

NORTHERN MARIANA ISLANDS

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

Date of Approval: Sep 17, 2018

Final CVSP

Part 1 - MCSAP Overview

1 - Introduction

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

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

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

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

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

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

2 - Mission/Goal Statement

Instructions:

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

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

The mission of the Commonwealth of the Northern Mariana Islands (CNMI) Department of Public Safety (DPS) is to provide the highest quality of public safety services in order to enhance community safety, protect life and property, and reduce crime and the fear of crime. Collaboratively, we pledge to ensure public safety, develop a strong partnership with the community, lead the community's commitment to resolve problems and improve the quality of life in the Commonwealth. We strive to join with our community to secure the highest quality of living by providing responsive, cost effective, and innovative government services.

The overall goal of the CNMI Motor Carrier Safety Assistance Program (MCSAP) is to maintain a zero fatality rate through 2019, by sustaining the safe transportation of passengers and goods on our highways. Through coordinated efforts with State and Industry Organizations, we aim to maintain the reduction of fatalities, injuries, property damages, and Hazardous Material incidents.

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 Motor Carrier Safety Assistance Program (MCSAP) reporting responsibility falls under two separate sections within the CNMI Department of Public Safety (DPS): Division of Administration and General Support (DAGS) and the Commonwealth State Police (CSP). DAGS is responsible for the administrative portion of the program while the Police Division handles the enforcement component. The administrative personnel consist of a Program Manager, and an Administrative Assistant. Enforcement personnel currently includes a Police Lieutenant, a Police Officer III, three (3) Police Officer IIs, and one (1) Police Officer I.

Federally funded personnel include the following: Police Lieutenant, Police Officer III, Police Officer I and the Administrative Assistant.

The remaining personnel are funded locally. The Program Manager will dedicate 70% of her time to the Program. In addition, the Director of DAGS will dedicate 10% of her time and the Commissioner of DPS will dedicate 5% of his time to the program to ensure that the program is being used to its full capabilities.

The CNMI will certify at least semi-annually that all personnel who are 100% dedicated to the program remain acting in such capacity. Enforcement personnel are currently certified or have maintained certification on the North American Standard, Passenger Vehicle, Hazardous Materials, Cargo Tank, and Compliance Review.

Participating Agency	Column A Number of Certified CMV Inspectors (Non-Sworn)	Column B Number of Certified CMV Officers (Sworn)	Column C Number of Officers in Column B supported by MCSAP Funds
CNMI Department of Public Safety	0	6	3
Total	0	6	3

As of August 03, 2017, there are only six (6) Certified CMV Officers who are sworn. A Police Officer I was added into the Program in August of 2016; however, the CNMI DPS MCSAP Office was reduced by two (2) personnel within the last year to a Special Assignment and resignation from the Department. The CNMI DPS is planning to add one (1) personnel to the MCSAP Program within the upcoming months.

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:	CNMI DEPT OF PUBLIC SAFETY
Enter total number of personnel participating in MCSAP activities	7
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	6
Traffic Enforcement Activities	7
Investigations*	2
Public Education and Awareness	7
Data Collection and Reporting	6
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	NOT APPLICABLE
Enter total number of personnel participating in MCSAP activities	
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	
Traffic Enforcement Activities	
Investigations*	
Public Education and Awareness	
Data Collection and Reporting	
* 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 # Fatalities

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

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

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: Actual # Fatalities

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

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

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	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.

Data Source: DPS Crash Records System. Data Capture Date: August, 16, 2017

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

The CNMI has maintained a zero fatality rate for ALL CMV Crashes, Motorcoach/Passenger Crashes, and HM Crashes Involving HM Release/Spill since 2008. This outcome is a result of enforcement and educational activities performed by enforcement personnel. The program remains committed in maintaining this rate by continuing similar efforts, and by providing its personnel with skills training opportunities available in relation to motor coach safety.

The program considers the great danger that the transportation of hazardous materials poses, which is why we will continue with our exceptional efforts to maintain a zero fatality rate. This rate is a result of thorough inspections, educational activities thorough formal presentations, and simple encounters on the highway.

One way the program will maintain a zero fatality rate, would be to have more of its personnel certified in the area of HM.

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.

The State continues to remain committed at maintaining a zero fatality rate for the CNMI.

Enter the data source and capture date:

Data Source: DPS Crash Records System. Data Capture Date: August, 16, 2017

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

The goal for FY 2018 is to maintain a zero fatality rate in the CNMI.

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

The Program is committed to having all Law Enforcement (LE) personnel assigned to the program at 100%. Activities such as Strike Force Operations, Traffic Enforcement, and educational strategies will help in maintaining the safety of all motorists. The Program will use the same foundation to endure the same results for the future.

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.**

LE personnel dedicated to the Program will monitor progress by using the chart tool created by the Officer-in-Charge to track progress on the number of inspections each officer has performed throughout the week as well as the number of outreach methods used by each officer. The program remained committed in maintaining its zero fatality rate by continuing similar efforts, and by providing its personnel with skills and training opportunities that are available in relation to CMV crashes, Motorcoach, and HM safety.

