

# **PUERTO RICO**

## **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 Puerto Rico Public Service Commission (henceforth "PR PSC") is the Commonwealth of Puerto Rico's (hereafter PR) Agency assigned with the task of regulating "For Hire" and Private transportations services. In 1984, PR PSC was named as the lead MCSAP Agency in PR responsible for administering the Commercial Vehicle Safety Plan (CVSP) throughout the Commonwealth. This lead to the creation of the Office of Motor Carrier Safety and Hazardous Materials (herein on "PR MCSAP") within the PR PSC.

PR MCSAP agrees that CV safety is a shared responsibility. Which is why it has adopted FMCSA's goal:

**To reduce crashes, injuries and fatalities involving Commercial Motor Vehicles in Puerto Rico.**

Our ultimate goal is to **reduce Puerto Rico's Fatality Rate to 0.00 per 100 Million vmt.**

PR MCSAP will accomplish this goal by performing roadside inspection activities in High Risk Crash corridors, therefore ensuring motor carrier are operating safely. Second, continue to promote inter-agency cooperation and coordination by performing traffic enforcement activities as means to prevent and deter unsafe Motor Carrier Practices.

There are several agencies that collaborate with our mission; and strive to improve Commercial Motor Vehicle (henceforth CMV) safety.

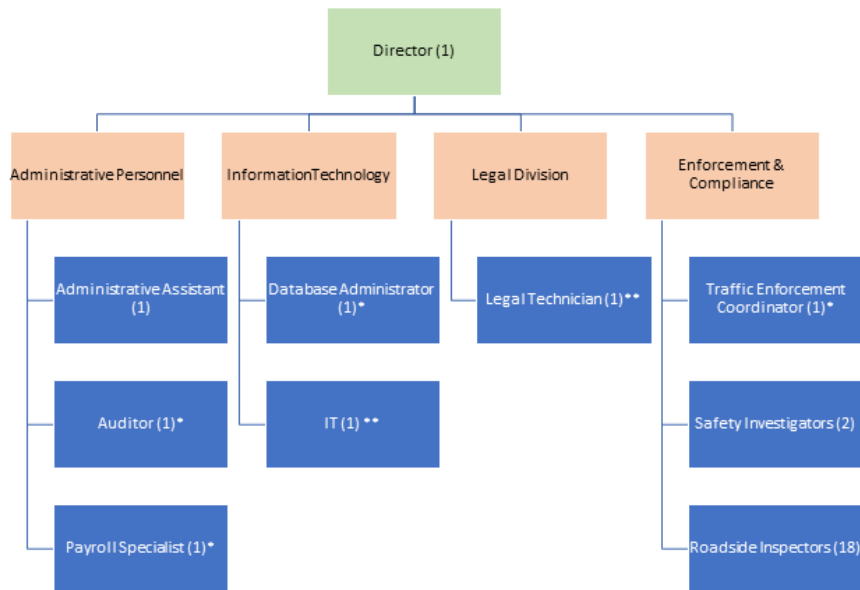
1. Puerto Rico Emergency Management Agency: (PR FEMA) It is the local PR's Agency responsible for the 9-1-1 Emergency Services Administration. It provides PR PSC/PR MCSAP with CMV related crash notification.
2. Puerto Rico Police Department: (PR PD) PR local law enforcement agency. It also provides CMV related crash notification and post-crash investigation. Member of the traffic enforcement initiative that may include drug and alcohol detection and non CMV safety.
3. Puerto Rico Department of Transportation and Public Works: (PR DTOP) Agency in PR designated with the task of issuing driver's licenses and motor vehicle registrations. Agency will be a key component in the PRISM interfacing.
4. Puerto Rico Ports Authority: (PR PA) Agency in PR that regulates the ports and cargo. With its assistance PR MCSAP is able to coordinate strike forces in the ports, where inter and intrastate cargo is both shipped and received.
5. Puerto Rico Highway and Transportation Authority: (PR HTA) PR highway safety representatives. Along with PR MCSAP perform traffic enforcement activities dedicated to enforce Size and Weight restrictions in CMV's as well as incident management. PR MCSAP collaborates with the development of the Highway Safety Plan.
6. Puerto Rico Traffic Safety Commission: (PR TSC) Lead agency in the Traffic Records Committee. Multi-agency group that includes PR MCSAP, PR PD, PR DTOP, Department of Justice, Emergency Management Services collaborating to improve data sharing and collection.
7. Puerto Rico Environmental Quality Board: (PR EQB) Agency assigned the task of regulating Hazardous Substances and Hazardous Waste in Puerto Rico. Partners in ensuring hazardous material transportation safety. It also notifies PR MCSAP in case they were alerted first of a hazardous spill while being transported.

### 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 MCSAP Program within the PR PSC is currently staffed by twenty eight (28) employees. Twenty two (22) regular employees, two (2) under contract and four (4) supporting personnel dedicating fifteen percent (15%) of the time in MCSAP related activities. The services are distributed among Main Office (MO) and three (3) Regional Offices (RO).

1. **Director (1):** State official assigned to manage the PR MCSAP Program. Responsible for personnel, scheduling and management. Monitors daily activities to ensure program effectiveness. Responsible for the overall inter-agency coordination, and educational activities. One of only two people, certified to perform Level VI inspections. Along with the PR MCSAP IT Specialist and the Database Administrator will determine how to implement PRIMS/alternate PRISM and SADIP. Collaborates with the Legal Technician to prepare the Commercial Vehicle Safety Plan.
2. **Administrative Assistant (1):** Official responsible for purchasing, tracking inventory and other clerical duties in support of the Director.
3. **\*\*Information Technology/ Computer Specialist (1)** (This position is under contract): Official responsible for providing technical support to the program. Responsible for technical equipment (i.e. computers), office servers, as well as supporting software. Liaison with Volpe technical support. Responsible for data collection and Safetynet maintenance. Other tasks include downloading inspections, review for errors and uploading into MCMIS. Along with the Director and Database Administrator will coordinate how to implement PRISM/alternate PRISM program. Responsible for vouchering and submitting invoices to the FMCSA.
4. **\*\*Legal Technician (1)** (This position is under contract): Official appointed by the agency to conduct investigations and administrative hearing regarding violations to the CMV's regulations. Acts as representative for the office in administrative and court proceedings, as required. Collaborates with the Director to prepare the Commercial Vehicle Safety Plan.
5. **Roadside Inspectors (18):** All but five (5) newly hired Roadside Inspectors and one (1) returning Inspector are NAS Parts A and B certified. Roadside inspectors are officials designated to conduct CVSA North American Standard Inspection Levels I - V. Only the Director and one (1) other inspector are certified to perform Level VI inspections. Inspectors are authorized to impose fines, and place vehicles Out of Service. Responsible for investigating accidents where a CMV was involved. Provide education support as needed. Out of these eighteen (18) inspections there is one Official Inspector, with supervision responsibilities over the remaining Roadside Inspectors.
6. **Safety Investigators (2):** Personnel designated to audit companies on CMV Safety/HM Regulation compliance.

Authorized to impose fines including placing vehicles and/or drivers Out of Service. Provide education support as needed. Safety Investigators will continue performing Roadside Inspectors in order to maintain their certifications, while the program is implemented.

7. **\*Traffic Enforcement Coordinator (1): Dedicate 15% of the time** to perform activities in support of the MCSAP program such as inter agency coordination to perform traffic enforcement strike forces. Responsible for driving MCSAPs CMV.
8. **\*Accountant (1): Dedicate 15% of the time** to perform MCSAP related activities such as preparing PR MCSAP federal financial reports and voucher review.
9. **\*Payroll Specialist (1): Dedicate 15% of the time** to perform MCSAP related activities such as accurate processing and recording payroll and other expenses related to CVSP activities.
0. **\*Database Administrator (1): Dedicate 15% of the time** to perform activities in support of the MCSAP program such as assist the IT with the maintenance of the computer system. Also provides technical support when a broader expertise is required beyond the IT's capabilities. Along with the PR MCSAP and IT Specialist will determine how to implement PRISM/Alternate PRISM Program. Provide Cloud Connectivity support.

**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:	PUERTO RICO PUBLIC SERVICE COMMISSION
Enter total number of personnel participating in MCSAP activities	28
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	21
Traffic Enforcement Activities	22
Investigations*	2
Public Education and Awareness	2
Data Collection and Reporting	4
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	0
Enter total number of personnel participating in MCSAP activities	0
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	0
* 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:** Large Truck Fatal Crashes per 100M VMT

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	3	0	0.02
10/01/2014	09/30/2015	8	0	0.04
10/01/2013	09/30/2014	3	0	0.02
10/01/2012	09/30/2013	8	0	0.04
10/01/2011	09/30/2012	2	0	0.01



## 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:** Other

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

Bus Fatal Crashes per 100M VMT

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	1	0	0.0060
10/01/2014	09/30/2015	0	0	0
10/01/2013	09/30/2014	0	0	0
10/01/2012	09/30/2013	0	0	0
10/01/2011	09/30/2012	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:** Other

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

Hazardous Material Large Trucks and Buses Fatal Crashes per 100M VMT

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	1	0	0.01
10/01/2014	09/30/2015	1	0	0.01
10/01/2013	09/30/2014	1	0	0.01
10/01/2012	09/30/2013	1	0	0.01
10/01/2011	09/30/2012	0	0	0

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

MCMS Crash Reports FY 2012 - 2016. Data Snapshot: 06/30/2017 Crash Records information up to 02/28/2017  
Report: 07/25/2017

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

- A. Problems encountered: Having an approved Crash Report that complies with the Model Minimum Uniform Crash Criteria Guideline (MMUCC).
- B. FY 2017 Update: Puerto Rico Public Service Commission's Chairman and/or his aide are participating in the Puerto Rico Traffic Records Coordinating Committee. This committee is responsible for drafting the State Highway Safety Plan and a PR PD Crash report that complies with MMUCC standards.
- C. Additional steps taken while Crash Report is approved:
1. PR MCSAP inspectors are performing post crash investigations and recording the data into ASPEN.
  2. The information is transferred into Safetynet and uploaded to FMCSA systems.
  3. The information is retrieved by PR MCSAP administrative personnel which is used to identify trends and crash corridors.
  4. Director uses above information to allocate resources into monthly calendar.

