MCSAP grant coordinator, and support staff including a dedicated administrative position, IT federal software program support, legal and administrative.

If MnDOT experiences employee turnover, staff may be hired to replace those positions.

**FY2025 Minnesota eCVSP - MnDOT**

<b>Fringe Benefits Project Costs</b>					
<b>Position(s)</b>	<b>Fringe Benefit Rate</b>	<b>Base Amount</b>	<b>Total Project Costs</b>	<b>Federal Share</b>	<b>State Share</b>
Supervisor	41.30%	106,056.48	\$43,801.33	\$41,611.26	\$2,190.07
MCSAP Grant Coord	41.30%	79,497.60	\$32,832.51	\$31,190.88	\$1,641.63
TPS Team Leader	41.30%	193,807.20	\$80,042.37	\$76,040.25	\$4,002.12
TPS HazMat	41.30%	85,119.84	\$35,154.49	\$33,396.77	\$1,757.72
TPS Investigator	41.30%	257,407.52	\$106,309.31	\$100,993.84	\$5,315.47
TPS NE Auditor	41.30%	300,388.16	\$124,060.31	\$117,857.29	\$6,203.02
TPS Support	41.30%	15,809.04	\$6,529.13	\$6,202.68	\$326.46
Overtime	41.30%	\$500.00	\$206.50	\$196.18	\$10.33
<b>TOTAL: Fringe Benefits</b>	<b>41.30%</b>	<b>\$1,038,585.84</b>	<b>\$428,935.95</b>	<b>\$407,489.15</b>	<b>\$21,446.80</b>

MnDOT's fringe benefit rate is based on the average costs of fringe for MCSAP employees. The includes the following: FICA at 7.59%, retirement at 6.2% and insurance at 27.50%.

**FY2025 Minnesota eCVSP - MnDOT**

<b>Travel Project Costs</b>					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
MCSAP Planning Meeting	2	4	\$2,500.00	\$2,375.00	\$125.00
COHMED Conference	1	7	\$2,250.00	\$2,137.50	\$112.50
CVSA (Spring)	2	7	\$5,000.00	\$4,750.00	\$250.00
CVSA (Fall)	2	7	\$5,000.00	\$4,750.00	\$250.00
NAS Part A & B	1	14	\$500.00	\$475.00	\$25.00
General HazMat Inspection	1	7	\$500.00	\$475.00	\$25.00
Investigative Safety Analysis (CR)	1	14	\$3,200.00	\$3,040.00	\$160.00
New Entrant Safety Audit Training	1	14	\$500.00	\$475.00	\$25.00
<b>Subtotal: Out-of-State Travel</b>			<b>\$19,450.00</b>	<b>\$18,477.50</b>	<b>\$972.50</b>
In-State Travel			\$3,000.00	\$2,850.00	\$150.00
Vehicle Usage (mileage)			\$33,000.00	\$31,350.00	\$1,650.00
<b>TOTAL: Travel</b>			<b>\$55,450.00</b>	<b>\$52,677.50</b>	<b>\$2,772.50</b>

MnDOT will utilize the NAS training provided by the lead agency, the Minnesota State Patrol. However, if the timing does not align, staff will need to travel out of state for the training. These events and training courses are related directly to enforcement activity and standardization of the MCSAP program. The costs include hotel, meals, air fare, ground transportation, and other travel related expenses.

MnDOT's travel expenses for attending FMCSA sponsored out of state conferences, training and meeting events was based on previous years average travel costs times the number of employees attending.

The budgeted amount for instate travel expenses will be used to support the travel of our MCSAP staff while conducting compliance investigations, new entrant audits, inspections to maintain certification, travel to/from safety talks and events as well as any in-person training or meetings required. These costs are based on the average instate travel expenditures from previous years, and include hotel, meals, and other travel related expenses.

Mileage and vehicle usage expenses are for vehicle travel to and from MCSAP related activities. The rate charged per mile is based on a MnDOT formula that calculated vehicle usage and mileage charges, and is dependent on the class of vehicle being operated. The fair rates are calculated taking into account last year's rates, and full costs divided by usage. The full cost is the sum of fuel/fuel inflation, operating costs/operating inflation, depreciation, and over/under carry forward. There are also private vehicle mileage charges for those who drive to and from MCSAP related activities but do not have a state issued vehicle. This mileage charge is based on the 2024 IRS mileage rate, which is currently at .67 cents per mile. This amount changes annually.

