

IOWA

**Commercial Vehicle Safety Plan
for the
Federal Motor Carrier Safety Administration's
Motor Carrier Safety Assistance Program
Fiscal Year 2018**

Date of Approval: Sep 18, 2018

Final CVSP

Part 1 - MCSAP Overview

1 - Introduction

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

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

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

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

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

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

2 - Mission/Goal Statement

Instructions:

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

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

The State of Iowa is committed to reducing the number of traffic crashes resulting in injury and loss of life with coordinated enforcement efforts focused on commercial vehicle operators, and other vehicles operating in the vicinity of commercial vehicles.

The Iowa Department of Transportation - Office of Motor Vehicle Enforcement, in partnership with the Iowa Department of Public Safety - Iowa State Patrol, will establish and implement effective roadside driver/vehicle inspection and enforcement, educational outreach and New Entrant programs.

Through the combined efforts of the agencies involved, the goal of the state is to reduce the Iowa commercial motor vehicle fatality-related rate of 0.19 per one-hundred million VMT (recorded in 2015) to 0.17 or less by September 30, 2018.

Data Source: USDOT/FHWA, Highway Statistics

3 - MCSAP Structure Explanation

Instructions:

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

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

MOTOR VEHICLE ENFORCEMENT (LEAD AGENCY)

Management of the Office of Motor Vehicle Enforcement (MVE) is centralized at the Iowa DOT Motor Vehicle Division building in Ankeny, Iowa.

MVE is comprised of 106 full-time positions (98 sworn and 8 civilian) of which 86 are MCSAP Certified and 10 officer positions are currently vacant. MVE anticipates hiring 10 officers during FFY 2018.

Administrative personnel located in the Ankeny Headquarters include the Chief, Assistant Chief, 2 Captains, 2 Lieutenants, CMV Information Line Officer, MCSAP Manager and Secretary. The state is divided into five enforcement areas, each supervised by a field Captain. Assigned to the five field enforcement areas are 11 Sergeants and 64 Motor Vehicle Officers. Located strategically across the state are 4 Motor Carrier Investigators (Iowa plans to add one additional investigator during FFY 2018) and 6 Hazardous Material Specialists.

MCSAP enforcement activities are performed in conjunction with size and weight enforcement activities at 11 fixed site facilities and while on random patrol in all geographic areas of the state. MVE strives to schedule 40 percent of the officers' available time to fixed site facilities.

IOWA STATE PATROL (SUBRECIPIENT):

Iowa State Patrol administrative staff offices are located in Des Moines, Iowa with MCSAP Troopers located strategically across the state. The Iowa State Patrol MCSAP Program consists of 1 Captain, 1 Lieutenant, 1 Sergeant, 11 full-time Troopers, 29 part-time Troopers and 2 civilian support staff. Full-time Troopers are Level II certified and part-time Troopers are Level III certified.

Enforcement emphasis is placed on the detection of drivers who violate out-of-service orders, identifying drivers involved in criminal activities, seatbelt usage and traffic enforcement. Monitoring of out-of-service drivers by officers has also been emphasized with documented cases referred to FMCSA for further action.

4 - MCSAP Structure**Instructions:**

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

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

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

Lead Agency Information	
Agency Name:	IOWA DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE ENFORCEMENT
Enter total number of personnel participating in MCSAP activities	100
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	96
Traffic Enforcement Activities	75
Investigations*	6
Public Education and Awareness	17
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	IOWA DEPARTMENT OF PUBLIC SAFETY - IOWA STATE PATROL
Enter total number of personnel participating in MCSAP activities	45
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	41
Traffic Enforcement Activities	41
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

Part 2 - Crash Reduction and National Program Elements

1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2018 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

In past years, the program effectiveness summary trend analysis and performance goals were separate areas in the CVSP. Beginning in FY 2018, these areas have been merged and categorized by the National Program Elements as described in [49 CFR 350.109](#). This change is intended to streamline and incorporate this information into one single area of the CVSP based upon activity type.

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

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

2 - CMV Crash Reduction

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

Trend Analysis for 2012 - 2016

Instructions for all tables in this section:

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

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

ALL CMV CRASHES

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	72	0.18	0.21
01/01/2015	12/31/2015	68	0.14	0.19
01/01/2014	12/31/2014	55	0.21	0.17
01/01/2013	12/31/2013	67	0.14	0.21
01/01/2012	12/31/2012	65	0.16	0.21

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: N/A

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

The State has not previously identified significant passenger transportation safety problems.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	2		
01/01/2015	12/31/2015	1		
01/01/2014	12/31/2014	1		
01/01/2013	12/31/2013	6		
01/01/2012	12/31/2012	2		

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: N/A

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

The State has not previously identified significant HM transportation safety problems.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	0		
01/01/2015	12/31/2015	1		
01/01/2014	12/31/2014	1		
01/01/2013	12/31/2013	3		
01/01/2012	12/31/2012	1		

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

Data Source: MCMIS Summary Statistics for Large Trucks, Buses and HM Large Trucks - data snapshot 06/30/17 (CY 2013-2016) and 06/24/16 (CY 2012). Annual Vehicle Miles Traveled - Iowa DOT's Office of Systems Planning 06/2012 - 0/2017.

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

CMV Crashes - Total VMT in Iowa has remained relatively stable over the last five years leading up to CY 2016. Iowa total VMT increased by approximately 7 percent in CY 2016, which contributed substantially to traffic congestion and other traffic-related issues that caused fatalities to increase. Statewide law enforcement continues to face significant personnel caps despite a strong economy, limiting Iowa's ability to negate crash levels.

State Motorcoach/Passenger Fatality Reduction - No goals were established during this time frame. Motor Vehicle Enforcement's Passenger Vehicle Team conducted destination and terminal passenger vehicle inspection checks at locations receiving high passenger vehicle traffic volume to ensure compliance with operating authority, insurance, vehicle driver and occupant regulations.

Measurements for motor coach/passenger fatality rates per 100M VMT includes regulated and non-regulated carriers.

State Hazardous Materials Fatality Reduction - Iowa did not establish a HM fatality goal.

Narrative Overview for FY 2018***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.

Based on CY 2017 fatality crash reports submitted to MCMIS, there have been 386 crashes involving commercial vehicles statewide resulting in 11 fatalities and 130 injuries.

Iowa DOT, in conjunction with the Iowa State Patrol, have analyzed crash data to determine where the greatest concentration of injuries and fatal crashes have occurred. In addition, consideration was also given to areas in which increases in the number of crashes have spiked. MVE and ISP will meet on a quarterly basis to analyze the most recent crash statistics available in order to conduct enforcement activities in those targeted areas. The targeted areas will be based on the top seven geographic areas that this data points to. Historically, there's an indication that these areas may include the following counties: Black Hawk, Marshall, Pottawattamie, Scott, Sioux, Warren and Woodbury.

Targeted counties may change quarterly depending where safety data suggests MVE/ISP will have the greatest impact. A summary of quarterly efforts will be provided in PPRs submitted to FMCSA.

Iowa currently receives 95 percent of the crash reports electronically with a 12-day average on timeliness. This timely access to crash data allows the state to monitor and react more responsively to problematic issues.

Enter the data source and capture date:

MCMIS Summary Statistics for Large Trucks and Buses - CY 2013 - 2017 Data snapshot as of 06/30/2017, including crashes through 02/28/2017

Projected Goal for FY 2018**Enter Crash Reduction Goal:**

The State will conduct 28 high crash corridor checks targeting those seven counties as well as conducting crash corridor checks in high crash areas throughout the State on a quarterly basis. Through the combined efforts of the agencies involved, the goal of the State is to reduce the Iowa CMV fatality rate of 0.19 per 100M VMT (recorded in 2015) to 0.17 per 100M VMT or less by September 30, 2018. Data Source: USDOT/FHWA, Highway Statistics (annual series); FARS

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

The State will conduct 28 high-crash corridor driver/vehicle inspection projects and traffic enforcement activities within the seven targeted counties and other high crash counties. Events will be conducted at locations to be determined by the supervising field Captain through further analysis of crash location data and field investigation. The project will be conducted during one workday, will be at least 10 hours in duration, and will be staffed by at least three MCSAP certified officers. A minimum of 840 officers hours will be dedicated to this project with 1,000 of the 26,050 Level III inspections and 1,000 traffic enforcement stops being dedicated to this objective.

Per FMCSA's direction, the lead MCSAP agency for the state (MVE) will respond to all CMV crashes in the state that result in a fatality by immediately dispatching MVE officer(s) trained to conduct Level 1 inspections, and affirm that such inspections will indeed be conducted. MVE will also strongly encourage and support a commitment to deploying MVE officers to other serious non-fatal CMV related crashes as situations may necessitate for appropriate follow-up activity. The collection of this data is paramount to MVE's combined efforts to eliminate future crashes, and as the state's sole provider of CVSA Level 1 certified law enforcement officers, we recognize that our agency alone can fulfill this need. Accordingly, we also affirm a commitment to taking steps to ensure allied law enforcement agencies as well as emergency dispatch centers in the state are aware of our obligations to respond to such events to ensure that our department is immediately notified of all serious CMV crashes.

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.

Calendar year 2018 fatality crash reports for each of the identified seven counties and other high crash counties will be tracked and monitored as they are received. The number of fatal crashes and the number of deaths for these counties, along with statewide fatal crash and death totals will be compared with the percentage of gain or loss noted.

The MCSAP Manager will monitor and report on a quarterly basis the number of CMV-related crashes occurring statewide and in the identified seven counties. The results will be reported to the Assistant Chief in charge of field operations and to FMCSA. Crash reduction performance will be evaluated quarterly with a comparison of the number of fatal crashes and deaths in the seven targeted counties to the statewide total numbers, and the resulting percentage of year-to-date change.

3 - Roadside Inspections

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

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

Trend Analysis for 2012 - 2016

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	9213	8914	8816	9437	8719
Level 2: Walk-Around	23848	23734	20845	21469	19124
Level 3: Driver-Only	24916	25238	25193	28132	28500
Level 4: Special Inspections					
Level 5: Vehicle-Only	114	248	155	172	148
Level 6: Radioactive Materials					
Total	58091	58134	55009	59210	56491

Narrative Overview for FY 2018

Overview:

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

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

The Iowa DOT's Office of Motor Vehicle Enforcement (MVE) is the primary agency responsible for vehicle size and weight on Iowa's highways. MVE has jurisdiction and provides enforcement on all roadways, including interstate, primary, secondary and city streets. Roadway embargoes and bridge weight limits are included in weight enforcement operations. A small number of county and city law enforcement agencies enforce vehicle size and weight within their jurisdictions.

Current staffing consists of 106 full-time positions (98 sworn and 8 civilian) of which 86 are MCSAP certified and 10 officer positions are currently vacant. MVE anticipates hiring 10 officers during FFY 2018.

Iowa has 11 permanent fixed-site scale locations, three of them have weigh-in-motion technology located on the entrance ramps. Each patrol vehicle is assigned 6 to 8 Haenni portable scales, which are used to weigh commercial vehicles in high-volume traffic corridors away from scale site locations, remote areas of the state and on bypass routes near permanent fixed site scale facilities.

Every quarter MVE will hold planning and program effectiveness meeting with MVE, ISP and FMCSA Division staff.

Projected Goals for FY 2018

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Year 2018. For FY 2018, 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: IOWA DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE ENFORCEMENT

Enter the total number of certified personnel in the Lead agency: 96

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	7000	1700	150	8850	19.92%
Level 2: Walk-Around	14600	2500	150	17250	38.83%
Level 3: Driver-Only	18200		50	18250	41.09%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only			70	70	0.16%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Lead Agency	39800	4200	420	44420	

MCSAP subrecipient agency

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

IOWA DEPARTMENT OF PUBLIC

Subrecipient is: SAFETY - IOWA STATE PATROL

Enter the total number of certified personnel in this funded agency: 41

Projected Goals for FY 2018 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	0.00%
Level 2: Walk-Around	400			400	4.88%
Level 3: Driver-Only	7800			7800	95.12%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only				0	0.00%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Funded Agencies	8200	0	0	8200	

Non-Funded Agencies

Total number of agencies:	
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2018:	

Summary

Projected Goals for FY 2018 - Roadside Inspections Summary

Projected Goals for FY 2018 Summary for All Agencies					
MCSAP Lead Agency: IOWA DEPARTMENT OF TRANSPORTATION - MOTOR VEHICLE ENFORCEMENT					
# certified personnel: 96					
Subrecipient Agencies: IOWA DEPARTMENT OF PUBLIC SAFETY - IOWA STATE PATROL					
# certified personnel: 41					
Number of Non-Funded Agencies:					
# certified personnel:					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	7000	1700	150	8850	16.82%
Level 2: Walk-Around	15000	2500	150	17650	33.54%
Level 3: Driver-Only	26000		50	26050	49.51%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only			70	70	0.13%
Level 6: Radioactive Materials				0	0.00%
Total ALL Agencies	48000	4200	420	52620	

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.

Iowa conducted an analysis of all CMV crashes within the state and observed a clear indication that the number one cause of all crashes, by a wide margin, are moving violations committed by CMV drivers. In order to adequately address the cause of CMV crashes in the state, Iowa must focus on inspections that address driver behavior. Accordingly, MVE will place an emphasis on Level 2 and 3 inspections and conduct a lower percentage of Level 1 inspections than suggested in the MCP. We believe this approach will have the greatest impact on CMV crash reduction in our state. Note that Iowa DOT appears to be proposing to conduct inspection activities at a lower level than the average of the last five years. This lowered projection is due to a few factors, including Iowa anticipating further FTE reductions, the refocusing of inspection efforts upon violations having been committed versus random stops, the effects of inflation upon operating costs and Iowa's recognition that average aggregate activity levels as outlined years ago are no longer relevant to what Iowa can produce today. Spoken plainly, we anticipate constricting state funding sources, increased FTE caps and a redefinition of success by numbers to significantly impact enforcement widgets produced.

4 - Investigations

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



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

Trend Analysis for 2012 - 2016

Investigative Types - Interstate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	0	0	0	0	0
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	0	0	0	0	0
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Narrative Overview for FY 2018**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 2018

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2018.

Projected Goals for FY 2018 - Investigations		
Investigative Type	Interstate Goals	Intrastate Goals
Compliance Investigations	12	0
Cargo Tank Facility Reviews	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0
CSA Off-Site	0	0
CSA On-Site Focused/Focused CR	0	0
CSA On-Site Comprehensive	0	0
Total Investigations	12	0
Total Security Contact Reviews	0	0
Total Terminal Investigations	0	0

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

Iowa did not have a CR Program prior to FFY 2018 and is implementing a CR Program this year. Iowa plans to train two part-time CR Investigators with the goal of having them active in the field by third quarter FFY 2018. These two investigators will primarily focus on high risk interstate carriers based in Iowa whose operations are primarily intrastate and will conduct six comprehensive on-site reviews each. Iowa estimates that both CR Investigators will be certified by the end of FFY 2018, and will coordinate CR assignments with the FMCSA Iowa Division. Iowa intends to establish rules and regulations necessary to deploy an Intrastate CR Program for FFY 2019.

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

Iowa intends to accomplish FFY 2018 CR goals by cross-training two SA Investigators to conduct reviews. These two investigators will be paired with Federal personnel to assist in their field training, which will be coordinated with the FMCSA Iowa Division.

During FFY 2018, Iowa DOT will also perform an analysis to determine what administrative rules and/or legislative changes may be necessary to deploy a compatible Intrastate CR 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.

The Special Operations Captain will partner with FMCSA Iowa Division to manage investigative assignments and will utilize MVE weekly reports when monitoring and reviewing investigative activity.

The Special Operations Captain will review all activity for quality, completeness and accuracy on an ongoing basis and will provide work performance, oversight and guidance.

The Special Operations Captain conducts periodic meetings with Investigators for federal updates.

The Grant Manager will track and report relevant statistics related to investigative work completed on a quarterly basis.

Iowa will meet quarterly with FMCSA Iowa Division and other relevant stakeholders to discuss progress towards deployment of an Intrastate CR Program.

5 - Traffic Enforcement

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

Trend Analysis for 2012 - 2016

Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2015	09/30/2016	10790	11425
10/01/2014	09/30/2015	11645	12308
10/01/2013	09/30/2014	9363	9921
10/01/2012	09/30/2013	9916	10523
10/01/2011	09/30/2012	10771	11413

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2015	09/30/2016		
10/01/2014	09/30/2015	4803	
10/01/2013	09/30/2014	2873	
10/01/2012	09/30/2013	3182	
10/01/2011	09/30/2012	360	

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

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

Data Source: MCMIS Iowa TE Activity Summary data snapshot 06/24/2016 (FY 2012), Iowa TE Activity Summary data snapshot 06/30/2017 (FY 2013-2016). MVE Officer Weekly Database - FY 2012-2016. Number of Citations/Warnings were unable to be captured through FFY 2016 due to IT programming issues and has been corrected for FFY 2017. Note that the FFY 2016 number of documented CMV TE stops without an inspection cannot be reported as Iowa shifted from a paper-based tracking mechanism to an electronic mechanism during that fiscal year which could not be effectively queried. These statistics will be available from FFY 2017 forward. Iowa DOT will report all requested TE elements to FMCSA on a quarterly basis beginning in FFY 2017.