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	571	542	459	178	315
Level 2: Walk-Around	318	222	158	63	119
Level 3: Driver-Only	389	174	77	10	94
Level 4: Special Inspections					2
Level 5: Vehicle-Only	30	41	33	36	48
Level 6: Radioactive Materials	0	0	0	0	0
Total	1308	979	727	287	578

Narrative Overview for FY 2018

Overview:

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

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

The program believes that random roadside inspections and education are the foundation of the MCSAP program. It has been proven by data from traffic reports and traffic studies from past years. The program aims to continue its efforts in maintaining a zero fatality rate by maximizing its personnel with the knowledge and skills needed to perform in the field. Due to an increase in tourist arrivals in the CNMI, an increase in the number of passenger vehicles has also been seen. The program will also conduct inspections on Tinian and Rota twice within the fiscal year and will be over a period of two days each time. Each inspection activity will include two enforcement personnel. Inspections will include roadside inspections and terminal inspections. Inspections conducted on Saipan have become more difficult, having an increase of commercial vehicles on our highways each year. To ensure that all commercial motor vehicles are in compliance with safety regulations, personnel will perform regular inspections (Level I, II, III) during normal working hours and off-peak hours at various locations on Saipan. Inspections will include non-hazmat, hazmat, and passenger carriers. Off-peak inspection hours are not within the normal working hours of enforcement personnel, so overtime (OT) is necessary in accomplishing this goal. **To monitor the program for effectiveness and efficiency, the MCSAP Enforcement Officer-In-Charge will continue to use a chart tool that tracks objectives and goals that need to be met on a weekly basis.**

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: CNMI DEPT OF PUBLIC SAFETY

Enter the total number of certified personnel in the Lead agency: 6

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	580	20	90	690	38.76%
Level 2: Walk-Around	230	20	200	450	25.28%
Level 3: Driver-Only	270	0	310	580	32.58%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	10	50	60	3.37%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	1080	50	650	1780	

MCSAP subrecipient agency

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

Subrecipient is: NOT APPLICABLE

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

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

Non-Funded Agencies

Total number of agencies:	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

Projected Goals for FY 2018 Summary for All Agencies					
MCSAP Lead Agency: CNMI DEPT OF PUBLIC SAFETY					
# certified personnel: 6					
Subrecipient Agencies: NOT APPLICABLE					
# certified personnel: 0					
Number of Non-Funded Agencies: 0					
# certified personnel:					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	580	20	90	690	38.76%
Level 2: Walk-Around	230	20	200	450	25.28%
Level 3: Driver-Only	270	0	310	580	32.58%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	10	50	60	3.37%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total ALL Agencies	1080	50	650	1780	

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.

Note: The projected activity target from the previous year were not met due to numerous reasons; one being that one personnel was reassigned to another section and another resigned from the Department. Currently, DPS management is working on filling up these vacant positions. The program aims to send two of its personnel to certify in the Passenger Vehicle Inspection Course to bring a total number of inspectors to four (4). This will increase the program's capacity to conduct the necessary inspections.

4 - Investigations

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



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

Trend Analysis for 2012 - 2016

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

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

Narrative Overview for FY 2018**Instructions:**

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

Projected Goals for FY 2018

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

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

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

A carrier intervention is one of the goals that the CNMI MCSAP is in need of, and with a decade of not having certified Safety Investigators, there were no carrier interventions achieved. Motor carriers need to be monitored to determine if they are in compliance with the federal requirements. Due to unforeseen circumstances in the past the program was not able to conduct any carrier interventions. However; the CNMI currently has only two (2) certified Safety Investigators to date. They received their CR certification in Hawaii in January of 2017. The program will aim to conduct carrier interventions to determine that motor carriers are in compliance with federal requirements.

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

There are currently two (2) personnel who are currently working on completing their CR certifications. These investigators will conduct 6 carrier interventions with carriers each for a **total of twelve (12) investigations**. **The Enforcement Officer-In-Charge will ensure that this goal is met on a quarterly basis.** These interventions will ensure carriers to comply with federal requirements. All CSA interventions will be conducted according to FMCSA Hawaii Division assignments. Additional CSA reviews will be conducted as assigned by FMCSA HI Division.

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

The Investigators will conduct 6 carrier interventions **each** (non-rated reviews) in FY 2018. These include both Non-HM and Passenger reviews as outlined in the FY 2018 Carrier Investigation Estimates table.

5 - Traffic Enforcement

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

Trend Analysis for 2012 - 2016

Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2015	09/30/2016	1	1
10/01/2014	09/30/2015	0	0
10/01/2013	09/30/2014	6	6
10/01/2012	09/30/2013	2	2
10/01/2011	09/30/2012	34	34

☒ **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.

Traffic Enforcement data from fiscal years 2012 to 2016 are based on data gathered through our local SafetyNet system. Data Capture Date: August 14, 2017 Historical data showing zero CMV Traffic Enforcement Stops in FY 2015 was attributed to the CNMI getting ravaged by Super Typhoon Soudelor. Personnel were assigned to recovery efforts due to the extensive damages caused by this super typhoon.

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](#).