MnDOT may hire MCSAP staff, and if this occurs, MnDOT may incur more travel expenses in addition to what is listed in the table.

**FY2025 Minnesota eCVSP - MnDOT**

<b>Supplies Project Costs</b>					
<b>Item Name</b>	<b># of Units/Items</b>	<b>Cost per Unit</b>	<b>Total Project Costs</b>	<b>Federal Share</b>	<b>State Share</b>
General Office Supplies	1	\$3,000.00	\$3,000.00	\$2,850.00	\$150.00
Regulatory Books	14	\$100.00	\$1,400.00	\$1,330.00	\$70.00
Printing - MN Truck Book	3000	\$4.00	\$12,000.00	\$11,400.00	\$600.00
Software/Licensing Fee	1	\$500.00	\$500.00	\$475.00	\$25.00
Printer	1	\$500.00	\$500.00	\$475.00	\$25.00
Computer Monitor	1	\$200.00	\$200.00	\$190.00	\$10.00
Cell Phone Case & Charger	1	\$200.00	\$200.00	\$190.00	\$10.00
Personal Protection Equipment	1	\$1,800.00	\$1,800.00	\$1,710.00	\$90.00
Vehicle Equipment	1	\$500.00	\$500.00	\$475.00	\$25.00
<b>TOTAL: Supplies</b>			<b>\$20,100.00</b>	<b>\$19,095.00</b>	<b>\$1,005.00</b>

All of the supplies listed in the supplies project costs will be used by staff to conduct MCSAP related activities such as carrier investigations (CR's), new entrant audits, vehicle inspections to maintain certification, and public education and outreach activities.

General office supplies and materials are based on the average historical spending amounts each month. This includes paper, ink/toner for printers, and other necessary items used to conduct MCSAP activities. General office supplies may also include smaller electronic equipment that may need to be replaced.

Regulatory books and software are utilized by MCSAP staff while conducting MCSAP activities. Regulatory books and approximate costs include: FMCSR's; HMR's; and out of service criteria books. Software and licensing fees may include Adobe Pro so that staff can convert investigation and/or new entrant files into PDF format as well as PC Miler that is used by investigators during carrier reviews/investigations.

MnDOT developed a Minnesota Commercial Truck and Passenger Regulations book that guides and explains to motor carriers and commercial vehicle drivers the rules and regulations they may be subject to whether driving in intrastate or interstate transportation. This book is reviewed, updated and printed annually. Approximately 30% of this book contains information that is not directly related to the Federal Motor Carrier Safety Regulations and as such the cost of printing this book is prorated. The total projected printing cost for 3000 books will be approximately \$12,000.00 however only 70% is MCSAP eligible so that will bring the total prorated cost to \$8,400.00.

Electronic equipment such as printers, scanners, headsets, etc. may need to be purchased for new MCSAP staff or to replace non-operable or outdated electronic equipment.

Personal protection equipment (PPE) are those items needed by MCSAP staff to protect themselves when conducting inspections to maintain certification. PPE includes proper clothing, footwear, safety glasses, head/hand protection, etc.

Vehicle equipment is also needed for MCSAP staff need to conduct inspections to maintain certification. This equipment includes creepers and various other general inspection equipment.

**FY2025 Minnesota eCVSP - MnDOT**

<b>Other Costs Project Costs</b>					
Item Name	# of Units/Items	Cost per Unit	Total Project Costs	Federal Share	State Share
Mobile Phone	11	\$510.00	\$6,120.00	\$5,814.00	\$306.00
IT Service Support Fees	12	\$1,958.00	\$23,496.00	\$22,321.20	\$1,174.80
VOIP/Jabber Office Phone	3	\$61.70	\$740.40	\$703.38	\$37.02
COHMED Conference Fee	1	\$750.00	\$750.00	\$712.50	\$37.50
CVSA Registration Fee	4	\$750.00	\$3,000.00	\$2,850.00	\$150.00
Training Registration Fee	1	\$100.00	\$100.00	\$95.00	\$5.00
Safety Event Fee	1	\$200.00	\$200.00	\$190.00	\$10.00
Postage	1	\$50.00	\$50.00	\$47.50	\$2.50
<b>TOTAL: Other Costs</b>			\$34,456.40	\$32,733.58	\$1,722.82

Mobile phones are necessary for staff to conduct MCSAP related activities such as carrier investigations, roadside inspections and new entrant audits. The cost averages \$510 per month.