Narrative Overview for FY 2018**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](#).

To reduce the number and severity of commercial vehicle-related crashes, Motor Vehicle Enforcement (Lead Agency) and Iowa State Patrol (Subrecipient) will conduct traffic enforcement activities directed toward the drivers of commercial motor vehicles committing dangerous and negligent traffic violations. The number of activities and projects will be tracked with internal reports documenting the number of inspections performed, officer's hours worked, and the number and type of traffic enforcement violations detected. High CMV traffic volume, high CMV crash rate areas, work zones and rural roadways will be selected for these events.

Motor Vehicle Enforcement (MVE) will conduct traffic enforcement related activities on CMVs while performing an estimated 8,850 Level I, 17,250 Level II, 18,250 Level III and 70 Level V inspections during day-to-day activities and focused enforcement projects. MVE will conduct twenty-eight traffic enforcement projects in the identified high crash rate areas, and will include the seven counties identified in the Crash Reduction Goal of the State CMV Safety Program Objectives. The high crash corridor projects will involve speed enforcement and other CMV driver-related enforcement activities. The projects will be conducted during one workday, will be at least ten hours in duration, and will be staffed by at least three MCSAP certified officers. A minimum of 840 hours will be dedicated to high crash corridor traffic enforcement projects. The number of projects and resulting performance will be tracked with internal reports.

Iowa State Patrol (ISP) will conduct traffic enforcement related activities on CMVs while performing an estimated 400 Level II and 7,800 Level III inspections during day-to-day activities and focused enforcement projects. ISP will conduct eight Level III traffic enforcement projects in selected high CMV traffic volume, high CMV crash rate areas, work zones and rural roadways. A project will be conducted during four workdays, each day at least eight work hours in duration, and will be staffed by MCSAP certified officers. A minimum of 1,200 officer's hours will be dedicated to these eight ISP projects. The number of activities and projects will be tracked with internal reports.

ISP will provide an increased effort by working a minimum of 268 extra shifts focusing on CMV traffic enforcement. ISP will dedicate 40 officers to conduct 54 hours each of overtime towards these extra shifts for a total of 2,160 hours. All stops will result in a CMV inspection with the goal of completing a total of 1,180 CMV inspections with this extra effort.

ISP, through a joint effort with MVE, will conduct four traffic enforcement projects. These projects will focus on high CMV traffic volume, crash rate areas, work zones and rural roadways. The projects will be conducted during two workdays, will be at least eight hours in duration, and will be staffed by at least eight MCSAP certified officers. A minimum of 512 officer hours will be dedicated to these four joint projects.

Note that through FFY 2016, certain IT restrictions prevented Iowa DOT from being able to accurately and consistently capture and report TE-related statistics. IT solution has been identified and implemented to fully track all TE data elements requested by FMCSA for TE conducted with/without an inspection. All requested TE data reporting was fulfilled and transmitted to FMCSA in quarterly PPRs beginning in FFY 2017.

Projected Goals for FY 2018

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

			Enter Projected Goals (Number of Stops only)
Yes	No	Traffic Enforcement Activities	FY 2018
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	10000
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	1000
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	1000

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

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

FY 2018 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2018 Activities	Average 2004/05 Activities
52620	12	560	53192	68612

The sum of your planned FY 2018 safety activities must equal or exceed the average number of 2004/2005 activities to be reimbursed for non-CMV traffic enforcement activities. Update the number of FY 2018 roadside inspections, investigations, and/or new entrant safety audits to be eligible for reimbursement.

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

Level III Special Checks: MVE Officers will conduct a minimum of 40 Level III checks in FFY 2018. A Level III check will focus on "Driver Only" Level III inspections. Projects will be conducted during one workday, will be at least ten hours in duration, and will be staffed by at least three MCSAP certified officers. High CMV traffic volume areas and rural roadways will be selected for these events. A minimum of 1,200 officer hours will be dedicated to Level III projects. Community-Based Checks: MVE will conduct a minimum of 42 community-based checks in FFY 2018. A community-based inspection project will focus on Level 1 inspections in an area not typically receiving Level 1 activity, such as a community in a rural area. The projects will be conducted during one workday, will be at least ten hours in duration, and will be staffed by at least three MCSAP certified officers. A minimum of 1,260 officers hours will be dedicated to the community-based Level 1 inspection project. The MCSAP Manager will monitor and report on a quarterly basis the actual number of Level III and Community-based Checks, number of inspections and hours.

6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility. ([49 CFR 350.201 \(aa\)](#)) States must achieve full participation (Step 6) by October 1, 2020. Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(cc\)](#).)

For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of at least Step 6 in PRISM, O&M costs are eligible expenses.

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.).

Safety Technology Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Core CVISN Compliant	No
PRISM	Step 8	No

Available data sources:

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

Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency: Same

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency: Same

Narrative Overview for FY 2018

Problem Statement Narrative and Projected Goal:

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

Iowa is a premier PRISM state in full compliance.

Program Activities: Describe any actions that will be taken to implement full participation in 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 progress in addition to quarterly SF-PPR reporting.

Iowa will continue to submit quarterly PRISM Action/Withdrawal/Denial Reports on a quarterly basis to FMCSA Iowa Division.

7 - Public Education and Outreach

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

Trend Analysis for 2012 - 2016

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

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	315	257	240	167	103
CMV Safety Belt Education and Outreach				7	0
State Trucking Association Meetings				1	2
State-Sponsored Outreach Events				40	31
Local Educational Safety Events				28	32
Teen Safety Events				3	14

Narrative Overview for FY 2018

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

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

With Iowa adopting the "Zero Fatalities" initiative and the transportation industry in Iowa having an expectation of cooperation between Motor Vehicle Enforcement, ongoing outreach is imperative to the success of lowering transportation related deaths.

Performance Objective 1: Conduct 15 Agriculture Outreach Programs reaching at least 600 farmers, ranchers and other agribusiness owners or employees. A minimum of 40 officer hours will be dedicated to this program.

Performance Objective 2: Conduct 35 Hazardous Materials Outreach Programs reaching at least 100 owners, operators or employees of businesses transporting or providing hazardous materials for transportation. A minimum of 40 officer hours will be dedicated to this program.

Performance Objective 3: Conduct 5 Passenger Transportation Education Seminars reaching at least 50 passenger carrier drivers. A minimum of 10 hours will be dedicated to this program.

Performance Objective 4: Conduct 130 General Motor Carrier Educational Seminars reaching at least 1,700 owners, drivers and employees. A minimum of 230 hours will be dedicated to this program. Some of the areas stressed in the presentation will be seatbelt usage, driver behavior and rules prohibiting texting in CMVs.

Projected Goals for FY 2018

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

			Performance Goals
Yes	No	Activity Type	FY 2018
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	152
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	1
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	10
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	10
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	10

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.

MVE will track the number of education seminars conducted for the motor carrier industry, associations and other interested entities, the number of hours devoted to outreach, and the number of person in attendance.

MVE will conduct 185 educational seminars to interested motor carriers, government agencies and civic groups upon request.

The number of programs delivered and the number of attendees will be monitored by the MCSAP Manager who will report the information to FMCSA and MVE management on a quarterly basis.

8 - State Safety Data Quality (SSDQ)

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

SSDQ Compliance Status

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

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

Available data sources:

- [FMCSA website SSDQ information](#)

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2018.

SSDQ Category	Current SSDQ Rating	Goal for FY 2018
Crash Record Completeness	Good	Good
Fatal Crash Completeness	Good	Good
Crash Timeliness	Good	Good
Crash Accuracy	Good	Good
Crash Consistency	No Flag	No Flag
Inspection Record Completeness	Good	Good
Inspection VIN Accuracy	Good	Good
Inspection Timeliness	Good	Good
Inspection Accuracy	Good	Good

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

Data Source: MCMIS data snapshot as of 06/30/2017, including crash records through 02/28/2017.

Narrative Overview for FY 2018

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

N/A

Program Activities for FY 2018 - 2020: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

N/A

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

N/A

9 - New Entrant Safety Audits

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

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

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

Trend Analysis for 2012 - 2016

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

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	561	319	684	436	445
Intrastate	0	0	0	0	0
Total Audits	561	319	684	436	445

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 2018

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

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

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

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

Projected Goals for FY 2018

For the purpose of completing the table below:

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

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

Projected Goals for FY 2018 - New Entrant Safety Audits		
	FY 2018	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	60	0
# of Safety Audits (Offsite)	500	0
# Group Audits	0	0
TOTAL Safety Audits	560	0
# of Non-Audit Resolutions	100	0

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

Motor Vehicle Enforcement's Motor Carrier Investigators (MCIs) are assigned to conduct Safety Audits (SAs) on interstate motor carriers. MCIs are uniformed, sworn peace officers who drive fully marked patrol vehicles. They are located across the state and reside within their assigned areas of service. In addition to conducting SAs, they are required to attend quarterly training and main CVSA Level 1, General Hazardous Material and Cargo Tank Inspection certifications by conducting appropriate number of roadside inspections.

For FFY 2018, MVE proposes to conduct 560 safety audits and upload completed documents to MCMIS within the statutory time frames by utilizing five full-time investigators supervised by the Special Operations Captain.

The Office of Motor Vehicle Enforcement has used existing data from the past two years to project an increase in the number of new commercial carriers that will begin operations during the next 12 months.

Activity Plan: 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.

During FFY 2018 MVE plans to hire one additional Motor Carrier Investigator, which will give the New Entrant Program a total of five investigators. Two of the five investigators will conduct both Compliance Reviews and Safety Audits.

For FFY 2018, MVE proposes to conduct 60 on-site and 500 off-site safety audits. Completed documents will be uploaded to MCMIS within the statutory time frames.

Carrier No-Contact and Audit Refusal information will be entered in MCMIS in a timely manner. Iowa will follow FMCSAs no-contact policy for non-compliant new entrant carriers. Non-audit resolutions will be processed in accordance with FMCSA policies as well.

Educational information is provided to the carrier during the SA. Evidence of activity relevant to potential SA failure or possible federal enforcement activity will be scanned, retained electronically and forwarded to FMCSA investigators upon request.

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

The Special Operations Captain assigns NE caseloads and utilizes MVE weekly reports and MCMIS monitoring reports in reviewing investigator's activity and non-audit resolutions.

The Special Operations Captain reviews all inspection and audit reports for quality, completeness and accuracy throughout the month and will provide work performance oversight and guidance.

Data collected is based on investigator's weekly activity report, which is analyzed by the Program Manager on a

monthly basis.

The Grant Manager tracks, on a monthly basis, the number of SAs, non-audit resolutions, and prepares and submits billings for reimbursement.

Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary.

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

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

Check this box if:

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

2 - Passenger Carrier Enforcement**Instructions:**

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

Check this box if:

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

3 - State Specific Objectives – Past

Instructions:

Describe any State-specific CMV problems that were addressed with FY2017 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2017 CVSP.

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

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

Activity #1

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

Iowa committed in conducting seatbelt surveys during FFY 2017 in an effort to increase the State seatbelt usage rate to 90 percent. Surveys were inclusive of an enforcement selective component as well to help drive up the usage rate.

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

Iowa planned to conduct five surveys during FFY 2017 spread across Iowa's various enforcement districts. Each project consisted of a pre-event survey, an enforcement event and a post-enforcement event.

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

As of the third quarter, Iowa has already conducted five surveys with an average pre-survey usage rate of 89 percent and post-survey usage rate of 89 percent.

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

Iowa has concluded that the most effective way to drive up seatbelt usage in the state is through a continued high visibility traffic enforcement effort.

4 - State Specific Objectives – Future

Instructions:

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

Describe any State-specific objective(s) identified for FY 2018. 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.

CMV Safety Improvement

Narrative Overview for FY 2018

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

Iowa recognizes that there's a correlation between certain high-risk driving behaviors and other poor safety choices made by drivers. For example, drivers who engaged in texting while driving and drivers who choose not to wear seatbelts are exponentially more likely to be involved in severe crashes and sustain serious injury respectively. Iowa will focus special efforts in reducing these high-risk behaviors.

Projected Goals for FY 2018:

Enter performance goal.

Iowa intends to work a minimum of 20 high-risk driver behavior traffic enforcement projects spread throughout FFY 2018. MVE will make every effort to partner with other law enforcement agencies while conducting these enforcement projects. MVE will consider the use of innovative enforcement techniques inclusive of covert/unmarked patrol vehicles in identifying high-risk traffic violations.

Program Activities: Describe the activities that will be implemented including level of effort.

Field Captains will determine the location for the projects in their respective areas. The 20 projects will be spread evenly across the five Captain areas. Following the completion of each project, each Captain will submit completed MCSAP form.

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.

Iowa MCSAP Manager will collect data related to enforcement projects completed and consolidate the information for PPR submittal. Iowa will also ensure that field Captains discuss the successes and areas for improvement during monthly Captain's meeting.

Part 4 - Financial Information

1 - Overview

The spending plan is a narrative explanation of each budget component, and should support the cost estimates for the proposed work. The plan should focus on how each item will achieve the proposed project goals and objectives, and justify how costs are calculated. The spending plan should be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [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 ([2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable** 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.
 - 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 data forms are displayed by budget category. You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. Federal share cannot exceed 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share must be at least 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort** expenditures will be entered in a separate line below each budget category table for FY 2018. MOE expenditures will not, and should not, be included in the calculation of Total Project Costs, Federal share, or State share line items.

New for FY 2018

- **Incorporation of New Entrant and Border Enforcement into MCSAP**

The FAST Act consolidated new entrant and border enforcement under the MCSAP grant. For FY 2018, costs for New Entrant safety audits and border enforcement activities will no longer be captured in separate spending plans. States may opt to identify new entrant and border enforcement costs separately in the budget tables, but are not required to do so.

- **Calculation of Federal and State Shares**

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

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

States may change or delete the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate 75 percent of an item to Federal share, and 25 percent of the item to State share. States must ensure that the sum of the Federal and State shares equals the Total Project Costs for each line before proceeding to the next budget category.

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

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

- **Expansion of 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.

The system will confirm that:

- *Federal share plus State share equals Total Project Costs on each line item*
- *Accounting Method is selected in Personnel, Part 4.2*
- *Overtime value does not exceed the FMCSA limit*
- *Planned MOE Costs equal or exceed FMCSA limit*
- *Proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts*
- *Territory's proposed Total Project Costs are within \$5 of \$350,000*

For States completing a multi-year CVSP, the financial information should be provided for FY 2018 only.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$4,901,802.00	\$865,024.00	\$5,766,826.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount):	\$865,024.00
MOE Baseline:	\$747,966.49

2 - Personnel

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

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the eCVSP.

Note: *Do not include any personally identifiable information in the eCVSP.*

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 of 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. For example, a MCSAP officer spent approximately 35 percent of his 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 annual salary column, enter the annual salary for each position.

Total Project Costs are calculated by multiplying # of Staff X % of Time X Annual 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, then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

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

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP award amount):	\$865,024.00

Personnel: Salary and Overtime Project Costs						
Salary Project Costs						
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share	State Share
Chief	1	25.0000	\$133,931.20	\$33,482.80	\$28,460.38	\$5,022.42
Assistant Chief	1	30.0000	\$88,774.40	\$26,632.32	\$22,637.47	\$3,994.85
Captain-Special Operations	1	15.0000	\$84,552.00	\$12,682.80	\$10,780.38	\$1,902.42
Captain	5	38.0000	\$84,552.00	\$160,648.80	\$136,551.48	\$24,097.32
Captain-Training	1	70.0000	\$84,552.00	\$59,186.40	\$50,308.44	\$8,877.96
Lieutenant	2	40.0000	\$79,144.00	\$63,315.20	\$53,817.92	\$9,497.28
Sergeant	11	35.0000	\$71,843.20	\$276,596.32	\$235,106.87	\$41,489.45
HM Specialist	6	35.0000	\$71,843.20	\$150,870.72	\$128,240.11	\$22,630.61
Officer	64	41.0000	\$65,416.00	\$1,716,515.84	\$1,459,038.46	\$257,477.38
Officer-Information Line	1	75.0000	\$65,416.00	\$49,062.00	\$41,702.70	\$7,359.30
MCSAP Manager	1	75.0000	\$70,324.80	\$52,743.60	\$44,832.06	\$7,911.54
Secretary 2	1	38.0000	\$50,315.22	\$19,119.78	\$16,251.81	\$2,867.97
NE-Special Operations Captain	1	85.0000	\$84,552.00	\$71,869.20	\$61,088.82	\$10,780.38
NE-Grant Manager	1	20.0000	\$70,324.80	\$14,064.96	\$11,955.22	\$2,109.74
NE-Motor Carrier Investigator	5	100.0000	\$71,843.20	\$359,216.00	\$305,333.60	\$53,882.40
Subtotal: Salary				\$3,066,006.74	\$2,606,105.72	\$459,901.02
Overtime Project Costs						
Subtotal: Overtime				\$0.00	\$0.00	\$0.00
TOTAL: Personnel				\$3,066,006.74	\$2,606,105.72	\$459,901.02
Accounting Method:	Cash					
Planned MOE: Personnel	\$0.00					

Enter detailed explanation of how you came up with the personnel costs.

