

# **MAINE**

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

**Date of Approval: Sep 19, 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.*

### 1-MISSION OR GOAL STATEMENT

As representatives of the State of Maine, our mission is to keep our state a safe place to live and visit. We maintain order, protect life, and property, and reduce fear of crime by providing diverse, high quality law enforcement services.

The Maine State Police Troop K- Commercial Vehicle Enforcement Unit is dedicated to ensuring safe travel on the roadways for all members of the traveling public as well as protecting the infrastructure that the people of Maine depend on. Troop K is also tasked with combating crime in all its forms. We approach this endeavor by utilizing an “all crimes-all hazards” in our day to day operations. These goals can be achieved only through a comprehensive approach to crash reduction, size and weight enforcement, and by ensuring compliance with both the Federal Motor Carrier Safety Regulations, State Laws, and Hazardous Materials Regulations.

Maine’s budget request for FY 2018 proposes to exceed the 15% allowance on overtime spending. The justification for this is due to the manner in which we conduct our Border Enforcement activities. The Maine State Police do not fund any regular salary positions with grant monies due to the unpredictable nature of funding. Instead, grant monies are utilized to conduct various initiatives on an overtime basis. This is the way that we have operated for many years. With the inclusion of BEG activities in the MCSAP grant under the FAST Act, and our desire to utilize 15% of our total MCSAP grant to expand our MCSAP activities, our total overtime request will be 35%.

Maine was granted this request for FY 2017. Because of this, we were able to expand our MCSAP functions with overtime activities targeting everything from distracted driving to increased passenger vehicle inspections. The ability to utilize overtime funds allowed us to successfully expand MCSAP activities and specifically target identified problem times and locations that are outside of our normal work schedule, all while continuing an extremely successful Border Enforcement program that has existed since its inception as a Northern Border Grant.

**3 - MCSAP Structure Explanation****Instructions:**

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

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

The Maine State Police, Troop K-Commercial Vehicle Enforcement Unit is currently staffed with (1) Lieutenant; (3) Sergeants; (3) Corporals; (22) Troopers; (6) civilian Motor Carrier Inspectors-(1) position is currently vacant pending approval from the Governor's office; (1) civilian Motor Carrier Supervisor; and (1) Troop Secretary. Due to retirements and department manpower issues, we currently have (1) Data Entry specialist position vacant.

The Maine State Police is the sole MCSAP agency in Maine. All personnel are tasked with the mission of safety. Sworn and non-sworn personnel are responsible for safety inspections and enforcement of the Federal Motor Carrier Safety Regulations. Sworn members are tasked with size and weight enforcement, and civilian inspectors are tasked with safety audits.

**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:	MAINE STATE POLICE
Enter total number of personnel participating in MCSAP activities	35
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	35
Traffic Enforcement Activities	29
Investigations*	5
Public Education and Awareness	35
Data Collection and Reporting	2
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	0
Total # of MCSAP Participating Personnel:	0

## 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:** Actual # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	16	16	24
01/01/2015	12/31/2015	14	16	13
01/01/2014	12/31/2014	13	13	13
01/01/2013	12/31/2013	20	18	18
01/01/2012	12/31/2012	11	10	10

## MOTORCOACH/PASSENGER CARRIER CRASHES

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

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

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

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



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

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

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

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

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

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

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

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

<http://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>

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

Although we met our goal of 16 fatal crashes, Maine saw an increase in fatalities above our goal in 2016. Several factors caused this result. Multiple occupants of the other vehicle is one factor. Distracted driving on the part of passenger vehicles continues to be a major factor in our fatal crashes. Crossover crashes and intersection movement are also major factors. The use of electronic devices by motor vehicle operators is a continuing problem that does not seem to be improving, despite the efforts of multiple state and federal agencies. Education and awareness needs to be continued, combined with engineering solutions such as centerline rumble strips, as well as continued enforcement.

We continue to address distracted driving by passenger cars operating around CMV's by conducting enforcement details targeting these offenses both on regular shift and overtime activity.

We have learned that the overwhelming majority of our CMV crashes are caused by the actions of the passenger vehicle, usually failing to yield or crossing over into the path of the CMV. We will continue to work with partner agencies to develop effective strategies to reduce crashes, injuries, and deaths,

#### **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.**

Maine recognizes the need for zero fatalities and the reduction of crashes overall. Balancing that need with Maine's low crash rate, we have decided to continue to address the problem by dealing with distracted drivers. The majority of the fatal crashes involving CMVs in Maine are the result of a passenger vehicle either failing to yield to a CMV or crossing over into the path of the CMV.

In CY 2016, Maine reported 1688 crashes involving CMVs. Of these, 16 were fatal crashes. Of the fatal crashes, 1089 list some type of action by the non-CMV driver as a causation factor. The top five violations by non-CMV were: 1: Driving too fast for Conditions (94); 2: following too closely (87); 3: failed to keep in proper lane (70); 4: other contributing action (54); 5: improper passing (45). These types of actions by non-CMV drivers have a major impact on Maine's CMV crash rate and are deserving of our continued enforcement efforts.

Sworn members will continue to focus efforts to enforce state law and federal regulations pertaining to distracted driving on both CMV and non-CMV operators. In CY 2016, Maine noted 596 violations of 392.80 (texting), and 392.82 (handheld device) on inspection reports. Due to the increased focus on enforcement, we are at 625 of these violations so far in 2017. These violations continue to be a high enforcement priority for our Troopers on both CMV and non-CMV operators.

Enforcement efforts of this type part of our overall strategy to lower crashes, injuries, and deaths by aggressive, proactive patrols combined with roadside and fixed location inspection details.

In the last year, in partnership with Truckers Against Trafficking, Maine has provided training to all MCSAP inspectors. Additionally, human trafficking training is a mandatory block of annual in-service training for every certified law enforcement officer in the state. Maine is committed to combating the crimes associated with human smuggling and trafficking, and we will continue to monitor trends. Should it be warranted, directed patrols and details specifically targeting these crimes will be our top priority.

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

<http://ai.fmcsa.dot.gov/CrashStatistics/rptSummary.aspx>

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

To reduce CMV involved fatalities from 24 to 20

**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.**

Maine's MCSAP funding is utilized for the salaries of the 6 non-sworn motor carrier inspectors. These inspectors are tasked with conducting compliance investigations. They spend approximately 90% of their time on these tasks and the remainder on inspections, assisting with crash investigations, and educational outreach. Their primary focus is on intrastate carriers. Maine assigns carriers who have an alert in the BASICs, or that come to the attention of the unit through inspections, or through complaints that come into our office.

**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.**

Maine will monitor the number of crashes and our investigative efforts to effect the safe operation of companies that we determine to be at risk, or at a higher risk. We will assign compliance reviews as appropriate. If we determine that these efforts are not effective, we will re-evaluate and adjust our efforts as needed.

### 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	2714	2207	1796	1553	1601
Level 2: Walk-Around	9079	8126	5530	5437	4805
Level 3: Driver-Only	4492	5343	4946	4211	4535
Level 4: Special Inspections	0	0	0	0	0
Level 5: Vehicle-Only	178	373	334	373	357
Level 6: Radioactive Materials	1	0	0	0	0
<b>Total</b>	<b>16464</b>	<b>16049</b>	<b>12606</b>	<b>11574</b>	<b>11298</b>

#### **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.**

Maine's roadside inspection program conducts both roadside and fixed point inspections. Due to manpower limitations and large geographic patrol areas, we vary our methods to provide for the best coverage. Inspectors work primarily during the day when the majority of the CMV traffic is active, however, we routinely vary our schedules to address specific issues as they are identified.

Fixed point inspection details are also regularly throughout the state, allowing inspectors to screen and inspect large numbers of CMVs, as well as perform size and weight functions on the interstate system.

Maine plans to continue to be able to address identified issues and increase MCSAP inspections by utilizing 15% of our MCSAP award as overtime funds. Utilizing funds in this manner will allow MCSAP inspectors to focus additional efforts on issues in their patrol areas that would otherwise prove difficult due to manpower and scheduling issues. This strategy met with success last year, and allowed us to focus on several areas including increased passenger carrier inspections, USDOT number compliance details in partnership with New Hampshire, and other localized problem areas and times.

#### **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:** MAINE STATE POLICE

**Enter the total number of certified personnel in the Lead agency:** 35

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	2150	500	300	2950	33.14%
Level 2: Walk-Around	2550	300	100	2950	33.14%
Level 3: Driver-Only	2800	100	50	2950	33.14%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only			50	50	0.56%
Level 6: Radioactive Materials		1		1	0.01%
<b>Sub-Total Lead Agency</b>	<b>7500</b>	<b>901</b>	<b>500</b>	<b>8901</b>	

### MCSAP subrecipient agency

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

You have not entered any subrecipient information. Visit Part 1, MCSAP Structure to add subrecipient information.

**Non-Funded Agencies**

Total number of agencies:	0
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

<b>Projected Goals for FY 2018 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: MAINE STATE POLICE</b>					
<b># certified personnel: 35</b>					
<b>Subrecipient Agencies:</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 0</b>					
<b># certified personnel:</b>					
<b># projected inspections:</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	2150	500	300	2950	33.14%
Level 2: Walk-Around	2550	300	100	2950	33.14%
Level 3: Driver-Only	2800	100	50	2950	33.14%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only			50	50	0.56%
Level 6: Radioactive Materials		1		1	0.01%
<b>Total ALL Agencies</b>	<b>7500</b>	<b>901</b>	<b>500</b>	<b>8901</b>	

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

**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**

<b>Investigative Types - Interstate</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Compliance Investigations	6	1	18	33	20
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	1	13	1
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	5	1	1	13	0
CSA On-Site Comprehensive	1	0	16	20	19
<b>Total Investigations</b>	<b>12</b>	<b>2</b>	<b>36</b>	<b>79</b>	<b>40</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

<b>Investigative Types - Intrastate</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Compliance Investigations	37	41	62	29	41
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	26	41	19	23	19
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	13	0	10
CSA On-Site Comprehensive	37	0	30	29	12
<b>Total Investigations</b>	<b>100</b>	<b>82</b>	<b>124</b>	<b>81</b>	<b>82</b>
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	15	35
Cargo Tank Facility Reviews	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	20
CSA Off-Site	0	0
CSA On-Site Focused/Focused CR	5	15
CSA On-Site Comprehensive	15	15
<b>Total Investigations</b>	<b>35</b>	<b>85</b>
Total Security Contact Reviews	0	0
Total Terminal Investigations	35	5

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

Maine will strive to complete at least 40 investigations during this period.

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

Maine has 5 full time inspectors and 1 supervisor primarily focusing their compliance reviews on intrastate passenger companies and intrastate companies with D/A, HOS, maintenance issues or other alerts. We have 1 vacant inspector position that we expect to fill during FY18.

**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.**

Compliance reviews are assigned through the FMCSA portal by the Motor Carrier Supervisor. After the assignments are made, the inspectors case progress and case load is monitored by the Motor Carrier Supervisor. Prior to any case closure and/or any prosecution, the Motor Carrier Inspectors are required to have the case reviewed by the Motor Carrier Supervisor who then forwards the case to the state's FMCSA office for approval and upload.

## 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		
01/01/2016	12/31/2016	6011	13349
01/01/2015	12/31/2015	7034	13911
01/01/2014	12/31/2014	8490	12022
01/01/2013	12/31/2013	3828	10985
01/01/2012	12/31/2012	6341	17082

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

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

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

<https://ai.fmcsa.gov/SafetyProgram/spRptRoadside.aspx?rpt=TEAS>

### 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](#).

Maine's CVEU does not conduct CMV stops without completing an inspection report. Also, noon-CMV traffic stops are not accounted for MCSAP purposes or on any time that could be attributed to MCSAP.

### 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	7000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0
<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)	15

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
8901	120	150	9171	10112

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.

in FY18 we will strive to equal those results with 7000 CMV traffic stops and 12000 violations cited. These shall be in areas identified as higher crash locations with an emphasis on areas with a high traffic count.

## 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:** ME Department of Transportation

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

### 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.**

**Program Activities: Describe any actions that will be taken to implement full participation in PRISM.**

#### 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.

Maine will continue to audit and evaluate our data submitted. We continue to work on reducing the amount of VIN errors. However, there seems to be a program flaw that shows errors in VINs that are correct. Example; a pre-1980 truck with a non-conforming VIN (less than 17 characters) will come back as an incorrect VIN when it is in fact correct.