**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.**

**Identified Problem:** Puerto Rico is yet to accomplish a 0.00% per 100M VMT Fatality Rate.

1. Crash records available in Safetynet for FY 2017 reveals that nineteen (19) crashes occurred between 10/01/2016 thru 03/31/2017 (Capture Date: 05/23/2017).
2. The highest contributing factors were:
  - a. **Vehicle Maintenance** accounted for twenty five percent (25%) of crashes. State Safety Performance Measures (SSPMs) data snapshot as of 07/28/2017 has revealed that violations associated with Vehicle Maintenance are increasing. Compared to 2016 on which the data indicated a 31.6 % Domiciled Carrier and 1.3% on Operating Carrier ( % Difference between State and National Measures ). FY 2017 reveals a 40.6% on Domiciled Carrier and 18.2% for Operating Carrier.
  - b. Unsafe Driver behavior for both CMV and Non CMV Drivers.

**Baseline Data:**

Large Truck & Buses Crash Involvement
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Large Trucks & Buses Involved in:	FY2013	FY2014	FY2015	FY2016	FY2017 YTD
<b>All Fatal and Non-Fatal Crashes</b>	<b>28</b>	<b>20</b>	<b>37</b>	<b>23</b>	<b>19</b>
Fatal Crashes	8	3	8	4	2
Non-Fatal Crashes	20	17	29	19	17
Injuries	26	41	52	22	13
Towaways	4	4	8	3	10

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

MCMIS Report data snapshot as of 7/7/2017 including crash records through 03/31/2017. Capture Date: 08/08/2017

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

0.00 per 100M VMT

**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.**

1. PR MCSAP will perform at least 2,000 Roadside Inspections and Highly visible Inspection activities in previously identified High Risk Crash Corridors.
2. PR MCSAP will schedule at least 4 traffic enforcement activities per quarter in coordination with the PR PD.
3. PR MCSAP will perform at least 1 educational activity during this year related to both Driver Vehicle Inspection Reports (49 C.F.R. §396.11) and the Periodic Inspection (49 C.F.R. §396.17).
4. Roadside Inspectors will require proof of Driver Vehicle Inspection Reports and Periodic Inspection Reports on all commercial motor vehicles just as they would driver's license and vehicle's registration. There will be a period this violation may not be penalized but it will be recorded in the inspection, will be used also to educate the companies and drivers. After a period (yet to be determined by the Director) fines will be imposed on said violations.

***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.***

1. Percent of Violations and Out of Service Orders in High Risk Corridors: PR MCSAPs Director will allocate Roadside Inspectors in High Risk Corridors as needed but no less than three hundred (300) staff hours per month. Each inspector is responsible for entering inspections into ASPEN daily and submitting copies of their inspections to the Official Inspector. The Official Inspector who will report those numbers to the Director at the end of the week who will ensure numbers add up to those reported unto Safetynet review them for errors and upload them into the Cloud.
2. Driver Vehicle Inspection Reports and Periodic Inspection Violations in Inspections: PR MCSAPs Roadside Inspectors will required CMV Drivers proof that the Driver Vehicle Inspection was performed that day prior to departing their facility. They will also require that the driver has proof that the Periodic Inspection was performed during that year. Failure to hand in the proof will result in a violation that will be included in the Roadside Inspection. Second, the Driver will also be educated regarding this violation and the inspection will reflect that the driver received the information. Each inspector is responsible for entering inspections into ASPEN daily and submitting copies of their inspections to the Official Inspector. The Official Inspector who will report those numbers to the Director at the end of the week who will ensure numbers add up to those reported unto Safetynet review them for errors and upload them into the Cloud.
3. Percent of Fatalities in CMV related crashes: PR MCSAPs Inspectors are assigned to investigate a crash involving a fatality are required to enter the report into ASPEN within 48 hours of the crash. The Director will follow up to verify and upload the report to the Cloud. The information will be included in the SF-PPR.
4. Percent of Crashes in High Risk Corridors: PR MCSAPs inspectors will fill out the ASPEN Crash report completely to include the location of the Crash. The information regarding the Crash Reports will be analyzed and included in the corresponding SF-PPR.

### 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	856	993	2327	2106	1113
Level 2: Walk-Around	816	822	2469	2334	1590
Level 3: Driver-Only	753	1161	1823	1895	954
Level 4: Special Inspections	183	166	723	524	429
Level 5: Vehicle-Only	497	538	804	876	378
Level 6: Radioactive Materials	4	0	2	2	7
<b>Total</b>	<b>3109</b>	<b>3680</b>	<b>8148</b>	<b>7737</b>	<b>4471</b>

#### **Narrative Overview for FY 2018**

##### **Overview:**

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

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

PR MCSAP conducts Level I - Level V inspections with a view to reducing CMV crashes and fatalities. Inspections serve as the cornerstone of our program. The priorities established in the planning memorandum are that Level III inspections constitute 33% of all inspections. However, PR MCSAP has been unable to comply with this objective. The reason being that when violations are observed, a stricter level of inspection is required. Roadside inspections are expected to decrease this year since PR MCSAP expects new legislation will be passed that puts inspectors in the same categories with police officers, therefore additional training will be needed. The Director will schedule training in stages so as not to let it affect the program.

**General Roadside and Fixed-Facility Inspection Program:** Puerto Rico has only one (1) Fixed Inspection Site located in the municipality of Salinas (Salinas Weight Station). The other Roadside inspection locations are: PR-167, Toa Alta; Caguas South; Vega Alta; Ponce; Ceiba; PR-3, Rio Grande; PR-3, Luquillo; PR-111, Moca; PR-2, Mayaguez; Naranjito; Corozal; Muñiz Base, Carolina; Isla Grande, San Juan; PR-1, Guaynabo; CZL, Guaynabo; Trujillo Alto; Yabucoa; Los Colobos, Carolina; Barranquitas and Peñuelas.

Roadside Inspection Locations	
Rural Roads	
Municipality	Road Number
Barranquitas	PR-152
Bayamón	PR-167
Cabo Rojo	PR-100
Cayey	PR-194
Coamo	PR-14

Isabela	PR-2
Lajas	PR-116
Naranjito	PR-5
	PR-64
Rincón	PR-115
Santa Isabel	PR-536

Resource Allocation Decisions: PR MCSAP Director decides where to allocate resources. The Director bases his decision primary on Crash Corridor data from previous quarters. Another factor to allocate resources is where CMVs major movement is located.

## **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:** PUERTO RICO PUBLIC SERVICE COMMISSION

**Enter the total number of certified personnel in the Lead agency:** 17

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	864	216	270	1350	27.00%
Level 2: Walk-Around	975	225	300	1500	30.00%
Level 3: Driver-Only	813	187	250	1250	25.00%
Level 4: Special Inspections	228	52	70	350	7.00%
Level 5: Vehicle-Only	358	82	110	550	11.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>3238</b>	<b>762</b>	<b>1000</b>	<b>5000</b>	

**MCSAP subrecipient agency**

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

**Subrecipient is:** 0

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



**Non-Funded Agencies**

Total number of agencies:	0
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2018:	

**Summary**

## Projected Goals for FY 2018 - Roadside Inspections Summary

<b>Projected Goals for FY 2018 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: PUERTO RICO PUBLIC SERVICE COMMISSION</b>					
<b># certified personnel: 17</b>					
<b>Subrecipient Agencies: 0</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 0</b>					
<b># certified personnel:</b>					
<b># projected inspections:</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	864	216	270	1350	27.00%
Level 2: Walk-Around	975	225	300	1500	30.00%
Level 3: Driver-Only	813	187	250	1250	25.00%
Level 4: Special Inspections	228	52	70	350	7.00%
Level 5: Vehicle-Only	358	82	110	550	11.00%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>3238</b>	<b>762</b>	<b>1000</b>	<b>5000</b>	

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

Minimum number for Level 1 will be met. However, Level 3 inspections will be less than described in the MCSAP Comprehensive Policy. PR MCSAP has been unable to comply with Level 3 minimum numbers because when violations are observed, a stricter level of inspections is required.

**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.**

## 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	1996	0
10/01/2014	09/30/2015	3082	200
10/01/2013	09/30/2014	1942	277
10/01/2012	09/30/2013	423	425
10/01/2011	09/30/2012	776	0

☒ 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.**

Source: MCMIS Data Snapshot as of 6/30/2017 Capture Date: 07/26/2017

### Narrative Overview for FY 2018

#### Instructions:

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

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

1. PR Level of Effort: 21 Roadside Inspectors (to include Director plus 5 non certified officers, expected to obtain certification during the grant period of performance)

2. CMV and Non-CMV traffic enforcement program: PR MCSAP inspectors are not police officers therefore they do not have jurisdiction over Non-CMV vehicles.

3. Traffic Enforcement Resources:

- a. Number of officers: 21 MCSAP Roadside Inspectors
- b. Time of day: 06:00 - 14:30 (13 Inspectors)  
11:00 - 19:30 (8 Inspectors)
- c. Days of Week: Monday - Friday

### **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	2000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	500

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
5000	0	0	5000	1640

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

One of our Roadside Inspector is going to be assisting the PSC Chairman this grant period of performance as a Traffic Enforcement Coordinator (TEC). The TEC will coordinate traffic enforcement activities monthly with the Director and other PSC Divisions to perform MCSAP related activities. The Director will schedule roadside inspectors as

needed to participate in these activities. A report will be generated monthly to notify results of the activities. The report will be made available to the Director and the legal technician to include information in the SF-PPRs.

## 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:** Puerto Rico Department of Transportation and Public Works

### 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.**

#### Problem Statement:

1. PR MCSAP does not currently have the basis to comply with PRISM. FMCSA has provided for an alternate method of compliance but it is still on the approval process.

Projected Goal: Comply with the PRISM program or its approved alternate by the 2020 deadline.

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

1. Receive notification and information from FMCSA of an approved alternate PRISM compliance plan.
2. Meetings among PR PSC and PR MCSAP personnel and FMCSA PR Division to draft a compliance plan.
3. Meetings with FMCSA to obtain PRISM compliance plan draft approval.
4. Inter agency Coordination with the PR PD, the Traffic Records Committee and the PR Department of Transportation and Public Works to implement PRISM Alternate Plan.

5. Inter agency Coordination with the PR PD, the Traffic Records Committee and other agencies to adopt a MMUCC compliant Crash Data Reporting Form.
6. Inter agency Coordination with the PR PD, the Traffic Records Committee and other agencies for training on how to fill out the MMUCC compliant Crash Data Reporting Form. (Data entry sessions)

***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.***

1. Number of meetings reported in SF-PPRs as well as reports available to Inter agency participants.
2. Number or training sessions held. Information to be provided to Inter agency participants and will be included in the SF-PPRs.