For fiscal year 2018, MCSAP personnel will continue to conduct enforcement activities geared towards minimizing speeding concerns regarding all Commercial Motor Vehicles. All TE activities will be conducted upon CMV traffic stops and will be accompanied by an inspection. This effort will be focused primarily on increased speed monitoring on high traffic corridors, concentrating on vulnerable areas where speed citations were issued from the previous year as indicated in the data. In addition, efforts such as random speed checks and off peak enforcement will be conducted as a means to deter aggressive drivers as well as identifying drivers who are under the influence of illicit drugs or alcohol. MCSAP enforcement officers will be assigned to high traffic corridors for high visibility traffic enforcement at least three times a week during high peak traffic hours in order to alleviate any traffic accidents and aggressive driving. Systematically, MCSAP enforcement officers will also set up for speed enforcement and deterrence. All traffic enforcement activities will include CMV inspections. Additional components for traffic enforcement include driver credentials, seat belt usage and safe driver operations. Safe driver operations will consist of educating and citing CMV operators on texting while driving and/or cell phone usage. Currently, there hasn't been any recorded traffic data on texting while driving. Despite the absence of verifiable data, the program finds it important to maintain this specific goal as its impact relating to accidents is highly reported in other regions. Although there are currently only six (6) enforcement officers assigned to the program, there are only four (4) certified inspectors. One officer is scheduled to attend the NAS A & B courses in September of 2017. DPS management is looking to add at least one (1) more officer to the program within the fiscal year. The department is committed to boosting its efforts on Traffic Enforcement (TE) activities since the number of CMVs traveling on our highways have gone up and are constantly moving on our highways. With that, the program has set a 400 TE as an inspection activity goal and not intended to be a quota. These activities are to ensure that CMV operators are in compliance of the FMCSRs and FHMRs and mainly accomplished through Level II and III inspections. In addition to traffic enforcement efforts conducted during officers' normal assigned shifts, the CNMI will conduct overtime based on traffic enforcement activities in an effort to further expand its ability to address CMV traffic infractions during off-peak hours. These activities will be conducted during the evenings, early mornings, and weekends within high traffic corridors to ensure high level exposure and reach a wider population in these areas. The goal of this activity will help achieve program goal of reducing commercial motor vehicle crash rates by 20% in fiscal year 2018. Three FTE MCSAP funded enforcement personnel will conduct a total of at least eight traffic enforcement activities per month. Overtime is estimated at 16 hours per month per person, for a total of 192 hours during the fiscal year for each enforcement personnel. Three enforcement personnel are anticipated to accumulate a grand total of 576 funded overtime hours. Estimated overtime hours for traffic enforcement is calculated based on the approximate duration of Level II, or III inspections. In addition, overtime hours will be strictly monitored to ensure it is used appropriately. The CNMI will only seek reimbursement for OT expended as outlined in this plan.

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	352
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	78

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
1780	12	0	1792	1572

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

The CNMI DPS MCSAP office will continue to develop and implement policies regarding the quantity, quality and timeliness of traffic enforcement activities. It will continue to provide refresher training on statutory (USC) and regulatory (CFR) changes. It will also continue to analyze management reports regarding the quantity, quality, and timeliness of traffic enforcement activities for individuals as well as the program as a whole. It will continue to take actions when anomalies are identified. It will conduct direct observation and monitoring of staff as well as provide coaching and training to staff who may have difficulty meeting required goals.

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	Not Active	No
PRISM	Not Active	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:

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

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.

The CNMI will continue to evaluate options for "PRISM" participation or an equivalent program activity during FY 2018 in order to comply with the FAST Act requirements prior to October 01, 2020. In order to fulfill PRISM compliance, the program must take the necessary steps in implementing this activity.

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

Early this year, MCSAP personnel held a meeting with CNMI Legislators to discuss the legal terminology including a section for the suspension or revocation of vehicle registrations for Motor Carriers who are placed Out-Of-Service. Currently, we are awaiting a response from the Legislators in regards to that meeting. Until such time the Legislators introduce the proper language to implement into the section, a final review of the bill will be conducted by MCSAP personnel before it is referred to a legislative committee for action.

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.

The CNMI MSCAP office is in the process of completing the purchase of a router that will be in compliance with the FMCSA cloud migration. Currently, the CNMI uploads data through a temporary VPN in order to upload data to the Safer MCMIS system. With the purchase of the router, the CNMI will be able to upload directly to the cloud system and be in compliance with FMCSA cloud migration. **Requests for quotations for the purchase of a router was submitted to**

local vendors; however, one vendor did not submit adequate information with regards to the installation and configuration of the router. The CNMI MCSAP Office is still awaiting an updated quotation from this vendor.

7 - Public Education and Outreach

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

Trend Analysis for 2012 - 2016

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

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	53		24		47
CMV Safety Belt Education and Outreach	42		63		22
State Trucking Association Meetings					
State-Sponsored Outreach Events					
Local Educational Safety Events	41		52		29
Teen Safety Events					

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 safely initiatives. Include the number of personnel that will be participating in this effort.

The program has observed the effectiveness of public education and awareness through the consistent zero commercial motor vehicle fatal crashes for the past years. The efforts put out by CNMI MCSAP have been proven successful. Public education efforts have been aimed at increasing CMV operators' and the general public's awareness of proper road safety guidelines. Other efforts have also been implemented by extending the awareness to younger drivers by conducting presentations at various schools, community events, and departmental events. MCSAP will continue to conduct public education and awareness activities as the program remains focused on ensuring the public's awareness and practice of proper road safety guidelines. Personnel will disseminate education and awareness materials (brochures, etc...) at carrier outreach and community activities, in addition to facilitating public education classes. CNMI MCSAP will continue to purchase items to promote national safety campaigns such as "No Zone", "Be Ready Be Buckled", and "Share the Road Safely". Educational and outreach activities will focus on increasing knowledge and awareness of road safety guidelines.