## 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.*

<b>Public Education and Outreach Activities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Carrier Safety Talks	41	37	64	55	28
CMV Safety Belt Education and Outreach	30	30	45	40	24
State Trucking Association Meetings	20	20	20	20	20
State-Sponsored Outreach Events	0	0	0	0	0
Local Educational Safety Events	3	3	3	3	3
Teen Safety Events	1	1	1	1	1

### **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.***

Maine will continue to conduct corporate and industry outreach as requested throughout the year. We work with industry and other local and federal partners to provide the highest quality service. We strive to offer education as an early alternative to strict enforcement. We will continue to work with the Maine Motor Transport Association to answer requests from their members and for other businesses that have questions or concerns.

Maine strongly believes a positive relationship between government and industry benefits both as well as the motoring public. We feel that if we can partner with industry to prevent a problem before it occurs on the roadways, ensuring the smooth, safe, and efficient flow of traffic.

Maine conducted nearly 400 hours of speaking engagements geared toward motor carrier safety and regulations. Education and outreach was provided to high schools, driving/technical schools, the Professional Loggers Association of Maine, plus many contractors, general freight, hazardous materials haulers, and others who requested our services. These engagements are a chance to interact in a positive environment, answer questions, remove anxiety about what happens at a roadside inspections, review company policies and training programs, and answer general questions from employees. They have been met with a very positive response from industry, and we return to many of the same companies annually.

### **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	50
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	25
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	20
<input type="radio"/>	<input checked="" type="radio"/>	State-Sponsored Outreach Events	
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	3
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	1

**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.**

Maine will conduct 10-15 outreach events per quarter. These will include many topics, including but not limited to; HOS and ELD compliance, load securement, hazardous material transport, human trafficking awareness, pre and post trip inspection procedures, and general regulation review and education.

**8 - State Safety Data Quality (SSDQ)**

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

**SSDQ Compliance Status**

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

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

Available data sources:

- [FMCSA website SSDQ information](#)

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

08-30-2017

**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.

**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.

**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.

Maine will continue to audit and evaluate all data submitted. We always strive to reduce VIN errors. However, there still seems to be a program flaw that shows errors in VINs that are correct. Example: older vehicles with a VIN less than 17 numbers.

## 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	135	167	247	231	43
Intrastate	0	0	0	0	141
<b>Total Audits</b>	<b>135</b>	<b>167</b>	<b>247</b>	<b>231</b>	<b>184</b>

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

### Narrative Overview for FY 2018

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

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

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

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

### Projected Goals for FY 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		
Number of Safety Audits/Non-Audit Resolutions	FY 2018	
	Interstate	Intrastate
# of Safety Audits (Onsite)	35	0
# of Safety Audits (Offsite)	115	0
# Group Audits	0	0
<b>TOTAL Safety Audits</b>	<b>150</b>	<b>0</b>
# of Non-Audit Resolutions	35	0

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

The Maine State Police Proposes to conduct 135 New Entrant Safety Investigations within the established timeframe utilizing 2 three quarter time employees and 3 "as needed" employees. The Maine State will continue to utilize the Off Site Safety Investigation program. The New Entrant program will be supervised by the Motor Carrier Supervisor monitoring the program.

**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.

The Maine State Police will be dedicating 2 three-quarter time inspectors and 3 "as needed" inspectors doing part time New Entrant Safety Investigations to maintain the level of completion we have maintained over the years.

**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 MSP New Entrant program will be supervised by the Motor Carrier Supervisor for quality, completeness, and accuracy in conjunction with Maine's FMCSA office. The Supervisor will continue to work with the FMCSA to evaluate the Offsite SA program, and continue to expand the program.

**10 - Border Enforcement**

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

**Trend Analysis for 2012 - 2016**

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

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	1308	966	2288	327	1295
Level 2: Walk-Around	2631	3052	1830	1171	1371
Level 3: Driver-Only	196	701	414	428	214
Level 4: Special Inspections					
Level 5: Vehicle-Only					
Level 6: Radioactive Materials					
<b>Total</b>	<b>4135</b>	<b>4719</b>	<b>4532</b>	<b>1926</b>	<b>2880</b>

**Narrative Overview for FY 2018**

☐ The State chooses not to engage in border enforcement activities in FY 0. If this box is checked, no additional narrative is necessary in this section.

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

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

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

Check all objectives that apply (minimum of 1):

☒ **Objective 1: International Motorcoach Inspections** - Facilitate the conducting of inspections of motorcoaches engaged in international commerce at bus stations, terminals, border crossings, maintenance facilities, destination locations, or other locations where a motor carrier may make a planned stop (excluding a weigh station). For FY 2018, FMCSA encourages States to examine their data on international motorcoach activity and use that data to establish reasonable goals that will result in an appropriate level of motorcoach-focused activities. States must justify the goals set and provide the data or data source references.

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

☒ **Objective 3: International Commerce CMV Inspections at Remote Border Sites Away from Border Crossings** - Conduct international commerce CMV safety inspections at identified sites where known international commerce activity occurs near the Canadian and Mexican borders but where there is no official border crossing facility. Site(s) must be identified in the narrative below and describe how far

these locations are from the nearest official border crossing facility, if any.

### Projected Goals for FY 2018

Summarize projected border enforcement activities in the table below.

**Note:** All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the CVSP, and not be indicated as BEG inspections on the inspection report which is uploaded into ASPEN

Projected Goals for FY 2018 - Border Enforcement	
	FY 2018
Number of International Commerce Regular CMV	2000
Number of International Commerce HM	200
Number of International Commerce Passenger	20
<b>Total International Commerce Inspections</b>	<b>2220</b>
Number of Fixed Facility International Inspections	4500
Number of Non-Fixed Facility International Inspections	300
Traffic Enforcement	150
Strike Force Activities (CMVs)	0
Strike Force Activities (Passenger CMVs)	50

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

- To establish numerous safety details at the border, and along international traffic corridors frequented by Commercial Vehicles.
- To increase cooperation, communication and information sharing with US Customs and Border Protection and the Federal Motor Carrier Safety Administration by including them in the planning and operational phase of these details.
- To conduct **5,000** MCSAP inspections focusing on international commercial vehicle traffic both along the border and along common routes through visible, proactive enforcement. Our goal is to conduct 50% of these inspections on international commercial vehicles.
- To complete 20 inspections at/around the POE locations and common routes of travel on Motor Coaches.
- To conduct 200 roadside inspections on Hazardous Material carriers as part of any Hazardous Materials verification.
- To ensure that all vehicles inspected are checked for Federal out of Service order compliance.
- To ensure that all vehicles inspected are checked for valid UCR.

### Activity Plan: Describe the specific activities planned to reach border enforcement goals.

To implement this plan, we propose to conduct roadside inspections at several fixed locations statewide at fixed sites and routes that have frequent international traffic. Activities will include, among other areas; inspection activity focused on OOS carriers, medical certification checks, HOS enforcement, HM compliance checks, operating authority and UCR compliance.

Due to the remote location of Maine's border crossings, there are very few members assigned to geographic locations near our border crossings. Additionally, our fixed site weigh/inspection facilities are located on Interstate 95 away from the border. Interstate 95 is the direct route taken from out of state to the Canadian border, which allows us to utilize these facilities as safe places to conduct border enforcement activities, and still focus on international traffic without extensive travel time to border crossing locations.

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

We will prepare a detail summary sheet to be completed for each enforcement detail. Inspection details will have a goal of one inspection per hour for each of the personnel assigned. We will assign a person to monitor the detail statistics and compile data. Program evaluation will be performed on an on-going basis and reporting will be done on a quarterly basis. This reporting will include an analysis of program effectiveness and quantitative results.

**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.**

Although Maine has no passenger transportation safety problems, one of our goals is to be more proactive in passenger vehicle inspections. During the last year, we have provided PVI training to about a third of our troop, have purchased two sets of inspection ramps, initiated a formalized PVI program and schedule. We have developed positive relationships with passenger carrier providers as well as with origination and destination facilities, many of whom provide space at their facilities where we conduct inspection details. The number of passenger carrying CMVs increases every year, and it is our goal to stay ahead of any potential problems by maintaining a robust PVI program and continuing to foster positive relationships with industry.

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

100% audit of intrastate passenger carriers. Develop proactive positive relationships with passenger carrying motor carriers in an effort to increase compliance with FMCSRs and prevent crashes, injuries, and deaths. Conduct a minimum of 8 organized passenger carrier roadside/terminal inspection details in FY17.

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

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

Overall our program has been very successful, with positive reaction from both industry and origination/destination point providers. The only minor challenge that we found was in some locations it is difficult to locate suitable areas to inspect motor coaches due to the fact that many of the locations are small coastal villages with limited parking areas. This caused a logistical problem with taking a coach an unacceptable distance away to perform an inspection. We will continue to work to find a solution to this issue.

**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.*

## 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	\$1,640,361.00	\$289,476.00	\$1,929,837.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount ):	\$289,476.00
MOE Baseline:	\$3,323,204.93

## 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):	\$289,476.00

**Overtime Costs budgeted must be equal to or less than the 15 percent FMCSA funding limitation (+/- \$5 allowed.) Please include a justification to exceed the limit in the Personnel section.**

<b>Personnel: Salary and Overtime Project Costs</b>						
<b>Salary Project Costs</b>						
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share	State Share
MCI-MCSAP	6	50.0000	\$45,499.00	\$136,497.00	\$136,497.00	\$0.00
MCI Supervisor-MCSAP	1	50.0000	\$47,236.00	\$23,618.00	\$23,618.00	\$0.00
<b>Subtotal: Salary</b>				<b>\$160,115.00</b>	<b>\$160,115.00</b>	<b>\$0.00</b>
<b>Overtime Project Costs</b>						
MCI-Border Enforcement	7	26.0000	\$95,721.60	\$174,213.31	\$174,213.31	\$0.00
MCI-New Entrant	7	7.0000	\$68,249.10	\$33,442.05	\$33,442.05	\$0.00
Troopers-Special Detail	8	32.0000	\$95,721.60	\$245,047.29	\$245,047.29	\$0.00
<b>Subtotal: Overtime</b>				<b>\$452,702.65</b>	<b>\$452,702.65</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$612,817.65</b>	<b>\$612,817.65</b>	<b>\$0.00</b>
<b>Accounting Method:</b>	<b>Cash</b>					
<b>Planned MOE: Personnel</b>	<b>\$2,214,559.28</b>					

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

MCI- MCSAP-The average rate of pay for the six Motor Carrier Inspectors per hour is \$21.87 at 50% of the time is allocated to the FY18 MCSAP grant-  $\$21.87 \times 1040 \text{ hours} = \$22,749.49 \times 6 = \$136,497$

MCI Supervisor-MCSAP-The average rate of pay for the Motor Carrier Supervisor per hour is \$22.71 at 50% of the time is allocated to the FY18 MCSAP grant-  $\$22.71 \times 1040 \text{ hours} = \$23,618$

MCI Border OT-The average overtime rate of pay per year for seven Motor Carrier Inspectors and 15 State Troopers is \$95,721.60 divided by 2080 hrs (FTE) = \$46.02 per hour. 26% of time will be spent on Border Enforcement. There will be an average of seven associates performing 481 eight hour details in this grant.  $481 \times 8 \text{ hrs} = 3848 \text{ hrs}$  divide by 7 = 549.71 hrs. per person divided by 2080 hrs (FTE) = 26%

MCI- New Entrant OT-The average overtime rate of pay per year for seven Motor Carrier Inspectors is \$68,249.10 divided by 2080 hrs (FTE) = \$32.81 per hour. 7% of time will be spent on New Entrant inspections. There will be an average of seven associates performing these inspections. Historically 7% of their time is spent on audits.

Troopers Special Detail-OT-The average overtime rate of pay per year for eight FTE's of the Commercial Vehicle Unit-Troop K is \$95,721.60 . They are going to work 650 hours which is approximately 31% of their time at \$46.02 per hour.