The Iowa Department of Transportation's (DOT) Office of Motor Vehicle Enforcement (MVE) and the Iowa Department of Public Safety's (DPS) Office of Iowa State Patrol (ISP), propose MCSAP program budgets based upon a long-standing sharing agreement that divides the Motor Carrier Safety Assistance Program (MCSAP) allocation by 65 percent DOT, and 35 percent DPS. This agreement has effectively utilized available MCSAP funding and has enhanced good stewardship of the money.

MVE uses MCSAP funds to pay officer salaries, expenses, and vehicle costs associated with performing MCSAP eligible enforcement and educational efforts. State matching funds are provided for and paid through the operating budgets of the respective agencies. Maintenance of Effort (MOE) obligations are met by officers and staff, which are tracked through internal reports, but not submitted for reimbursement.

As the lead MCSAP agency, the Iowa Department of Transportation supports the MCSAP program by fully funding the \$12,556,000 annual operating budget of the Office of Motor Vehicle Enforcement. Eligible MCSAP expense are tracked through a payroll accounting system that records employee hours worked and the expenses generated on MCSAP assignments. MOE and state match obligations are met by payment of MCSAP eligible direct expenses, which are not claimed for reimbursement. MCSAP billings for state match and MOE are processed in monthly increments.

PERSONNEL

Full-time positions are based on 2,080 hours of available hours per person/per year. MCSAP reimbursements are based on actual time spent conducting the eligible activity, calculated from bi-weekly payroll time and activity records prepared by the employee. Hourly salary rates represent projected FY 2018 wages.

Personnel costs are utilized to pay salaries of employees working directly on MCSAP-related projects (i.e., conducting inspections, administrative oversight, training, etc.). Listed below is a breakdown of positions and staff involvement in achieving proposed goals and objectives:

Chief

The Chief of Motor Vehicle Enforcement oversees activities and is the Project Manager of the MCSAP Program and spends 25% of the time supervising staff, working with Assistant Chief in setting MCSAP performance goals and attending MCSAP related conferences.

Assistant Chief

The Assistant Chief supervises activities of the project and spends 30% of the time implementing this project, supervising staff and conducting activities to meet the objectives of this project. Activities include: supervising daily operation of staff, through subordinate Captains, for approximately 96 peace officers deployed statewide; setting MCSAP performance goals; working with Captains to chart progress of Officers and Sergeants toward those goals; managing the delivery/operation of federal and state law enforcement programs with a primary focus on commercial vehicles and drivers; resolving problems with high-profile external customers ranging from trucking company owners/safety directors to FMCSA personnel and state representatives and senators; reviewing activity reports for safety belt compliance submitted by field Captains.

Captain of Special Operations

The Captain of Special Operations oversees activities of the project and spends 15% of the time implementing this project supervising staff and conducting activities to meet the objectives of this project. Activities include: supervising daily operation of Special Operation Unit consisting of Hazardous Material Specialists and Motor Carrier Investigators located throughout the state; working with Training Captain and Technology Support Specialists (Lieutenants) to identify trends in out-of-service drivers and vehicles.

Captain

The Captain oversees activities of the project and spends 38% of the time implementing this project, supervising sergeants and officers and conducting activities to meet the objectives of this project. Activities include: supervising and reviewing daily and weekly reports of officers and sergeants to assure uniformity and compliance with department policies and procedures; coordinating MCSAP projects throughout the state and with other law enforcement agencies; inspects and weighs vehicles and drivers for compliance with all state and federal laws; conducts roadside inspections to fulfill MCSAP reporting requirements.

Captain of Training

The Captain of Training develops, reviews and updates outreach material and spends 70% of the time implementing this project. Activities include: managing recruitment and recertification for officers; overseeing Field Training Program for new officers; schedule, coordinate and present outreach training with industry; provide guidance to officers and other trainers in issues related to commercial vehicle safety; conducts roadside inspections to fulfill MCSAP reporting requirements.

Lieutenant

The Lieutenant maintains TraCS software and database for downloading inspections to SAFETYNET and spends 40% of the time implementing this project. Activities include: maintaining SAFETYNET database and conducting roadside inspections to fulfill MCSAP reporting requirements.

Sergeant

The Sergeant assists supervisor with instructing Officers and spends 35% of the time implementing this project. Activities include: checking commercial motor vehicles for carrier and driver compliance; conducting inspection surveillance; working on special checks throughout the state; conducting roadside inspections to fulfill MCSAP reporting requirements.

Hazardous Material Specialist

The Hazardous Materials Specialist is accountable for the highly specialized responsibilities of inspecting hazardous materials loads for compliance with federal and state laws and spends 35% of the time implementing this project. Other activities include: escorting spent nuclear fuel through Iowa; working with, and training other MVE Officers in HM inspections; providing detailed training to members of the HM industry to provide a high level of voluntary compliance; conducts roadside inspections to fulfill MCSAP reporting requirements.

Officers

The Officer inspects commercial motor vehicles for compliance, observes drivers for impairment and places unsafe drivers out of service and spends 41% of the time implementing this project. Activities include: conducting roadside inspections to fulfill MCSAP reporting requirements.

Officer-Information Line

MVE staffs a full-time informational telephone line. This phone is staffed during the workday by a Motor Vehicle Officer who can answer questions regarding vehicle size and weight, CMV safety and compliance issues, etc. and spends 75% of the time implementing this project. Activities include managing the Data Q process for Iowa and conducting roadside inspections to fulfill MCSAP reporting

requirements.

MCSAP Manager

The MCSAP Manager is responsible for development of annual Commercial Vehicle Safety Plan and spends 75% of the time implementing this project. Activities include: Monitor inspection projection trends; prepare and submit quarterly MCSAP program performance reports to FMCSA; submit monthly billing to Office of Finance for reimbursement.

Secretary 2

The Secretary 2 is responsible for providing clerical support to Motor Vehicle Enforcement staff and spends 38% of the time implementing this project. Activities include: producing monthly and year-to-date officer reports; working with TraCS dashboard; ordering uniforms and supplies.

NE-Special Operations Captain

The Special Operations Captain supervises activities of the project and spends 85% of the time to implementing this project, overseeing staff and conducting activities. Activities include: assigning NE caseloads, reviewing and monitoring weekly activity/inspection/audit reports, conducting on-site visits with MCI staff, and setting up yearly NE training/updates.

NE-Grant Manager

The Grant Manager is responsible for tracking number of SAs and non-audit resolutions on a monthly basis, preparing and submitting performance quarterly report to FMCSA, and submitting monthly billing to Office of Finance for reimbursement. Time dedicated to NE Program is 20 percent.

NE-Motor Carrier Investigators

Motor Carrier Investigators are uniformed sworn peace officers who are located across the state and reside within their assigned areas of service. They spend 100 percent of their time conducting CRs and SAs on interstate motor carriers, CRs, providing educational training and maintaining CVSA Level I, General Hazardous Material, and Cargo Tank Inspection certifications.

3 - Fringe Benefits

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

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 have an 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\(b\)](#).

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

The cost of fringe benefits are allowable if:

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

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

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

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

The **Fringe Benefit Rate** is:

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

The **Base Amount** is:

- The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.
- For example, if the total wages for all grant-funded staff is \$150,000, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is: $\$150,000 \times 64.8/100 = \$97,200$ Total Project Costs.

The Total Project Costs equal Fringe Benefit Rate X Base Amount divided by 100.

Fringe Benefits Project Costs					
Position(s)	Fringe Benefit Rate	Base Amount	Total Project Costs	Federal Share	State Share
NE-Motor Carrier Captain	45.1700	\$71,869.20	\$32,463.31	\$27,593.81	\$4,869.50
NE-Grant Manager	45.1700	\$14,064.96	\$6,353.14	\$5,400.17	\$952.97
NE-Motor Carrier Investigator	45.1700	\$359,216.00	\$162,257.86	\$137,919.18	\$24,338.68
TOTAL: Fringe Benefits			\$201,074.31	\$170,913.16	\$30,161.15
Planned MOE: Fringe Benefits	\$1,183,840.92				

Enter detailed explanation of how you came up with the fringe benefits costs.

Fringe benefits are calculated with a rate approved by Office of Finance and are included on the FY 2017 Fringe Benefit Additive Rate letter attached (the State has not determined FY 2018 rate at the time of the CVSP preparation). The FY 2017 rate of 45.17 percent is being used as a placeholder pending release of the FY 2018 Fringe Rate. Such rate includes FICA, IPERS, Deferred Compensation plans, and the employer's portion of Health and Life insurance.

Base amount is calculated by dividing total cost of each employee by .4517.

4 - Travel

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

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

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

Total Project Costs should be determined by State users, and input in the table below.

Travel Project Costs					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
Routine MCSAP-Related Travel	64	10	\$62,720.00	\$53,312.00	\$9,408.00
CVSA Annual Conference	4	6	\$4,800.00	\$4,080.00	\$720.00
CVSA Workshop	4	7	\$7,520.00	\$6,392.00	\$1,128.00
FMCSA Grant Workshop	4	5	\$3,880.00	\$3,298.00	\$582.00
COHMED Conference	2	6	\$3,200.00	\$2,720.00	\$480.00
North American Inspector's Competition	1	7	\$1,880.62	\$1,598.53	\$282.09
NAS A&B Training	10	10	\$9,100.00	\$7,735.00	\$1,365.00
GHM Training	12	10	\$10,920.00	\$9,282.00	\$1,638.00
CTI Training	12	10	\$10,920.00	\$9,282.00	\$1,638.00
NE-Training Travel	5	10	\$4,900.00	\$4,165.00	\$735.00
NE-Routine-Related Travel	5	25	\$12,250.00	\$10,412.50	\$1,837.50
NE-Training Course	1	14	\$2,520.00	\$2,142.00	\$378.00
NE-CR Training	2	14	\$5,040.00	\$4,284.00	\$756.00
TOTAL: Travel			\$139,650.62	\$118,703.03	\$20,947.59
Planned MOE: Travel	\$0.00				

Enter detailed explanation of how you came up with the travel costs.

Travel cost represents necessary travel funds for law enforcement officers to provide adequate coverage within the state. Travel is necessary to patrol, conduct high crash corridors within the state, conduct roadside inspections and other enforcement projects and attend CVSA and other training workshops. Reimbursement is based upon the current State-approved rate.

Routine MCSAP-Related Travel:

In-state MCSAP project travel for 64 officers with a \$28/day meal allowance, or \$17,920 and \$70/day hotel accommodation, or \$44,800 for a total of \$62,720.

Conference Travel:

CVSA Annual Conference in Kansas City, MO for 4 officers with an average cost per officer of \$50/day meal allowance, or \$1,200 and \$180/day hotel accommodation, or \$3,600 for a total of \$4,800.

CVSA Workshop in Portland, OR for 4 officers with an average cost per officer of \$450 airfare, or \$1,800; \$50/day meal allowance, or \$1,400 and \$180/day hotel accommodation, or \$4,320 for a total of \$7,520.

FMCSA Grant Workshop (location to be determined) for 4 officers with an average cost per officer of \$50/day meal allowance, or \$1,000 and \$180/day hotel accommodation, or \$2,880 for a total of \$3,880.

COHMED Conference in Garden Grove, CA for 2 officers with an average cost per officer of \$400 airfare, or \$800;

\$50/day meal allowance, or \$600 and \$180/day hotel accommodation, or \$1,800 for a total of \$3,200.

North American Inspector's Competition in Columbus, OH for 1 officer with an average cost of \$450.62; \$50/day meal allowance, or \$350.00 and \$180/day hotel accommodation, or \$1,080 for a total of \$1,880.62.

Training Travel:

NAS A&B training for 10 officers with a \$28/day meal allowance, or \$2,800 and \$70/day hotel accommodation, or \$6,300 for a total of \$9,100.

GHM training for 12 officers with a \$28/day meal allowance, or \$3,360 and \$70/day hotel accommodation, or \$7,560 for a total of \$10,920.

CTI Training for 12 officers with a \$28/day meal allowance, or \$3,360 and \$70/day hotel accommodation, or \$7,560 for a total of \$10,920.

New Entrant Travel:

Training Travel—Motor Carrier Investigators are required to attend quarterly training and maintain CVSA Level I, General Hazardous Material, and Cargo Tank Inspection certifications by conducting appropriate numbers of roadside inspections. Reimbursement is based upon the current state per diem rate and rules. Training for 5 Motor Carrier Investigators with a \$28/day meal allowance, or \$1,400 and \$70/day hotel accommodation, or \$3,500 for a total of \$4,900.

Routine-Related Travel—Motor Carrier Investigators are assigned to conduct SAs on interstate motor carriers, attend team meetings, etc. They are located across the state and reside within their assigned areas of service. Travel for 5 Motor Carrier Investigators with a \$28/day meal allowance, or \$3,500 and \$70/day hotel accommodation, or \$8,750 for a total of \$12,250.

NE Training Course—Iowa DOT currently has four NE Motor Carrier Investigators and will be hiring one additional Motor Carrier Investigator in FFY 2017. This will necessitate sending Motor Carrier Investigator to a NTC-sponsored NE training class in order to meet Iowa's NE program goals. Travel costs are based on known prior expenditures for this 8-hour course, which is spread across 14 days. Travel for 1 Motor Carrier Investigator with a \$50/day meal allowance, or \$700 and \$140/night hotel accommodation, or \$1,820 for a total of \$2,520.

CR Training—Iowa DOT will be sending two Motor Carrier Investigators for Compliance Review training. Travel costs are based on known prior expenditures for this 8-hour course, which is spread across 14 days. Travel for 2 Motor Carrier Investigators with a \$50/day meal allowance, or \$1,400 and \$140/night hotel accommodation, or \$3,640 for a total of \$5,040.

5 - Equipment

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

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

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

The Total Project Costs equal # of Items x Full Cost per Item x Percentage of Time Dedicated to MCSAP.

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

Enter detailed explanation of how you came up with the equipment costs.

6 - Supplies

Supplies means all tangible property other than that described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment. Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.

List a description of each item requested, including the number of each unit/item, the unit of measurement for the item, and the cost of each item/unit.

Total Project Costs equal #of Units x Cost per Unit.

Supplies Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
Office Supplies	12	Monthly	\$300.00	\$3,600.00	\$3,060.00	\$540.00
NE-Supplies	1	Annual	\$2,976.70	\$2,976.70	\$2,530.20	\$446.50
TOTAL: Supplies				\$6,576.70	\$5,590.20	\$986.50
Planned MOE: Supplies	\$0.00					

Enter detailed explanation of how you came up with the supplies costs.

Office supplies include paper, pens, in-car printer paper and other miscellaneous items used by officers to perform and support MCSAP-related expenses. Supply costs are based on known past expenditures averaging just under \$250 per month.

-

7 - Contractual and Subaward

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

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

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

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

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

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

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

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

Total Project Costs should be determined by State users and input in the table below.

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 used to support (i.e. ITD, PRISM, SSDQ or other services).

Contractual and Subaward Project Costs						
Legal Name	DUNS/EIN	Number	Instrument Type	Total Project Costs	Federal Share	State Share
Department of Public Safety-Iowa State Patrol	DUNS	808349021	Subrecipient	\$1,734,794.00	\$1,474,574.90	\$260,219.10
Description of Services: Roadside Inspections						
TOTAL: Contractual and Subaward				\$1,734,794.00	\$1,474,574.90	\$260,219.10
Planned MOE: Contractual and Subaward	\$0.00					

Enter detailed explanation of how you came up with the contractual and subaward costs.

Per directive from the Governor's Office, 35 percent of the MCSAP formula funding is provided to the Iowa Department Public Safety, Iowa State Patrol, to execute roadside inspection activities. As the lead agency, MVE will have a complete budget and project spending plan on file.

8 - Other Costs

Other costs are those not classified elsewhere, such as communications or utility costs. As with other expenses, these must be allocable to the Federal award. The total costs and allocation bases must be shown in the narrative. Examples of Other costs may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.) and unit cost must be included. All Other costs must be specifically itemized and described.

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.

Enter a description of each requested Other Cost.

Enter the number of items/units, the unit of measurement, and the cost per unit/item 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 Number of Units x Cost per Item.

Indirect Costs

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

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

Your State will not claim reimbursement for Indirect Costs.

Other Costs Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
HazMat 49 CFR	105	Yearly	\$17.00	\$1,785.00	\$1,517.25	\$267.75
FMCSR	135	Yearly	\$8.00	\$1,080.00	\$918.00	\$162.00
CVSA OOS Criteria	135	Yearly	\$25.00	\$3,375.00	\$2,868.75	\$506.25
CVSA Membership Dues	1	Yearly	\$7,900.00	\$7,900.00	\$6,715.00	\$1,185.00
CVSA Decals	1275	Yearly	\$3.36	\$4,284.00	\$3,641.40	\$642.60
Laptop Air Cards	98	Yearly	\$327.99	\$32,143.02	\$27,321.57	\$4,821.45
Vehicle Fleet Cost	1877386	Yearly	\$0.23	\$431,798.78	\$367,028.96	\$64,769.82
NE-Vehicle Fleet Cost	114521	Yearly	\$0.23	\$26,339.83	\$22,388.86	\$3,950.97
TOTAL: Other Costs				\$508,705.63	\$432,399.79	\$76,305.84
Planned MOE: Other Costs	\$0.00					

Enter detailed explanation of how you came up with the other costs.