## 7 - Public Education and Outreach

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

### **Trend Analysis for 2012 - 2016**

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

<b>Public Education and Outreach Activities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Carrier Safety Talks	0	0	49	13	1
CMV Safety Belt Education and Outreach	0	0	52	13	1
State Trucking Association Meetings	0	0	1	0	1
State-Sponsored Outreach Events	0	0	0	1	0
Local Educational Safety Events	0	0	2	1	0
Teen Safety Events	0	0	0	1	0

### **Narrative Overview for FY 2018**

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

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

The PR PSC Public Education Division has increased public education and awareness activities but to this date has not officially sent the information. 2012 and 2013 information is not available at the moment this proposal is being drafted.

Personnel: All Enforcement & Compliance Personnel will be in one way or another involved in educational activities.

#### Activities:

1. Share the Road Initiative
2. Safety Belt Use
3. Unsafe and Illegal Driver behavior
4. Driver Vehicle Inspection Report
5. Periodic Inspection
6. Hazardous Materials Transportation Requirements
7. Other General Safety Issues

### **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	75
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	75
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	1
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	1
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	0
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	0

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

1. The Public Education Division will post educational activities celebrated in the PR PSC Intranet Calendar, if unable will forward the information via email.
2. Information obtained will be included in the SF-PPR reports.

## 8 - State Safety Data Quality (SSDQ)

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

### SSDQ Compliance Status

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

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

Available data sources:

- [FMCSA website SSDQ information](#)

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

SSDQ Category	Current SSDQ Rating	Goal for FY 2018
Crash Record Completeness		
Fatal Crash Completeness		
Crash Timeliness		
Crash Accuracy		
Crash Consistency		
Inspection Record Completeness		
Inspection VIN Accuracy		
Inspection Timeliness		
Inspection Accuracy		

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

Data snapshot unavailable. PR does not have an SSDQ Rating.

### Narrative Overview for FY 2018

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

1. PR MCSAP has no rating or has been incorporated into the network.
2. Since no SSDQ rating is available, PR MCSAP does not currently have the basis to comply with PRISM.
3. Puerto Rico has yet to approve a MMUCC compliant Crash Data Reporting Form.
4. The SSDQ does not have PR included in the Menu or been given a rating. PR MCSAP however is still capturing Crash Data and performing Roadside Inspections uploading them into the Federal Network.

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

1. Quarterly meetings with PR MCSAP personnel to draft compliance plan.
2. Meetings with FMCSA staff to present compliance plan to request recommendations and assistance with SSDQ

Rating.

3. Interagency meetings on as needed basis to adopt a MMUCC Compliant Crash Form.
4. Coordinate on as needed basis training to Traffic Enforcement officials (PR PD, PR MCSAP Inspectors) regarding new Crash Data Reporting form.
3. Improve the accuracy and timeliness of PR MCSAPs Crash Data information.

***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.***

1. Meeting after action reports available for participating staff.
2. Number of Traffic Records Committee meetings attended and reported in the SF-PPR.
3. Number of Training Data Sessions coordinated.
4. Quarterly evaluation of timeliness and accuracy of data.

## 9 - New Entrant Safety Audits

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

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

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

### Trend Analysis for 2012 - 2016

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

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	0	0	0	0	0
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

### Narrative Overview for FY 2018

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

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

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

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

### Projected Goals for FY 2018

For the purpose of completing the table below:

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

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

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

**Strategies:** Describe the strategies that will be utilized to meet the program objective above. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.  
Not applicable to Puerto Rico.

**Activity Plan:** Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.  
Not applicable to Puerto Rico.

**Performance Measurement Plan:** Describe how you will measure progress toward meeting the objective, such as quantifiable and measurable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks to be reported on in the quarterly progress report, or as annual outputs.  
Not applicable to Puerto Rico.

### 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.

##### Narrative Overview for FY 2018

**Enter your State's OOS Catch Rate percentage if below 85 percent:** 0%

##### **Project Goals for FY 2018: Enter a description of the State's performance goals.**

PR MCSAP will conduct enforcement activities and improve reporting standards to be able to accomplish the 85% catch rate as required by FMCSA.

Problems encountered: At the time of this proposal this information is not available. Also, PR MCSAP is awaiting the alternate PRISM program to assist with the catch rate.

Goal: Accomplish the 85% catch rate as required.

**Program Activities: Describe policies, procedures, and/or technology that will be utilized to identify OOS carriers at roadside. Include how you will conduct quality assurance oversight to ensure that inspectors are effectively identifying OOS carriers and preventing them from operating.**

1. Acquire wireless access provider as required by government regulations.
2. Coordinate at least one training session to ensure procedures are followed when enforcing OOS Orders.
3. On a quarterly basis the Director and the IT personnel will monitor OOS Order enforcement reports and coordinate additional training sessions as required.

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

1. The Director will evaluate inspections once they have been uploaded into Safetynet to determine if the violations are being recorded into the inspections.

2. On a quarterly basis the legal technical will generate a report both from Safetynet and from MCMIS to determine if:
- a. Any roadside inspections have been performed on any of the companies that have a Federal OOS.
  - b. Any of the companies has been involved in a reportable crash.
  - c. This report will be forwarded to the Director and the progress will be reported in the SF-PPR.
  - d. Coordinate additional training sessions.



## 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.

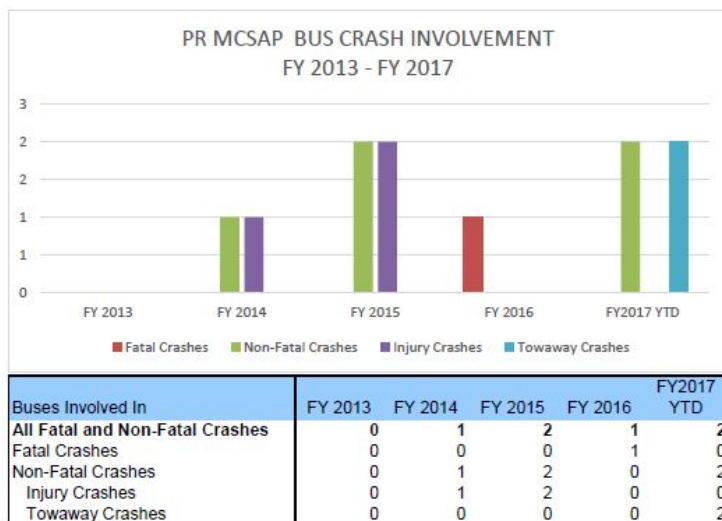
### Narrative Overview for FY 2018

**Problem Statement Narrative:** Describe the problem as identified by performance data and include the baseline data.

#### Problems Identified:

1. Passenger Carrier Crashes continue to occur during FY 2017.
2. Violations concerning vehicle maintenance have increased from FY 2016 to FY 2017 (ytd) by approximately 20%.

#### Baseline Data:



Source: MCMIS Data Snapshot 07/28/2017

Capture Date: 08/09/2017

PASSENGER CARRIER TOP 10 ROADSIDE VIOLATIONS			
2014	2015	2016	2017
50 % Vehicle Maintenance Violations	60 % Vehicle Maintenance Violations	60 % Vehicle Maintenance Violations	80 % Vehicle Maintenance Violations

50% Other: Local Laws	40% Other: Local Laws	40% Other: Local Laws	50% Other: Local Laws
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Source: MCMIS Data Snapshot 07/28/2017

Capture Date: 08/09/2017

***Projected Goals for FY 2018: Enter performance goals.***

1. Reduce Passenger Carrier Vehicle Maintenance Violations by 5% during the grant performance period.
2. Reduce Passenger Carrier related Crashes to 0.00 per 100M VMT.

***Program Activities: Provide additional information regarding how these activities will be implemented.***

1. Increase by 10% Passenger Carrier Roadside Inspections Level I or Level V during this grant period of performance.
2. Perform at least one Passenger Carrier targeted Strike force activity during the grant period of performance.

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

1. On a monthly basis, while preparing the following month's calendar the Director will evaluate previous months crashes, and vehicle violations to include activities concentrating on Passenger Carrier inspections.
2. On a quarterly basis the Director, the Public Education Office will evaluate the previous quarter of performance to schedule educational activities concentrating on a specific carrier, municipality etc..
3. On a quarterly basis the Director and the Traffic Enforcement Coordinator will evaluate Passenger Carrier's performance and will coordinate strike force activities as needed.

### 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.**

Hazardous Materials Transportation Safety

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

Lower the number of Shipping Paper and Placarding Violations and OOS rates by 2% from FY 2015 rates.

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

2017 FY (YTD) 1. Shipping Paper Violations: 32 (almost half compared to 2016, to date inspections are also half of those performed in same period of performance) 2. OOS Rates: 45% of Violations were declared OOS, 4% increase from 2015. 3. Placard Violations: 111 (50 less than 2016, to date inspections are less than 2016.) 4. OOS Rates: 19 (17% increase of 3% compared to 2016).

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

Problems encountered: Reduction in certified HM inspection personnel has affected number of inspections performed. Obstacles overcome: PR MCSAP coordinated with FMCSA PR Division and NTC and offered the Hazardous Materials in the month of May 2017. All roadside inspectors attended, serving as a refresher for some and receiving certification to those who were pending certification.

#### Activity #2

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

CMV Safety Improvement

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

Lower Medical Certificate Violations to 20% within twelve months. Our ultimate goal will be to lower violations to 0.

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

39%

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

Problems encountered: FY YTD 2017 medical certificate violations account for 39% of driver violations 1% increase from FY 2016.

#### 4 - State Specific Objectives – Future

##### Instructions:

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

*Describe any State-specific objective(s) identified for FY 2018. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

##### State Objective #1

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

Hazardous Materials Transportation Safety

##### **Narrative Overview for FY 2018**

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

Problems identified: 1. HM violations rate are have been increasing for the past 2 years. 2. Placard and Shipping Paper Violations continue to occur and OOS rates are high. 3. LPG Cylinder Violations still occur. Baseline Data: 2015 HM OOS Rate 23% / HM Violation Rate: 67% 2016 HM OOS Rate 20% / HM Violation Rate: 71% 2017 HM OOS Rate 20% / HM Violation Rate: 72% Data Source: FMCSA Motor Carrier Management Information System (MCMIS) as of 7/7/2017. The data presented above are accurate as of this date, but are subject to update as new or additional information may be reported to MCMIS following this date.

##### **Projected Goals for FY 2018:**

##### **Enter performance goal.**

Reduce Shipping Paper and Placard Violations by 2% from FY 2015 rates.

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

1. Roadside Inspections and Strike force activities will be conducted emphasizing HM Transportation. Shipping Paper and Placard violations will be fined or placed OOS to promote compliance. 2. Coordination with FMCSA, PHMSA and PR PSC LPG office to perform educational activities to educate the LPG community.