Maine's budget request for FY 2018 proposes to exceed the 15% allowance on overtime spending. The justification for this is due to the manner in which we conduct our Border Enforcement activities. The Maine State Police do not fund any regular salary positions with grant monies due to the unpredictable nature of funding. Instead, grant monies are utilized to conduct various initiatives on an overtime basis. This is the way that we have operated for many years. With the inclusion of BEG activities in the MCSAP grant under the FAST Act, and our desire to utilize 15% of our total MCSAP grant to expand our MCSAP activities, our total overtime request will be 35%.

Maine was granted this request for FY 2017. Because of this, we were able to expand our MCSAP functions with overtime activities targeting everything from distracted driving to increased passenger vehicle inspections. The ability to utilize overtime funds allowed us to successfully expand MCSAP activities and specifically target identified problem times and locations that are outside of our normal work schedule, all while continuing an extremely successful Border Enforcement program that has existed since it's inception as a Northern Border Grant.



### 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
Motor Carrier Supervisor-MCSAP	35.0000	\$23,618.00	\$8,266.30	\$8,266.30	\$0.00
Motor Carrier Inspectors-MCSAP	67.0000	\$22,749.50	\$15,242.16	\$15,242.16	\$0.00
OT-Motor Carrier Supervisor-BEG	40.8100	\$2,204.35	\$899.59	\$899.59	\$0.00
OT-MCI & Troopers-BEG	40.8100	\$19,740.74	\$8,056.19	\$8,056.19	\$0.00
OT-MCI -NEG	40.8100	\$44,379.10	\$18,111.11	\$18,111.11	\$0.00
Troopers-Special Detail	40.8100	\$245,047.29	\$100,003.79	\$100,003.79	\$0.00
<b>TOTAL: Fringe Benefits</b>			<b>\$150,579.14</b>	<b>\$150,579.14</b>	<b>\$0.00</b>
<b>Planned MOE: Fringe Benefits</b>	<b>\$1,476,310.07</b>				

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

Fringe for regular pay is as follows:

Fringe benefits are calculated as a percent of the base salaries. Fringe benefits include payroll expenses such as Medicare, life insurance, retirement, health insurance, dental insurance and worker's comp. Medicare is 1.5% of the annual salary; Life insurances are calculated at a rate of approximately .35 cents per thousand rounded to the next highest thousands of the annual salary; Retirement is 39.31% of the annual salary; Health insurance is between \$352 (single plan) and \$750 (family plan) per 24 pay periods; Dental insurance is \$13.13 per 24 pay periods and Worker's Comp is \$70 per 24 pay periods.

Only 50% of their time is allocated to MCSAP- base has been adjusted accordingly.

The average percentage for fringe for the Motor Carrier Supervisor is 35% and the average for Motor Carrier Inspectors is 67%.

Fringe for OT pay is as follows:

Fringe benefits are calculated as a percent of the average base salaries. Fringe benefits include payroll expenses such as Medicare, life insurance, retirement, health insurance, dental insurance and worker's comp. Medicare is 1.5% of the annual salary; Retirement is 39.31% of the annual salary.

**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
CVSA Conferences	9	5	\$45,000.00	\$45,000.00	\$0.00
MCSAP Planning Meeting	4	5	\$8,000.00	\$8,000.00	\$0.00
CMV Training	15	5	\$80,892.76	\$80,892.76	\$0.00
Grant Management Training	3	3	\$6,000.00	\$6,000.00	\$0.00
Border Enforcement Road Checks	26	4	\$6,400.00	\$6,400.00	\$0.00
<b>TOTAL: Travel</b>			<b>\$146,292.76</b>	<b>\$146,292.76</b>	<b>\$0.00</b>
<b>Planned MOE: Travel</b>	<b>\$26,410.69</b>				

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

CVSA Conferences- Nine (9) Motor Carrier Inspectors will attend CVSA conferences-three will attend NAI and two will attend COHMED. The average cost for lodging, meals, incidentals and air fare is approximately \$5,000 per conference for a total of \$45,000

MCSAP Planning Meeting- Four Motor Carrier Inspectors will attend the MCSA Planning meetings. The average cost for lodging, meals, incidentals and air fare is approximately \$2,000 per conference for a total of \$8,000

CMV Training- 15 Commercial Vehicle employees will attend CMV/FMCSA training i.e. General HazMat, Passenger Carrier Cargo Tank-Part A and Part B. The average cost is approximately \$16,631 for General HazMats, \$21,631 for the three two week Part A and Part B training and \$42,361 for the eight cargo tank training courses for a total of \$80,893.00

Grant Management Training-Three (3) individuals (Lt. of Troop K, MSP Contract Specialist and one Financial Analyst) will attend the yearly Grant Management training course. The average cost of lodging, meals, incidentals and air fare is approximately \$6,000

The Maine State Police, Commercial Vehicle Enforcement, Troop K will conduct a 2018 Road Check enforcement detail to conduct roadside inspections in an effort to locate disqualified drivers, HOS violations and unsafe CMV loading. The enforcement will include lodging and per diem allowances and will focus on international inspections with a goal of 50% international/hazmat inspections. The average cost of lodging, meals incidentals is approximately \$6,400

**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
Watch Guard In Cruiser Video Cameras	12	\$5,300.00	100	\$63,600.00	\$63,600.00	\$0.00
Crash Reconstruction	1	\$30,000.00	100	\$30,000.00	\$30,000.00	\$0.00
Vehicles	7	\$37,500.00	100	\$262,500.00	\$262,500.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$356,100.00</b>	<b>\$356,100.00</b>	<b>\$0.00</b>
<b>Equipment threshold is greater than \$5,000.</b>						
<b>Planned MOE: Equipment</b>	<b>\$122,023.33</b>					

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

Twelve (12) watch guard in cruiser video cameras will be used in the MSP- CVEU patrol vehicles. The cameras will be used for documentation/evidentiary purposes during roadside MCSAP enforcement functions.

The crash reconstruction equipment station is a precise laser method of mapping crash scenes or vehicle damage profiles. This equipment will be used to assist with commercial vehicle crash investigations and reconstruction of each case. The crash reconstruction equipment stations will be assigned to the MCSAP Officers.

The State of Maine requests seven (7) vehicles to be purchased for the Commercial Vehicle Unit, Troop K. The vehicles will be used by the Motor Carrier Inspectors & Supervisor to assist in conducting Commercial Vehicle Inspections. The cost for the purchasing of the vehicles is based on the State's Current Delivery Order contract.

The seven vehicles being purchased are for the CVEU sworn officers patrolling the corridors of Maine performing 100 % MCSAP enforcement details and duties. We utilize no federal funds for their salaries.



The seven vehicles being purchased are for the CVEU sworn officers patrolling the corridors of Maine performing 100 % MCSAP enforcement details and duties. **We utilize no federal funds for their salaries.**

**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
FMCSA Handbooks	50	each	\$150.00	\$7,500.00	\$7,500.00	\$0.00
Stalker Radars	12	each	\$3,000.00	\$36,000.00	\$36,000.00	\$0.00
Consoles	5	each	\$500.00	\$2,500.00	\$2,500.00	\$0.00
Title 29A Motor Vehicle Statutes	45	each	\$26.00	\$1,170.00	\$1,170.00	\$0.00
LEOSR Manuals	50	each	\$25.34	\$1,267.00	\$1,267.00	\$0.00
CVSA OOSC	48	each	\$35.00	\$1,680.00	\$1,680.00	\$0.00
Inspection Tools	25	each	\$1,854.00	\$46,350.00	\$46,350.00	\$0.00
Office Supplies	20	each	\$32.05	\$641.00	\$641.00	\$0.00
Uniforms	20	each	\$1,413.93	\$28,278.60	\$28,278.60	\$0.00
<b>TOTAL: Supplies</b>				<b>\$125,386.60</b>	<b>\$125,386.60</b>	<b>\$0.00</b>
<b>Planned MOE: Supplies</b>	<b>\$17,773.36</b>					

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

All materials listed below are provided to the entire MCSAP officers of the Commercial Motor Vehicle Enforcement Unit (CVEU) Maine State Police - Troop K. This unit is comprised of six Motor Carrier Inspectors, one Motor Carrier Inspector Supervisor, one State Police Lieutenant, three Sergeants, three Corporals and twenty-two Troopers. In addition, the hand books and manuals are provided to the District Attorney's and Judges who prosecute the cases as Troop K 42 x 2 fed reg and hazmat.

50- FMCSA Handbooks (MC & HM)- total \$7,500.00

45 Title 29A Motor Vehicle Statues- total of \$1,170.00

50- LEOSR Manuals- total of \$1,267.00

48- CVSA- Out-of Service Criteria manuals/handbooks- total of \$1,680

Twelve (12) Stalker Radars and accessories-will be used in the MSP-CVEU patrol vehicles to assist in commercial vehicle enforcement. This equipment is purchased for sworn members (29) in addition to the 7 MCSAP funded inspectors. The stalker radars will be dedicated 100% to MCSAP activities.

CVC Inspection tools to assist with the commercial vehicle inspections for accurate readings in hazardous locations. This equipment is purchased for sworn members (29) in addition to the 7 MCSAP funded inspectors). Examples: Mechanic creepers, portable scales, portable lights, inspection cameras, etc.

Five (5) Consoles - console utility box used in our cruisers to harness the wiring of our computers, printers, etc.

Equipment and supplies purchased under this grant will be utilized by the entire compliment of the Troop, which includes both sworn Troopers and civilian Inspectors.

Miscellaneous office supplies-file folders, paper,etc

Uniforms-request to purchase 20 sets of uniforms and accessories for the Commercial Vehicle Motor Carrier Unit, Troop K



## 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
Computer Equipment & Accessories	DUNS	809045958	Contract	\$142,000.00	\$142,000.00	\$0.00
Description of Services: Mobile Data Computer with wireless modem						
<b>TOTAL: Contractual and Subaward</b>				<b>\$142,000.00</b>	<b>\$142,000.00</b>	<b>\$0.00</b>
<b>Planned MOE: Contractual and Subaward</b>	<b>\$10,601.00</b>					

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

The Maine State Police, Troop K currently leases mobile data computers and pays wireless service fees to maintain that connection for the wireless transfer of roadside inspection and crash data. Having real time capability in all vehicles maintains the timely transfer of all vital crash and CMV inspection data.

The mobile data computer with a wireless modem costs approximately \$11,83.33 a month x 12 months= \$142,000

## 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
Conference Registration fees	10		\$550.00	\$5,500.00	\$5,500.00	\$0.00
CVSA Decals	4162	each	\$0.30	\$1,248.60	\$1,248.60	\$0.00
State Share Calculation	1		\$289,476.00	\$289,476.00	\$0.00	\$289,476.00
Use of MSP Vehicles	7		\$10,994.28	\$76,959.96	\$76,959.96	\$0.00
Indirect Costs	1		\$23,476.29	\$23,476.29	\$23,476.29	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$396,660.85</b>	<b>\$107,184.85</b>	<b>\$289,476.00</b>
<b>Planned MOE: Other Costs</b>	<b>\$663,218.34</b>					

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

The State of Maine will claim reimbursement for indirect costs over the course of the grant. The FY 18 Stacap rate for the Maine State Police is 1.828%.

Stacap calculation: Stacap is calculated on the total grant amount minus the equipment (all capital).  
Total grant \$1,640,361-\$356,100=\$1,284,261 x 1.828%=\$23,476.29

Break down of Conference registration fees:

CVSA- 5 attendees x \$550=\$2,750  
COHMED- 3 attendees x \$550=\$1,650  
NAIC- 2 attendees x \$550=\$1,100

4162- CVSA Decals- .30 x 4162=\$1,248.60

The 15% state match is part of Maine State Police funds that enforce CMV activities.