HazMat 49 CFR books are updated yearly and utilized by all officers and MVE staff for a total cost of \$1,785 (105 @ 17 ea.).

FMCSR books are updated yearly and utilized by all officers, MVE staff and ISP troopers for a total cost of \$1,080 (135 @ 8 ea.).

CVSA OOS Criteria books are updated yearly and utilized by all officers and ISP troopers for a total cost of \$3,375 (135 @ \$25 ea.).

CVSA Membership Dues are paid yearly for a total cost of \$7,900.

CVSA Decals are ordered and assigned to each officers for use while performing inspections. Decals are ordered based on the average usage per quarter, which totals 1,275 per year at a cost of 4,284.

Laptop air cards are used to conduct PRISM checks, which total \$327.99/year for each officer, or total cost of \$32,143.02. While there may be some incidental non-MCSAP usage of these devices, the service would not exist aside from the need to utilize it for its primary function, which is performing these PRISM checks. Because the State would otherwise not have these services at all, and the services are so heavily dedicated towards MCSAP usage with only inconsequential non-MCSAP usage, which cannot be reasonably measured or prorated, MVE does not propose to pro-rate these costs comensurate with PARs and will instead bill 100% to the grant.

Vehicle fleet costs are generated from the purchase of fuel for each officer's vehicle, other expenses (e.g., parts for repair to vehicles, fluids, windshield wipers, etc), and labor expenses. These expenses are added together and divided by mileage recorded on each officer's time sheet. Each class of vehicle is charged a per mile rate of 0.23. Costs shown are related to MCSAP activity.

9 - Comprehensive Spending Plan

The comprehensive spending plan is auto-populated from all line items in the tables and is in read-only format.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$4,901,802.00	\$865,024.00	\$5,766,826.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$865,024.00
MOE Baseline:	\$747,966.49

Estimated Expenditures			
Personnel			
	Federal Share	State Share	Total Project Costs
Chief	\$28,460.38	\$5,022.42	\$33,482.80
Assistant Chief	\$22,637.47	\$3,994.85	\$26,632.32
Captain-Special Operations	\$10,780.38	\$1,902.42	\$12,682.80
Captain	\$136,551.48	\$24,097.32	\$160,648.80
Captain-Training	\$50,308.44	\$8,877.96	\$59,186.40
Lieutenant	\$53,817.92	\$9,497.28	\$63,315.20
Sergeant	\$235,106.87	\$41,489.45	\$276,596.32
HM Specialist	\$128,240.11	\$22,630.61	\$150,870.72
Officer	\$1,459,038.46	\$257,477.38	\$1,716,515.84
Officer-Information Line	\$41,702.70	\$7,359.30	\$49,062.00
MCSAP Manager	\$44,832.06	\$7,911.54	\$52,743.60
Secretary 2	\$16,251.81	\$2,867.97	\$19,119.78
NE-Special Operations Captain	\$61,088.82	\$10,780.38	\$71,869.20
NE-Grant Manager	\$11,955.22	\$2,109.74	\$14,064.96
NE-Motor Carrier Investigator	\$305,333.60	\$53,882.40	\$359,216.00
Salary Subtotal	\$2,606,105.72	\$459,901.02	\$3,066,006.74
Overtime subtotal	\$0.00	\$0.00	\$0.00
Personnel total	\$2,606,105.72	\$459,901.02	\$3,066,006.74
Planned MOE	\$0.00		

Fringe Benefits			
	Federal Share	State Share	Total Project Costs
NE-Motor Carrier Captain	\$27,593.81	\$4,869.50	\$32,463.31
NE-Grant Manager	\$5,400.17	\$952.97	\$6,353.14
NE-Motor Carrier Investigator	\$137,919.18	\$24,338.68	\$162,257.86
Fringe Benefits total	\$170,913.16	\$30,161.15	\$201,074.31
Planned MOE	\$1,183,840.92		

Travel			
	Federal Share	State Share	Total Project Costs
Routine MCSAP-Related Travel	\$53,312.00	\$9,408.00	\$62,720.00
CVSA Annual Conference	\$4,080.00	\$720.00	\$4,800.00
CVSA Workshop	\$6,392.00	\$1,128.00	\$7,520.00
FMCSA Grant Workshop	\$3,298.00	\$582.00	\$3,880.00
COHMED Conference	\$2,720.00	\$480.00	\$3,200.00
North American Inspector's Competition	\$1,598.53	\$282.09	\$1,880.62
NAS A&B Training	\$7,735.00	\$1,365.00	\$9,100.00
GHM Training	\$9,282.00	\$1,638.00	\$10,920.00
CTI Training	\$9,282.00	\$1,638.00	\$10,920.00
NE-Training Travel	\$4,165.00	\$735.00	\$4,900.00
NE-Routine-Related Travel	\$10,412.50	\$1,837.50	\$12,250.00
NE-Training Course	\$2,142.00	\$378.00	\$2,520.00
NE-CR Training	\$4,284.00	\$756.00	\$5,040.00
Travel total	\$118,703.03	\$20,947.59	\$139,650.62
Planned MOE	\$0.00		

Equipment			
	Federal Share	State Share	Total Project Costs
Equipment total	\$0.00	\$0.00	\$0.00
Planned MOE	\$0.00		

Supplies			
	Federal Share	State Share	Total Project Costs
Office Supplies	\$3,060.00	\$540.00	\$3,600.00
NE-Supplies	\$2,530.20	\$446.50	\$2,976.70
Supplies total	\$5,590.20	\$986.50	\$6,576.70
Planned MOE	\$0.00		

Contractual and Subaward			
	Federal Share	State Share	Total Project Costs
Department of Public Safety-Iowa State Patrol	\$1,474,574.90	\$260,219.10	\$1,734,794.00
Contractual and Subaward total	\$1,474,574.90	\$260,219.10	\$1,734,794.00
Planned MOE	\$0.00		

Other Costs			
	Federal Share	State Share	Total Project Costs
HazMat 49 CFR	\$1,517.25	\$267.75	\$1,785.00
FMCSR	\$918.00	\$162.00	\$1,080.00
CVSA OOS Criteria	\$2,868.75	\$506.25	\$3,375.00
CVSA Membership Dues	\$6,715.00	\$1,185.00	\$7,900.00
CVSA Decals	\$3,641.40	\$642.60	\$4,284.00
Laptop Air Cards	\$27,321.57	\$4,821.45	\$32,143.02
Vehicle Fleet Cost	\$367,028.96	\$64,769.82	\$431,798.78
NE-Vehicle Fleet Cost	\$22,388.86	\$3,950.97	\$26,339.83
Other Costs total	\$432,399.79	\$76,305.84	\$508,705.63
Planned MOE	\$0.00		

Total Costs			
	Federal Share	State Share	Total Project Costs
Subtotal for Direct Costs	\$4,808,286.80	\$848,521.20	\$5,656,808.00
Total Costs Budgeted	\$4,808,286.80	\$848,521.20	\$5,656,808.00
Total Planned MOE	\$1,183,840.92		

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.

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$4,901,802.00	\$865,024.00	\$5,766,826.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$865,024.00
MOE Baseline:	\$747,966.49

Total Federal Share budgeted must equal 85 percent of the total estimated funding (+/- \$5 allowed). Please update the Spending Plan to reflect the allowable amounts.

Total State Share budgeted must equal 15 percent of the total estimated funding (+/- \$5 allowed). Please update the Spending Plan to reflect the allowable amounts.

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	\$2,606,105.72	\$459,901.02	\$3,066,006.74	NA
Overtime Subtotal	\$0.00	\$0.00	\$0.00	NA
Personnel Total	\$2,606,105.72	\$459,901.02	\$3,066,006.74	\$0.00
Fringe Benefits Total	\$170,913.16	\$30,161.15	\$201,074.31	\$1,183,840.92
Travel Total	\$118,703.03	\$20,947.59	\$139,650.62	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00	\$0.00
Supplies Total	\$5,590.20	\$986.50	\$6,576.70	\$0.00
Contractual and Subaward Total	\$1,474,574.90	\$260,219.10	\$1,734,794.00	\$0.00
Other Costs Total	\$432,399.79	\$76,305.84	\$508,705.63	\$0.00
	85% Federal Share	15% State Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	\$4,808,286.80	\$848,521.20	\$5,656,808.00	\$1,183,840.92
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
Total Costs Budgeted	\$4,808,286.80	\$848,521.20	\$5,656,808.00	\$1,183,840.92

Part 5 - Certifications and Documents

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

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

1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? David J. Lorenzen
2. What is this person's title? Chief
3. Who is your Governor's highway safety representative? Patrick Hoye, Department of Public Safety, GTSB
4. What is this person's title? Bureau Chief

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

- ☒ Yes
- ☐ No

State Certification declaration:

I, David J. Lorenzen, Chief, on behalf of the State of IOWA, 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](#).

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

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

1. What is the name of your certifying State official? David J. Lorenzen
2. What is the title of your certifying State official? Chief
3. What are the phone # and email address of your State official? 515-237-3218 david.lorenzen@iowadot.us

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

- ☒ Yes
- ☐ No

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

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

MCSAP REVIEW – REGULATORY FINDINGS AND PROGRESS IA/FI-1a As written, Iowa Code section 321.449, paragraph 7, is incompatible due to a lack of clarity on applicability based on, vehicle weight, and hazardous material or passenger vehicle usages. This issue has been discussed at meetings with representatives of the trucking, construction, and agricultural industries. Amended Code language to achieve the necessary level of clarity and compatibility is still needed. IA/FI-1b Iowa Code section 321.449, paragraph 4, includes driver exceptions for intrastate farm operations, but the exception language is broader than the federal exception for "Farm Vehicle Drivers". Having been enacted in 1995, the exception is not eligible for consideration as an industry exception under the tolerance guidelines. The issue has been discussed with representatives of the agricultural industry and work on resolution of this issue will continue in 2018 along with implementation of MAP-21 amendments. Other agricultural interest still remains undefined. IA/FI-1c Iowa Code section 321.450, paragraph 3, provides an exception for minimum driver age on intrastate drivers employed by retail dealers of petroleum and fertilizer products. Incompatibility is based upon the code language lacking sufficient clarity and not clearly limiting the exception to intrastate commerce only. The issue has been presented to representatives of the petroleum and agricultural industries. Efforts to resolve this issue will continue in 2018. IA/FI-1d Iowa Code section 321.449, paragraph 4 and Iowa Administrative Code 761.520-4(1) make references to each other and provide for a broad exception from Parts 391 and 395 intended for intrastate drivers employed by retail dealers of petroleum and fertilizer products. As written, the exceptions have been deemed incompatible due to lack of clarity and the possibility that they are too broad in scope. These two codes and the issues have been discussed with representatives of the trucking, construction, and agricultural industries. Amended Code language to achieve the necessary level of clarity and compatibility needed is being developed and will be proposed for the 2018 legislative session. IA/FI-1e Iowa Code section 321.449, paragraph 5 provides an exception intended to grandfather intrastate drivers with medical conditions precluding medical qualification that existed prior to the state adopting Part 391 rules for intrastate drivers. As written, the section lacks sufficient clarity and does not require the drivers to meet all of the requirements necessary to be an approved variance. This issue has been discussed with representatives of the trucking, construction, and agricultural industries. Amended Code language to achieve the necessary level of clarity and compatibility is still needed. IA/FI-1f Iowa Code section 321.449, paragraph 1 and Iowa Administrative Code 761.520.1(2)(c) are intended to require compliance to Hours-of-Service rules in Part 395 by intrastate drivers of for-hire passenger carrying vehicles with a seating capacity of 7 to 8 and 9 to 15 persons. The requirement was declared incompatible during the 2008 MCSAP Review because it was more stringent than the federal rules for vehicles this size, due to drivers of 9 to 15 capacity vehicles operating for direct compensation within a 75-mile radius being eligible for a Part 395 exception in 390.3(f)(6)(ii). Further, it was stated the Iowa Code language lacked

clarity and could be interpreted to include vehicles operated in interstate commerce. On February 1, 2010, the FMCSA published a Final Rule in the Federal Register, Volume 75, No. 20, which has bearing on this finding. The Final Rule removed from the FMCSR the exception in 390.3(f)(6)(ii) which allowed 9-15 passenger vehicles used for direct compensation within 75 air miles of their work reporting location to be relieved of compliance to regulations in Parts 395. The Final Rule became effective on May 3, 2010, with compliance by for-hire carriers using 9 to 15 capacity passenger vehicles required by June 1, 2010. Now in effect, the exception in 390.3(f)(6)(ii) is removed from the FMCSR and the conflict between the Iowa Hours-of-Service rules for 9-15 passenger for-hire vehicles and the FMCSR no longer exists. Because the FMCSR are also silent regarding rules for passenger carrying vehicles with seating capacities of less than nine persons that don't otherwise meet the definition of a commercial vehicle, the Iowa Hours-of-Service rules applicable to vehicles with a seating capacity of seven or eight passengers is more stringent than federal rules, not in conflict with any federal exceptions, and also compatible. IA/FI-1g Iowa Code section 321.449, paragraph 4 is determined to be incompatible due to language that appears to make drivers responsible for compliance to HOS recordkeeping requirements, rather than the motor carrier. This issue has been discussed and new language is needed to achieve clarity and compatibility. IA/FI-1h Iowa Administrative Code 761.520.3(1) contains an exception from annual vehicle inspection requirements that was determined to be partially incompatible because it appears to go beyond regulatory guidance found in Part 390.5 for off-road equipment and agricultural equipment. Many vehicles subject to this exception are operated by the construction and road building industries, and include vehicles such as mobile cranes, concrete pumps, and other truck-chassis mounted equipment. Agricultural equipment could potentially be interpreted to include nurse tanks. Due to the lack of clarity of this language, meetings have been held with representatives of the trucking, construction, and agricultural communities.

3 - New Laws/Legislation/Policy Impacting CMV Safety

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

☒ Yes ☐ No

In the table below, please provide the bill number and effective date of any new legislation. Include the code section which was changed because of the bill and provide a brief description of the legislation. Please include a statute number, hyperlink or URL, in the summary. Do NOT include the actual text of the Bill as that can be very lengthy.

Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
HF 218	07/01/2017	Section 1. 321.457	An Act increasing the maximum allowable length for single trucks operated on the highways of this State.
HF 463	07/01/2017	Section 2. 321.463	An Act relating to the enforcement of motor vehicle laws and the regulations of CMVs and certain operators by the DOT - New Subsection 4A
SF 406	07/01/2017	Section 1. 321.453	An Act exempting motor vehicles carrying an implement of husbandry from certain permit requirements. New Subsection 3.

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

☐ Yes ☒ No

Annual Review of Laws, Regulations, Policies and Compatibility Certification

I, **David J. Lorenzen, Chief**, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program.

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

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

MCSAP REVIEW – REGULATORY FINDINGS AND PROGRESS

- IA/FI-1a** As written, Iowa Code section 321.449, paragraph 7, is incompatible due to a lack of clarity on applicability based on, vehicle weight, and hazardous material or passenger vehicle usages. This issue has been discussed at meetings with representatives of the trucking, construction, and agricultural industries. Amended Code language to achieve the necessary level of clarity and compatibility is still needed.
- IA/FI-1b** Iowa Code section 321.449, paragraph 4, includes driver exceptions for intrastate farm operations, but the exception language is broader than the federal exception for “Farm Vehicle Drivers”. Having been enacted in 1995, the exception is not eligible for consideration as an industry exception under the tolerance guidelines. The issue has been discussed with representatives of the agricultural industry and work on resolution of this issue will continue in 2018 along with implementation of MAP-21 amendments. Other agricultural interest still remains undefined.
- IA/FI-1c** Iowa Code section 321.450, paragraph 3, provides an exception for minimum driver age on intrastate drivers employed by retail dealers of petroleum and fertilizer products. Incompatibility is based upon the code language lacking sufficient clarity and not clearly limiting the exception to intrastate commerce only. The issue has been presented to representatives of the petroleum and agricultural industries. Efforts to resolve this issue will continue in 2018.
- IA/FI-1d** Iowa Code section 321.449, paragraph 4 and Iowa Administrative Code 761.520-4(1) make references to each other and provide for a broad exception from Parts 391 and 395 intended for intrastate drivers employed by retail dealers of petroleum and fertilizer products. As written, the exceptions have been deemed incompatible due to lack of clarity and the possibility that they are too broad in scope. These two codes and the issues have been discussed with representatives of the trucking, construction, and agricultural industries. Amended Code language to achieve the necessary level of clarity and compatibility needed is being developed and will be proposed for the 2018 legislative session.
- IA/FI-1e** Iowa Code section 321.449, paragraph 5 provides an exception intended to grandfather intrastate drivers with medical conditions precluding medical qualification that existed prior to the state adopting Part 391 rules for intrastate drivers. As written, the section lacks sufficient clarity and does not require the drivers to meet all of the requirements necessary to be an approved variance. This issue has been discussed with representatives of the trucking, construction, and agricultural industries. Amended Code language to achieve the necessary level of clarity and compatibility is still needed.