Educational and outreach activities will include school and carrier presentations and dissemination of outreach & educational materials during inspections and operations, presentations, and community activities (2 events per month for a total of 6 per quarter or 24 for the year). Inclusive of this will be one (1) newspaper ad and one (1) radio spot that will be issued once per quarter for FY 2017. MCSAP will design and disseminate materials promoting road safety. These outreach & educational materials will include brochures, etc. to be used to promote safety events. No giveaways will be distributed. MCSAP plans to maximize its outreach efforts by utilizing the media sources. The program plans to print road safety campaign ads in the local newspapers as well as conduct brief promotional radio ads. To maximize opportunities for industry wide inclusion, many carrier outreach activities occur beyond the regular working hours and are frequently scheduled during the weekend. The program will utilize three MCSAP funded personnel who will each conduct two, 2-hour classes per month on an overtime basis. Target attendance for each class is 20 people. The targeted number of attendees for the year is 1,440. Overtime hours are estimated at four hours per month for each personnel. With each personnel accumulating 48 overtime hours per year, for a grand total of 144 funded OT hours over the year. Overtime hours will be monitored to ensure it is used appropriately. The CNMI will only seek reimbursement for OT expended as outlined in this plan.

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	12
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	12
<input type="radio"/>	<input checked="" type="radio"/>	State Trucking Association Meetings	
<input type="radio"/>	<input checked="" type="radio"/>	State-Sponsored Outreach Events	
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	24
<input type="radio"/>	<input checked="" type="radio"/>	Teen Safety Events	

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.

The program activity will be measured through the number of activities conducted and number of promotional materials (brochures, etc...) distributed. MCSAP aims to purchase and distribute five hundred (500) outreach materials each quarter to promote education and awareness at outreach activities. Enforcement personnel are to achieve three (3) Educational & Outreach activities every quarter during regular shifts. Example activities to be performed include school presentations, carrier presentations, Strike Force, traffic enforcement, etc. In addition, printing of road safety campaign ads in local newspapers and promotional radio ads will be done once a month. Overtime will be monitored to ensure that overtime activity plans are met.

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.**

Data gathered by enforcement personnel indicated a significant percentage of seat belt usage. The program aims to continue increasing rates until 91% seat belt usage was attained in FY 2017. MCSAP personnel conducted seat belt enforcement activities and awareness including surveying CMV operators. Action taken for operators failing to wear seat belts were documented and data collected was reviewed for program improvement efforts.

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

The program's goal for 2017 was to maintain a 91% CMV seat belt usage which looked promising based on CMV operators observed wearing their seat belts during inspections.

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

The program was able to maintain a 91% CMV seat belt usage rate for FY 2017.

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

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		
	Federal Share	Total Estimated Funding
Total	\$350,000.00	\$350,000.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount):	\$52,500.00
MOE Baseline:	\$40,531.27

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):	\$52,500.00

Personnel: Salary and Overtime Project Costs					
Salary Project Costs					
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share
Police Captain	1	100.0000	\$40,012.00	\$40,012.00	\$40,012.00
Police Sergeant	1	100.0000	\$29,858.00	\$29,858.00	\$29,858.00
Police Officer I	1	100.0000	\$21,220.00	\$21,220.00	\$21,220.00
Administrative Assistant	1	100.0000	\$27,082.00	\$27,082.00	\$27,082.00
Subtotal: Salary				\$118,172.00	\$118,172.00
Overtime Project Costs					
Subtotal: Overtime				\$0.00	\$0.00
TOTAL: Personnel				\$118,172.00	\$118,172.00
Accounting Method:	Accrual				
Planned MOE: Personnel	\$130,971.45				

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

Personnel costs that will be charged to the grant are at 100% of total annual salaries.

In order to meet the **MOE** for FY 2018, the CNMI DPS Motor Carrier Unit will dedicate **four (4)** officers to the program whose salaries will be paid locally. **Three (3)** Police Officer IIs will be dedicated to the program at 100% and one (1) Police Officer I will be dedicated to the Program at 100% as

well. The Program Manager for the MCSAP will be dedicated to the Program at 75% and the Director of Administration and Grants will dedicate 10% of her time to the Program while the Commissioner will dedicate 5% of his time.

Below is the breakdown of each's salary:

PERSONNEL - LOCAL	% of Time	Salary
Program Manager	75%	\$ 24,750.00
POII	100%	\$ 25,791.92
POII	100%	\$ 25,791.92
POII	100%	\$ 25,791.92
POI VACANT	100%	\$ 21,219.07
Director - DAGS	10%	\$ 4,926.62
Commissioner	5%	\$ 2,700.00

\$ 130,971.45

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
Medicare	1.4500	\$118,172.00	\$1,713.49	\$1,713.49
FICA	6.2000	\$118,172.00	\$7,326.66	\$7,326.66
Personnel Insurance	1.4500	\$118,172.00	\$1,713.49	\$1,713.49
Health Insurance	100.0000	\$15,620.55	\$15,620.55	\$15,620.55
Holiday Pay	100.0000	\$6,363.11	\$6,363.11	\$6,363.11
401K	4.0000	\$27,082.00	\$1,083.28	\$1,083.28
TOTAL: Fringe Benefits			\$33,820.58	\$33,820.58
Planned MOE: Fringe Benefits	\$26,403.71			

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

Fringe Benefits were calculated based on the % of time each personnel will be dedicated to the Program. Medicare and Personnel Insurance were calculated at 1.45% each; FICA at 6.2%, Health Insurance was calculated for those who are currently receiving this benefit (The current share for the CNMI Government is \$600.79 per pay period X 26 pay periods X 1 personnel = \$15,620.55). Holiday Pay was calculated as: each personnel's hourly rate X 8 hours X 14 legal holidays that are observed in the CNMI. 401K benefits were calculated at 4% of the personnel's salary.