The match will consist of the full burdened pay of the Maine State Police-Lieutenant of Troop K (\$159,474.50) and the remainder of the state match will consist of the fully burdened pay of 23 Maine State Trooper assigned to Troop K (\$130,001.50)

Use of MSP vehicles-each detail requires extensive use of State Police Vehicles. The hourly vehicle use rate has been determined to be \$20 an hour which covers fuel and maintenance costs. This is the same amount charted to all vendors requiring Maine State Police Services. 20 x8x481=\$76,959.96

## 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	\$1,640,361.00	\$289,476.00	\$1,929,837.00

### Summary of MCSAP Funding Limitations

Allowable amount for Overtime without written justification (15% of Basic award amount):	\$289,476.00
MOE Baseline:	\$3,323,204.93

### Estimated Expenditures

#### Personnel

	Federal Share	State Share	Total Project Costs
MCI-MCSAP	\$136,497.00	\$0.00	\$136,497.00
MCI Supervisor-MCSAP	\$23,618.00	\$0.00	\$23,618.00
<b>Salary Subtotal</b>	<b>\$160,115.00</b>	<b>\$0.00</b>	<b>\$160,115.00</b>
MCI-Border Enforcement	\$174,213.31	\$0.00	\$174,213.31
MCI-New Entrant	\$33,442.05	\$0.00	\$33,442.05
Troopers-Special Detail	\$245,047.29	\$0.00	\$245,047.29
<b>Overtime subtotal</b>	<b>\$452,702.65</b>	<b>\$0.00</b>	<b>\$452,702.65</b>
<b>Personnel total</b>	<b>\$612,817.65</b>	<b>\$0.00</b>	<b>\$612,817.65</b>
<b>Planned MOE</b>	<b>\$2,214,559.28</b>		

#### Fringe Benefits

	Federal Share	State Share	Total Project Costs
Motor Carrier Supervisor-MCSAP	\$8,266.30	\$0.00	\$8,266.30
Motor Carrier Inspectors-MCSAP	\$15,242.16	\$0.00	\$15,242.16
OT-Motor Carrier Supervisor-BEG	\$899.59	\$0.00	\$899.59
OT-MCI & Troopers-BEG	\$8,056.19	\$0.00	\$8,056.19
OT-MCI -NEG	\$18,111.11	\$0.00	\$18,111.11
Troopers-Special Detail	\$100,003.79	\$0.00	\$100,003.79
<b>Fringe Benefits total</b>	<b>\$150,579.14</b>	<b>\$0.00</b>	<b>\$150,579.14</b>
<b>Planned MOE</b>	<b>\$1,476,310.07</b>		

Travel			
	Federal Share	State Share	Total Project Costs
CVSA Conferences	\$45,000.00	\$0.00	\$45,000.00
MCSAP Planning Meeting	\$8,000.00	\$0.00	\$8,000.00
CMV Training	\$80,892.76	\$0.00	\$80,892.76
Grant Management Training	\$6,000.00	\$0.00	\$6,000.00
Border Enforcement Road Checks	\$6,400.00	\$0.00	\$6,400.00
<b>Travel total</b>	<b>\$146,292.76</b>	<b>\$0.00</b>	<b>\$146,292.76</b>
<b>Planned MOE</b>	<b>\$26,410.69</b>		

Equipment			
	Federal Share	State Share	Total Project Costs
Watch Guard In Cruiser Video Cameras	\$63,600.00	\$0.00	\$63,600.00
Crash Reconstruction	\$30,000.00	\$0.00	\$30,000.00
Vehicles	\$262,500.00	\$0.00	\$262,500.00
<b>Equipment total</b>	<b>\$356,100.00</b>	<b>\$0.00</b>	<b>\$356,100.00</b>
<b>Planned MOE</b>	<b>\$122,023.33</b>		

Supplies			
	Federal Share	State Share	Total Project Costs
FMCSA Handbooks	\$7,500.00	\$0.00	\$7,500.00
Stalker Radars	\$36,000.00	\$0.00	\$36,000.00
Consoles	\$2,500.00	\$0.00	\$2,500.00
Title 29A Motor Vehicle Statutes	\$1,170.00	\$0.00	\$1,170.00
LEOSR Manuals	\$1,267.00	\$0.00	\$1,267.00
CVSA OOSC	\$1,680.00	\$0.00	\$1,680.00
Inspection Tools	\$46,350.00	\$0.00	\$46,350.00
Office Supplies	\$641.00	\$0.00	\$641.00
Uniforms	\$28,278.60	\$0.00	\$28,278.60
<b>Supplies total</b>	<b>\$125,386.60</b>	<b>\$0.00</b>	<b>\$125,386.60</b>
<b>Planned MOE</b>	<b>\$17,773.36</b>		

Contractual and Subaward			
	Federal Share	State Share	Total Project Costs
Computer Equipment & Accessories	\$142,000.00	\$0.00	\$142,000.00
<b>Contractual and Subaward total</b>	<b>\$142,000.00</b>	<b>\$0.00</b>	<b>\$142,000.00</b>
<b>Planned MOE</b>	<b>\$10,601.00</b>		



Other Costs			
	Federal Share	State Share	Total Project Costs
Conference Registration fees	\$5,500.00	\$0.00	\$5,500.00
CVSA Decals	\$1,248.60	\$0.00	\$1,248.60
State Share Calculation	\$0.00	\$289,476.00	\$289,476.00
Use of MSP Vehicles	\$76,959.96	\$0.00	\$76,959.96
Indirect Costs	\$23,476.29	\$0.00	\$23,476.29
<b>Other Costs total</b>	<b>\$107,184.85</b>	<b>\$289,476.00</b>	<b>\$396,660.85</b>
<b>Planned MOE</b>	<b>\$663,218.34</b>		

Total Costs			
	Federal Share	State Share	Total Project Costs
<b>Subtotal for Direct Costs</b>	<b>\$1,640,361.00</b>	<b>\$289,476.00</b>	<b>\$1,929,837.00</b>
<b>Total Costs Budgeted</b>	<b>\$1,640,361.00</b>	<b>\$289,476.00</b>	<b>\$1,929,837.00</b>
<b>Total Planned MOE</b>	<b>\$4,530,896.07</b>		

**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	\$1,640,361.00	\$289,476.00	\$1,929,837.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$289,476.00
MOE Baseline:	\$3,323,204.93

**Overtime Costs budgeted must be equal to or less than the 15 percent FMCSA funding limitation (+/- \$5 allowed.) Please include a justification to exceed the limit in the Personnel section.**

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	\$160,115.00	\$0.00	\$160,115.00	NA
Overtime Subtotal	\$452,702.65	\$0.00	\$452,702.65	NA
Personnel Total	\$612,817.65	\$0.00	\$612,817.65	\$2,214,559.28
Fringe Benefits Total	\$150,579.14	\$0.00	\$150,579.14	\$1,476,310.07
Travel Total	\$146,292.76	\$0.00	\$146,292.76	\$26,410.69
Equipment Total	\$356,100.00	\$0.00	\$356,100.00	\$122,023.33
Supplies Total	\$125,386.60	\$0.00	\$125,386.60	\$17,773.36
Contractual and Subaward Total	\$142,000.00	\$0.00	\$142,000.00	\$10,601.00
Other Costs Total	\$107,184.85	\$289,476.00	\$396,660.85	\$663,218.34
	85% Federal Share	15% State Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	\$1,640,361.00	\$289,476.00	\$1,929,837.00	\$4,530,896.07
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
<b>Total Costs Budgeted</b>	<b>\$1,640,361.00</b>	<b>\$289,476.00</b>	<b>\$1,929,837.00</b>	<b>\$4,530,896.07</b>

## Part 5 - Certifications and Documents

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

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

### 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? Robert A. Williams
2. What is this person's title? Colonel
3. Who is your Governor's highway safety representative? John E. Morris
4. What is this person's title? Commissioner

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

- ☒ Yes
- ☐ No

#### State Certification declaration:

I, Robert A. Williams, Colonel, on behalf of the State of MAINE, 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? Robert A. Williams
2. What is the title of your certifying State official? Colonel
3. What are the phone # and email address of your State official? Robert.a.williams@maine.gov 207-624-7200

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

- ☐ Yes
- ☒ No

I, Robert A. Williams, 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.

Pursuant to 29-A M.R.S. §555, sub-§2, the Bureau of the Maine State Police hereby adopts and incorporates by reference into this Chapter (1) Title 49 Parts 383, 391, and 395, and Appendices to Subchapter B, of the Code of Federal Regulations, as amended, with the following State amendments, and (2) Title 49, Section 391.41(b)(12)(i) as amended, with the following State amendments: A. Hazardous Materials 1. There are no exemptions for motor carriers, vehicles, or drivers transporting hazardous materials of a type or quantity that requires the vehicle to be marked or placarded in accordance with 49 C.F.R., Subchapter C, Pt. 172. B. As to 49 C.F.R. Pt. 383, the following amendments are made: 1. Intrastate motor carriers, vehicles, and drivers to whom this Chapter applies are only subject to 49 C.F.R. §§ 383.1(a), 383.3(a), 383.5, 383.21, 383.23(a), 383.23(a)(2), 383.23(c), 383.31, 383.33, 383.37, 383.51, 383.52, 383.53, and 383.72. B-1. As to 49 C.F.R. Pt. 390, the following amendments are made: 1. Intrastate vehicles to which this chapter applies that have a gross vehicle weight rating of 10,000 lbs. to 26,000 lbs., and that neither meet the definition of a "bus" nor transport hazardous materials, are exempt from 49 C.F.R. §§ 390.19 and 390.21. C. As to 49 C.F.R. Pt. 391, the following amendments are made: 1. Intrastate motor carriers, vehicles, and drivers to whom this Chapter applies that operate less than 100 air miles from their regular place of business are only subject to 49 C.F.R. §§ 391.13, 391.15, 391.23(a), 391.23(a)(1), 391.25(a), 391.25(b), 391.27(a), 391.27(b), and 391.41(b)(12)(i). Documents and records obtained from inquiries made pursuant to 49 C.F.R. §§ 391.23, 391.25, and 391.27 must be maintained on file by the motor carrier for a period of two years. 2. Intrastate motor carriers, vehicles, and drivers to whom this Chapter applies that operate more than 100 air miles from their regular place of business are exempt from 49 C.F.R. §391.11(b)(1). Intrastate drivers to whom this Chapter applies that operate more than 100 air miles from their regular place of business must be at least 18 years old. 3. Drivers to whom this Chapter applies are exempt from 49 C.F.R. §391.41(b)(11). D. As to 49 C.F.R. Pt. 395, the following amendments are made: 1. Intrastate motor carriers, vehicles, and drivers to which this Chapter applies that operate less than 100 air miles from their regular place of business are exempt from 49 C.F.R. Pt. 395.

**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
Id 1524	10/01/2017	29-a	The Maine Legislature made amendments to the motor vehicle code to bring Maine into compliance with the FAST Act. These changes include an increase in the maximum length and maximum overhang on the front and rear of auto transporters. Link to bill text and summary: <a href="http://www.mainelegislature.org/legis/bills/bills_128th/billtexts/HP104801.asp">http://www.mainelegislature.org/legis/bills/bills_128th/billtexts/HP104801.asp</a>
Id 1628	10/01/2017	29-a	Changes made to Maine Motor Vehicle Code to bring Maine law into harmony with the FAST Act regarding the towing of two trailers as outlined in the FAST Act. <a href="http://legislature.maine.gov/legis/bills/bills_128th/billtexts/HP108401.asp">http://legislature.maine.gov/legis/bills/bills_128th/billtexts/HP108401.asp</a>

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

☐ Yes ☒ No



### FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

### APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: Maine Department of Public Safety

State House Station 104  
Augusta, ME 04333-0104

2. Authorized Representative's Name and Title: John Morris, Commissioner

3. Phone: 207 - 626 - 3800 ext.

4. Fax: - -

5. Email: john.e.morris@maine.gov

6. Year Established:

1820

7. Employer Identification Number (EIN):

01 - 6000001

8. DUNS Number:

80 - 904 - 5958

9. Type of Organization:

☒ State ☐ Municipality ☐ Non-Profit ☐ Higher Education ☐ Tribal ☐ For-Profit ☐ Other



### AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s) (Please check all that apply):

☒ OMB A-133 Single Audit ☒ Financial Statement Audit ☐ Defense Contract Agency Audit (DCAA)

☐ None

☐ Programmatic Audit & Agency: \_\_\_\_\_

☐ Other Audit & Agency: \_\_\_\_\_

See reports at:  
[www.maine.gov/audit](http://www.maine.gov/audit)

11. Fiscal Year of Last Audit:  
2015

Name of Audit Agency/Firm:  
Maine Office of the State Auditor

### AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions

for Financial Statements + almost all Federal programs

Please enter the number of findings: none related to Dept of Justice Programs

Please enter the amount of questioned costs: zero for Dept of Justice Programs

Were material weaknesses noted in either the Financial Statement or Single Audit? ☐ Yes ☒ No

for Dept of Justice Programs

### ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

☐ Manual ☒ Automated ☐ Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

☒ Yes ☐ No ☐ Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

☒ Yes ☐ No ☐ Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

☒ Yes ☐ No ☐ Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

☒ Yes ☐ No ☐ Not Sure



PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES	
<b>PROPERTY STANDARDS</b>	
20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROCUREMENT STANDARDS</b>	
21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <a href="https://www.sam.gov/">https://www.sam.gov/</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
24. Does your organization: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation? (FTR) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>N/A - related to relocation costs</i>	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A (Your organization does not make subawards.)
<b>STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION</b>	
I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.	
Name: <u>Marilyn Heimbach</u>	Date: <u>4/7/2016</u>
Title: <input type="checkbox"/> Executive Director <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chairman <input checked="" type="checkbox"/> Other: <u>Dep Director, Finance</u>	
Phone: <u>207 - 623 - 6701 ext.</u>	

Marilyn Heimbach

Security + Employment  
Service Center





U.S. Department  
of Transportation

Federal Motor Carrier  
Safety Administration

1200 New Jersey Avenue, SE  
Washington, DC 20590

July 25, 2017

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

Colonel Robert A. Williams, Chief  
Maine State Police  
42 State House Station  
45 Commerce Drive  
Augusta, ME 04333-0042

Dear Mr. Williams:

We are in receipt of the Maine State Police's 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 Maine State Police's Title VI Program Compliance Plan for Federal Fiscal Year (FY) 2018. We do request that the Maine State Police 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 Maine State Police 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 Maine State Police 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 Maine State Police 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](mailto:lester.finkle@dot.gov).