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

1. The data will be evaluated monthly by the Director who will use it to coordinate as needed activities for the following month. 2. Plan and coordinate at least one meeting with FMCSA, PHMSA, PR PSC LPG Director, the Traffic Enforcement Coordinator and the Public Educational Office coordinate an educational activity with the LPG community.

##### State Objective #2

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

CMV SAFETY IMPROVEMENT

##### **Narrative Overview for FY 2018**

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

Medical Certificate violation issues represent a high percentage of driver violations for Large Trucks, Hazardous Material and Passenger Carrier Drivers.

**Projected Goals for FY 2018:****Enter performance goal.**

Lower Medical Certificate Violations by 2% within the grant period of performance.

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

1. Perform Roadside Inspections and traffic enforcement activities paying special attention to Medical Certificate Compliance. 2. Perform one activity within the CMV community to educate about Medical Certificate requirements.

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

1. The Director will evaluate the number of violations issued in this area on a quarterly basis to reallocate resources to increase inspection and / or traffic enforcement activities. 2. The Director will forward this information to the PR PSC Public Education Coordinator to ensure Medical Certificate requirements are covered in educational activities. 3. The PR PSC Education Coordinator will ensure Medical Certificate forms are available at all events held by the PR PSC Educational Department.

### State Objective #3

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

Safety Assessment and Enforcement Program (SAEP)

**Narrative Overview for FY 2018****Problem Statement Narrative: Describe problem identified by performance data including baseline data.**

PR MCSAP is currently in the beginning stages of creating an investigation program applicable to the Territory. PR MCSAP believes that there is a greater chance of preventing Out of Service Violations and Crashes if caught early enough.

**Projected Goals for FY 2018:****Enter performance goal.**

Establishing a Safety Assessment Program.

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

1. Develop SAEP policies and procedures. 2. Coordinate with FMCSA PR Division and submit document for comments within FMCSA. 3. Select two (2) officers to become Safety Investigators from the available pool of candidates. 4. Coordinate training for selected candidates. 5. Perform Safety Assessments to certify selected candidates.

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

1. Develop SAEP policies and procedures within this grant period of performance. 2. FMCSA PR Division submit comments/approval. 3. Selection of Safety Investigators. 4. Training and selection of Safety Investigators within this grant period of performance.

## Part 4 - Financial Information

### 1 - Overview

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

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

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

#### Instructions:

The spending plan data forms are displayed by budget category. You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

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

#### New for FY 2018

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

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

- **Calculation of Federal and State Shares**

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

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

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

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

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

- **Expansion of On Screen Messages**

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

*The system will confirm that:*

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,172,545.00	\$206,920.00	\$1,379,465.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount ):	\$206,920.00
MOE Baseline:	\$134,329.05

## 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):	\$206,920.00



Personnel: Salary and Overtime Project Costs						
Salary Project Costs						
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share	State Share
Director	1	100.0000	\$56,568.00	\$56,568.00	\$48,082.80	\$8,485.20
Administrative Assistant	1	100.0000	\$28,500.00	\$28,500.00	\$24,225.00	\$4,275.00
Official Inspector II	1	100.0000	\$37,812.00	\$37,812.00	\$32,140.20	\$5,671.80
Inspector IV	1	100.0000	\$37,548.00	\$37,548.00	\$31,915.80	\$5,632.20
Inspector IV	1	100.0000	\$27,828.00	\$27,828.00	\$23,653.80	\$4,174.20
Inspector III	1	100.0000	\$36,672.00	\$36,672.00	\$31,171.20	\$5,500.80
Safety Investigator	1	100.0000	\$21,444.00	\$21,444.00	\$18,227.40	\$3,216.60
Inspector II	1	100.0000	\$36,120.00	\$36,120.00	\$30,702.00	\$5,418.00
Inspector II	1	100.0000	\$28,176.00	\$28,176.00	\$23,949.60	\$4,226.40
Inspector I	1	100.0000	\$34,572.00	\$34,572.00	\$29,386.20	\$5,185.80
Inspector I	1	100.0000	\$28,284.00	\$28,284.00	\$24,041.40	\$4,242.60
Safety Investigator	1	100.0000	\$19,224.00	\$19,224.00	\$16,340.40	\$2,883.60
Inspector I	4	100.0000	\$18,720.00	\$74,880.00	\$63,648.00	\$11,232.00
Inspector I	1	100.0000	\$18,504.00	\$18,504.00	\$15,728.40	\$2,775.60
Inspector I	5	100.0000	\$14,136.00	\$70,680.00	\$60,078.00	\$10,602.00
Network Administrator	1	100.0000	\$6,552.00	\$6,552.00	\$5,569.20	\$982.80
Accountant	1	100.0000	\$3,192.00	\$3,192.00	\$2,713.20	\$478.80
Payroll Specialist	1	100.0000	\$3,627.00	\$3,627.00	\$3,082.95	\$544.05
Traffic Enforcement Coordinator	1	100.0000	\$6,300.00	\$6,300.00	\$5,355.00	\$945.00
<b>Subtotal: Salary</b>				<b>\$576,483.00</b>	<b>\$490,010.55</b>	<b>\$86,472.45</b>
Overtime Project Costs						
<b>Subtotal: Overtime</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$576,483.00</b>	<b>\$490,010.55</b>	<b>\$86,472.45</b>
<b>Accounting Method:</b>	<b>Cash</b>					
<b>Planned MOE: Personnel</b>	<b>\$0.00</b>					

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

1. PR PSC employees are Full-Time employees.

2. **Full-Time:**

- Seven fifty (7.50) hours per day
- Five days (5) per week
- Thirty seven fifty (37.50) hours per week
- Nineteen hundred fifty hours per year
- Two hundred sixty work days

3. **Standard Benefits (Holidays, Annual and Sick Leave):**

- Annual Leave: All employees accumulate two and a half (2.5) days of annual leave per month. That means a total of thirty (30) days a year. That translates into two hundred twenty five (225) hours per year.
- Sick Leave: All employees accumulate one and a half (1.5) days of Sick Leave per month. That means a total of one hundred thirty five (135) hours per year.
- Holidays: New legislation has reduce holidays down to 15 days. During CY 2018 and 2019 one of them might not be included since it falls during a weekend. If all holidays are considered. Fifteen days considered 7.50 hours per day and one hundred twelve fifty (112.50) hours total hours.

4. **Last four (4) employees only dedicate 15% of their time to MCSAP related activities, thus paid accordingly.**  
[Network Administrator, Accountant, Payroll Specialist and Traffic Enforcement Coordinator]

5. There are two (2) employees, that are **contract employees** therefore their salaries are **not included in this section.**

### 3 - Fringe Benefits

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

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

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

The cost of fringe benefits are allowable if:

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

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

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

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

The **Fringe Benefit Rate** is:

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

The **Base Amount** is:

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

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

Fringe Benefits Project Costs					
Position(s)	Fringe Benefit Rate	Base Amount	Total Project Costs	Federal Share	State Share
Director	100.0000	\$18,260.68	\$18,260.68	\$15,521.58	\$2,739.10
Administrative Assistant	100.0000	\$10,044.98	\$10,044.98	\$8,538.23	\$1,506.75
Official Inspector II	100.0000	\$11,941.57	\$11,941.57	\$10,150.33	\$1,791.24
Inspector IV	100.0000	\$11,911.60	\$11,911.60	\$10,124.86	\$1,786.74
Inspector IV	100.0000	\$9,801.58	\$9,801.58	\$8,331.34	\$1,470.24
Inspector III	100.0000	\$12,011.53	\$12,011.53	\$10,209.80	\$1,801.73
Inspector III	100.0000	\$7,727.89	\$7,727.89	\$6,568.71	\$1,159.18
Inspector II	100.0000	\$11,882.42	\$11,882.42	\$10,100.06	\$1,782.36
Inspector II	100.0000	\$9,647.78	\$9,647.78	\$8,200.61	\$1,447.17
Inspector I	100.0000	\$11,539.60	\$11,539.60	\$9,808.66	\$1,730.94
Inspector I	100.0000	\$9,770.79	\$9,770.79	\$8,305.17	\$1,465.62
Inspector I	100.0000	\$7,222.21	\$7,222.21	\$6,138.88	\$1,083.33
Inspector I	100.0000	\$28,321.72	\$28,321.72	\$24,073.46	\$4,248.26
Inspector I	100.0000	\$7,055.91	\$7,055.91	\$5,997.52	\$1,058.39
Inspector I	100.0000	\$31,622.80	\$31,622.80	\$26,879.38	\$4,743.42
Network Administrator	100.0000	\$2,195.30	\$2,195.30	\$1,866.01	\$329.29
Accountant	100.0000	\$362.29	\$362.29	\$307.95	\$54.34
Payroll Specialist	100.0000	\$1,372.49	\$1,372.49	\$1,166.62	\$205.87
Traffic Enforcement Coordinator	100.0000	\$2,124.41	\$2,124.41	\$1,805.75	\$318.66
<b>TOTAL: Fringe Benefits</b>			<b>\$204,817.55</b>	<b>\$174,094.92</b>	<b>\$30,722.63</b>
<b>Planned MOE: Fringe Benefits</b>	<b>\$0.00</b>				

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

PR MCSAP makes the following deductions as per Federal and State Laws:

1. **Pension: (FSE)** As per state law Sixteen point seventy eight percent (**16.78%**) of the salary. For employees who dedicate fifteen percent (15%) of the time to MCSAP activities the corresponding amount is charged to MCSAP.
2. **Health Plan: (Health)** A standard contribution of one hundred forty dollars (\$140.00) per month for a total of sixteen hundred eighty dollars (**\$1,680.00**) per year per employee. No deductions are made from this portion (i.e. FSE, SS, OWCP). For employees who dedicate fifteen percent (15%) of the time to MCSAP activities the corresponding amount is charged to MCSAP.
3. **Social Security / Medicare: (SS)** As per State and Federal laws contributions are made to Social Security and Medicare of seven point sixty five percent (**7.65%**). For employees who dedicate fifteen percent (15%) of the time to MCSAP activities the corresponding amount is charged to MCSAP.
4. **Worker's Comp.: (OWCP)** As per State and Federal Laws a standard contribution of three point seventy percent (3.70%) is made (i.e. disability). For employees who dedicate fifteen percent (15%) of the time to MCSAP activities the corresponding amount is charged to MCSAP.
5. **Christmas Bonus: (Bonus)** Newly enacted laws have reduce the bonus to a standard of six hundred dollars for all employees. For employees who dedicate fifteen percent (15%) of the time to MCSAP activities the corresponding amount is charged to MCSAP. SS and OWCP deductions/contributions apply.