IT service support for computers and hosting of applications and systems is provided by MNIT Enterprise. Agencies are charged on a rate basis and the rates are based on what resources employees consume each month. The fees being charged monthly for each employee are: Computer Workstation Management is \$84.21; Outlook is \$72.46 for software, maintenance and support services; and Mobile Device Management is \$12.87 for mobile phone support. The costs listed for IT Services are for MCSAP staff conducting MCSAP eligible activities and averages \$1,958 per month.

MnDOT may participate in safety events that involve a booth/table or registration fee. The amount listed in the table is a placeholder for any fees that may be incurred.

MnDOT intends to send MCSAP staff to the COHMED and CVSA conferences, which requires a registration fee.

MCSAP staff may need to attend work related training courses to improve work performance. This training may include but is not limited to dealing with difficult customers, de-escalation in tense situations, developing effective presentation skills for safety talks, and writing courses.

On occasion, MnDOT may rely on UPSP or other delivery companies to submit investigation/new entrant audit documents that are not suitable for email.

**FY2025 Minnesota eCVSP - MnDOT**

<b>Indirect Costs</b>					
Cost Basis	Approved Rate	Eligible Costs	Total Indirect Costs	Federal Share	State Share
TOTAL: Indirect Costs	19.70%	\$1,467,521.79	\$289,101.79	\$274,646.70	\$14,455.09

Indirect costs are calculated with a rate approved by MnDOT's Federal Cognizant Agency (FHWA). The rate for July 1, 2024 through June 30, 2025 is 19.70%. The fully executed Indirect Cost Rate Agreement has been submitted to our lead agency.

**FY2026 Minnesota eCVSP - MnDOT**

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	95% Federal Share	5% State Share	Total Estimated Funding
<b>Total</b>	<b>\$1,773,298.49</b>	<b>\$93,331.50</b>	<b>\$1,866,629.98</b>

<b>Estimated Expenditures</b>			
<b>Personnel</b>			
	Federal Share	State Share	Total Project Costs
<b>Salary Subtotal</b>	<b>\$986,181.55</b>	<b>\$51,904.29</b>	<b>\$1,038,085.84</b>
<b>Overtime subtotal</b>	<b>\$475.00</b>	<b>\$25.00</b>	<b>\$500.00</b>
<b>Personnel total</b>	<b>\$986,656.55</b>	<b>\$51,929.29</b>	<b>\$1,038,585.84</b>

<b>Fringe Benefits</b>			
	Federal Share	State Share	Total Project Costs
<b>Fringe Benefits total</b>	<b>\$407,489.15</b>	<b>\$21,446.80</b>	<b>\$428,935.95</b>

<b>Travel</b>			
	Federal Share	State Share	Total Project Costs
<b>Travel total</b>	<b>\$52,677.50</b>	<b>\$2,772.50</b>	<b>\$55,450.00</b>

<b>Supplies</b>			
	Federal Share	State Share	Total Project Costs
<b>Supplies total</b>	<b>\$19,095.00</b>	<b>\$1,005.00</b>	<b>\$20,100.00</b>

<b>Other Costs</b>			
	Federal Share	State Share	Total Project Costs
<b>Other Costs total</b>	<b>\$32,733.58</b>	<b>\$1,722.82</b>	<b>\$34,456.40</b>

<b>Total Costs</b>			
	Federal Share	State Share	Total Project Costs
<b>Subtotal for Direct Costs</b>	<b>\$1,498,651.78</b>	<b>\$78,876.41</b>	<b>\$1,577,528.19</b>
Indirect Costs	\$274,646.70	\$14,455.09	\$289,101.79
<b>Total Costs Budgeted</b>	<b>\$1,773,298.49</b>	<b>\$93,331.50</b>	<b>\$1,866,629.98</b>