Sincerely,

Handwritten signature of Lester D. Finkle II in blue ink.

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

Cc: Christopher Parr, Staff Attorney, Maine State Police  
Michelle Ward, Contract/Grant Specialist, Maine State Police  
Eric Adair, Division Administrator, Maine Division Office  
Alan Vitcavage, State Program Manager, Maine Division Office

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**§ 1. DEFINITIONS**

For the purpose of this Chapter, the following terms are defined as follows:

- A. **Commercial motor vehicle.** “Commercial motor vehicle” means any self-propelled or towed motor vehicle used on a highway in interstate or intrastate commerce to transport passengers or property when the vehicle —
1. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
  2. Is designed or used to transport more than eight (8) passengers (including the driver) for compensation; or
  3. Is designed or used to transport more than fifteen (15) passengers, including the driver, and is not used to transport passengers for compensation; or
  4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. §5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 C.F.R., subtitle B, chapter I, subchapter C.
- B. **FMCSA.** “FMCSA” means “Federal Motor Carrier Safety Administration.”
- C. **Motor carrier.** “Motor carrier” means a for hire motor carrier or a private motor carrier. The term includes a motor carrier's agents, officers and representatives as well as employees responsible for hiring, supervising, training, assigning, or dispatching of drivers and employees concerned with the installation, inspection, and maintenance of

motor vehicle equipment and/or accessories. For purposes of subchapter B of the Federal regulations adopted and incorporated by reference in this Chapter, this definition includes the terms employer and exempt motor carrier.

- D. **Special agent of the FMCSA.** “Special agent of the FMCSA,” as used in this Chapter, means a motor carrier inspector, state police officer, municipal officer, or sheriff, who has satisfactorily completed a prescribed course of instruction established by the Maine State Police with respect to the Federal regulations adopted and incorporated by reference, with or without State of Maine amendments, into this Chapter.
- E. **State.** “State” means State of Maine.

## § 2. **APPLICABILITY**

This regulation applies to any interstate or intrastate common, contract, and private motor carrier that transports passengers or property in Maine.

## § 3. **ADOPTION AND INCORPORATION BY REFERENCE OF FEDERAL REGULATIONS, WITHOUT STATE AMENDMENTS**

Pursuant to 29-A M.R.S. §555, sub-§2, the Bureau of the Maine State Police hereby adopts and incorporates by reference into this Chapter, without State amendments:

- A. Title 49, Parts 40, 382, 390, 393, and 396, and Appendices to Subchapter B of the *Code of Federal Regulations* as amended;
- B. Title 49, Part 392, §§ 392.1 through 392.71 of the *Code of Federal Regulations*, as amended; and
- C. Title 49, Part 392, §§ 392.80 and 392.82 of the *Code of Federal Regulations*, as amended.

## § 4. **ADOPTION AND INCORPORATION BY REFERENCE OF FEDERAL REGULATIONS, WITH STATE AMENDMENTS**

Pursuant to 29-A M.R.S. §555, sub-§2, the Bureau of the Maine State Police hereby adopts and incorporates by reference into this Chapter (1) Title 49 Parts 383, 391, and 395, and Appendices to Subchapter B, of the *Code of Federal Regulations*, as amended, with the following State amendments, and (2) Title 49, Section 391.41(b)(12)(i) as amended, with the following State amendments:

- A. **Hazardous Materials**
  - 1. There are no exemptions for motor carriers, vehicles, or drivers transporting hazardous materials of a type or quantity that requires the vehicle to be marked or placarded in accordance with 49 C.F.R., Subchapter C, Pt. 172.

B. As to 49 C.F.R. Pt. 383, the following amendments are made:

1. Intrastate motor carriers, vehicles, and drivers to whom this Chapter applies ***are only subject to*** 49 C.F.R. §§ 383.1(a), 383.3(a), 383.5, 383.21, 383.23(a), 383.23(a)(2), 383.23(c), 383.31, 383.33, 383.37, 383.51, 383.52, 383.53, and 383.72.

B-1. As to 49 C.F.R. Pt. 390, the following amendments are made:

1. Intrastate vehicles to which this chapter applies that have a gross vehicle weight rating of 10,000 lbs. to 26,000 lbs., and that neither meet the definition of a “bus” nor transport hazardous materials, are exempt from 49 C.F.R. §§ 390.19 and 390.21.

C. As to 49 C.F.R. Pt. 391, the following amendments are made:

1. Intrastate motor carriers, vehicles, and drivers to whom this Chapter applies that operate less than 100 air miles from their regular place of business ***are only subject to*** 49 C.F.R. §§ 391.13, 391.15, 391.23(a), 391.23(a)(1), 391.25(a), 391.25(b), 391.27(a), 391.27(b), and 391.41(b)(12)(i).

Documents and records obtained from inquiries made pursuant to 49 C.F.R. §§ 391.23, 391.25, and 391.27 must be maintained on file by the motor carrier for a period of two years.

2. Intrastate motor carriers, vehicles, and drivers to whom this Chapter applies that operate more than 100 air miles from their regular place of business ***are exempt from*** 49 C.F.R. §391.11(b)(1). Intrastate drivers to whom this Chapter applies that operate more than 100 air miles from their regular place of business must be at least 18 years old.
3. Drivers to whom this Chapter applies ***are exempt from*** 49 C.F.R. §391.41(b)(11).

D. As to 49 C.F.R. Pt. 395, the following amendments are made:

1. Intrastate motor carriers, vehicles, and drivers to which this Chapter applies that operate less than 100 air miles from their regular place of business are exempt from 49 C.F.R. Pt. 395.

## § 5. ADOPTION AND INCORPORATION BY REFERENCE OF ADDITIONAL FEDERAL REGULATIONS

The Bureau of the Maine State Police hereby adopts and incorporates by reference into this Chapter Title 49, Part 385 of the *Code of Federal Regulations*, as amended.

## § 6. QUALIFICATIONS TO ENFORCE THIS CHAPTER

- A. Only special agents of the FMCSA may enforce this Chapter.
- B. Special agents of the FMCSA who are only approved to enforce driver-only aspects of this Chapter must have reasonable, articulable suspicion to stop a commercial motor vehicle.

**§ 7. SOURCE OF FEDERAL REGULATIONS**

Copies of the Federal rules adopted and incorporated by reference herein may be obtained from the following agencies:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

Maine Department of Public Safety  
Bureau of Maine State Police  
20 State House Station  
Augusta, ME 04333-0020

**§ 8. SEVERABILITY**

Should any provision of this Chapter or the application of this Chapter to any person or circumstance be held invalid, the invalidity does not affect other provisions or applications of this Chapter that can be given effect without the invalid provision or application, and to this end the provisions of this Chapter are severable.

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STATUTORY AUTHORITY: Title 29-A M.R.S.A. §555

EFFECTIVE DATE:

August 1, 1982

AMENDED:

September 25, 1985

October 26, 1986

REPEALED & REPLACED:

January 1, 1987 - 29 M.R.S.A Sec. 2707

December 10, 1989 - except part 391, subpart H of FMCSR which shall be effective  
December 21, 1989

AMENDED:

December 21, 1989 - (EMERGENCY)

March 27, 1993 - (also REPEAL of Chapter 5)

January 12, 1994 - (EMERGENCY)

February 4, 1994 - (EMERGENCY)

March 1, 1995

January 19, 1996 - (EMERGENCY) - Sec. 4

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 15, 1996

**NON-SUBSTANTIVE CORRECTION:**

August 13, 1996 - added note on January 19, 1996 emergency filing.

**AMENDED:**

November 17, 1997  
 January 14, 1999 - Section 4.04(5) added (EMERGENCY - expired January 24, 1999)  
*(Note: on November 17, 1999 the older version was restored to the Web.)*  
 January 24, 2000 - Sections 4.04 (5), (6) (EMERGENCY - expired February 25, 2000)  
 April 17, 2000  
 December 19, 2000 - Section 4(A)(1)(b) and (c) added (EMERGENCY - expired December 26, 2000  
 by request of the agency)  
 July 9, 2001  
 January 22, 2003 - Section 4(A)(1)(b) and (c) added (EMERGENCY - expires February 22, 2003  
 by request of the agency) - filing 2003-31  
 June 1, 2003 - filing 2003-168  
 January 4, 2004 - filing 2003-486  
 February 6, 2006 - filing 2006-57

**REPEALED AND REPLACED:**

September 15, 2006 - filing 2006-394 (EMERGENCY)  
 November 26, 2006 - filing 2006-492  
 November 19, 2007 - as “Maine Motor Carrier Safety Regulation, Part 1,” filing 2007-484  
 May 28, 2008 - combined Ch. 4 and 4 Part 1 into one document, filing 2008-212  
 January 3, 2010 - filing 2009-710  
 May 14, 2011 - filing 2011-144  
 June 23, 2012 - filing 2012-175 (EMERGENCY adoption, major substantive)  
 July 18, 2012 - Section 3, filing 2012-194  
 October 3, 2013 - filing 2013-235 (EMERGENCY adoption, major substantive)

**CORRECTION:**

May 15, 2014 - inserted into §4(C)(1), this language, “and 391.41(B)(12)(i)”, which  
 was present in the paper filing but missing from the Secretary of  
 State’s e-version

**AMENDED:**

July 5, 2014 - filing 2014-111 (Final adoption, major substantive)  
 June 19, 2015 - filing 2015-096 (Final adoption, major substantive)

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

I, **Colonel Robert A. Williams**, 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.

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

**Signature of Certifying Official:**



**Title of Certifying Official:** Colonel

Robert Williams

**Date of Certification:**

08-08-17



## **FY 2018 Certification of MCSAP Conformance (State Certification)**

I, **Colonel, Robert A. Williams**, on behalf of the **State of Maine**, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

1. The State has adopted commercial motor carrier and highway hazardous materials safety regulations, standards and orders that are compatible with the FMCSRs and the HMRs, and the standards and orders of the Federal Government.
2. The State has designated **Maine State Police** as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought and to perform defined functions under the CVSP. The Lead State Agency has the legal authority, resources, and qualified personnel necessary to enforce the State's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The State will obligate the funds or resources necessary to provide a matching share to the Federal assistance provided in the grant to administer the plan submitted and to enforce the State's commercial motor carrier safety, driver, and hazardous materials laws, regulations, standards, and orders in a manner consistent with the approved plan.
4. The laws of the State provide the State's enforcement officials right of entry (or other method a State may use that is adequate to obtain the necessary information) and inspection sufficient to carry out the purposes of the CVSP, as approved, and provide that the State will grant maximum reciprocity for inspections conducted pursuant to the North American Standard Inspection procedure, through the use of a nationally accepted system allowing ready identification of previously inspected CMVs.
5. The State requires that all reports relating to the program be submitted to the appropriate State agency or agencies, and the State will make these reports available, in a timely manner, to the FMCSA on request.
6. The State has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The State has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable Federal or State CMV safety laws or regulations.
8. The State must ensure that the total expenditure of amounts of the Lead State Agency will be maintained at a level of effort each fiscal year in accordance with 49 CFR 350.301.
9. The State will ensure that MCSAP funded enforcement of activities under 49 CFR 350.309 will not diminish the effectiveness of the development and implementation of the programs to improve motor carrier, CMV, and driver safety.