The total cost for Federal Share of Fringe Benefits is: \$33,820.58

MOE:

The total cost for MOE - Fringe Benefits is: \$26,403.71

Personnel	% of Time	Salary	Medicare 1.45%	FICA 6.2%	Pers. Ins. 1.45%	Health	Holiday	401K
Program Manager	75%	\$24,750.00	\$358.88	\$1,534.50	\$358.88		\$1,332.69	
POII	100%	\$25,791.92	\$373.98	\$1,599.10	\$373.98	\$4,881.50	\$1,388.80	\$1,031.68
POII	100%	\$25,791.92	\$373.98	\$1,599.10	\$373.98		\$1,388.80	\$1,031.68
POII	100%	\$25,791.92	\$373.98	\$1,599.10	\$373.98		\$1,388.80	
POI (Vacant)	100%	\$21,219.07	\$307.68	\$1,315.58	\$307.68		\$1,142.57	
Director	10%	\$4,926.62	\$71.44	\$305.45	\$71.44	\$488.15	\$265.28	
Commissioner	5%	\$2,700.00	\$39.15	\$167.40	\$39.15		\$145.38	
			\$1,899.09	\$8,120.23	\$1,899.09	\$5,369.65	\$7,052.31	\$2,063.35

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
COHMED	2	5	\$8,275.00	\$8,275.00
Strike Force - Rota	2	8	\$4,752.00	\$4,752.00
Strike Force - Tinian	2	8	\$3,704.00	\$3,704.00
2018 MCSAP Planning Meeting	3	5	\$12,225.00	\$12,225.00
CVSA Fall Workshop	2	5	\$8,275.00	\$8,275.00
Passenger Carrier	2	5	\$8,275.00	\$8,275.00
TOTAL: Travel			\$45,506.00	\$45,506.00
Planned MOE: Travel	\$0.00			

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

MCSAP personnel must perform various travels to conduct inter-island enforcement activities as well as attend meetings and trainings. "Travel" and "Personnel Training" have been divided into two sections to differentiate enforcement activities and meetings from trainings and workshops.

In order to maintain specific inspector certifications, MCSAP officers will attend the necessary courses under "Personnel Training".

Personnel Training

Two (2) personnel will be sent on training to become certified in Cooperative Hazardous Materials Enforcement Development. This training is vital for enforcement personnel as it provides an opportunity to present concerns and perspectives about the enforcement of regulations in the hazmat community.

Two (2) personnel will also be travelling to attend the Passenger Carrier Course with FMCSA. Upon completion of this course, participants will be able to inspect passenger-carrying vehicles in accordance with the safety regulations while assuring the safety of passengers and the motoring public.

In addition, **two (2)** personnel from Saipan will conduct quarterly Strike Force inspections in **Tinian** and **Rota** for two days each trip.

Travel

Three (3) personnel will attend the **2018 MSCAP Planning Meeting**. This meeting will be fundamental for personnel to discuss, plan, and assess information gathered from other agencies in order to stay up-to-date with the grant association. This meeting is vital for personnel to get the latest information on the MCSAP Comprehensive Policy Updates, Indirect Cost Rates, Monitoring and Oversight, Financial Grants Management, Performance Metrics, eCVSP Training, and all other relevant discussions.

Two (2) personnel will attend the 2018 CVSA Fall Workshop which is designed to help government officials, enforcement and industry officers collaborate with colleagues all across North America. MCSAP personnel will gain knowledge, acquire the latest information dealing with the CVSA, and allow them the ability to collaborate with other government agencies.

Note: Although the exact locations for some of these trainings have not been announced, the airfare costs and per diem rates have been estimated based on the established CNMI rate.

The breakdown for each travel that will be performed are as follows:

Purpose of Travel	Location	Item	Computation	Cost
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2018 Planning Meeting	Unknown	Airfare	(\$2,700 x 3 people x 1 trip)	\$8,100
		Per diem	(\$250 x 2 people x 5 days x 1 trips)	\$3,750
		(Includes Lodging and meals)		
		Car Rental	(\$75 x 1 person x 5 days x 1 trip)	\$375
COHMED	Unknown	Airfare	(\$2,700 x 2 people x 1 trip)	\$5,400
		Per diem	(\$250 x 2 people x 5 days x 1 trip)	\$2,500
		(Includes Lodging and meals)		
		Car Rental	(\$75 x 1 person x 5 days x 1 trip)	\$375
Passenger Carrier	Unknown	Airfare	(\$2,700 x 2 people x 1 trip)	\$5,400
		Per diem	(\$250 x 2 people x 5 days x 1 trip)	\$2,500
		(Includes Lodging and meals)		
		Car Rental	(\$75 x 1 person x 5 days x 1 trip)	\$375
Strike Force – Rota	Unknown	Airfare	(\$219 x 2 people x 4 trips)	\$1,752
		Per diem	(\$150 x 2 people x 2 days x 4 trips)	\$2,400
		(Includes Lodging and meals)		
		Car Rental	(\$75 x 1 person x 2 days x 4 trips)	\$600
Strike Force – Tinian	Unknown	Airfare	(\$138 x 2 people x 4 trips)	\$1,104
		Per diem	(\$125 x 2 people x 2 days x 4 trips)	\$2,000
		(Includes Lodging and meals)		
		Car Rental	(\$75 x 1 person x 2 days x 4 trips)	\$600
CVSA Fall	Unknown	Airfare	(\$2,700 x 2 people x 1 trip)	\$5,400
		Per diem	(\$250 x 2 people x 5 days x 1 trip)	\$2,500
		(Includes Lodging and meals)		
		Car Rental	(\$75 x 1 person x 5 days x 1 trip)	\$375
TOTAL:				\$53,781.00