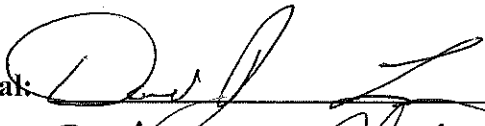
IA/FI-1f Iowa Code section 321.449, paragraph 1 and Iowa Administrative Code 761.520.1(2)(c) are intended to require compliance to Hours-of-Service rules in Part 395 by intrastate drivers of for-hire passenger carrying vehicles with a seating capacity of 7 to 8 and 9 to 15 persons. The requirement was declared incompatible during the 2008 MCSAP Review because it was more stringent than the federal rules for vehicles this size, due to drivers of 9 to 15 capacity vehicles operating for direct compensation within a 75-mile radius being eligible for a Part 395 exception in 390.3(f)(6)(ii). Further, it was stated the Iowa Code language lacked clarity and could be interpreted to include vehicles operated in interstate commerce.

On February 1, 2010, the FMCSA published a Final Rule in the Federal Register, Volume 75, No. 20, which has bearing on this finding. The Final Rule removed from the FMCSR the exception in 390.3(f)(6)(ii) which allowed 9-15 passenger vehicles used for direct compensation within 75 air miles of their work reporting location to be relieved of compliance to regulations in Parts 395. The Final Rule became effective on May 3, 2010, with compliance by for-hire carriers using 9 to 15 capacity passenger vehicles required by June 1, 2010. Now in effect, the exception in 390.3(f)(6)(ii) is removed from the FMCSR and the conflict between the Iowa Hours-of-Service rules for 9-15 passenger for-hire vehicles and the FMCSR no longer exists. Because the FMCSR are also silent regarding rules for passenger carrying vehicles with seating capacities of less than nine persons that don't otherwise meet the definition of a commercial vehicle, the Iowa Hours-of-Service rules applicable to vehicles with a seating capacity of seven or eight passengers is more stringent than federal rules, not in conflict with any federal exceptions, and also compatible.

IA/FI-1g Iowa Code section 321.449, paragraph 4 is determined to be incompatible due to language that appears to make drivers responsible for compliance to HOS recordkeeping requirements, rather than the motor carrier. This issue has been discussed and new language is needed to achieve clarity and compatibility.

IA/FI-1h Iowa Administrative Code 761.520.3(1) contains an exception from annual vehicle inspection requirements that was determined to be partially incompatible because it appears to go beyond regulatory guidance found in Part 390.5 for off-road equipment and agricultural equipment. Many vehicles subject to this exception are operated by the construction and road building industries, and include vehicles such as mobile cranes, concrete pumps, and other truck-chassis mounted equipment. Agricultural equipment could potentially be interpreted to include nurse tanks. Due to the lack of clarity of this language, meetings have been held with representatives of the trucking, construction, and agricultural communities.

Signature of Certifying Official:



Title of Certifying Official:

Chief Motor Vehicle Enforcement

Date of Certification:

08/04/17

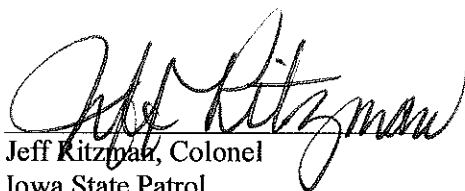
**AGREEMENT BETWEEN
IOWA DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE DIVISION
AND
IOWA DEPARTMENT OF PUBLIC SAFETY
IOWA STATE PATROL DIVISION**

1. This Agreement is entered by and between the Iowa Department of Transportation (DOT) Motor Vehicle Division (hereinafter Department), and the Iowa Department of Public Safety (DPS) Iowa State Patrol (hereinafter Contractor).
2. The Iowa Department of Transportation is the Lead Agency in the State of Iowa for implementation of the Motor Carrier Safety Assistance Program (MCSAP).
3. The Contractor is a participating agency in the MCSAP and is eligible to receive funds for the performance of approved MCSAP activities. Activities for the current year contract period are identified in the approved "Commercial Vehicle Safety Plan" for the State of Iowa.
4. The Contractor agrees to perform activities in accordance with the standards and procedures approved by the Federal Motor Carrier Safety Administration (FMCSA) as they relate to the performance of Level 2 driver/vehicle and Level 3 driver-only inspections. These must be in accordance with Commercial Vehicle Safety Alliance (CVSA) approved inspection policies and procedures. Any changes in the CVSA approved procedures or out-of-service criteria will be provided to the Contractor by the Department.
5. The effective dates of the Agreement shall be from October 1, 2017 through September 30, 2018.
6. The relationship of the Contractor to the Department shall be that of an independent Contractor, not that of a joint enterpriser. The Contractor shall have no authority to bind the Department for any obligation or expense without prior expressed written approval.
7. The Contractor shall receive thirty-five percent (35%) of approved Grant Agreement. The Department shall reimburse the Contractor at a rate not to exceed eighty-five percent (85%) of approved allocation, as described in the Grant Agreement, with fifteen percent (15%) state match being required by the Contractor.
8. The Contractor budget is described in the Iowa State Patrol Financial Summary section of the 2018 Commercial Vehicle Safety Plan (CVSP), with the Contractor's MCSAP activity and performance requirements described in the National Program Elements Activities section of the plan.
9. The Contractor agrees to adhere to the following procedures when deviations from the approved line item budget are anticipated to occur:
 - a. All requests for revisions to the line item budget must be submitted in writing to the Department. The request will show clearly the effect of the revision on all budget categories.
 - b. Any revisions to the line item budget which increase or decrease by ten percent or more the amount budgeted for a line item category, or involve funds budgeted for officer training, will require an amended agreement between the Department and the Contractor and approval by FMCSA.

10. The Contractor will submit a Performance Progress Report to the Department no later than the 10th day of the month following the end of the quarter. The Contractor agrees to submit all information requested by the Department.
11. The Contractor will be responsible for follow-up requirements of the inspection program, including participation in the FMCSA Data Quality program and responding to inquiries relating to inspections performed.
12. The Contractor will comply with all requirements imposed by the FMCSA and the Department concerning special requirements of law, program requirements, and other administrative requirements.
13. The Contractor will initiate reimbursement proceedings by submitting a monthly reimbursement invoice to the Department. Invoices received after the 10th of each month may not be processed until the following month. All claims must be based on actual costs.
14. The Contractor must maintain a financial management system which records all grant-related costs following generally accepted accounting procedures. Adequate documentation for all contract costs must be maintained.
15. The Contractor will comply with Office of Management and Budget (OMB) Circular A-87, "Cost Principles Applicable to Grants and Contracts with State and Local Governments." This circular establishes principles and standards for determining costs applicable to grants, contracts, and other agreements with state and local governments and federally recognized Indian tribal governments.
16. The Contractor will comply with 49 CFR, Part 18, which is the adoption of OMB Circular A-102 by the United States Department of Transportation (USDOT), which is incorporated herein as fully set out. Title 49 CFR, Part 18, is referred to as the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
17. The Contractor will adhere to its own procurements, regulations, and procedures which reflect applicable state and local laws, rules, and regulations provided such regulations and procedures meet the minimum standards required for procurements made with federal funds. These minimum standards are included in the "Procurement Standards" of OMB Circular A-102, "Uniform Administrative Requirements for Assistance to State and Local Governments" as adopted by the USDOT as 49 CFR, Part 18.
18. The Contractor will comply with the provisions of the OMB Circular A-102, "Uniform Administrative Requirements for Assistance to State and Local Governments" (as adopted by the USDOT as 49 CFR, Part 18) as it pertains to using, maintaining, and disposing of equipment and supplies purchased with MCSAP funds. The Contractor will submit to the Department, within 120 days of the end of the current Agreement period, an inventory report of all equipment and/or non-expendable personal property purchased with funds provided through the MCSAP. The report will reflect all equipment purchased since the beginning of participation in the MCSAP and not just equipment purchased during the current Agreement year. The report will contain, as appropriate, the following information:
 - a. Description of the equipment and/or non-expendable personal property
 - b. Manufacturer's serial number
 - c. Model number
 - d. Source (vendor)

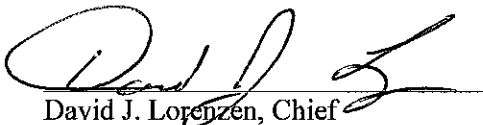
- e. Acquisition date
 - f. Total cost
 - g. Unit cost
 - h. Location of equipment
 - i. Use of equipment
 - j. Current assignment (person to whom equipment is assigned)
20. As a recipient or subrecipient of federal financial assistance, the Contractor is required to have an audit made in accordance with the provisions of the OMB Circular A-133. This circular serves as implementation of the Single Audit Act of 1984 (P.L. 98-502).
21. The Contractor agrees that the Department, the United States Department of Transportation, Federal Motor Carrier Safety Administration and/or the Comptroller General of the United States, the Auditor of the State of Iowa, or any of their duly authorized representatives, may have access for purposes of audit and examination to any book, document, papers, or records maintained by the Contractor pertaining to this Agreement; and the Department further agrees to maintain such books and records for the period of three years after the date of submission of the final expenditure report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
22. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the Contractor costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
23. The Department may cancel the Agreement at any time for breach of contractual obligations by providing the Contractor with a written notice of cancellation. Should the Department exercise its right to cancel the Agreement for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.
24. The Agreement shall not bind or purport to bind the Department for any contractual commitment in excess of the original period. The Department shall have the right, at its sole discretion, to review the Agreement on a year-to-year basis.
25. The Contractor agrees that funding received as a result of this Agreement shall be expended only to further the purposes and activities for which this Agreement has been written, and shall not be used to supplement existing appropriations.
26. The Contractor agrees to notify the Department in writing of personnel changes funded through this contract. The positions or job classification titles for each position are identified. Any changes in the number of positions funded or the percent of time devoted to the project must be approved in advance by the Department.

27. The Contractor hereby agrees that as a condition of receiving Federal Financial Assistance from the Department of Transportation, they will comply with Title VI of the Civil Rights act of 1964 *78 stat.252, 42 U.S.C.200d) related to non-discrimination statues (i.e. we U.S.C. 324, Section 504 of the Rehabilitation act of 1973 as amended, and the Age Discrimination Act and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap or age be excluded from participation in, being denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the contractor receives federal financial assistance. The specific requirements of the United States Department of Transportation Standard Civil Rights assurances (required by 49 CFR 21.7 and or file with the U.S. DOT are incorporated in this agreement.
28. The Contractor further agrees that its own employment policies and practices will be without discrimination based on race, color, religion, sex, national origin, handicap or age, and that it has or will develop and submit to the Department an Affirmative Action Plan consistent with the Uniform Guidelines on Employee Selection Procedures 29 CFR 1607 and the Affirmative Action Guidelines, 29CFR108. The Contractor agrees to submit a copy of the Affirmative Action Plan to the Department upon request. A plan that is consistent with the guidelines on Employee Selection Procedures (29 CFR 1607) and Affirmative Action Guidelines (29 CFR 608 or 23 CFR 230, Sub Part C will meet these requirements.



Jeff Kitzman, Colonel
Iowa State Patrol
Iowa Department of Public Safety

07/24/2017
Date



David J. Lorenzen, Chief
Motor Vehicle Enforcement
Iowa Department of Transportation

07-13-17
Date

IOWA LAWS AMENDED IN THE IOWA 2017 General Session

HF 463

AN ACT RELATING TO THE ENFORCEMENT OF MOTOR VEHICLE LAWS AND THE REGULATION OF COMMERCIAL MOTOR VEHICLES AND CERTAIN OPERATORS BY THE DEPARTMENT OF TRANSPORTATION, AND INCLUDING EFFECTIVE DATE PROVISIONS.

Sec. 2. Section 321.463, Code 2017, is amended by adding the following new subsection:

NEW SUBSECTION. 4A. *a.* Notwithstanding any provision of law to the contrary, a motor vehicle equipped with an engine fueled primarily by natural gas may exceed any applicable maximum gross weight limit under this chapter, up to a maximum gross weight of eighty-two thousand pounds, by an amount equal to the difference between the weight of the vehicle attributable to the natural gas tank and fueling system installed in the vehicle and the weight of a comparable diesel fuel tank and fueling system.

b. Notwithstanding any provision of law to the contrary, a motor vehicle described in paragraph “*a*” equipped with an auxiliary power or idle reduction technology unit that reduces fuel use and emissions during engine idling may exceed any applicable maximum gross weight limit under this chapter by five hundred fifty pounds or the weight of the auxiliary power or idle reduction technology unit, whichever is less. This paragraph “*b*” shall not apply unless the operator of the vehicle provides to the department a written certification of the weight of the auxiliary power or idle reduction technology unit, demonstrates or certifies to the department that the idle reduction technology unit is fully functional at all times, and carries with the operator the written certification of the weight of the auxiliary power or idle reduction technology unit in the vehicle at all times to present to law enforcement in the event the vehicle is suspected of violating any applicable weight restrictions.

HF 218

AN ACT INCREASING THE MAXIMUM ALLOWABLE LENGTH FOR SINGLE TRUCKS OPERATED ON THE HIGHWAYS OF THIS STATE.

Section 1. Section 321.457, subsection 2, paragraph a, unnumbered paragraph 1, Code 2017, is amended to read as follows:

A single truck, unladen or with load, shall not have an overall length, inclusive of front and rear bumpers, in excess of forty-one forty-five feet. When determining the overall length of a single truck, the following shall be excluded:

SF 406

AN ACT EXEMPTING MOTOR VEHICLES CARRYING AN IMPLEMENT OF HUSBANDRY FROM CERTAIN PERMIT REQUIREMENTS.

Section 1. Section 321.453, Code 2017, is amended by adding the following new subsection:

NEW SUBSECTION. 3. A motor vehicle that is operated by a farmer and that is carrying an implement of husbandry between fields, locations for repair, or locations for storage of the implement of husbandry shall be exempt from any requirement to obtain a permit under section 321.463, 321.471, or 321.474. Nothing in this subsection shall be construed to exempt such a vehicle from any requirement or restriction other than a requirement to obtain a permit, including but not limited to requirements or restrictions relating to size, weight, load, lighting, flags, equipment, or manner of operation. For the purposes of this subsection, “*farmer*” means as defined in section 142D.2.



Date September 20, 2016
To Patty King, Office of Finance
From Matt Swanson, Office of Finance
Subject FY 2017 Fringe Benefit Additive Rate

M. D.

We have received the mathematical calculations of the proposed FY 2017 Fringe Benefit Additive Rate as developed by Accounting. We find that the schedule provided to us contains calculations similar to previous years, as described in a document entitled Accounting Operating Instructions - 1995 revision

We have attached a simplified schedule that reflects the calculations provided by Project Accounts and Payables for the additive rate of employer related payroll taxes of 45.17%. Such rate includes FICA, IPERS, deferred compensation plans and the employer's portion of employee health and life insurance.

We have attached a Simplified Schedule of Fringe Benefit Additive Rate that reflects the calculations provided.



Date September 20, 2016
To Patty King, Office of Finance
From Matt Swanson, Office of Finance
Subject FY 2017 Payroll Labor Additive Rate

M. D.

We have received the mathematical calculations of the proposed FY 2017 Labor Additive Rate as developed by Accounting. We find that the schedule provided to us contains calculations similar to previous years, as described in a document entitled Accounting Operating Instructions - 1995 revision.

The schedule provided to us for the Labor Additive Rate shows a rate of 34.30% compared to a prior year's rate of 37.19%. Such rate contains paid time off, payroll costs associated with paid time off, training costs and other minor elements.

We have attached a Simplified Schedule of Labor Additive Rate that reflects the calculations provided.



U.S. Department
of Transportation

Federal Motor Carrier
Safety Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

August 22, 2017

In Reply Refer To: MC-CR
FY 2018 Pre-Award IADOT

Mr. Mark Lowe, Director
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Dear Mr. Lowe:

We are in receipt of the Iowa Department of Transportation's (DOT) Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Compliance Plan. We have reviewed your FMCSA Title VI Program Compliance Plan and find that the Plan contains all elements stipulated in the FMCSA Title VI Program Compliance Plan Checklist. Therefore, FMCSA approves the Iowa DOT's Title VI Program Compliance Plan for Federal Fiscal Year (FY) 2018.

We do request that the Iowa DOT notify FMCSA's Office of Civil Rights should it be the object of a Title VI Program compliance review conducted by another Federal agency. In this eventuality, we will coordinate with the Iowa DOT to ensure that the Title VI Program Compliance Plan is updated with the additional information.


On an annual basis, FMCSA's Office of Civil Rights will conduct compliance reviews of a representative sampling of FMCSA Grant Recipients. FMCSA has approximately 125 Recipients annually. If and/or when the Iowa DOT is chosen as one of the FMCSA Grant Recipients' Title VI Program that will be reviewed in a given year, the Office of Civil Rights will use the approved Title VI Program Compliance Plan as the basis for conducting the desk audit and will request additional documentation as deemed appropriate during the review.

In addition, a small number of Recipients who are selected for a Title VI Program compliance review will also be selected for an on-site visit which will include personnel interviews. We appreciate your future assistance in the event the Iowa DOT is chosen for a compliance review in a given year.