**4 - Travel**

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

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

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

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

Travel Project Costs					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
Routine MCSAP related travel	21	192	\$56,064.00	\$47,654.40	\$8,409.60
Conference Travel (4): CVSP Annual Meeting, CVSA Conference, COHMED Conference, CVSA Workshop	2	6	\$18,500.00	\$15,725.00	\$2,775.00
Training Travel: Investigative Safety Analysis, Passenger Vehicle Inspection	4	6	\$16,600.00	\$14,110.00	\$2,490.00
<b>TOTAL: Travel</b>			<b>\$91,164.00</b>	<b>\$77,489.40</b>	<b>\$13,674.60</b>
<b>Planned MOE: Travel</b>	<b>\$0.00</b>				

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

Travel Budget: \$91,164.00

A. Federal (85%): \$77,489.40

B. State (15%): \$13,746.60

- o Travel Budget is estimated. All travel for professional meetings and conferences occur in the continental U. S. which we are not able to reach via vehicle. Expenses must include airfare and hotel accommodations which will vary depending the date and location.

**I. Routine MCSAP related travel:****\$56,064.00**

ROUTINE MCSAP TRAVEL				
Expense	Per Diem	Amount	Days	Total
Per Diem	13 Inspectors	\$12.00	192	\$29,952.00
Per Diem	8 Inspectors	\$17.00	192	\$26,112.00
<b>Total</b>				<b>\$56,064.00</b>

a. Twenty (20) inspectors and the Director (1) performing 100% MCSAP enforcement and compliance work entitled to per diem benefits. Employees will be spending an average of one hundred and ninety-two (192) days performing enforcement and compliance work.

b. All employees are Full time employees therefore the workweek should be considered as 37.50 hours, i.e. 260 work days. Seven and a half (7.50) hours per day equivalent to 37.50 hours per week, and 1,950 hours per year. 7.5 hours a day x 5 days a week = 37.50 hours per week; 37.50 hours a week x 52 weeks a year= 1,950 hours per year]. Subtracting the average days they remain at the office, they spend an average of 192 performing enforcement and compliance work.

c. 192 days x 13 employees x \$12.00 (who work the shift from 6:00 a.m. until 14:30)

d. 192 days x 8 employees x \$17.00 (who work the shift from 11:00 a.m. until 19:30)

## e. Per diem rates:

- i. **\$4.00 for breakfast**
- ii. **\$8.00 for lunch**
- iii. **\$9.00 for dinner**

*\*PR per diem regulations have been attached.*

**II. Conferences: \$18,500.00**
**a. CVSP Annual Meeting: \$3,360.00**

- i. Accommodations will be shared.
- ii. Established government per diem rate is \$70.00 daily per person.

CVSP ANNUAL MEETING				
Expense	Personnel	Amount	Days	Total
Airfare	Director + 1 Inspector	\$800.00	0	\$1,600.00
Per Diem	Director + 1 Inspector	\$140.00	4	\$560.00
Accommodations	Director + 1 Inspector	\$250.00	4	\$1,000.00
Registration	Director + 1 Inspector	\$0.00	0	\$0.00
Incidentals	Director + 1 Inspector	\$200.00	0	\$200.00
<b>TOTAL</b>				<b>\$3,360.00</b>

**b. CVSA Conference: \$4,140.00**

- i. Accommodations will be shared.
- ii. Established government per diem rate is \$70.00 daily per person.

CVSA Conference				
Expense	Personnel	Amount	Days	Total
Airfare	Director + 1 Inspector	\$800.00	0	\$1,600.00
Per Diem	Director + 1 Inspector	\$140.00	6	\$840.00
Accommodations	Director + 1 Inspector	\$250.00	6	\$1,500.00
Registration	Director + 1 Inspector	\$0.00	0	\$0.00
Incidentals	Director + 1 Inspector	\$200.00	0	\$200.00
<b>TOTAL</b>				<b>\$4,140.00</b>

**c. COHMED Conference: \$4,140.00**

- i. Accommodations will be shared.
- ii. Established government per diem rate is \$70.00 daily per person.

COHMED Conference				
Expense	Personnel	Amount	Days	Total
Airfare	Director + 1 Inspector	\$800.00	0	\$1,600.00
Per Diem	Director + 1 Inspector	\$140.00	6	\$840.00
Accommodations	Director + 1 Inspector	\$250.00	6	\$1,500.00
Registration	Director + 1 Inspector	\$0.00	0	\$0.00
Incidentals	Director + 1 Inspector	\$200.00	0	\$200.00
<b>TOTAL</b>				<b>\$4,140.00</b>

**d. CVSA Workshop:****\$6,860.00**

- i. Accommodations will be shared.
- ii. Established government per diem rate is \$70.00 daily per person.

<b>CVSA Workshop</b>				
<b>Expense</b>	<b>Personnel</b>	<b>Amount</b>	<b>Days</b>	<b>Total</b>
Airfare	Director + 2 Inspector	\$800.00	0	\$2,400.00
Per Diem	Director + 2 Inspector	\$210.00	6	\$1,260.00
Accommodations	Director + 2 Inspector	\$500.00	6	\$3,000.00
Registration	Director + 2 Inspector	\$0.00	0	\$0.00
Incidentals	Director + 2 Inspector	\$200.00	0	\$200.00
<b>TOTAL</b>				<b>\$6,860.00</b>

**III. Training:****\$16,600.00****a. Investigative Safety Analysis:****\$14,520.00**

- i. Accommodations will be shared.
- ii. Established government per diem rate is \$70.00 daily per person.

<b>Investigative Safety Analysis</b>				
<b>Expense</b>	<b>Personnel</b>	<b>Amount</b>	<b>Days</b>	<b>Total</b>
Airfare	Director + 3 Inspectors	\$800.00	0	\$3,200.00
Per Diem	Director + 3 Inspector	\$280.00	14	\$3,920.00
Accommodations	Director + 3 Inspector	\$500.00	14	\$7,000.00
Registration	Director + 3 Inspector	\$0.00	0	\$0.00
Incidentals	Director + 3 Inspector	\$400.00	0	\$400.00
<b>TOTAL</b>				<b>\$14,520.00</b>

**b. Passenger Vehicle Inspection:****\$14,520.00**

- Established government per diem rate is \$70.00 daily per person.

<b>Passenger Vehicle Inspection</b>				
<b>Expense</b>	<b>Personnel</b>	<b>Amount</b>	<b>Days</b>	<b>Total</b>
Airfare	1	\$800.00	0	\$800.00
Per Diem	1	\$70.00	4	\$280.00
Accommodations	1	\$250.00	4	\$1,000.00
Registration	1	\$0.00	0	\$0.00
Incidentals	1	\$0.00	0	\$0.00
<b>TOTAL</b>				<b>\$2,080.00</b>

x

**5 - Equipment**

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

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

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

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

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

Equipment Project Costs						
Item Name	# of Items	Full Cost per Item	% Time Dedicated to MCSAP	Total Project Costs	Federal Share	State Share
Other Inspection Related Vehicle Equipment (Lights, Sirens, Docking Stations)	1	\$29,793.46	100	\$29,793.46	\$25,324.44	\$4,469.02
Vehicles	3	\$22,000.00	100	\$66,000.00	\$56,100.00	\$9,900.00
<b>TOTAL: Equipment</b>				<b>\$95,793.46</b>	<b>\$81,424.44</b>	<b>\$14,369.02</b>
Equipment threshold is greater than \$5,000.						
<b>Planned MOE: Equipment</b>	<b>\$11,149.99</b>					

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

1. Related Vehicle Equipment: Lights, Sirens, Docking Stations for newer units and replacement for discolored/faded light, broken sirens or docking stations. For 18 vehicles performing 100% MCSAP activities. Approximately \$2,274.64 per vehicle. Any costs over grant amount will be borne by the MOE (\$11,149.99).
2. Vehicles: 3 new vehicles to replace older vehicles \$22,000 per vehicle.

**6 - Supplies**

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

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

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

Supplies Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
Office Supplies	20	Box	\$250.00	\$5,000.00	\$4,250.00	\$750.00
Uniforms and Other Related Supplies	50	Box	\$290.00	\$14,500.00	\$12,325.00	\$2,175.00
Computers	10	Unit	\$2,000.00	\$20,000.00	\$17,000.00	\$3,000.00
Printers	4	Box	\$1,000.00	\$4,000.00	\$3,400.00	\$600.00
Other (Inspection tools, books)	5	Box	\$400.00	\$2,000.00	\$1,700.00	\$300.00
Hotspots	12	Year	\$240.00	\$2,880.00	\$2,448.00	\$432.00
SIM Cards	3	Year	\$120.00	\$360.00	\$306.00	\$54.00
<b>TOTAL: Supplies</b>				<b>\$48,740.00</b>	<b>\$41,429.00</b>	<b>\$7,311.00</b>
<b>Planned MOE: Supplies</b>	<b>\$41,000.00</b>					

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

SUPPLIES COST BUDGET NARRATIVE	
<b>Basic Budget</b>	<b>\$89,740.00</b>
Federal Share (85%)	\$41,429.00
State Share (15%)	\$7,311.00
<b>Total</b>	<b>\$48,740.00</b>
<b>MOE:</b>	<b>\$41,000.00</b>

- General Office Supplies (copy paper, pens, pencils, etc...):** for an office of twenty- two (22) MCSAP employees dedicated to 100% MCSAP activities. \$250.00 per week approximately. Any costs over grant amount will be borne by MOE.
- Uniforms and Other related supplies:** for an office of twenty-two (22) 100% dedicated PR MCSAP employees. \$1,205.00 per employee. Any costs over grant amount will be borne by MOE.
- Computers:** Approximately \$3,000.00 per unit for five (5) new roadside inspectors. The remaining units will replace old technology and/or broken units. Any costs over grant amount will be borne by MOE.
- Printers:** \$1,600.00 per unit to be installed in the new vehicles, and one spare to replace broken unit. Any costs over grant amount will be borne by MOE.
- Other Inspection Tools:** Acquisition of regulatory books, guides for five (5) new inspection personnel. \$1,800.00 per employee. Any costs over grant amount will be borne by MOE.
- Hotspots:** Internet unit rent to access FMCSA's systems to determine OOS units and US DOT's validity. 12 units at \$20.00 per month for 12 months= \$2,880.00.
- SIM Cards:** 3 units that will be used by the PR MCSAP Director and 2 additional officers to have 24/7 internet access in order to use ASPEN/Safetynet and FMCSA's systems. 3 units @ \$10.00 per month for 12 months unit



rent= \$360.00

## 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

Contractual and Subaward Project Costs						
Legal Name	DUNS/EIN	Number	Instrument Type	Total Project Costs	Federal Share	State Share
Legal Technician	DUNS	0	Contract	\$30,000.00	\$25,500.00	\$4,500.00
Description of Services: CVSP grant proposal application. Quarterly and Annual Performance Reports.						
Single Audit	DUNS	0	Contract	\$15,000.00	\$12,750.00	\$2,250.00
Description of Services: Annual Audit to comply with Federal Standards.						
IT	DUNS	0	Contract	\$30,000.00	\$25,500.00	\$4,500.00
Description of Services: ASPEN/Safetynet Support						
AJP LLC (Advertisement)	DUNS	0	Contract	\$0.00	\$0.00	\$0.00
Description of Services: Advertisement						
<b>TOTAL: Contractual and Subaward</b>				<b>\$75,000.00</b>	<b>\$63,750.00</b>	<b>\$11,250.00</b>
<b>Planned MOE: Contractual and Subaward</b>	<b>\$10,000.00</b>					