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
Vehicle	1	\$40,000.00	100	\$40,000.00	\$40,000.00
TOTAL: Equipment				\$40,000.00	\$40,000.00
Equipment threshold is greater than \$5,000.					
Planned MOE: Equipment	\$0.00				

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

With the approval of the CNMI's FY 2017 IDC rate established after the submission of the FY 2017 MCSAP grant, the CNMI had to cut costs in order to budget for indirect costs. Therefore, because of the substantial amount that was lacking in IDC costs, the CNMI DPS removed one (1) vehicle from its equipment costs. The CNMI DPS is still in dire need of the vehicle it was not able to procure with the FY 2017 grant. As of present date, there are two (2) vehicles under the Motor Carrier Unit – a 2012 Dodge Ram and a 2014 Chevy Tahoe. It is currently in the process of procuring one more vehicle under the FY 2017 grant award.

The vehicle purchased will be used 100% for MCSAP activities such as inspections, TE, compliance reviews, and outreach/educational activities. The purchase of this vehicle will increase effectiveness of officers assigned to the program when performing fieldwork.

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
Office Supplies	1	Annually	\$4,308.00	\$4,308.00	\$4,308.00
Cleaning Supplies	1	Annually	\$3,000.00	\$3,000.00	\$3,000.00
Laptops/Tablets	1	Each	\$3,000.00	\$3,000.00	\$3,000.00
Police Package (Vehicle Lights & Sirens)	1	Each	\$3,000.00	\$3,000.00	\$3,000.00
Uniforms	35	Each	\$152.00	\$5,320.00	\$5,320.00
Ice & Water	52	Weekly	\$18.00	\$936.00	\$936.00
TOTAL: Supplies				\$19,564.00	\$19,564.00
Planned MOE: Supplies	\$0.00				

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

Office Supplies: Supplies such as paper, pens, notepads, ink, folders, batteries, etc. are required for the daily office operations of the program. The cost has been calculated based on the estimated monthly expenditures as previously charged under the grant.

Cleaning supplies (such as antibacterial sprays, cleaning agents, etc.) are necessary to ensure the cleanliness of the program office. Additional hygienic supplies such as paper towels, sanitary wipes, and gloves that are used during inspections will be purchased as well. Due to the unsanitary conditions from inspecting vehicles these items are necessary in order for MCSAP LE personnel to maintain cleanliness after inspections. The cost of cleaning supplies is based on known previous costs.

Laptops/Tablets: The CNMI is requesting the purchase of two (1) laptop/tablet in order to replace old, obsolete laptops. These laptops/tablets are essential for inspection data entry and are required for efficient program operations. Cost is based on a quotation obtained from one of the leading computer stores on the island.

Police Package (Vehicle Lights & Sirens): The CNMI DPS will need to purchase lights, sirens, etc. in order to properly utilize the vehicle being purchased under the FY 2018 MCSAP grant award.

Uniforms: MCSAP enforcement officers require proper uniforms (shirts, pants, hats, shoes, etc.) and duty gears for inspection responsibilities and to promote professionalism in the workforce. **Uniforms are only for the 100% dedicated MCSAP enforcement officers** and must be replaced at least every quarter due to the harsh island weather conditions. Additionally, it is difficult to prevent the uniform material from fading and tearing especially with the city water conditions in the CNMI. Each officer will receive a set of 5 uniforms (to include uniform shirts, uniform pants, shoes, caps, etc.). ****There are currently six (6) officers assigned to the MCSAP with one (1) vacant position that the DPS will be assigned to an officer for a total of seven (7) officers.****

Ice & Water: Since the CNMI is very hot and humid the MCSAP investigators will need to stay hydrated while performing strike force and/or public outreach activities for the MCSAP program. **Having an adequate supply of ice and water readily available while out on the field will help keep them properly hydrated and reducing the risk of fainting, heat stroke, etc. Ice will be purchased to keep water cool inside of a cooler. Two (2) cases of water (\$7.00/each) as well as three (3) bags of ice (\$1.33/each), for a total of \$18.00/week will be spent on ice and water supplies.**

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
TOTAL: Contractual and Subaward				\$0.00	\$0.00
Planned MOE: Contractual and Subaward	\$0.00				

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

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 claim reimbursement for Indirect Costs.