If at any time your Agency has Title VI Program-related questions, please do not hesitate to contact Mr. Lester Finkle, National Title VI Program Manager at (202) 366-4474 or lester.finkle@dot.gov.

Sincerely,

A handwritten signature in blue ink that reads "Lester D. Finkle II".

 Kennie J. May, Sr.
Director
Office of Civil Rights

Cc: Karen Kienast, Civil Rights Coordinator, Iowa DOT
Melissa Spiegel, Office of Vehicle and Motor Carrier Services Director, Iowa DOT
Shirley McGuire, Division Administrator, Iowa Division Office
Jeremy Dugger, State Program Specialist, Iowa Division Office



Title VI Program Plan

Ensuring Justice

August 1, 2017

Mark Lowe
Director

Melissa Spiegel
Director, Office of Vehicle and Motor Carrier Services

Todd Sadler
Director, Office of Employee Services

Karen Kienast
Civil Rights Coordinator, Team Leader
Office of Employee Services

TITLE VI PLAN

CONTENTS

Section 1 – Program Overview	3
A. Introduction	4
B. Policy Statement	4
C. Authorities	6
D. Assurances	6
Section 2 – Organization and Staffing	7
A. Civil Rights Coordinator Responsibilities	8
B. External Civil Rights Administrator Responsibilities	9
C. Title VI Specialists Responsibilities	10
D. Civil Rights Liaison (Committee) Responsibilities	11
Section 3 – Implementation Procedures	14
A. Program Administration- General	15
Section 4 – Program Administration	18
Section 5 - Attachments	22
Attachment A – Standard DOT Title VI Assurances	23
Appendix A	26
Appendix B	28
Appendix C	30
Appendix D	32
Appendix E	34
Attachment B – Discrimination Complaint Process	32
Attachment C – Title VI Program (PPM 300.05)	41

SECTION 1

PROGRAM OVERVIEW

Introduction

The Iowa Department of Transportation (Iowa DOT) is a recipient of Federal Financial Assistance. All recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 which forbids discrimination against anyone in the United States because of race, color, or national origin by any agency receiving Federal Funds. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex. Additionally, the Civil Rights Restoration Act of 1987 defined the word "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal Financial Assistance.

The Iowa DOT is to ensure that none of its activities or programs treats any part of the community any differently than another. The Iowa DOT expects every manager, supervisor, employee, and sub-recipient of Federal-Aid Funds administered by the Iowa DOT to be aware of and apply the intent of Title VI of the Civil Rights Act of 1964 in performing assigned duties.

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) require recipients of Federal-Aid Funds to prepare a plan to clarify roles, responsibilities, and procedures established to ensure compliance with Title VI of the Civil Rights Act of 1964.

The Iowa DOT's Title VI Program Plan focuses on functional areas with significant public contact responsibilities and provides the policy direction necessary to ensure compliance with Title VI of the Civil Rights Act of 1964.

Policy statement of nondiscrimination

The Iowa Department of Transportation, hereinafter referred to as the Iowa DOT, through enactment of this program, hereby assures that no person shall on the grounds of race, color, national origin, sex, age, disability, low-income or LEP (see also: *Title VI of the Civil Rights Act of 1964*, 42 U.S.C. § 2000d, and the *Civil Rights Restoration Act of 1987*, Pub. L. No. 100-259, 102 Stat. 28) be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. The Iowa DOT further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of the Iowa DOT to comply with: 49 CFR Part 21; 49 CFR Part 303; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 et seq; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority

Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency) and the FMSCA Title VI Program Assurance (see: page ***)

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

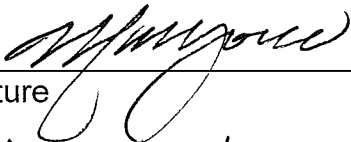
Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, the Iowa DOT hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

The Iowa DOT also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, the Iowa DOT will take reasonable steps to provide meaningful access to services for persons with limited-English proficiency. The Iowa DOT will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

In the event the Iowa DOT distributes federal-aid funds to a second-tier subrecipient, the Iowa DOT will include Title VI language in all written agreements.

The Iowa DOT's Civil Rights Coordinator/Office of Employee Services – Civil Rights Team (OES-CRT), is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Signature


MARK LOWE

Director, Iowa Department of Transportation

Date

6/27/2017

Authorities

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d, provides that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of federal-aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not. Environmental justice (EJ): Executive Order 12898 addresses disproportionate adverse environmental, social and economic impacts that may exist in communities, specifically minority and low-income populations.

Limited English Proficiency (LEP): Executive Order 13166 addresses access to services for persons whose primary language is not English and who have a limited ability to read, write, speak or understand English.

Americans with Disabilities Act of 1990 (ADA): The Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.

Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, prohibits discrimination based on disability.

Additional citations

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d to 2000d-4; 42 U.S.C. §§ 4601 to 4655; 23 U.S.C. §109(h); 23 U.S.C. §324; DOT Order 1050.2; Executive Order 12250; Executive Order 12898; 28 C.F.R. § 50.3.

Standard Assurances

49 C.F.R. § 21.7

Pursuant to 49 C.F.R. § 21.7, every application for federal financial assistance or continuing federal financial assistance must provide a statement of assurance and give reasonable guarantee that the program is (or, in the case of a new program, will be) conducted in compliance with all requirements imposed by or pursuant to Part 21 (Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964). Fully executed standard DOT assurances (including Appendices A, B, C, D and E) are attached to this plan. (Attachment A)

SECTION 2

ORGANIZATION AND STAFFING

Staffing

The responsibility for the direction and implementation of the Iowa DOT's Title VI Program is assigned to the Director of the Iowa DOT

The Civil Rights Coordinator (hereafter referred to as "Coordinator"), on behalf of the Director, is responsible for the department-wide management of the Title VI program and the Office of Employee Services - Civil Rights Team (hereafter referred to as "OES-CRT"), and has direct access to the Iowa DOT's Director on Title VI/Nondiscrimination issues. The Coordinator is under the direct supervision of the Director of the Office of Employee Services (OES). The Office of Motor Vehicle Enforcement has a Title VI program area coordinator.

Civil Rights Coordinator Responsibilities

The Coordinator is responsible for implementing, monitoring, and ensuring Iowa DOT compliance with Title VI regulations. The Title VI responsibilities are as follows:

- Consult with and inform the Director of the Iowa DOT on nondiscrimination program activities.
- Process the disposition of Title VI complaints received by the Iowa DOT, with assistance from program area coordinators.
- Collect statistical data (race, color, sex, and national origin) of participants in, and beneficiaries of state highway and enforcement programs.
- Conduct Title VI reviews of cities, counties, consultants, contractors, universities, colleges, planning agencies, and other recipients of federal aid highway funds.
- Review state program directives in coordination with Civil Rights Committee liaisons for special emphasis program areas and, where applicable, include Title VI language and related requirements.
- Conduct training programs on Title VI and related statutes for state program officers, civil rights officials, and Iowa DOT sub-recipients of federal funds.
- Prepare the annual Title VI update report reflecting accomplishments of the past year and establishing goals for the next year.
- Develop Title VI information for dissemination to the general public including translation into languages other than English when appropriate.
- Conduct post-grant approval reviews of state programs and applicants for compliance with Title VI requirements (highway location, design and relocation, and persons seeking contracts with the state).

- Identify, investigate, and eliminate discrimination when found to exist within our programs.
- Establish procedures for promptly resolving deficiency status and develop a written remedial action plans as necessary, all within a period not to exceed 90 days.
- Provide technical assistance to sub-recipients in the development of their Title VI Plan and assurances.

External Civil Rights Administrator Responsibilities

The External Civil Rights Administrator, under the direct supervision of the Director of OES, is responsible for ensuring the Iowa DOT's compliance with the federal Civil Rights programs that highway contractors, consultants and sub-recipients must comply with. The Title VI responsibilities are as follows:

- Investigate external civil rights complaints (Title VI, Title II, ADA and 504).
- Implement the Title VI Plan.
- Develop and revise the Civil Rights Program Assessment and Implementation Plan.
- Implement the Disadvantaged Business Enterprise (DBE) Program on USDOT-assisted contracts and procurements.
- Setting annual overall DBE goals and DBE goals on individual projects in coordination with internal Iowa DOT divisions.
- Implement the Equal Employment Opportunity (EEO) Contract Compliance Program.
- Implement the On-the-Job Training (OJT) programs under the Training Special Provisions (TSP) of USDOT-assisted construction contracts.
- Establish and monitor the DBE, Emerging Small Business (ESB) and Small Business Contracts (SBC) Supportive Services Programs.
- Ensure proper DBE, ESB and SBC Certification Processes and documents are utilized.
- Provide training and technical assistance to the Iowa DOT and its sub-recipients, contractors and consultants.
- Implement the Minority and Women Business Enterprise (MWBE) program on state-funded contracts and procurements.

Title VI Specialists Responsibilities

The Title VI Specialists, under the direct supervision of the Director of OES, work in collaboration with the Coordinator and External Civil Rights Administrator. They are responsible for coordinating and providing technical assistance on all Title VI and Title II Programs and preparing required reports. Duties include:

- Coordinate Title VI Program development and implementation with affected program areas.
- Provide technical assistance and advice on Title VI matters to Civil Rights Committee Liaisons and Program Area Officials.
- Conduct internal Title VI reviews of Iowa DOT Program Office activities when necessary to cover aspects beyond those included in routine monitoring.
- Participate with program area staff to review section program activities that include Title VI issues.
- Conduct Title VI reviews of consultants, universities, regional planning affiliations (RPAs) and other sub-recipients to ensure Title VI compliance.
- Review Iowa DOT program manuals, contracts, and policy statements to determine whether Title VI is appropriately addressed.
- Promptly investigate and resolve Title VI complaints of discrimination. Investigations shall be completed and a report of findings submitted to FMCSA within 60 days from the date the complaint was received.
- Work with program areas to correct identified Title VI problems including discriminatory practices or policies.
- Conduct Title VI training for Civil Rights Liaisons, Iowa DOT staff and sub-recipients.
- Assist in the preparation of annual reports of Title VI activities and accomplishments.
- Assist in updating the Title VI Plan as necessary to reflect organizational, policy or implementation changes.

SECTION 3

IMPLEMENTATION PROCEDURES

Program Administration — General

As authorized by the Iowa DOT's Director, under the direct supervision of the Director of OES, the Coordinator is responsible for initiating, monitoring, and ensuring Iowa DOT's compliance with Title VI requirements as follows.

A. Complaints and Disposition

If any individual believes that he/she or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, on the grounds of race, color, national origin, income, sex, or disability, he/she may exercise their right to file a complaint with the Iowa DOT. Every effort will be made to resolve complaints informally at the district/division, sub-recipient, and contractor level. Complaint forms, instructions and general information about the complaint process is available on the DOT's website or upon request.

The Iowa DOT OES-CRT maintains the complaint log and a file that includes at minimum the following: investigative plan, investigation report, investigative findings and remedial action taken.

B. Data Collection

Statistical data on race, color, national origin, age, disability, income level, language spoken, and gender of participants in, and beneficiaries of, Iowa DOT programs will be gathered and maintained for the Iowa DOT by OES-CRT. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

C. Title VI Reviews of Sub-recipients

It is the responsibility of the OES-CRT to conduct compliance reviews of sub-recipients of federal financial assistance. A process for reviewing and monitoring sub-recipient(s) awarded FMCSA funds by the Iowa DOT/Office of Motor Vehicle Enforcement will be developed and implemented on or before October 1, 2017.

Sub-recipient(s) will be required to provide signed Title VI Assurances, updated annually and a signed Policy Statement, also updated annually.

Sub-recipient(s) will develop a Title VI Program/Plan to include, at minimum:

- 1). a description of the program for which they are receiving funds
- 2). a description or copy of the notification of Title VI rights provided to their beneficiaries/participants
- 3). a description of their complaint disposition process
- 4). a disclosure of any corrective action required to address previously identified deficiencies, and status of those actions (if any)

- 5). a summary of Title VI training provided by the sub-recipient, frequency with which such training is provided; to whom the training is provided and a description of the content of the training.
- 6). a commitment to provide access to all records related to effective implementation of the Title VI program to the Iowa DOT.

An on-site Title VI Compliance Review will be conducted on a triennial basis, beginning in federal fiscal year 2018. The Iowa DOT Civil Rights team will develop an appropriate monitoring tool and conduct the onsite review.

D. Training Programs

Title VI Training:

Title VI training is currently provided to all new employees of the Iowa DOT through our New Employee Orientation program. Title VI specific training will be developed and presented to Iowa DOT special emphasis program areas and employees. These training components will be developed utilizing job specific considerations. Title VI specific training will be provided in alternating years, beginning in FFY 2018. This Title VI specific training will be supplemented with a refresher course during the odd numbered year. The Office of Employee Services is responsible for development and presentation of training, or may delegate delivery of the training, if appropriate. The content will utilize the Title VI Program Policy Statement as a foundation and will be delivered in person, utilizing powerpoint, small group discussion points and/or other modalities that encourage participation by trainees. The refresher training may be offered in person or via online modules that include a testing component.

The following training is currently provided specifically to MVE officers:

New Officer Training includes:

- Achieving Effective Communication
- Valuing Diversity
- ADA/EEO-AA
- New Employee Orientation
- Iowa Law Enforcement Academy Curriculum

Annual In-Service Training for all Officers includes:

- Face 2 Face Communication
- Adapting to Change
- Incident Command System
- Behavior Based Safety

New Supervisor Training includes:

- Diversity for Managers
- Valuing Diversity
- Business and Organizational Ethics
- EEO/AA: Making the Most of the Workforce

In-Service Supervisor Training:

- Supervisor Diversity Summit
- Face 2 Face Communication
- Leadership for Change
- Leadership/Management: Understanding Generational Differences

E. Access to Records

The Offices of Motor Vehicle Enforcement and Motor Vehicle Services provide quarterly and annual activity reports to FMCSA as required. Additionally, all other records and documentation are available to FMCSA staff upon request.

F. Notification to Beneficiaries and/or Participants

The Offices of Motor Vehicle Enforcement and Motor Vehicle Services will provide written documents including, but not limited to: plans, reports, pamphlets, brochures via printed materials available on site and on the Iowa DOT's website. Information provided to the public will include notification of the Department's obligations under Title VI as well the protections against discrimination afforded to the Public pursuant to these Title VI Program requirements.

Notification to the Public shall include the following at a minimum:

- A statement that the Iowa Department of Transportation operates its programs without regard to: race, color, national origin, sex, age, disability, income- level or Limited English Proficiency (LEP).
- Procedures to be followed by the public to request additional information regarding the Iowa Department of Transportation's Non-Discrimination obligations
- Procedures for the public to file a discrimination complaint, including the name of the current contact representative; with mailing address, telephone number and email address.

G. Status of Corrective Actions:

Federal Transit Administration conducted two program compliance reviews during FFY 2017. One program review was limited to the Disadvantaged Business Enterprise (DBE) element, which has no intersection with the FMCSA portfolio. The second FTA program review encompassed the entire transit program. No deficiencies were found with the civil rights elements of the program. Deficiencies were found in the transit specific elements, however, as above, these elements do not intersect with the FMCSA portfolio.

SECTION 4

PROGRAM ADMINISTRATION

Discription of Fedral Aid Programs

Office of Motor Vehicle Enforcement

The Office of Motor Vehicle Enforcement enforces vehicle laws, rules and regulations necessary to ensure preservation of the highway system, enhance highway safety, assist and protect the public and promote cooperation and education of other governmental agencies, transportation industry and the general public. This includes commercial motor vehicle and driver inspections, industry educational outreach, and enforcement of size, weight, travel authority, fuel and registration laws.

Assurance Activities

- Enforcement and investigative functions must be carried out in an equitable fashion.
- Efforts will be made to accommodate persons with limited English proficiency.

Administration

In addition to the program mission as described above, there are a number of administrative areas which have Title VI implications. These include agency staff composition by race and gender, policies, procedures and directives; contracts, agreements, other legal instruments and proposed legislation; Title VI training; dissemination of information to the public and public involvement programs.

Assurance Activities

- Monitor continued progress on agency-wide Affirmative Action goals and encourage diversity with respect to protected classes in each of the pertinent program areas.
- Review policies, procedures, Iowa DOT directives and proposed legislation for Title VI issues.
- Ensure publications and other information disseminated to the public includes Title VI policy reference.

Office of Motor Vehicle Services

MVD Customer Service, Continuing Education:

MVD strives to continue customer service education. From classroom education, webinars, Prezi presentations, or Yammer posts, MVD strives to bring awareness about how to fairly serve every customer, regardless of his/her circumstance. Equality is a goal that continues to be addressed. We have specific training for specific customers (foreign national document awareness for issuance transactions, LEP education, Senior Sensitivity Training, Verbal Judo (how to respectfully de-escalate heated customer interactions), Cultural sensitivity training) but we also continue to develop general

customer service training. This includes how to professionally respond to e-mail requests, phone requests, in-person requests and will involve all MVD employees.