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

<b>CONTRACTUAL COST SPENDING PLAN NARRATIVE</b>	
<b>Basic Budget</b>	<b>\$85,000.00</b>
Federal Share (85%)	\$63,750.00
State Share (15%)	\$11,250.00
<b>Total</b>	<b>\$75,000.00</b>
<b>MOE:</b>	<b>\$10,000.00</b>

1. **Legal Technician:** consultant who will be assisting the MCSAP Director with CVSP grant application and corresponding performance reports. Other services such as Regulation adoption, and compliance. Services will not exceed one hundred and six (106) hours per month, twenty five dollars (\$25.00) per hour for a maximum of twelve (12) months.
2. **Single Audit:** performed to comply with regulations set for entities that receive Federal Funding. Currently the PR PSC is only receiving federal funding from FMCSA. PR PSC is receiving two (2) awards, the CVSP Grant and the High Priority Grant.
3. **IT:** consultant that provides support services with ASPEN and Safetynet. Uploads inspection and crash reports into Safetynet / A&I. Additional financial duties related to vouchering / claiming reimbursements.
4. **AJP LLC:** consultant that performs duties related with educational campaigns. Costs covered by MOE.

## 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	State Share
Salaries, Wages and Fringe (SWF)	21.60	\$781,300.56	\$168,760.92	\$143,446.78	\$25,314.14
<b>TOTAL: Indirect Costs</b>			<b>\$168,760.92</b>	<b>\$143,446.78</b>	<b>\$25,314.14</b>

Other Costs Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
Training Costs (tuition, books)	1	training cost	\$400.00	\$400.00	\$340.00	\$60.00
CVSA Decals	2000	units	\$1.00	\$2,000.00	\$1,700.00	\$300.00
Conference Costs (Registration Fees)	1	registration fees	\$5,400.00	\$5,400.00	\$4,590.00	\$810.00
Fuel Costs	1	liters	\$28,206.54	\$28,206.54	\$23,975.56	\$4,230.98
Maintenance of Vehicles (not under contract)	5	vehicle	\$3,800.00	\$19,000.00	\$16,150.00	\$2,850.00
Fleet Cost (mileage, repairs)	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Marking	4	vehicle	\$2,500.00	\$10,000.00	\$8,500.00	\$1,500.00
Office Rent	12	months	\$2,500.00	\$30,000.00	\$25,500.00	\$4,500.00
Printer Rent	12	months	\$450.00	\$5,400.00	\$4,590.00	\$810.00
Tolls	1	annual	\$3,536.53	\$3,536.53	\$3,006.05	\$530.48
Communications (Internet Service)	1	year	\$8,500.00	\$8,500.00	\$7,225.00	\$1,275.00
LAN Service (Internet Security Control)	1	year	\$3,000.00	\$3,000.00	\$2,550.00	\$450.00
<b>TOTAL: Other Costs</b>				<b>\$115,443.07</b>	<b>\$98,126.61</b>	<b>\$17,316.46</b>
<b>Planned MOE: Other Costs</b>	<b>\$72,211.66</b>					

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

1. Training Costs: Associated with any NTC or other approved FMCSA related training for or dedicated 100% MCSAP personnel belonging to our Enforcement and Compliance, Information Technology, Legal or Administrative Divisions. Costs over amount on grant will be borne by the MOE.
2. CVSA Decals: 100% dedicated MCSAP activities. An estimated of 2,000 used/shipped around 500 per quarter. At a \$1.50 per unit, costs may increase or decrease depending quantities used per quarter. Costs over amount on grant will be borne by the MOE.
3. Conference Costs (CVSA Dues): PR MCSAP is a CVSA Member and participates actively in its Committees. The Director accompanied by one (1) inspector are certified to perform Level VI inspections and have to be re certified annually. Costs over amount on grant will be borne by the MOE.
4. Fuel Costs: For 100% dedicated 16 MCSAP vehicles. \$2,557.38 approximately per month, costs may vary depending on the price of fuel. Costs over amount on grant will be borne by the MOE.
5. Maintenance of Vehicles not under Contract: One (1) Commercial Motor Vehicle dedicated 100% to MCSAP activities. Costs over amount on grant will be borne by the MOE.
6. Fleet Cost (Mileage/Repairs): \$3,066.43 per year. Costs will be borne by the MOE.
7. Marking: For new vehicles acquired plus maintenance of the current ones dedicated to 100% MCSAP activities. Costs over amount on grant will be borne by the MOE.
8. Office Rent: Main and three (3) regional office space rental dedicated to 100% MCSAP activities. Costs over amount on grant will be borne by the MOE.
9. Printer Rent: Printer located at Main and Regional Offices dedicated to 100% MCSAP activities. Costs over amount on grant will be borne by the MOE.
10. Tolls: For sixteen (16) vehicles dedicated 100% MCSAP activities. To drive to and from inspection areas, crash sites including those in identified high crash corridors around the island. Costs over amount on grant will be borne by the MOE.
11. Internet Service: monthly use fee for 15 units (hot spots and SIM cards) @ \$460.00 per month for 12 month

package.

2. LAN Service: monthly fee for internet security access control for 15 units @ \$10.00 per month for 12 months.

## 9 - Comprehensive Spending Plan

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,172,545.00	\$206,920.00	\$1,379,465.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$206,920.00
MOE Baseline:	\$134,329.05

Estimated Expenditures			
Personnel			
	Federal Share	State Share	Total Project Costs
Director	\$48,082.80	\$8,485.20	\$56,568.00
Administrative Assistant	\$24,225.00	\$4,275.00	\$28,500.00
Official Inspector II	\$32,140.20	\$5,671.80	\$37,812.00
Inspector IV	\$31,915.80	\$5,632.20	\$37,548.00
Inspector IV	\$23,653.80	\$4,174.20	\$27,828.00
Inspector III	\$31,171.20	\$5,500.80	\$36,672.00
Safety Investigator	\$18,227.40	\$3,216.60	\$21,444.00
Inspector II	\$30,702.00	\$5,418.00	\$36,120.00
Inspector II	\$23,949.60	\$4,226.40	\$28,176.00
Inspector I	\$29,386.20	\$5,185.80	\$34,572.00
Inspector I	\$24,041.40	\$4,242.60	\$28,284.00
Safety Investigator	\$16,340.40	\$2,883.60	\$19,224.00
Inspector I	\$63,648.00	\$11,232.00	\$74,880.00
Inspector I	\$15,728.40	\$2,775.60	\$18,504.00
Inspector I	\$60,078.00	\$10,602.00	\$70,680.00
Network Administrator	\$5,569.20	\$982.80	\$6,552.00
Accountant	\$2,713.20	\$478.80	\$3,192.00
Payroll Specialist	\$3,082.95	\$544.05	\$3,627.00
Traffic Enforcement Coordinator	\$5,355.00	\$945.00	\$6,300.00
<b>Salary Subtotal</b>	<b>\$490,010.55</b>	<b>\$86,472.45</b>	<b>\$576,483.00</b>
<b>Overtime subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$490,010.55</b>	<b>\$86,472.45</b>	<b>\$576,483.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Fringe Benefits			
	Federal Share	State Share	Total Project Costs
Director	\$15,521.58	\$2,739.10	\$18,260.68
Administrative Assistant	\$8,538.23	\$1,506.75	\$10,044.98
Official Inspector II	\$10,150.33	\$1,791.24	\$11,941.57
Inspector IV	\$10,124.86	\$1,786.74	\$11,911.60
Inspector IV	\$8,331.34	\$1,470.24	\$9,801.58
Inspector III	\$10,209.80	\$1,801.73	\$12,011.53
Inspector III	\$6,568.71	\$1,159.18	\$7,727.89
Inspector II	\$10,100.06	\$1,782.36	\$11,882.42
Inspector II	\$8,200.61	\$1,447.17	\$9,647.78
Inspector I	\$9,808.66	\$1,730.94	\$11,539.60
Inspector I	\$8,305.17	\$1,465.62	\$9,770.79
Inspector I	\$6,138.88	\$1,083.33	\$7,222.21
Inspector I	\$24,073.46	\$4,248.26	\$28,321.72
Inspector I	\$5,997.52	\$1,058.39	\$7,055.91
Inspector I	\$26,879.38	\$4,743.42	\$31,622.80
Network Administrator	\$1,866.01	\$329.29	\$2,195.30
Accountant	\$307.95	\$54.34	\$362.29
Payroll Specialist	\$1,166.62	\$205.87	\$1,372.49
Traffic Enforcement Coordinator	\$1,805.75	\$318.66	\$2,124.41
<b>Fringe Benefits total</b>	<b>\$174,094.92</b>	<b>\$30,722.63</b>	<b>\$204,817.55</b>
<b>Planned MOE</b>	<b>\$0.00</b>		



Travel			
	Federal Share	State Share	Total Project Costs
Routine MCSAP related travel	\$47,654.40	\$8,409.60	\$56,064.00
Conference Travel (4): CVSP Annual Meeting, CVSA Conference, COHMED Conference, CVSA Workshop	\$15,725.00	\$2,775.00	\$18,500.00
Training Travel: Investigative Safety Analysis, Passenger Vehicle Inspection	\$14,110.00	\$2,490.00	\$16,600.00
<b>Travel total</b>	<b>\$77,489.40</b>	<b>\$13,674.60</b>	<b>\$91,164.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Equipment			
	Federal Share	State Share	Total Project Costs
Other Inspection Related Vehicle Equipment (Lights, Sirens, Docking Stations)	\$25,324.44	\$4,469.02	\$29,793.46
Vehicles	\$56,100.00	\$9,900.00	\$66,000.00
<b>Equipment total</b>	<b>\$81,424.44</b>	<b>\$14,369.02</b>	<b>\$95,793.46</b>
<b>Planned MOE</b>	<b>\$11,149.99</b>		