10. The State will ensure that CMV size and weight enforcement activities funded with MCSAP funds will not diminish the effectiveness of other CMV safety enforcement programs.
11. The State will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
12. The State will (1) establish and dedicate sufficient resources to a program to provide FMCSA with accurate, complete, and timely reporting of motor carrier safety information that includes documenting the effects of the State's CMV safety programs; (2) participate in a national motor carrier safety data correction program (DataQs); (3) participate in appropriate FMCSA systems including information technology and data systems; and (4) ensure information is exchanged in a timely manner with other States.
13. The State will ensure that the CVSP, data collection, and information data systems are coordinated with the State highway safety improvement program under sec. 148(c) of title 23, U.S. Code. The name of the Governor's highway safety representative (or other authorized State official through whom coordination was accomplished) is **Commissioner John. E. Morris**.
14. The State has undertaken efforts to emphasize and improve enforcement of State and local traffic laws as they pertain to CMV safety.
15. The State will ensure that it has departmental policies stipulating that roadside inspections will be conducted at locations that are adequate to protect the safety of drivers and enforcement personnel.
16. The State will ensure that MCSAP-funded personnel, including sub-grantees, meet the minimum Federal standards set forth in 49 CFR part 385, subpart C for training and experience of employees performing safety audits, compliance reviews, or driver/vehicle roadside inspections.
17. The State will enforce registration (i.e., operating authority) requirements under 49 U.S.C 13902, 31134, and 49 CFR § 392.9a by prohibiting the operation of any vehicle discovered to be operating without the required registration or beyond the scope of the motor carrier's registration.
18. The State will cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139 and 49 CFR part 387.
19. The State will include, in the training manual for the licensing examination to drive a non-CMV and the training manual for the licensing examination to drive a CMV, information on best practices for safe driving in the vicinity of noncommercial and commercial motor vehicles.
20. The State will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.

21. The State will ensure that, except in the case of an imminent or obvious safety hazard, an inspection of a vehicle transporting passengers for a motor carrier of passengers is conducted at a bus station, terminal, border crossing, maintenance facility, destination, or other location where motor carriers may make planned stops (excluding a weigh station).
22. The State will transmit to its roadside inspectors the notice of each Federal exemption granted pursuant to 49 U.S.C. § 31315(b) and 49 CFR 390.32 and 390.25 as provided to the State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.
23. Except for a territory of the United States, the State will conduct safety audits of interstate and, at the State's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The State must verify the quality of the work conducted by a third party authorized to conduct safety audits under 49 U.S.C. § 31144(g) on its behalf, and the State remains solely responsible for the management and oversight of the activities.
24. The State will fully participate in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.
25. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.
26. In the case that a State meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the State agrees to comply with the requirements established in 49 CFR 350.203 and 350.310.

Date 08-08-17

Signature 

## The United States Department of Transportation

### Standard Title VI/Non-Discrimination Assurances

#### DOT Order No. 1050.2A

The **Maine State Police** (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 (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/environmental\\_justice/index.cfm](http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm)

Additionally, Executive Order 13166 (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 49 C.F.R. §§ 21.23 (b) and 21.23 (e) 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 the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*“The **Maine State Police**, 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*

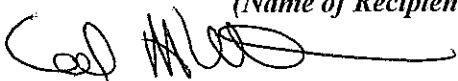
*to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;*

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, **Maine State Police** 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.

**Maine State Police** 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.

**Colonel Robert A. Williams**  
(Name of Recipient)

by   
(Signature of Authorized Official)

DATED 07-14-17



U.S. Department  
of Transportation

Federal Motor Carrier  
Safety Administration

Maine Division  
Edmund S. Muskie Federal Building  
40 Western Avenue, Room 411  
Augusta, ME 04330  
207-622-8358  
FAX 207-622-8477  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

Robert Nichols  
Lieutenant  
Maine State Police, Troop K  
20 State House Station  
Augusta, ME 04330-0020

July 19, 2017

Dear Lt. Nichols,

Your request for an extension for submitting the FY 2018 electronic Commercial Vehicle Safety Plan (eCVSP) and budget to my office for review is approved.

Please ensure your eCVSP is completed and in the eCVSP System no later than September 15, 2017.

We look forward to working with you this year, if you have any questions regarding this approval, or if you need further information, please don't hesitate to call me at (207) 622-8358.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Adair', with a stylized flourish at the end.

Eric C. Adair  
Division Administrator



**State of Maine - Office of the State Controller**  
**STACAP - Statewide Cost Allocation Plan**

**FY2018 Indirect Cost Rates**

<b>Dept</b>	<b>STACAP Unit</b>	<b>Unit Title</b>	<b>Indirect Cost Rate</b>
01A	001	01001 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY	10.278%
01A	001B	01001 OFFICE OF AGRICULTURAL, NATURAL AND RURAL RESOURCES	10.278%
01A	001C	01001 OFFICE OF POLICY, PLANNING, LEGISLATION AND INFORMATION SERV	10.278%
01A	001D	01001 DIVISION OF AGRICULTURAL RESOURCES DEVELOPMENT	10.278%
01A	001M	01001 DIVISION OF QUALITY ASSURANCE AND REGULATION	10.278%
01A	001P	01001 DIVISION OF ANIMAL HEALTH AND INDUSTRY	10.278%
01A	001R	01001 DIVISION OF PLANT INDUSTRY	10.278%
01A	001S	01001 BUREAU OF PUBLIC SERVICES	10.278%
01A	001T	01001 OFFICE OF THE COMMISSIONER	10.278%
01A	014	01014 SEED POTATO BOARD	0.000%
01A	015	01015 MAINE MILK COMMISSION	0.000%
01A	017	01017 STATE HARNESS RACING COMMISSION	0.000%
01A	026	01026 BOARD OF PESTICIDES CONTROL	0.000%
01A	669	01669 BUREAU OF FORESTRY (AKA MAINE FOREST SERVICE)	2.334%
01A	670	01670 BUREAU OF PARKS AND LANDS	3.932%
01A	671	01671 DIVISION OF GEOLOGY AND NATURAL AREAS	0.000%
01A	672	01672 BUREAU OF RESOURCE INFORMATION AND LAND USE PLANNING	4.009%
01A	675	01675 DIVISION OF QUALITY ASSURANCE AND REGULATION	0.000%
01A	676	01676 DIVISION OF ANIMAL AND PLANT HEALTH	0.000%
01A	677	01677 BUREAU OF AGRICULTURE, FOOD AND RURAL RESOURCES	2.410%
02A	028	02028 DIVISION OF ADMINISTRATIVE SERVICES	0.452%
02A	029	02029 BUREAU OF FINANCIAL INSTITUTIONS	1.267%
02A	030	02030 BUREAU OF CONSUMER CREDIT PROTECTION	1.329%
02A	031	02031 BUREAU OF INSURANCE	0.903%
02A	032	02032 OFFICE OF SECURITIES	1.416%
02A	041	02041 OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION	1.825%
02B	382	02382 STATE BOARD OF OPTOMETRY	6.259%
02C	383	02383 BOARD OF OSTEOPATHIC LICENSURE	2.769%
02D	313	02313 BOARD OF DENTAL PRACTICE	2.805%
02E	322	02322 STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS	2.817%
02M	373	02373 BOARD OF LICENSURE IN MEDICINE	1.697%
02N	380	02380 STATE BOARD OF NURSING	1.999%
03A	201	03201 DEPARTMENT OF CORRECTIONS	1.254%
03A	201J	03201 JUVENILE JUSTICE ADVISORY GROUP	1.254%
03A	208	03208 STATE PAROLE BOARD	9.457%
03A	237	03237 DIVISION OF PROBATION AND PAROLE	0.941%

03A	237A	03237 JUVENILE COMMUNITY CORRECTIONS	0.941%
03A	473	03473 OFFICE OF ADVOCACY (CORRECTIONS)	0.000%
03A	615	03615 OFFICE OF VICTIM SERVICES	2.199%
03B	206	03206 STATE PRISON	0.945%
03B	678	03678 BOLDUC CORRECTIONAL FACILITY	1.942%
03C	205	03205 MAINE CORRECTIONAL CENTER	2.324%
03D	220	03220 DOWNEAST CORRECTIONAL FACILITY	0.988%
03E	211	03211 CHARLESTON CORRECTIONAL FACILITY	1.222%
03E	225	03225 MOUNTAIN VIEW YOUTH DEVELOPMENT CENTER	0.937%
03F	204	03204 LONG CREEK YOUTH DEVELOPMENT CENTER	1.128%
05A	071	05071 DEPARTMENT OF EDUCATION	3.146%
05A	071A	05071 LEADERSHIP TEAM	3.146%
05A	071B	05071 MAGNET SCHOOLS	3.146%
05A	071F	05071 FEDERAL PROGRAM SERVICES TEAM	3.146%
05A	071K	05071 LEARNING THROUGH TECHNOLOGY TEAM	3.146%
05A	071L	05071 LEARNING SYSTEMS TEAM	3.146%
05A	071M	05071 SCHOOL FINANCE AND OPERATIONS TEAM	3.146%
05A	071P	05071 SPECIAL SERVICES TEAM	3.146%
05A	071R	05071 PK-20, ADULT EDUCATION AND FEDERAL PROGRAMS TEAM	3.146%
05A	071S	05071 SUPPORT SYSTEMS TEAM	3.146%
05A	071T	05071 TEACHER RETIREMENT	3.146%
05C	071U	05071 EDUCATION UNORGANIZED TERRITORY	3.146%
06A	096	06096 DEPARTMENT OF ENVIRONMENTAL PROTECTION	3.903%
06A	096A	06096 BUREAU OF AIR QUALITY	3.903%
06A	096B	06096 BUREAU OF WATER QUALITY	3.903%
06A	096C	06096 LAND RESOURCES	3.903%
06A	096D	06096 BUREAU OF REMEDIATION AND WASTE MANAGEMENT	3.903%
06A	096F	06096 OFFICE OF THE COMMISSIONER	3.903%
06A	101	06101 BOARD OF ENVIRONMENTAL PROTECTION	2.078%
07A	102	07102 (OFFICE OF) GOVERNOR	11.738%
07A	102H	07102 MAINE LAND AND WATER RESOURCES COUNCIL	11.738%
07A	102J	07102 GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY	11.738%
07A	102P	07102 GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS	11.738%
07A	647	07647 GOVERNOR'S ENERGY OFFICE	2.306%
07B	105	07105 STATE PLANNING OFFICE	0.000%
07B	113	07113 LAND FOR MAINE'S FUTURE BOARD	0.000%
07H	413	07413 (OFFICE OF) PUBLIC ADVOCATE	0.920%
09A	137	09137 DEPARTMENT OF INLAND FISHERIES AND WILDLIFE	4.474%
09A	167	09167 DIVISION OF LICENSING AND REGISTRATION	1.360%
09A	189	09189 BUREAU OF RESOURCE MANAGEMENT	1.906%
09A	218	09218 BUREAU OF WARDEN SERVICE	1.015%
09A	236	09236 DIVISION OF PUBLIC INFORMATION AND EDUCATION	2.033%
09A	585	09585 MAINE OUTDOOR HERITAGE FUND BOARD	7.360%
10A	144	10144 DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY DHS	3.525%
10A	144A	10144 MAINE CENTER FOR DISEASE CONTROL AND PREVENTION	3.525%
10A	144B	10144 OFFICE FOR FAMILY INDEPENDENCE	3.525%
10A	144C	10144 OFFICE OF PUBLIC & LEGISLATIVE AFFAIRS (HUMAN SVCS)	3.525%