Limited English Proficiency (LEP)

MVD has been very deliberate with continuing education in regards to the LEP community. Our focus is on: external community outreach and continuing education. We participate in cultural events (e.g. Latino Heritage Festival) for community outreach and awareness. We are further developing plans to engage the LEP student community by working with colleges and universities to best assist foreign national and LEP students. Additionally, MVD is networking to expand its participation in the LEP community, a goal for SFY 2018. An additional goal is to update the foreign language driver services manuals and to expand documents and resources to be available in foreign languages.

Internally, we provide continuing education. We hosted a DL Statewide Conference in October of 2015, inviting all state and county DL employees to attend. We had a speaker discuss LEP awareness and what it means to provide customer service to this community. She discussed how MVD contracts a service, CTS Language Link, to provide translation services for MVD. Training was provided on how and when to use this service. Additionally, follow up communication was sent to the entire division to refresh the use of this service. 'Point to your Language' documents are also present at issuance stations and our OVMCS counter to assist the LEP community. We have provided training to employees on how to recognize when a translator is needed and how to respectfully engage any customer, but specifically LEP customers.

Low Income Status (LIS)

MVD is networking to develop relationships with organizations who serve LIS communities. Discussions on how to best serve this community and what accommodations can be made are a top priority. The placement of the Kiosks took LIS communities into consideration, specifically their placement in accessible public locations (e.g. the library). MVD has also used our DOT2GO RV to be stationed in or near LIS communities for DL issuance which includes LIS and senior adult communities. Discussion and plans to implement further resources to the LIS community is a SFY 2016 goal.

Human Trafficking Campaign

MVE continues to be involved with multiples organizations to help combat Child/Adult Commercial Sexual Exploitation in Iowa. Educational materials are provided to the community by Trucks Against Trafficking at issuance stations and all rest areas/major truck stops throughout Iowa. Educational presentations are given throughout the country. Additionally, MVE provides annual training to staff.

Bureau of Investigation and Identity Protection

Continues to participate in community outreach events such as Latino Fest to bring awareness about the services that they offer, one of which is assisting identity theft victims. The Bureau continues to work with the Latino community leaders in helping

victims in their community to come forward and report crimes related to MV transactions and identity theft. A goal is to expand their reach beyond just the Latino community and assist other communities in need.

Community Participation Process

This section is not applicable. The Office of Motor Vehicle Enforcement is the Lead Agency for Iowa DOT and does not participate in motorist licensure/vehicle registration activities in addition to MCSAP Grant Program activities.

The Offices of Driver Service and Motor Carrier Service conduct motorist licensure/vehicle registration activities.

SECTION 5

ATTACHMENTS

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The Iowa Department of Transportation (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Motor Carrier Safety Administration (FMCSA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA’s Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898, 3 C.F.R. 859 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI,

to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: <http://www.fhwa.dot.gov/environment/ejustice/facts/index.htm>;

Additionally, Executive Order 13166, 3 C.F.R. 289 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “*application of Title VI’s prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*” When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT’s “*Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons,*” dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FMCSA Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The Iowa Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract

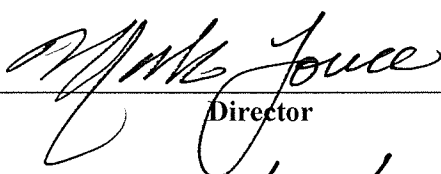
entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Iowa Department of Transportation also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Iowa Department of Transportation gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Iowa Department of Transportation

by  Director
DATED 6/27/2017

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FMCSA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FMCSA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. canceling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier

because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

APPENDIX B

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the Iowa Department of Transportation will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of **Federal Motor Carrier Safety Administration (FMCSA) Program**, and the policies and procedures prescribed by the **FMCSA** of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Iowa Department of Transportation all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Iowa Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Iowa Department of Transportation, its successors and assigns.

The Iowa Department of Transportation, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Iowa Department of Transportation will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

April 21, 2015

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY OR PROGRAM

APPENDIX C

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Iowa Department of Transportation pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the Iowa Department of Transportation will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Iowa Department of Transportation will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Iowa Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED
UNDER THE ACTIVITY, FACILITY OR PROGRAM**

APPENDIX D

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Iowa Department of Transportation pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Iowa Department of Transportation will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the Iowa Department of Transportation will there upon revert to and vest in and become the absolute property of the Iowa Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), (“...which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*), as implemented by 49 C.F.R. § 25.1 *et seq.*

Discrimination Complaint Process

Introduction

The Title VI (and related statutes) discrimination complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the Iowa DOT's programs, activities and services as required by statute.

Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the Iowa DOT. These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 (Title VI), including Section 504 of the Rehabilitation Act of 1973 (Section 504), the Age Discrimination in Employment Act of 1967 (ADEA), Civil Rights Restoration Act of 1987 (CRRRA), the Americans with Disabilities Act of 1990 (ADA), Executive Order 12898 Environmental Justice, Executive Order 13166 Limited English Proficiency, Disadvantaged Business Enterprises (DBE), Equal Employment Opportunity (EEOC), and On-the Job Training (OJT) Program components and applicable Department policies, regarding any program or activity administered by the Iowa DOT as they relate to local agencies, contractors and other sub-recipients of United States Department of Transportation funds. These procedures apply to complaints filed against a program or activity funded by the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration or Federal Motor Carrier Safety Administration.

Intimidation or retaliation is prohibited per Title 49, CFR 21.11(e).

These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside enforcement agency (Iowa Labor Services, Iowa Civil Rights Commission (ICRC), Equal Employment Opportunity Commission (EEOC), U.S. Dept. of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or U. S. Dept. of Justice) or to seek private counsel for complaints alleging discrimination.

Title VI procedures are part of an administrative process, which do not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible and with guidance of the USDOT modality (FHWA, FTA, FAA) with jurisdiction over the matter per 49 CFR 21.11 (d)(1). The option of formal mediation meeting(s) between the affected parties may be utilized for resolution at any stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

Any person who feels that he or she has been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, low income status, or limited English

proficiency, has the right to file a complaint with the Iowa DOT's Office of Employee Services - Civil Rights. Title VI complaints must be filed within 180 days of the alleged discriminatory event or practice. Complaints must be filed in person or in writing. They should be directed to:

Iowa Department of Transportation
Office of Employee Services – Civil Rights
800 Lincoln Way
Ames, Iowa 50010
(515) 239-1399

Roles and Responsibilities

- The Office of Employee Services Director, Civil Rights Coordinator and External Civil Rights Administrator have overall responsibility for the discrimination complaint process and procedures.
- The Office of Employee Services Director, Civil Rights Coordinator, External civil Rights Administrator, Title VI Specialists and Civil Rights Committee Members serve as points of contact statewide for the public to initiate complaints of discrimination.
- The Civil Rights Coordinator, External Civil Rights Administrator and/or Title VI Specialists are responsible for conducting an impartial and objective investigation, collecting factual information and preparing a fact-finding report based upon the information obtained from the investigation. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant.

Filing of Formal Complaints

APPLICABILITY

The complaint procedures apply to the beneficiaries of the Iowa DOT's programs, activities, and services, including but not limited to the public and other sub-recipients of Federal transportation funds.

ELIGIBILITY

Any person who believes that he/she has been excluded from participation in or denied benefits or services of any program or activity administered by the Iowa DOT or its sub-recipients, consultants, and contractors on the basis of race, color, national origin, sex, age, disability, low income status or limited English proficiency may bring forth a discrimination complaint under Title VI, Title II and related statutes.

TIME LIMITATIONS AND FILING OPTIONS

Title VI complaints of discrimination may be filed with:

- The Iowa DOT - Office of Employee Services - Civil Rights
- Federal Highway Administration
- Federal Transit Administration
- U.S. Department of Transportation
- Iowa Labor Services Divisio
- Federal Motor Carrier Safety Administration

In all situations, Iowa Department of Transportation Civil Rights staff must immediately forward Title VI discrimination complaints to either the FHWA or the FTA.

Complaints must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination; or
- The date on which conduct was discontinued if there's been a continuing course of conduct.

TYPE OF COMPLAINTS

All Title VI and related statute complaints are considered formal as there is no informal process. Complaints must be in writing and signed by the complainant. Complaints must include the complainant's name, address and phone number and must be sufficiently detailed to specify all issues and circumstances of the alleged discrimination.

COMPLAINT BASIS

Allegations must be based on issues involving race, color, national origin, sex, age, disability, low income status, or limited English proficiency. The term “basis” refers to the complainant's protected group status.

Protected Group Categories	Definition	Examples
Race	An individual belonging to one of the accepted anthropological racial groups; or the perception, based on physical characteristics, that a person is a member of a racial group.	Black, White, Hispanic, Asian, Native American Indian, Filipino, or Pacific Islander
Color	Color of skin, including shade of skin within a racial group.	Black, white, light brown, dark brown, etc.
National Origin	National birth site. Citizenship is not a factor. Discrimination based on language or person's accent is covered by national origin.	Mexican, Cuban, Japanese, Vietnamese, Chinese
Sex	Male or Female	Women and men
Age	Persons of any age	21-year-old person

Disability	Physical or mental impairment, permanent or temporary or perceived.	Visual impairment, hearing impairment, mobility limitations
Socio-economic	Individuals and segments of communities (neighborhoods) that are below the HHS Poverty line index that are subject to provisions contained in Executive Order 12898 – Environmental Justice.	Low-income individuals and members of communities that may be subjected to adverse impacts or denied the benefits of transportation decision-making because of their socio-economic status.

Complaint Procedures

1. INITIAL CONTACT

The Office of Employee Services Director, Civil Rights Coordinator, External Civil Rights Administrator, Title VI Specialists and Civil Rights Committee members will provide complainants with:

- An explanation of their filing options.
- The discrimination complaint procedures.
- The Title VI Discrimination Complaint Form (107009).
- The Title II Discrimination Complaint Form (131103).
- The brochures, titled “Title VI and You” and/or “Title VI sub-recipient guide to implementing Title VI of the Civil Rights Act of 1964.”

2. THE COMPLAINT REVIEW PROCESS – Title VI

The Civil Rights Coordinator reviews the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and is appropriate for investigation.

- A. If the complaint is not appropriate for investigation, the complainant will be notified in writing and is provided with his/her rights under Title VI.
- B. The complaint shall be investigated unless:
 - a. The complaint is withdrawn.
 - b. The complainant fails to provide required information after numerous requests.
 - c. The complaint is not timely filed.
 - d. Any issues that do not involve discrimination, or are not based on a protected category, will be directed to the appropriate entity. Under no circumstances is the complainant to be discouraged from filing a complaint.
- C. Upon determination that the complaint warrants an investigation:

The complainant is sent a letter, acknowledging receipt of the complaint, the name of the investigator, and is provided with his/her rights under Title VI and related statutes.

- D. The respondent is notified by mail that he/she has been named in a complaint and is provided with his/her rights under Title VI and related statutes. The letter also reveals the investigator's name and informs the respondent that he/she will be contacted for an interview.
- E. A letter is sent to the appropriate District Engineer or Office Director when the complainant(s) or respondent(s) are located in their district or office. The letter will inform them that a complaint was filed and will list the names of the parties involved, the basis of the complaint and the assigned investigator.
- F. The Civil Rights Coordinator is responsible for the overall Title VI program implementation. The Civil Rights Coordinator is appointed by the Director of the Office of Employee Services who reports to the Operations and Finance Division Director who reports directly to the Director of the Iowa DOT.

Investigation Process

1. INVESTIGATION PLAN

The investigator shall prepare a written plan which includes but not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for the complaint;
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against;
- Information needed to address the issue;
- Sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line;
- Remedy sought by complainant(s)

2. CONDUCTING THE INVESTIGATION

- A. The investigation shall address only those issues relevant to the allegations in the complaint.
- B. Confidentiality shall be maintained.
- C. Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint.
- D. Interviews may be tape recorded with the interviewee's consent.

- E. A chronological contact sheet is maintained in the case file throughout the investigation.

3. INVESTIGATION REPORTING PROGRESS – Title VI

- A. Within 40 days of receiving the complaint, the investigator prepares an Investigative Report and submits the report and supporting documentation to the Operations and Finance Division Director for review.
- B. The Operations and Finance Division Director reviews the file and investigative report. Subsequent to the review, the Civil Rights Coordinator makes a recommendation and prepares a final decision letter for review and signature for the Operations and Finance Division Director.
- C. The Civil Rights Coordinator shall prepare and submit a written report outlining the following complaint details:
 - a. Date of written complaint;
 - b. Complaint basis (race, color, national origin, etc.);
 - c. Complaint disposition.
- D. The Civil Rights Team maintains a master complaint log.

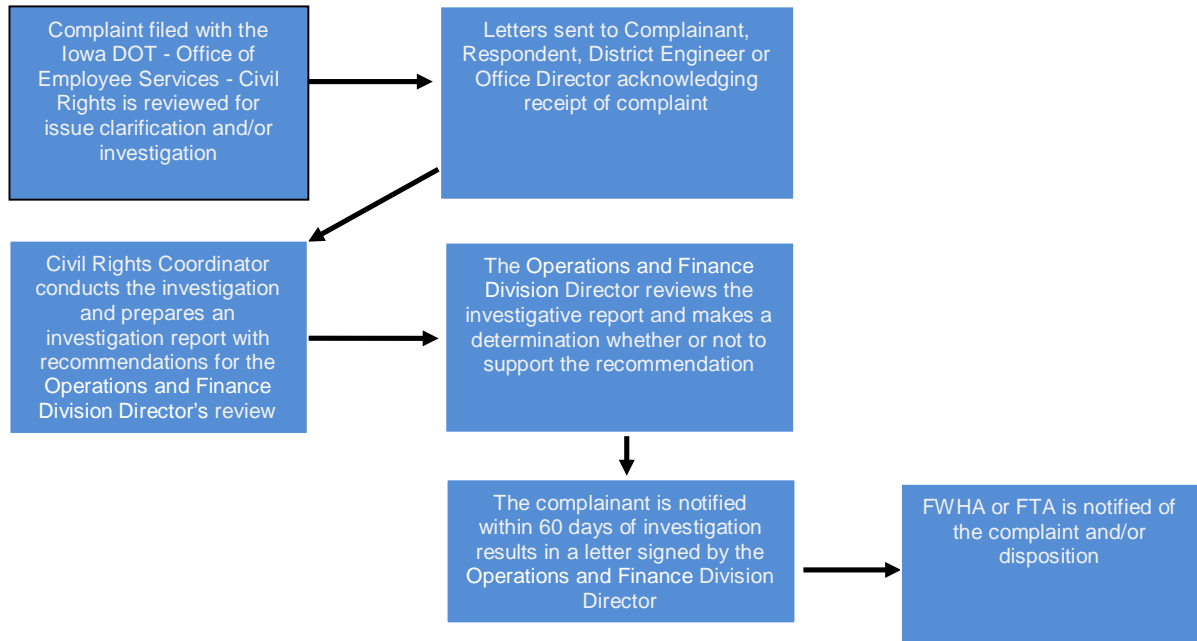
Reporting Requirements

A copy of the complaint, together with a copy of the report of investigation, is forwarded to the appropriate federal agency (FMCSA, FHWA or FTA) within 60 days of the date the complaint was received.

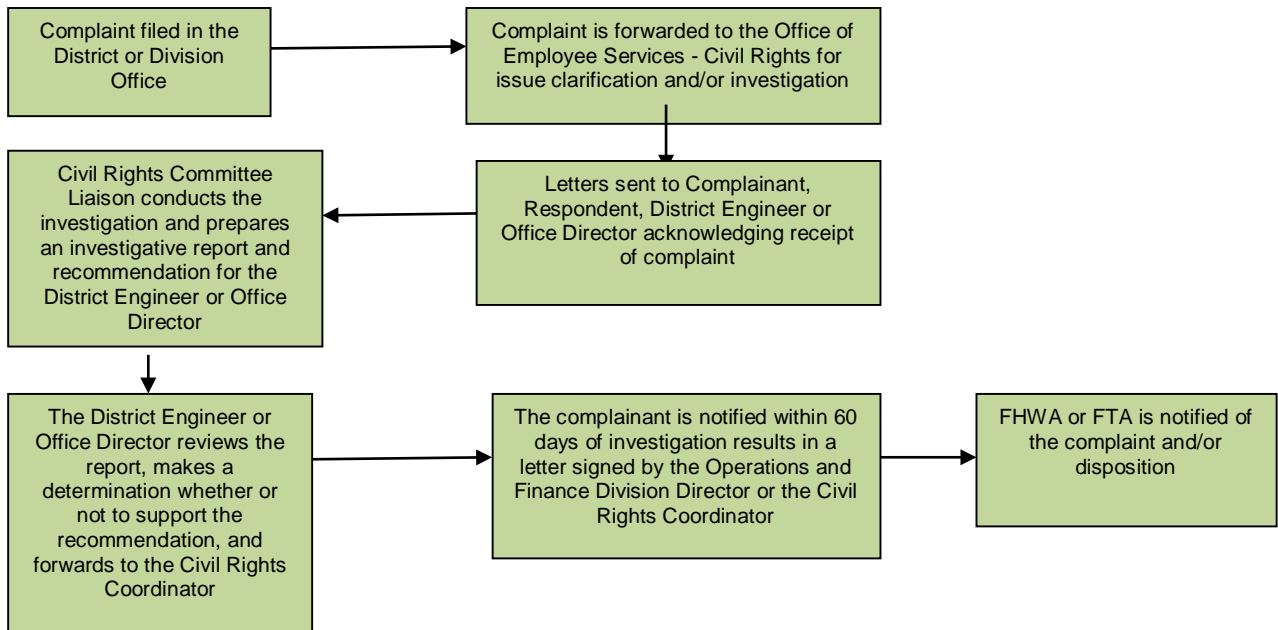
Records

All records and investigative working files are maintained in a confidential area within the Office of Employee Services - Civil Rights. Records will be kept for three years internally then archived for a period of ten years.