Supplies			
	Federal Share	State Share	Total Project Costs
Office Supplies	\$4,250.00	\$750.00	\$5,000.00
Uniforms and Other Related Supplies	\$12,325.00	\$2,175.00	\$14,500.00
Computers	\$17,000.00	\$3,000.00	\$20,000.00
Printers	\$3,400.00	\$600.00	\$4,000.00
Other (Inspection tools, books)	\$1,700.00	\$300.00	\$2,000.00
Hotspots	\$2,448.00	\$432.00	\$2,880.00
SIM Cards	\$306.00	\$54.00	\$360.00
<b>Supplies total</b>	<b>\$41,429.00</b>	<b>\$7,311.00</b>	<b>\$48,740.00</b>
<b>Planned MOE</b>	<b>\$41,000.00</b>		

Contractual and Subaward			
	Federal Share	State Share	Total Project Costs
Legal Technician	\$25,500.00	\$4,500.00	\$30,000.00
Single Audit	\$12,750.00	\$2,250.00	\$15,000.00
IT	\$25,500.00	\$4,500.00	\$30,000.00
AJP LLC (Advertisement)	\$0.00	\$0.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$63,750.00</b>	<b>\$11,250.00</b>	<b>\$75,000.00</b>
<b>Planned MOE</b>	<b>\$10,000.00</b>		

Other Costs			
	Federal Share	State Share	Total Project Costs
Training Costs (tuition, books)	\$340.00	\$60.00	\$400.00
CVSA Decals	\$1,700.00	\$300.00	\$2,000.00
Conference Costs (Registration Fees)	\$4,590.00	\$810.00	\$5,400.00
Fuel Costs	\$23,975.56	\$4,230.98	\$28,206.54
Maintenance of Vehicles (not under contract)	\$16,150.00	\$2,850.00	\$19,000.00
Fleet Cost (mileage, repairs)	\$0.00	\$0.00	\$0.00
Marking	\$8,500.00	\$1,500.00	\$10,000.00
Office Rent	\$25,500.00	\$4,500.00	\$30,000.00
Printer Rent	\$4,590.00	\$810.00	\$5,400.00
Tolls	\$3,006.05	\$530.48	\$3,536.53
Communications (Internet Service)	\$7,225.00	\$1,275.00	\$8,500.00
LAN Service (Internet Security Control)	\$2,550.00	\$450.00	\$3,000.00
<b>Other Costs total</b>	<b>\$98,126.61</b>	<b>\$17,316.46</b>	<b>\$115,443.07</b>
<b>Planned MOE</b>	<b>\$72,211.66</b>		

Total Costs			
	Federal Share	State Share	Total Project Costs
<b>Subtotal for Direct Costs</b>	<b>\$1,026,324.92</b>	<b>\$181,116.16</b>	<b>\$1,207,441.08</b>
Indirect Costs	\$143,446.78	\$25,314.14	\$168,760.92
<b>Total Costs Budgeted</b>	<b>\$1,169,771.70</b>	<b>\$206,430.30</b>	<b>\$1,376,202.00</b>
<b>Total Planned MOE</b>	<b>\$134,361.65</b>		

## 10 - Financial Summary

The Financial Summary is auto-populated by the system by budget category. It is a read-only document and can be used to complete the SF-424A in Grants.gov.

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,172,545.00	\$206,920.00	\$1,379,465.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$206,920.00
MOE Baseline:	\$134,329.05

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

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

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	\$490,010.55	\$86,472.45	\$576,483.00	NA
Overtime Subtotal	\$0.00	\$0.00	\$0.00	NA
Personnel Total	\$490,010.55	\$86,472.45	\$576,483.00	\$0.00
Fringe Benefits Total	\$174,094.92	\$30,722.63	\$204,817.55	\$0.00
Travel Total	\$77,489.40	\$13,674.60	\$91,164.00	\$0.00
Equipment Total	\$81,424.44	\$14,369.02	\$95,793.46	\$11,149.99
Supplies Total	\$41,429.00	\$7,311.00	\$48,740.00	\$41,000.00
Contractual and Subaward Total	\$63,750.00	\$11,250.00	\$75,000.00	\$10,000.00
Other Costs Total	\$98,126.61	\$17,316.46	\$115,443.07	\$72,211.66
	85% Federal Share	15% State Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	\$1,026,324.92	\$181,116.16	\$1,207,441.08	\$134,361.65
Indirect Costs	\$143,446.78	\$25,314.14	\$168,760.92	NA
<b>Total Costs Budgeted</b>	<b>\$1,169,771.70</b>	<b>\$206,430.30</b>	<b>\$1,376,202.00</b>	<b>\$134,361.65</b>

**Part 5 - Certifications and Documents**

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

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

**1 - State Certification**

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

1. What is the name of the person certifying the declaration for your State? Document has been uploaded/mege
2. What is this person's title? Document has been uploaded/mege
3. Who is your Governor's highway safety representative? Document has been uploaded/mege
4. What is this person's title? Document has been uploaded/mege

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

- ☒ Yes
- ☐ No

**State Certification declaration:**

I, Document has been uploaded/mege, Document has been uploaded/mege, on behalf of the Commonwealth of PUERTO RICO, 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? A signed copy of this document was uploaded/merged
2. What is the title of your certifying State official? 0
3. What are the phone # and email address of your State official? 0

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

- ☒ Yes
- ☐ No

I, A signed copy of this document was uploaded/merged, 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 State certifying official is different from the one filling out the form. Document provided by the FMCSA was used to substitute: 1. The State Certification, 2. Annual Review & Compatibility Certification Unable to fill out New Legislation / Policy form. Information appears to be saved when using this pop up window. However, when the pdf is generated, if one leaves this section, or saves it again in the actual form the information is erased. Separate document has been filled out and included as FMCSA viewable and incorporated into the grant proposal to substitute this section.

**3 - New Laws/Legislation/Policy Impacting CMV Safety**

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

☐ Yes ☒ No

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

☒ Yes ☐ No

In the table below, provide the section changed and the effective date of the administrative change or policy adoption. Include a brief description of the policy or action. Please include a hyperlink or URL, in the summary if available.

Administrative and Policy Adoption		
Section Changed	Effective Date	Summary of Changes
Section 107 Sub part F and G	06/22/2017	Commercial Motor Vehicle Transportation Regulation was updated and several sections were incorporated.
107 Subpart F and G	06/22/2017	Commercial Motor Vehicle Transportation Regulation Number 7470 was updated and several sections were added. Document may be found on PR PSC's webpage.
Section 107 Subpart F and G	06/22/2017	Commercial Motor Vehicle Transportation Regulation was updated and several sections from 49 CFR were included.

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

I Ricardo A. Rosselló Nevares, Governor, on behalf of the Government of Puerto Rico, (henceforth referred to as Government of PR) 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 Government of PR 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 Government of PR has designated Puerto Rico Public Service Commission (henceforward referred to as PR PSC) as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the Government of PR for the grant sought and to perform defined functions under the CVSP. The PR PSC has the legal authority, resources, and qualified personnel necessary to enforce the Government of PR commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The Government of PR 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 Government of PR 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 Puerto Rico provide the Government of PR enforcement officials right of entry (or other method the Government of PR 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 Government of PR 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 Government of PR requires that all reports relating to the program be submitted to the appropriate Government of PR agency or agencies, and the Government of PR will make these reports available, in a timely manner, to the FMCSA on request.
6. The Government of PR has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The Government of PR has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable Federal or Commonwealth CMV safety laws or regulations.



8. The Government of PR must ensure that the total expenditure of amounts of the PR PSC will be maintained at a level of effort each fiscal year in accordance with 49 CFR 350.301.
9. The Government of PR 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 Government of PR 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 Government of PR will ensure that violation sanctions imposed and collected by the Commonwealth are consistent, effective, and equitable.
12. The Government of PR 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 Government of PR 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 Government of PR 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 Commonwealth official through whom coordination was accomplished) is Mrs. Darelis López Rosario, Esq.
14. The Government of PR has undertaken efforts to emphasize and improve enforcement of the Government of PR and local traffic laws as they pertain to CMV safety.
15. The Government of PR 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 Government of PR 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 Government of PR 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 Government of PR will cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139 and 49 CFR part 387.
19. The Government of PR 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 Government of PR will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.
21. The Government of PR 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 Government of PR 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 Government of PR 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 Government of PR will fully participate in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.
25. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that

includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.

26. In the case that the Government of PR meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the Government of PR agrees to comply with the requirements established in 49 CFR 350.203 and 350.310.

Date

8.2.2017

Signature

A handwritten signature in blue ink, appearing to be "R. E. G. W.", written over a horizontal line.

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

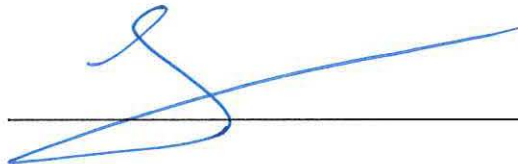
I, **Mr. Luis Damián García Fraga, Chairman**, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts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

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

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

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

**Signature of Certifying Official:**



**Title of Certifying Official:**

**Chairman**

**Date of Certification:**

**Monday, August 7, 2017**

### 3 - New Laws/Legislation/Policy Impacting CMV Safety

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

☒ Yes ☐ No

In the table below, provide the section changed and the effective date of the new or updated law or statute adoption. Include a brief description of the policy or action. Please include a hyperlink or URL, in the summary if available.

Adoption of Statute or Law		
Section Changed	Effective Date	Summary of Changes
1962 PR Law Number 62	08/06/2017	2017 P. R. Law Number 75 was adopted on August 06, 2017. The official document has yet to be released, however it transfers jurisdiction over the Motorcoaches. It places the PR PSC inspectors as public safety officers (same categories as police officers). It makes it clearer that the Commission may remove license plates (Basis for PRISM). Also, it states that for any CMV or vehicle under the PR PSC jurisdiction to renew their registration, or issue license plates with the appropriate State Agency, it is required to have the PR PSC authorization.

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

☒ Yes ☐ No

In the table below, provide the section changed and the effective date of the administrative change or policy adoption. Include a brief description of the policy or action. Please include a hyperlink or URL, in the summary if available.