Indirect Costs				
Cost Basis	Approved Rate	Eligible Costs	Total Indirect Costs	Federal Share
Modified Total Direct Costs (MTDC)	11.70	\$267,202.82	\$31,262.72	\$31,262.72
TOTAL: Indirect Costs			\$31,262.72	\$31,262.72

Other Costs Project Costs					
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share
Registration	2	Each	\$550.00	\$1,100.00	\$1,100.00
Advertising	4	Quarterly	\$850.00	\$3,400.00	\$3,400.00
Printing & Photocopying	4	Quarterly	\$750.00	\$3,000.00	\$3,000.00
Repairs & Maintenance	1	Annually	\$11,324.70	\$11,324.70	\$11,324.70
Dues & Subscriptions	1	Annually	\$6,550.00	\$6,550.00	\$6,550.00
Communications	12	Monthly	\$1,300.00	\$15,600.00	\$15,600.00
Printing (Decals)	1	Each	\$1,200.00	\$1,200.00	\$1,200.00
Utilities	12	Monthly	\$1,000.00	\$12,000.00	\$12,000.00
Furniture & Fixtures	3	Annually	\$2,500.00	\$7,500.00	\$7,500.00
TOTAL: Other Costs				\$61,674.70	\$61,674.70
Planned MOE: Other Costs	\$4,800.00				

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

Indirect Cost Rate: Indirect Cost (IDC) Rate is based on the CNMI's approved IDC for FY 2017 at 11.70% (with utilities directly charged); the approved IDC rate for **FY 2018** has not been released as of the submission date of this application and will be adjusted accordingly once the approved IDC rate is released.

Registration Fees: This amount will be expended for payment of registration fees to Commercial Vehicle Safety Alliance (CVSA) for training or conference attendance. Only 2 trainings listed require a registration fee estimated at \$450 per attendee. The total amount is calculated for the attendance of 2 personnel for the Spring and Fall Meetings.

Advertising (Newspaper/Radio Ads): MCSAP will advertise newspaper and radio spots each quarter to promote CMV safety initiatives as outlined in the CVSP. Each newspaper ad and radio spot is estimated to cost \$425.00 each based on past expenditures.

Printing & Photocopying: MCSAP will require the printing of quarterly decals and out-of-service stickers for distribution during inspections. A sum of **100** CVSA stickers will be purchased per quarter based on the calendar year. Printing costs also include the printing for CVSPs for distribution to other agencies in the CNMI. Printing costs are inclusive of all costs associated with printing educational brochures/posters/handouts utilized and distributed during educational activity plans. Also, included in this cost category is the printing of reflective vinyl to properly mark and identify the vehicle that will be purchased under this grant.

Repair & Maintenance: This amount will be reserved for the repair and maintenance of all MCSAP equipment including computers, printers, vehicles, and other operational equipment. It is essential that all equipment are kept in good working condition to ensure efficiency and durability.

Additionally, the MCSAP administrative office and law enforcement office are in separate locations but have recently been assigned an office area that will provide the program a centralized space to increase the program's overall effectiveness and functionality. Funds will be used to purchase paint, paint brushes, painter's tape, etc. to repair the office space that has been assigned to the program.

Dues & Subscriptions: This amount will be used to pay for annual membership fees as MCSAP continues to work closely with CVSA. ****Note: The CVSA dues have increased to \$6,550.00****

Communications: It is vital for all MCSAP personnel to be able to be contacted or have access to reliable a communication line at all times. The cellular contracts will expire on September 30, 2017, and a new contract as well as units will need to be procured. The communications cost is inclusive of cell phone services, LAN lines, radio services, internet and DSL access and Safety Net services. The total cost is based on past monthly expenses.

Utilities: The assigned MCSAP office will be billed for utility and water expenses. With the CNMI utility rate one of the highest in the nation, funding is extremely important to allow administrative personnel as well as enforcement officers to perform its effectively and efficiently. **Charges for utilities are an estimate of the office space provided to the MCSAP. Costs of utilities are not part of the indirect cost pool.**

Furniture & Fixtures: In order to increase functionality of the office space assigned to the MCSAP it will need to procure partitions, desks, filing cabinets, chairs, etc. in order to maximize performance of the program. Furniture and fixtures will be used 100% for MCSAP activities.

MOE

The CNMI DPS will pay for fuel charges for vehicles assigned to the program at 100% in order to meet the MOE baseline. A total of \$9,120.00 will be allocated for fuel costs towards the MOE.

Below is a breakdown of costs for fuel charges:

Description	# of Units	Unit of Measurement	Cost per Unit	Total MOE Share
Fuel	12	Monthly	\$400.00	\$4,800.00

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		
	Federal Share	Total Estimated Funding
Total	\$350,000.00	\$350,000.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount):	\$52,500.00
MOE Baseline:	\$40,531.27

Estimated Expenditures		
Personnel		
	Federal Share	Total Project Costs
Police Captain	\$40,012.00	\$40,012.00
Police Sergeant	\$29,858.00	\$29,858.00
Police Officer I	\$21,220.00	\$21,220.00
Administrative Assistant	\$27,082.00	\$27,082.00
Salary Subtotal	\$118,172.00	\$118,172.00
Overtime subtotal	\$0.00	\$0.00
Personnel total	\$118,172.00	\$118,172.00
Planned MOE	\$130,971.45	

Fringe Benefits		
	Federal Share	Total Project Costs
Medicare	\$1,713.49	\$1,713.49
FICA	\$7,326.66	\$7,326.66
Personnel Insurance	\$1,713.49	\$1,713.49
Health Insurance	\$15,620.55	\$15,620.55
Holiday Pay	\$6,363.11	\$6,363.11
401K	\$1,083.28	\$1,083.28
Fringe Benefits total	\$33,820.58	\$33,820.58
Planned MOE	\$26,403.71	