Complaint Process Flow Chart – Complaints filed with OES



Complaint Process Flow Chart – Complaints filed with Districts/Program Offices



Title Title VI Program		Policy No. 300.05
Responsible Office Office of Employee Services		Related Policies and Procedures 230.03, 300.18
Effective/Revision Dates 5-24-1976/12-29-2015	Approval(s) <i>Paul Trombino III</i>	

Authority: Director of Transportation.

Contents: This policy establishes responsibilities for monitoring and reporting compliance with Title VI to ensure that no person is denied benefits of programs administered by the Department due to discrimination. Title VI also prohibits national origin discrimination as it affects limited English proficient persons. An appendix is included to provide guidance to Department staff in assisting persons with limited English proficiency.

Affected Offices: All districts and offices that provide any services or programs to the public.

Who to Contact for Policy Questions: Title VI Program Administrator in the Office of Employee Services, telephone 515-233-7970.

Definitions:

FHWA – Federal Highway Administration.

FMCSA- Federal Motor Carrier Safety Administration.

Limited English Proficiency (LEP) – Individuals are considered to have limited English proficiency if they do not speak English as their primary language and if they have limited ability to read, speak, write or understand English. Applicable regulations and executive orders include, but are not limited to, the following:

- Executive Order 13166 dated August 11, 2000 by President Clinton
- 23 CFR Part 200
- U.S. DOT LEP Policy Guidance, Federal Register, Volume 70, No. 239, Pages 74087-74100

Title VI – Title VI of the federal Civil Rights Act of 1964. The term includes related federal statutes and regulations that prohibit discrimination on the basis of race, color, sex or national origin in programs or activities receiving federal financial assistance. Applicable statutes and regulations include, but are not limited to, the following:

- 42 U.S.C. 2000d to 2000d-4 {Title VI of the Civil Rights Act of 1964}
- 42 U.S.C. 3601-3619 {Title VIII (Fair Housing) of the Civil Rights Act of 1968}

- 42 U.S.C. 4601 to 4655 {Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970}
- 23 U.S.C. 109(h) {Consideration of Adverse Economic, Social and Environmental Effects}
- 23 U.S.C. 324 {Prohibition of Discrimination of the Basis of Sex}
- 49 CFR Part 21 {Nondiscrimination in Federally Assisted Programs of the Department of Transportation}
- 23 CFR Part 200 {Title VI Program and Related Statutes—Implementation and Review Procedures}

Forms: None

Policy and Procedure:

I. Program Administrator

- A. The Civil Rights Coordinator in the Office of Employee Services shall serve as the Department's Title VI Program Administrator.
- B. The Title VI Program Administrator is responsible for the administration, coordination and control of Title VI compliance procedures throughout the Department and shall also:
 1. Initiate and monitor Title VI activities by establishing goals and objectives to be accomplished within specific time limits.
 2. Advise, consult and provide training for district engineers, office directors and their Title VI program area coordinators concerning the accomplishment of Title VI program objectives.
 3. Assist the district engineers, office directors and Title VI program area coordinators in investigating and resolving Title VI and related discrimination complaints.
 4. Prepare and submit to the FHWA and/or FMCSA the required annual report and the supporting documentation.

II. Implementation

Each district engineer or office director who administers federally-funded programs is responsible for the implementation of the Title VI commitments in those programs. The district engineer or office director shall also:

- A. Appoint a Title VI program area coordinator and inform the Title VI Program Administrator of any changes in the appointment.

- B. Monitor compliance in all programs and perform compliance reviews of Departmental districts or offices in cooperation with the FHWA and/or FMCSA. When deficiencies in compliance are found, the district engineer or office director shall, with the assistance of the Title VI program area coordinator, negotiate corrective actions. The district engineer or office director shall refer deficiencies that cannot be corrected through negotiation to the Title VI Program Administrator for resolution.
- C. Ensure that personnel and budgets are adequate to accomplish Title VI commitments.
- D. Ensure that disadvantaged businesses are given an opportunity to participate in programs, activities or services.

III. Monitoring

The Title VI program area coordinator is responsible for monitoring all Title VI activities of the district or office and shall also:

- A. Inform all recipients of federally funded programs administered by the district or office of prohibited discriminatory practices.
- B. Develop procedures for the collection of racial and ethnic data on participants to ensure compliance.
- C. Submit an annual report on district or office compliance and a program update to the Title VI Program Administrator.

Any exceptions to this policy must be approved by the Director of Transportation.

Appendix to Policy No. 300.05, *Title VI Program* Limited English Proficiency (LEP)

A. General

President Clinton signed Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency" (LEP) on August 11, 2000. For LEP individuals, language can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the Iowa Department of Transportation's (Iowa DOT) programs and activities. Programs and services normally provided in English must be accessible to persons with LEP in order to avoid national origin discrimination that is prohibited by Title VI. As a result, recipients of federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access to important government services by LEP persons.

The central goal of Executive Order 13166 is to provide meaningful access for LEP persons to programs and services offered by recipients of federal financial assistance. The Iowa DOT continues to be subject to these federal non-discrimination requirements even though Iowa has statutes requiring use of the English language (see Iowa Code sections 1.18, 618.1, and 618.2) because federal requirements supersede state and local ones. Additionally, Iowa Code section 307.44 provides that if "funds are allotted or appropriated by the government of the United States for the improvement of transportation facilities and services in this state, the department...may comply with the federal statutes and rules..." This authorizes the Iowa DOT to carry out its LEP responsibilities under Federal law.

B. Guidance

As a recipient of federal financial assistance, the Iowa DOT is required to take reasonable steps to ensure meaningful access to its programs and activities by LEP persons. It is important to note that because of the Civil Rights Restoration Act of 1987 (P.L. 100-259) this applies to all activities and programs, not just those that involve federal assistance. It is, therefore, necessary to determine what level of effort is reasonable to ensure meaningful access. That determination is based on a case-by-case assessment that balances four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population.

The more LEP persons who are served or directly affected by a particular project or service, the more likely it is that language services will be needed. Prior experience with LEP persons should be considered when determining the scope of services that are needed. It is important to note that eligible recipients may currently be underserved or unrecognized because of existing language barriers. Valuable data resources that may need to be considered include the census, school systems, community and religious organizations and legal aid entities.

2. The frequency in which LEP individuals come in contact with the program, activity or service.

The more frequently that LEP individuals have contact with the Iowa DOT over an issue, the more likely it is that language services will be needed. What is reasonable for a service needed only once will be significantly different for something that is needed repeatedly. The frequency of contact with any particular language should also be considered. For example, meaningful access efforts for a document issued multiple times in one language may be much different than for the same document needed only once in another. If access is needed on a daily basis, the effort required may be much more significant than for something needed infrequently. On the other hand, infrequent need does not mean that no effort is required, but suggests that a reduced effort may be satisfactory.

3. The nature and importance of the program, activity or service.

As the information being exchanged becomes more important, the consequences to the user increase. As a result, the likelihood that an increased level of language services is necessary increases as well. It should be determined how serious the implications are to the LEP person due to a delay or denial of the information in question. As an example, the U.S. DOT LEP Policy Guidance indicates that the obligation to provide information about public transportation would be different than the obligation to provide information about recreational programming. U.S. DOT and U.S. Department of Justice Policy Guidance suggest that the importance of the activity is heightened when denial or delay of access to services could have serious or life-threatening implications for the LEP individual. Additionally, the fact that a federal, state or local entity has made an activity compulsory, such as the requirement that a person must have a license before driving, is strong evidence of the importance of the activity.

4. The resources available.

The level of resources needed and the costs imposed may have an impact on the nature of the steps taken in providing meaningful access for LEP persons. Reasonable steps may cease to be reasonable if the costs imposed substantially exceed the benefits. U.S. DOT LEP Policy Guidance cautions; however, that larger entities and entities serving a significant number or proportion of LEP persons should ensure that their resource limitations are well substantiated before using a claimed lack of resources or excessive cost as a reason to limit language assistance.

C. Language Assistance Services

The four factor analysis applied on a case-by-case basis results in a "mix" of language services. These services are provided in two main ways: interpretation and translation.

1. Oral Language Services (Interpretation)

Interpretation is the act of listening to something in one language (source language) and orally translating it into another language (target language).

An effort should be made to ensure the competency of interpreters. This involves more than interpreters identifying themselves as bilingual. However, it does not necessarily mean formal certification, although that is beneficial.

Interpreters should demonstrate proficiency and the ability to communicate information accurately in both English and the other language, and identify and employ the appropriate mode of interpreting (e.g., consecutive, simultaneous, summarization or sight translation). Interpreters should have knowledge in both languages of any specialized terms or concepts peculiar to the program or activity and of any particularized vocabulary and phraseology used by the LEP person and understand and follow confidentiality and impartiality rules to the same extent as the Iowa DOT employee for whom they are interpreting and/or to the extent their position requires. They should understand and adhere to their role as interpreters without deviating into other roles such as counselor or legal advisor.

Quality and accuracy of the language service provided and relative to the information being provided are critical. For example, accuracy in a right-of-way transaction would need to be extremely high, while the accuracy for bicycle trail information may not need to meet the same standard.

There are many options available for interpretation services.

- Bilingual staff.
- Hiring staff interpreters.
- Contracting for interpreters.
- Telephone interpreter lines.
- Community volunteers.
- Family members.

U.S. DOT LEP Policy Guidance indicates the Iowa DOT should not plan to rely on family members, friends and other service participants, and should use them as interpreters only in exigent circumstances that are not reasonably foreseeable, and then only when appropriate in light of the circumstances existing. Care should be taken to ensure that the interpreter is competent to interpret, that the interpreter does not have either a personal or business interest in the matter being interpreted and that use of that person as an interpreter will not violate any duty of confidentiality or privacy to the LEP person.

An LEP person may desire to use an interpreter of his or her own choice (whether professional interpreter, family member or friend) in place of or as a supplement to the free language services offered by the Iowa DOT. This is generally permissible when done at the LEP person's own expense, but again care should be taken to ensure that the person is competent to interpret and does not have either a personal or business interest in the matter being interpreted and that use of the person as an interpreter will not violate any duty of confidentiality or privacy to the LEP person.

2. Written Language Services (Translation)

Translation is the replacement of a written text from one language (source language) into an equivalent written text in another language (target language).

Vital documents must be translated when reaching the safe harbor threshold for the number or percentage of the population eligible to be served or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively.

A document will be considered vital if it contains information that is critical for obtaining the program's services and/or benefits, or if it is required by law. An overview of documents that may be considered vital can be found in the U.S. DOT LEP Policy Guidance, Federal Register, Volume 70, No. 239, pages 74094 to 74095.

The "safe harbor" provisions of the U.S. DOT LEP Policy Guidance (see page 74095) shall be followed when determining whether to translate a vital document. Following the "safe harbor" provisions, the Iowa DOT shall:

- a. Provide written translations of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or
- b. If there is a language group for which fewer than 50 persons reaches the 5 percent trigger in paragraph "a" above, translation of vital written materials is not necessary as long as written notice in the primary language of the LEP language group is provided stating the right to receive competent oral interpretation of those written materials at no cost.

3. Published Notices

Compliance with Title VI and LEP guidelines may require oral interpretation or written translation of notices required by law to be published. Iowa Code section 618.1 provides that "[a]ll notices, proceedings, and other matter whatsoever, required by law or ordinance to be published in a newspaper, shall be published only in the English language and in newspapers published primarily in the English language." Iowa Code section 618.2 provides that a public official that violates Code section 618.1 is guilty of a simple misdemeanor. Again, the Iowa DOT continues to be subject to the federal non-discrimination requirements despite Iowa's English language requirements because federal requirements supersede state and local ones and Iowa Code section 307.44 permits the Iowa DOT to comply with federal statutes and rules when it has received federal funding. This allowance includes the use of non-English language newspapers when deemed necessary to reach an affected LEP language group. In the interest, however, of minimizing conflict with Iowa Code section 618.1, notices required by law to be published in a newspaper should be translated to a language other than English only when required by careful application of the four-part balancing test and the safe harbor provisions described above.

D. References

Iowa Code sections 1.18, 307.44, 618.1 and 618.2

FHWA LEP Desk Reference (*available from the Iowa DOT's Offices of Contracts and Employee Services, and the Iowa DOT Library*)

Iowa DOT "I Speak" language identification tool (*available on DOTNET*)

Iowa DOT list of interpreters (*available on DOTNET*)

www.census.gov

Authorities

Title VI of the Civil Rights Act of 1964 (42 USC 2000d to 2000-4):

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987, (Pub. L. No. 100-259):

The Civil Rights Restoration Act of 1987 broadens the scope of Title VI by expanding the definitions of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors.

23 CFR 200 and 49 CFR 21:

23 CFR 200 and 49 CFR 21 are administrative Regulations from USDOT and FHWA that specify requirements for state DOTs to implement Title VI policies and procedures at the state and local levels.

Federal Aid Highway Act of 1973 (23 USC 324):

The Federal Aid Highway Act of 1973 provides that no person on the basis of sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal assistance.

Age Discrimination Act of 1975 (42 USC 6101):

The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis age, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal assistance.

Americans with Disabilities Act of 1990 (Pub. L. No. 101-336):

The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, denied the benefits of, or subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

Section 504 of the Rehabilitation Act of 1973:

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal assistance.

Executive Order 12898:

Executive Order 12898 regards federal actions to address Environmental Justice in minority populations and low-income populations.

NO.	CATEGORY DESCRIPTION	BEGINNING BUDGET
PERSONNEL		
1	Chief	33,482.80
2	MCSAP Grant Manager	52,743.60
3	MVE Information Technology Support	63,315.20
4	Training- (NAS A&B, Quarterly)	72,182.23
5	Training - GHM/CTI	15,699.84
6	Training Captain - Carrier/Industry Outreach	59,186.40
7	Training - FTO	26,809.12
8	Asst. Chief/Captain SO/Captains/Info Line Officer/Admin.Support	268,145.71
9	Inspections - Roadside/Level V	2,029,291.68
10	Incidental MCSAP Overtime	71,511.00
11	NE Grant Manager	14,064.96
12	Motor Carrier Captain	71,869.20
13	Compliance Review	0.00
14	Motor Carrier Investigator	359,216.00
TOTAL PERSONNEL:		3,137,517.74
FRINGE BENEFIT COSTS (FFY18 required MOE baseline \$747,966.49)		
1a	Chief	15,124.18
2a	MCSAP Grant Manager	23,824.28
3a	MVE Information Technology Support	28,599.48
4a	Training- (NAS A&B, Quarterly)	32,203.99
5a	Training - GHM/CTI	7,091.62
6a	Training Captain - Carrier/Industry Outreach	26,734.50
7a	Training - FTO	12,109.68
8a	Asst. Chief/Captain SO/Captains/Info Line Officer/Admin.Support	121,161.42
9a	Inspections - Roadside/Level V	916,991.77
10a	Incidental MCSAP Overtime	0.00
TOTAL FRINGE BENEFITS:		1,183,840.92
FRINGE BENEFIT COSTS - NEW ENTRANT		
10a	NE Grant Manager	6,353.14
11a	Motor Carrier Captain	32,463.31
12a	Compliance Review	0.00

13a	Motor Carrier Investigator	162,257.86
TOTAL FRINGE BENEFITS - NEW ENTRANT:		201,074.31
PROGRAM TRAVEL		
13	Conference (CVSA, FMCSA, COHMED, NAIC)	21,280.62
14	Training- (NAS A&B)	9,100.00
15	Training (GHM/CTI)	21,840.00
16	Routine MCSAP-Related (Inspections-Roadside/Level V)	62,720.00
17	NE Training Travel	4,900.00
18	NE Routine-Related Travel	12,250.00
19	NE Training Course	2,520.00
20	CR Training	5,040.00
TOTAL TRAVEL:		139,650.62
SUPPLIES		
21	Office Supplies	3,600.00
22	Officer Uniforms	0.00
23	NE Office Supplies	2,976.70
TOTAL SUPPLIES		6,576.70
CONTRACTUAL		
23	Iowa State Patrol - Subgrantee	1,773,301.00
TOTAL CONTRACTUAL:		1,773,301.00
OTHER EXPENSES		
24	HazMat 49 CFR	1,785.00
25	FMCSR	1,080.00
26	CVSA OOS Criteria	3,375.00
26	CVSA Membership Dues	7,900.00
27	CVSA Decals	4,284.00
28	Laptop Air Cards	32,143.02
29	Vehicle Fleet Cost	431,798.78
30	NE Vehicle Fleet Cost	26,339.83
TOTAL OTHER EXPENSES:		508,705.63
TOTAL:		5,766,826.00