10A	144D	10144 OFFICE OF MAINECARE SERVICES	3.525%
10A	144E	10144 DIVISION OF ENVIRONMENTAL HEALTH	3.525%
10A	144F	10144 DIVISION OF POPULATION HEALTH	3.525%
10A	144G	10144 OFFICE OF AGING AND DISABILITY SERVICES	3.525%
10A	144M	10144 FINANCE	3.525%
10A	144R	10144 DISTRICT OPERATIONS	3.525%
10A	144S	10144 OFFICE OF PROGRAMS (HUMAN SERVICES)	3.525%
10A	144V	10144 DIVISION OF INFECTIOUS DISEASE	3.525%
10A	144Y	10144 HEALTH AND ENVIRONMENTAL TESTING LABORATORY(HUMAN SERVICES)	3.525%
10A	144Z	10144 DIVISION OF DISABILITY DETERMINATION SERVICES	3.525%
10A	148	10148 OFFICE OF CHILD AND FAMILY SERVICES	5.199%
10A	149	10149 BUREAU OF ELDER AND ADULT SERVICES	0.000%
10A	560	10560 MAINE PUBLIC DRINKING WATER COMMISSION	1.873%
12A	150	12150 DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	1.637%
12A	152	12152 BUREAU OF REHABILITATION SERVICES	1.806%
12A	168	12168 OFFICE OF THE COMMISSIONER	1.638%
12A	169	12169 BUREAU OF UNEMPLOYMENT COMPENSATION	1.126%
12A	170	12170 BUREAU OF LABOR STANDARDS	1.623%
12A	594	12594 CENTER FOR WORKFORCE RESEARCH AND INFORMATION	2.889%
12A	605	12605 STATE WORKFORCE INVESTMENT BOARD	2.448%
12D	180	12180 MAINE LABOR RELATIONS BOARD	17.696%
12E	597	12597 BUREAU OF EMPLOYMENT SERVICES	2.815%
13A	188	13188 DEPARTMENT OF MARINE RESOURCES	3.415%
13A	188A	13188 BUREAU OF POLICY AND MANAGEMENT	3.415%
13A	188B	13188 DIVISION OF AQUACULTURE	3.415%
13A	188C	13188 BUREAU OF PUBLIC HEALTH	3.415%
13A	188D	13188 DIVISION OF COMMUNITY RESOURCE DEVELOPMENT	3.415%
13A	188P	13188 BUREAU OF MARINE PATROL	3.415%
13A	188R	13188 BUREAU OF SEA RUN FISHERIES AND HABITAT	3.415%
13A	188S	13188 BUREAU OF MARINE SCIENCE	3.415%
14A	191	14191 DEPARTMENT OF HEALTH AND HUMAN SERVICES - FORMERLY BDS	3.248%
14A	191A	14191 OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES	3.248%
14A	191C	14191 CHILDREN WITH SPECIAL HEALTH NEEDS	3.248%
14A	191D	14191 OFFICE OF AGING AND DISABILITY SERVICES	3.248%
14A	193	14193 DIVISION OF MENTAL HEALTH	0.000%
14A	197	14197 DIVISION OF INTELLECTUAL DISABILITIES AND AUTISM	0.000%
14A	207	14207 OFFICE OF ADVOCACY (BDS)	0.000%
14A	472	14472 BUREAU OF CHILDREN WITH SPECIAL NEEDS (BDS)	0.000%
14B	194	14194 RIVERVIEW PSYCHIATRIC CENTER	1.314%
14C	195	14195 DOROTHEA DIX PSYCHIATRIC CENTER	1.101%
14E	200	14200 ELIZABETH LEVINSON CENTER	0.000%
14G	118	14118 OFFICE OF SUBSTANCE ABUSE	0.000%
15A	210	15210 DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT	2.256%
15A	210A	15210 ADMINISTRATIVE SERVICES DIVISION	2.256%
15A	213	15213 MILITARY BUREAU	2.551%
15A	214	15214 MAINE EMERGENCY MANAGEMENT AGENCY	1.509%
15A	215	15215 BUREAU OF MAINE VETERANS' SERVICES	2.330%

16A	219	16219	DEPARTMENT OF PUBLIC SAFETY	2.029%
16A	219C	16219	BUREAU OF CAPITOL SECURITY	2.029%
16A	219E	16219	CONSOLIDATED EMERGENCY COMMUNICATIONS BUREAU	2.029%
16A	221	16221	BUREAU OF HIGHWAY SAFETY	1.515%
16A	222	16222	BUREAU OF STATE POLICE	1.828%
16A	224	16224	OFFICE OF THE STATE FIRE MARSHAL	1.287%
16A	228	16228	MAINE CRIMINAL JUSTICE ACADEMY	14.922%
16A	230	16230	MAINE DRUG ENFORCEMENT AGENCY	0.504%
16A	633	16633	GAMBLING CONTROL BOARD	1.026%
16A	656	16656	BUREAU OF CAPITOL POLICE	2.334%
17A	231	17231	BUREAU OF FINANCE AND ADMINISTRATION	0.000%
17A	232	17232	BUREAU OF PLANNING	0.749%
17A	234	17234	BUREAU OF MAINTENANCE AND OPERATIONS	0.461%
17A	246	17246	BUREAU OF PROJECT DEVELOPMENT	0.002%
17B	232	17232	BUREAU OF PLANNING	0.749%
17B	243	17243	BUREAU OF TRANSPORTATION SERVICES	0.742%
17C	232	17232	BUREAU OF PLANNING	0.749%
17E	232	17232	BUREAU OF PLANNING	0.749%
18B	127	18127	OFFICE OF INFORMATION TECHNOLOGY	1.749%
18B	127A	18127	OFFICE OF THE CHIEF INFORMATION OFFICER	1.749%
18F	106	18106	DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	2.334%
18F	117	18117	BUREAU OF THE BUDGET	2.334%
18F	119	18119	OFFICE OF THE STATE CONTROLLER	2.334%
18F	125	18125	BUREAU OF REVENUE SERVICES	2.393%
18F	185	18185	STATE CLAIMS COMMISSION	7.075%
18H	389	18389	BUREAU OF HUMAN RESOURCES	2.397%
18K	106	18106	DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES	2.334%
18L	553	18553	BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS	4.231%
18P	554	18554	BUREAU OF GENERAL SERVICES	2.130%
18P	555	18555	CENTRAL FLEET MANAGEMENT DIVISION	1.949%
18R	133	18133	DIVISION OF RISK MANAGEMENT	2.718%
18S	350	18350	STATE EMPLOYEE HEALTH COMMISSION	0.140%
19A	100	19100	DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	3.208%
19A	498	19498	OFFICE OF COMMUNITY DEVELOPMENT	8.239%
19A	499	19499	OFFICE OF BUSINESS DEVELOPMENT	4.540%
19A	499A	19499	OFFICE OF SMALL BUSINESS AND ENTREPRENEURSHIP	4.540%
19A	501	19501	OFFICE OF TOURISM	0.295%
19A	536	19536	MAINE SMALL BUSINESS AND ENTREPRENEURSHIP COMMISSION	14.327%
19A	631	19631	OFFICE OF INNOVATION	0.295%
26A	239	26239	DEPARTMENT OF THE ATTORNEY GENERAL	3.205%
26A	239D	26239	DISTRICT ATTORNEYS	3.205%
26A	242	26242	OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE	6.097%
26A	550	26550	VICTIMS' COMPENSATION BOARD	2.635%
27A	244	27244	OFFICE OF THE STATE AUDITOR	3.548%
27A	244D	27244	AUDIT BUREAU	3.548%
27A	244M	27244	MUNICIPAL BUREAU (AUDIT)	3.548%
27A	244U	27244	UNORGANIZED TERRITORY	3.548%

28A	248	28248 (OFFICE OF) TREASURER OF STATE	2.334%
29A	250	29250 DEPARTMENT OF THE SECRETARY OF STATE	5.366%
29A	250C	29250 OFFICE OF PLANNING	5.366%
29A	250D	29250 ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)	5.366%
29A	250E	29250 OFFICE OF INVESTIGATION	5.366%
29A	250F	29250 DIVISION OF LEGAL AFFAIRS	5.366%
29A	250I	29250 DIVISION OF INFORMATION TECHNOLOGY	5.366%
29A	250L	29250 DIVISION OF DRIVER LICENSE SERVICES	5.366%
29A	250M	29250 DIVISION OF ELECTIONS AND APA	5.366%
29A	250N	29250 DIVISION OF PUBLIC SERVICES	5.366%
29A	250P	29250 BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS	5.366%
29A	250Q	29250 DIVISION OF CORPORATIONS, UCC AND COMMISSIONS	5.366%
29A	250S	29250 DIVISION OF VEHICLE SERVICES	5.366%
29B	250A	29250 BUREAU OF MOTOR VEHICLES	5.366%
29C	255	29255 MAINE STATE ARCHIVES	5.366%
29C	255A	29255 DIVISION OF ARCHIVES SERVICES	5.366%
29C	255R	29255 DIVISION OF RECORDS MANAGEMENT SERVICES	5.366%
30A	263	30263 LEGISLATIVE COUNCIL	4.233%
30A	263F	30263 OFFICE OF FISCAL AND PROGRAM REVIEW	4.233%
30A	263I	30263 OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY	4.233%
30A	263P	30263 OFFICE OF POLICY AND LEGAL ANALYSIS	4.233%
30A	263R	30263 OFFICE OF THE REVISOR OF STATUTES	4.233%
30A	271	30271 COMMISSION ON UNIFORM STATE LAWS	7.270%
30A	272	30272 COMMISSION ON INTERSTATE COOPERATION	0.193%
30A	519	30519 STATE HOUSE AND CAPITOL PARK COMMISSION	3.309%
31A	556	31556 LAW AND LEGISLATIVE REFERENCE LIBRARY	31.560%
32A	627	32627 RESERVE FUND FOR STATE HOUSE PRESERVATION AND MAINTENANCE	0.168%
33A	628	33628 OFFICE OF PROGRAM EVALUATION AND GOVERNMENT ACCOUNTABILITY	2.342%
40A	274	40274 JUDICIAL DEPARTMENT	1.341%
65A	407	65407 PUBLIC UTILITIES COMMISSION	0.938%
65A	625	65625 EMERGENCY SERVICES COMMUNICATION BUREAU	0.226%
78A	421	78421 BOARD OF TRUSTEES OF THE UNIVERSITY OF MAINE SYSTEM	0.391%
90A	077	90077 STATE BOARD OF EDUCATION	2.159%
90C	351	90351 WORKERS' COMPENSATION BOARD	1.597%
90E	429	90429 BOARD OF LICENSURE OF WATER SYSTEM OPERATORS	0.000%
90H	590	90590 MAINE HEALTH DATA ORGANIZATION	0.276%
90S	668	90668 MAINE CHARTER SCHOOL COMMISSION	2.310%
92P	609	92609 MAINE FIRE PROTECTION SERVICES COMMISSION	2.334%
94B	293	94293 BAXTER STATE PARK AUTHORITY	1.500%
94E	270	94270 COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	2.498%
94H	348	94348 MAINE HUMAN RIGHTS COMMISSION	8.236%
94K	391	94391 STATE BOARD OF PROPERTY TAX REVIEW	3.631%
94M	073	94073 MAINE STATE MUSEUM	2.334%
94O	546	94546 MAINE STATE CULTURAL AFFAIRS COUNCIL	2.334%
94P	089	94089 MAINE HISTORIC PRESERVATION COMMISSION	9.926%
94P	089A	94089 (OFFICE OF) STATE HISTORIAN	9.926%
94Q	075	94075 MAINE STATE LIBRARY	2.334%

94W	088	94088	MAINE ARTS COMMISSION	8.681%
95A	648	95648	EFFICIENCY MAINE TRUST	1.695%
95D	629	95629	DIRIGO HEALTH	0.957%
95F	649	95649	MAINE COMMISSION ON INDIGENT LEGAL SERVICES	1.416%
98B	290	98290	ATLANTIC STATES MARINE FISHERIES COMMISSION	0.000%

**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
For State and Local Governments and Non-Profit Organizations  
(Fiscal Year 2018)**

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**OVERVIEW**

All organizations that receive Federal Motor Carrier Safety Administration (FMCSA) financial assistance funds are subject to the administrative and financial standards set forth in the relevant Code of Federal Regulation (CFR) sections and Office of Management and Budget (OMB) Circulars. The CFR sections and OMB Circulars that apply to recipients of Federal grant funds are:

- 2 CFR 215, "Uniform Administrative Requirements for Grants and Cooperative Agreement with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB A-110)"
- 2 CFR 220, "Cost Principles for Educational Institutions (OMB A-21)"
- 2 CFR 225, "Cost Principles for State, Local, and Indian Tribal Governments (OMB A-87)"
- 2 CFR 230, "Cost Principles for Non-Profit Organizations (OMB A-122)"
- 49 CFR Part 18, "Transportation – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (OMB Circular A-102 codified at 49 CFR Part 18)"
- OMB Circular A-133, "Audits of States, Local Government, and Non-Profit Organizations"

**PURPOSE**

The purpose of this Administrative Capabilities Questionnaire (ACQ) is to provide organizations seeking FMCSA grant funds with a tool to assess their ability to successfully manage Federal grant funds against administrative and financial standards. If an organization's policies and procedures do not fully comply with the requirements in the ACQ, the organization may need revised or new policies in order to comply with Federal financial management standards.