Travel		
	Federal Share	Total Project Costs
COHMED	\$8,275.00	\$8,275.00
Strike Force - Rota	\$4,752.00	\$4,752.00
Strike Force - Tinian	\$3,704.00	\$3,704.00
2018 MCSAP Planning Meeting	\$12,225.00	\$12,225.00
CVSA Fall Workshop	\$8,275.00	\$8,275.00
Passenger Carrier	\$8,275.00	\$8,275.00
Travel total	\$45,506.00	\$45,506.00
Planned MOE	\$0.00	

Equipment		
	Federal Share	Total Project Costs
Vehicle	\$40,000.00	\$40,000.00
Equipment total	\$40,000.00	\$40,000.00
Planned MOE	\$0.00	

Supplies		
	Federal Share	Total Project Costs
Office Supplies	\$4,308.00	\$4,308.00
Cleaning Supplies	\$3,000.00	\$3,000.00
Laptops/Tablets	\$3,000.00	\$3,000.00
Police Package (Vehicle Lights & Sirens)	\$3,000.00	\$3,000.00
Uniforms	\$5,320.00	\$5,320.00
Ice & Water	\$936.00	\$936.00
Supplies total	\$19,564.00	\$19,564.00
Planned MOE	\$0.00	

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

Other Costs		
	Federal Share	Total Project Costs
Registration	\$1,100.00	\$1,100.00
Advertising	\$3,400.00	\$3,400.00
Printing & Photocopying	\$3,000.00	\$3,000.00
Repairs & Maintenance	\$11,324.70	\$11,324.70
Dues & Subscriptions	\$6,550.00	\$6,550.00
Communications	\$15,600.00	\$15,600.00
Printing (Decals)	\$1,200.00	\$1,200.00
Utilities	\$12,000.00	\$12,000.00
Furniture & Fixtures	\$7,500.00	\$7,500.00
Other Costs total	\$61,674.70	\$61,674.70
Planned MOE	\$4,800.00	

Total Costs		
	Federal Share	Total Project Costs
Subtotal for Direct Costs	\$318,737.28	\$318,737.28
Indirect Costs	\$31,262.72	\$31,262.72
Total Costs Budgeted	\$350,000.00	\$350,000.00
Total Planned MOE	\$162,175.16	

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		
	Federal Share	Total Estimated Funding
Total	\$350,000.00	\$350,000.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount):	\$52,500.00
MOE Baseline:	\$40,531.27

Estimated Expenditures			
	Federal Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	\$118,172.00	\$118,172.00	NA
Overtime Subtotal	\$0.00	\$0.00	NA
Personnel Total	\$118,172.00	\$118,172.00	\$130,971.45
Fringe Benefits Total	\$33,820.58	\$33,820.58	\$26,403.71
Travel Total	\$45,506.00	\$45,506.00	\$0.00
Equipment Total	\$40,000.00	\$40,000.00	\$0.00
Supplies Total	\$19,564.00	\$19,564.00	\$0.00
Contractual and Subaward Total	\$0.00	\$0.00	\$0.00
Other Costs Total	\$61,674.70	\$61,674.70	\$4,800.00
	Federal Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	\$318,737.28	\$318,737.28	\$162,175.16
Indirect Costs	\$31,262.72	\$31,262.72	NA
Total Costs Budgeted	\$350,000.00	\$350,000.00	\$162,175.16

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. Guerrero
2. What is this person's title? Commissioner, DPS
3. Who is your Governor's highway safety representative? Robert A. Guerrero
4. What is this person's title? Commissioner, DPS

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

- ☒ Yes
- ☐ No

State Certification declaration:

I, Robert A. Guerrero, Commissioner, DPS, on behalf of the Commonwealth of NORTHERN MARIANA ISLANDS , as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the Commonwealth 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. Guerrero
2. What is the title of your certifying State official? Commissioner
3. What are the phone # and email address of your State official? (670) 664-9022 ; raguerrero64@gmail.com

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

- ☒ Yes
- ☐ No

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

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

The existing law is currently with the CNMI Legislature for review

3 - New Laws/Legislation/Policy Impacting CMV Safety

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

☐ Yes ☒ No

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

☐ Yes ☒ No

FY 2018 Certification of MCSAP Conformance (State Certification)

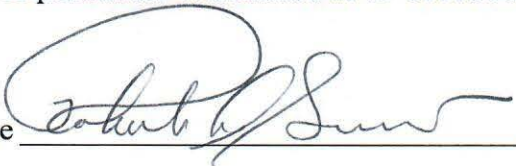
I, **Robert A. Guerrero, Commissioner**, on behalf of the **Commonwealth of the Northern Mariana Islands**, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

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 **Department of Public Safety (DPS)** as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought and **Motor Carrier Unit** 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 **Robert A. Guerrero**.
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 willfully participates 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.

Signature



Date

August 02, 2017

FY 2018 Certification of MCSAP Conformance (State Certification)

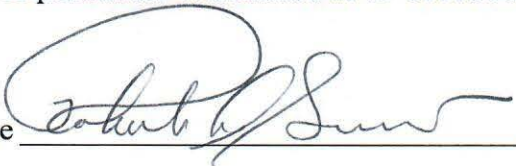
I, **Robert A. Guerrero, Commissioner**, on behalf of the **Commonwealth of the Northern Mariana Islands**, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

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 **Department of Public Safety (DPS)** as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought and **Motor Carrier Unit** 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.

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Signature



Date

August 02, 2017