**SUBMISSION INSTRUCTIONS**

Please complete and sign the ACQ and include it as part of your organization's application for FMCSA grant funds. One ACQ is needed each Federal fiscal year; therefore, you need only attach one copy to a single FMCSA announcement. FMCSA will retain the ACQ and verify that your organization has the ACQ on file if you choose to apply to multiple FMCSA grant announcements. If you have questions pertaining to the ACQ, please contact the FMCSA Grants Management Office:

**By E-mail:**

[FMCSA\\_GrantMgmtHelpdesk@dot.gov](mailto:FMCSA_GrantMgmtHelpdesk@dot.gov), or

**By Telephone:**

(202) 366-0621

Office hours are from 9 a.m. to 5 p.m., Eastern Time, Monday through Friday, except Federal holidays.

**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
For State and Local Governments and Non-Profit Organizations  
(Fiscal Year 2018)**

<b>PART I – Contact Information</b>		
1.	Dun and Bradstreet Data Universal Numbering System (DUNS) Number for your Organization	809045958
2.	Organization legal name associated with the DUNS	Maine Department of Public Safety, Maine State Police
3.	Address associated with your DUNS Number	45 Commerce Drive, Suite One Augusta, ME 04330
4.	Name of the primary application point of contact (POC) for the information contained in the ACQ	Michelle Ward
5.	POC Phone Number	207-624-7207
6.	POC E-mail Address	Michelle.ward@maine.gov

<b>PART II – General Information and Assurances</b>		
1.	Is your organization in compliance with applicable Anti-Lobbying Policies included in Lobbying Form GG and, if applicable, the SF-LLL Disclosure of Lobbying Activities?	YES
2.	Have any key personnel listed in the application for your organization been debarred or suspended from participation in Federal assistance programs?	NO
3.	Please identify any court judgment, compliance review deficiency, and/or complaint investigation finding relating to Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities (to include the Federal-Aid Highway Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Order #12898 (Environmental Justice) and Executive Order #13166 (Limited English Proficiency)) within the last five years from the beginning of the Federal fiscal year (October 1) under the announcement in which you are applying.	N/A
4.	Does your organization maintain a Drug-Free Workplace (41 U.S.C. Sec. 701 et seq.) and implementing regulations (49 CFR Part 32)?	YES



**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
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(Fiscal Year 2018)**

PART III – Audit History		
1.	Is your accounting system accrual based or cash based?	Cash
2.	Is your accounting system manual, automated, or a combination?	Automated
3.	Has an audit been performed on the organization's financial statement?	NO
4.	What was the audit opinion?	N/A
5.	If your organization has expended more than \$500,000 in Federal grant funds within the last year, has OMB A-133 Audit been performed?	N/A
6.	If yes, were there any major findings?	N/A
7.	In no, please explain why an audit was not performed.	N/A
8.	If your organization was subject to any other audits in the last two years (e.g., Office of Inspector General (OIG), programmatic, State) please describe whether or not there were audit findings.	N/A

**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
For State and Local Governments and Non-Profit Organizations  
(Fiscal Year 2018)**

<b>PART IV – Administrative Capability</b>			
<b>Instructions:</b> Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.			
<b>Capability Title</b>		<b>Yes</b>	<b>No/Explain</b>
<b>Financial Management (2 CFR Part 200 Subpart E Cost Principles)</b>			
1.	Does your organization provide procedures for determining the reasonableness, allocability and allowability of costs in accordance with the applicable cost principles?	X	
2.	Does your organization provide for effective control and accountability for all grant cash, real and personal property, and other assets?	X	
3.	Does your organization provide accurate, current, and complete disclosure of the financial results of the financially assisted activities required by the financial reporting requirements of the grant?	X	
4.	Does your organization permit preparation of reports required by the applicable statutes and regulations?	X	
5.	Does your organization permit the documentation of funds to a level of expenditure adequate to establish that funds have not been expended in violation?	X	
6.	Does your organization contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and income sufficient to identify the source and application of funds provided for financially-assisted activities?	X	

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(Fiscal Year 2018)**

<b>PART IV – Administrative Capability</b>			
<b>Instructions:</b> Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.			
Capability Title		Yes	No/Explain
7.	Does your organization have an approved indirect cost rate with the Federal Government that covers the entire proposed period of performance for the grant application?	X	

<b>PART IV – Administrative Capability</b>			
<b>Instructions:</b> Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.			
Capability Title		Yes	No/Explain
<b>Procurement Standards <u>2 CFR § 200.317</u> through <u>§ 200.326</u> (as applicable to entity type)</b>			
1.	When procuring property, including equipment and services under grants, does your organization’s contract administration system thoroughly document and inventory all equipment purchased with grant funds?	X	
2.	Does your organization provide controls to ensure safeguards against loss, damage, or theft of the property?	X	
3.	Does your organization provide adequate maintenance of the property?	X	

**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
For State and Local Governments and Non-Profit Organizations  
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<b>PART IV – Administrative Capability</b>			
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	<b>Capability Title</b>	<b>Yes</b>	<b>No/Explain</b>
4.	Does your organization follow written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services that maximizes competition to obtain good value?	X	
5.	Does your organization define equipment as property that is non-expendable, tangible personal property having a useful life of more than one year and is an acquisition cost valued at \$5,000 or the lesser of the capitalization level established by the State or local government?	X	

<b>PART IV – Administrative Capability</b>		
<b>Instructions:</b> Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.		
<b>Capability Title</b>	<b>Yes</b>	<b>No/Explain</b>
<b>Personnel</b>		

**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
For State and Local Governments and Non-Profit Organizations  
(Fiscal Year 2018)**

<b>PART IV – Administrative Capability</b>			
<b>Instructions:</b> Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.			
Capability Title		Yes	No/Explain
1.	Does your organization maintain written standards of conduct governing the performance of employees engaged in the award and administration of contracts (e.g., conflict of interest forms)? (2 CFR Part 200.318)?	X	
2.	Does your organization maintain a personnel system which provides for the submission of personnel activity reports on the activities of each employee whose compensation is charged to an assistance agreement? ( <u>2 CFR Part 200.430</u> , <u>2 CFR 225 Appendix B, 8.h.(5)</u> and <u>2 CFR 230 Appendix B, Section 8.m</u> as applicable)?	X	
3.	Are your organization’s fringe benefits applied reasonably and consistently to all grants and identified by individual employee or allotted by a fringe benefit rate?	X	

<b>PART IV – Administrative Capability</b>
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**FMCSA Administrative Capability Questionnaire (Self Certification Form)  
For State and Local Governments and Non-Profit Organizations  
(Fiscal Year 2018)**

**Instructions:** Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the "Yes" column. If your organization does not meet the requirement described, mark the box in the "No/Explain" column. If applicable, provide explanations in the "No/Explain" column or in an attachment.

Capability Title		Yes	No/Explain
<b>Sub-Award System (2 CFR §200.92, §200.201)</b>			
1.	Does your organization's sub-award administration system meet Federal requirements?		No Sub Awards
2.	Does your organization maintain written procedures outlining sub-grantee responsibilities and include clauses required by Federal statute and EO's and their implementing regulations?		N/A

**PART V - CERTIFICATION AND SUBMISSION**

**CERTIFICATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE (REQUIRED):**

I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete.

Name John E. Morris

Title Commissioner

Signature 

Date 8/16/17

NAME_LAST	NAME_FIRST	REPORT_ORG	POSITION_NO	APPROP_NO	YR_SAL_PRED	YR_BENEFIT_FYR_PREDICTED	JOB_CLASS_C	JOB_CLASS_OR_WORKING_TITLE
BARNEY	MARK	TRK	65006848	01216A071501	64,043.20	42,029.84	106,073.04	7001 STATE POLICE TROOPER
BROWN	JON	TRK	65007209	01216A071501	62,816.00	27,283.76	90,099.76	7001 STATE POLICE TROOPER
CAMPBELL JR	BERNARD	TRK	65007243	01216A071501	62,816.00	46,796.48	109,612.48	7001 STATE POLICE TROOPER
CARPENTER	STACI	TRK	65007208	01216A071501	63,460.80	40,176.70	103,637.50	7001 STATE POLICE TROOPER
D'ANGELO	JOSHUA	TRK	65007204	01216A071501	63,835.20	47,558.02	111,393.22	7001 STATE POLICE TROOPER
DEGROOT	JEFFREY	TRK	65006361	01216A071501	63,648.00	40,816.84	104,464.84	7001 STATE POLICE TROOPER
DOW III	JACK	TRK	65004971	01216A071501	64,292.80	47,971.18	112,263.98	7001 STATE POLICE TROOPER
FENDERSON	JAMIE	TRK	65007250	01216A071501	62,816.00	42,138.80	104,954.80	7001 STATE POLICE TROOPER
FLYNN	ROBERT	TRK	65007205	01216A071501	65,083.20	48,375.22	113,458.42	7001 STATE POLICE TROOPER
GONNEVILLE	THOMAS	TRK	65007247	01216A071501	63,440.00	42,293.24	105,733.24	7001 STATE POLICE TROOPER
JONES	JAMES	TRK	65007246	01216A071501	63,856.00	47,720.54	111,576.54	7001 STATE POLICE TROOPER
MALCORE	JEDEDIAH	TRK	65002841	01216A071501	63,460.80	44,614.46	108,075.26	7001 STATE POLICE TROOPER
NORTHRUP	SHANE	TRK	65007249	01216A071501	63,440.00	38,502.88	101,942.88	7001 STATE POLICE TROOPER
PARKER	JOSEPH	TRK	65006860	01216A071501	63,440.00	47,569.22	111,009.22	7001 STATE POLICE TROOPER
PETERSON	CLIFFORD	TRK	65007252	01216A071501	64,043.20	47,269.42	111,312.62	7001 STATE POLICE TROOPER
PLOURDE	WILLIAM	TRK	65003151	01216A071501	63,440.00	41,811.44	105,251.44	7001 STATE POLICE TROOPER
PORTER	SHAWN	TRK	65007230	01216A071501	63,460.80	42,337.96	105,798.76	7001 STATE POLICE TROOPER
POULIN	MARC	TRK	65007251	01216A071501	64,875.20	48,545.26	113,420.46	7001 STATE POLICE TROOPER
SIMPSON JR	FORREST	TRK	65007242	01216A071501	63,440.00	41,629.44	105,069.44	7001 STATE POLICE TROOPER
SMITH	COREY	TRK	65007206	01216A071501	63,460.80	47,604.84	111,065.64	7001 STATE POLICE TROOPER
STETSON	TODD	TRK	65007248	01216A071501	63,648.00	45,318.30	108,966.30	7001 STATE POLICE TROOPER
STROUT	KEVIN	TRK	65006859	01216A071501	63,211.20	47,603.02	110,814.22	7001 STATE POLICE TROOPER
VITTUM	DARREN	TRK	65007207	01216A071501	64,043.20	47,842.22	111,885.42	7001 STATE POLICE TROOPER

23 Troop K troopers

2,477,879.48

11.83%

\$293,133.14 Total 11.83%

18 ITD MATCH

Need \$292,941.16

\$131,084.77 Total 6%

18MCA Match

\$130,001.50

6.00%

\$2,477,879.48

\$293,133.14

\$2,184,746.34