Administrative and Policy Adoption		
Section Changed	Effective Date	Summary of Changes
Sections 107 Subpart F and G, 171, 172, 173, 177, 178, 180, 373, 374, 390, 391, 393, 395, 397	06/22/2017	Commercial Motor Vehicle Transportation Regulation Number 7470 was updated and several sections were included. <a href="http://app.estado.gobierno.pr/ReglamentosOnLine/Reglamentos/8963.pdf">http://app.estado.gobierno.pr/ReglamentosOnLine/Reglamentos/8963.pdf</a>

**Estado Libre Asociado de Puerto Rico  
DEPARTAMENTO DE HACIENDA  
Área de Contabilidad Central de Gobierno**

**DEPARTAMENTO DE ESTADO**

Núm. Reglamento **7501**

Fecha Rad: **8 de mayo de 2008**

Aprobado: Hon. Fernando J. Bonilla

Secretario de Estado

Por:

**Francisco José Martín Caso**

Secretario Auxiliar de Servicios

**REGLAMENTO NÚM. 37**

**REGLAMENTO DE  
GASTOS DE VIAJE; Y PARA DEROGAR EL  
REGLAMENTO NÚM. 7293 DE 14 DE FEBRERO DE 2007**

Aprobado el 5 de mayo de 2008

**REGLAMENTO GASTOS DE VIAJE; Y PARA DEROGAR EL  
REGLAMENTO NÚM. 7293 DE 14 DE FEBRERO DE 2007**

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**Reglamento Núm. 37**

**REGLAMENTO DE GASTOS DE VIAJE; Y PARA DEROGAR EL  
REGLAMENTO NÚM. 7293 DEL 14 DE FEBRERO DE 2007**

**ARTÍCULO 1 - BASE LEGAL**

Se promulga este Reglamento en virtud de las facultades conferidas al Secretario de Hacienda por el Artículo 14a de la Ley Núm. 230, de 23 de julio de 1974, según enmendada, Ley de Contabilidad del Gobierno de Puerto Rico ( 3 L.P.R.A. 283m). La mencionada Ley establece, entre otras cosas, la política pública del Estado Libre Asociado de Puerto Rico con respecto a los desembolsos de fondos públicos y dispone de forma expresa que los reglamentos aprobados por el Secretario, en cumplimiento de dicho estatuto, tienen fuerza de Ley. Se promulga además, conforme a las disposiciones de la Ley Núm. 170 de 12 de agosto de 1988, Ley de Procedimiento Administrativo Uniforme, según enmendada.

**ARTÍCULO 2 - PROPÓSITO**

Este Reglamento tiene el propósito de establecer las normas a seguir por los funcionarios y empleados del Estado Libre Asociado con relación a los gastos incurridos en misiones oficiales dentro de los límites jurisdiccionales de Puerto Rico. Tiene como propósito, además, establecer el importe de las dietas, millaje y alojamiento que se pagará por concepto de dichas misiones.

### **ARTÍCULO 3 - APLICACIÓN**

Este Reglamento aplica:

- a- A todos los funcionarios y empleados de las agencias de la Rama Ejecutiva del Estado Libre Asociado de Puerto Rico.
- b- A aquellas personas particulares que prestan algún servicio, remunerado o no, al Estado Libre Asociado de Puerto Rico y que acuerden con la agencia a la cual prestan servicios, o la ley aplicable así lo disponga, a recibir el reembolso de gastos de viaje a base de esta reglamentación.

Este Reglamento no aplica:

- a- A aquellos funcionarios para los cuales hay leyes especiales que establecen las normas a seguir y lo que se les pagará por sus viajes oficiales.
- b- A aquellos funcionarios y personas particulares nombradas para realizar misiones, dentro de Puerto Rico, encomendadas por la Rama Judicial, la Rama Legislativa y los municipios. Éstos se regirán por la reglamentación que establezca el Juez Presidente del Tribunal Supremo, en cuanto a la Rama Judicial; los Presidentes de las Cámaras Legislativas, en cuanto a éstas, el Contralor de Puerto Rico, respecto a su Oficina; y los alcaldes, en cuanto a los municipios. En aquellos casos en que éstos no hayan adoptado reglamentación sobre gastos de viaje, podrán regirse por las disposiciones de este Reglamento, hasta tanto emitan su propia reglamentación.



## **ARTÍCULO 4 - DEFINICIONES**

Para propósitos de este Reglamento los siguientes términos tendrán los significados que se expresan a continuación:

- a- Agencia - Cualquier departamento, oficina, junta, comisión o cualquier instrumentalidad perteneciente a la Rama Ejecutiva del Estado Libre Asociado de Puerto Rico cuyos fondos estén bajo la custodia del Secretario de Hacienda.

No incluye a las corporaciones públicas que están autorizadas por ley a manejar sus fondos sin el control del Secretario de Hacienda, aún cuando dichas corporaciones públicas, por conveniencia, tengan sus fondos bajo la custodia del Secretario de Hacienda.

- b- Automóvil Privado - Vehículo de motor, excepto motoras, a nombre del empleado o su cónyuge o del arrendador (dueño del vehículo) en el caso de un arrendamiento, que la agencia autorice al empleado o persona a utilizar en misiones oficiales. No incluye vehículos registrados a nombre de otro familiar o persona particular. En el caso de arrendamiento deberá existir un contrato por escrito entre el arrendador y el funcionario o empleado o su cónyuge.

- c- Dieta - Importe que se le reembolsa a la persona que viaja en una misión oficial para cubrir los gastos de desayuno, almuerzo y comida en que incurran durante el desempeño de esa misión oficial. No incluye gastos de alojamiento, los cuales se pagarán

basándose en gastos incurridos mediante la presentación de facturas comerciales, recibos o las evidencias correspondientes.

- d- Misión Oficial - Cuando el funcionario o empleado por encomienda del jefe de la agencia o del supervisor inmediato realiza sus tareas y funciones asignadas a su puesto y otras compatibles fuera de su residencia oficial.
- e- Empleado - Funcionario o empleado.
- f- Gastos de Transportación - Incluye todos los gastos incurridos en misiones oficiales por concepto de transportación, ya sea en automóviles privados o de servicio público, trenes, aviones, ómnibus, taxis u otros medios de transporte, excepto motoras. Incluye también otros gastos incidentales al viaje necesarios para realizar la misión oficial, tales como acarreo, almacenaje, estacionamiento y peaje.
- g- Equipo - Bien mueble de la entidad gubernamental que no sea equipo, expediente, u otros materiales utilizados generalmente en la ejecución de los trabajos y que puedan ser trasladados por los empleados sin conllevar esfuerzo físico mayor.
- h- Proveedor - Persona particular que entra en acuerdo para prestar algún servicio a una agencia.

- i- Residencia Oficial - Lugar específico donde está ubicada la oficina en la cual el empleado está nombrado oficialmente o la persona particular entró en acuerdos para prestar sus servicios.
- j- Residencia Privada - Lugar específico dentro de los límites jurisdiccionales del municipio en que regular o permanentemente reside o se hospeda el empleado o la persona particular.
- k- Residencia Temporera - Lugar u oficina fuera de la residencia oficial o privada en donde el empleado o la persona particular lleva a cabo la misión oficial.
- l- Ruta Usual más Económica - Vía de rodaje más corta que usualmente se usa para trasladarse o regresar de la residencia temporera a la residencia oficial o privada.
- m- Secretario - Secretario de Hacienda.

## **ARTÍCULO 5 - ORDEN DE VIAJE**

- a- El jefe de la agencia o su representante autorizado emitirá una Orden de Viaje autorizando que un empleado pueda ausentarse de su residencia oficial, dentro de los límites jurisdiccionales de Puerto Rico, con derecho al pago o reembolso de los gastos de viaje.
- b- La Orden de Viaje se emitirá mediante el Modelo SC 1231, *Orden de Viaje*, dentro de los límites jurisdiccionales de Puerto Rico.

En dicha Orden se indicará claramente el viaje a realizarse y el propósito del mismo, a menos que por razones de seguridad o de interés público no se considere aconsejable, en cuyo caso el funcionario que emita la misma determinará cuándo se aplica esta excepción. Se indicará, también, la clase de transportación que se autoriza y la fecha exacta en que se realizará el viaje, o la fecha aproximada cuando no se pueda determinar la misma.

- c- En los casos en que los deberes del empleado le requieran viajar frecuentemente dentro de los límites jurisdiccionales de Puerto Rico, se podrá emitir una Orden de Viaje de carácter permanente que cubra todo el tiempo que los deberes de dicho empleado le requiera viajar. En los casos de cambio en la residencia oficial o privada de cualquier funcionario a quien se le haya emitido una Orden de Viaje de carácter permanente, se emitirá una nueva Orden de Viaje o se podrá enmendar la orden original para incluir el cambio mencionado.
- d- No será necesario enviar al Departamento de Hacienda las órdenes de viaje que se expidan para realizar viajes dentro de los límites jurisdiccionales de Puerto Rico. Las mismas deberán permanecer en sus respectivas agencias.
- e- El supervisor inmediato y el jefe de la agencia, o su representante autorizado, certificarán en el Modelo SC 722, *Comprobante de Gastos de Viaje*, que entreguen los empleados, que se ha cumplido con todo lo dispuesto en este Reglamento.

- f- La Orden de Viaje se emitirá antes de que el empleado realice el viaje e incurra en gastos con derecho a reembolso, salvo en casos de urgencia.

En aquellos casos en que no medie una Orden de Viaje debido a una urgencia, el jefe de la agencia o su representante autorizado indicará, en el Comprobante de Gastos de Viaje en el cual se reclamó el reembolso, las circunstancias que justificaron el viaje sin la Orden de Viaje. La reclamación de dicho gasto deberá estar acompañada por la Orden de Viaje.

- g- Por la naturaleza de sus funciones, a los jefes de agencias no se les requerirá la emisión de una Orden de Viaje para realizar viajes dentro de los límites jurisdiccionales de Puerto Rico. En estos casos, la propia certificación de dichos funcionarios en el comprobante de gastos de viaje bastará para efectuarles el reembolso.

## **ARTÍCULO 6 - GASTOS DE SUBSISTENCIA**

- a- A los empleados con residencia oficial en Puerto Rico autorizados a viajar dentro de los límites jurisdiccionales de la Isla en misiones oficiales, se les pagará la parte de la dieta que corresponda al desayuno, almuerzo y comida, de acuerdo con la hora de salida y regreso a su residencia oficial o privada, conforme a los importes que se indican a continuación:

37-00-08

	<u>antes de</u>	<u>después de</u>	
Desayuno	6:30 am	8:00 am	\$4.00
Almuerzo	12:00 m	1:00 pm	8.00
Comida	6:00 pm	7:00 pm	<u>9.00</u>
<b>Dieta Diaria</b>			<b>\$21.00</b>

b- En los casos de empleados públicos con derecho a la negociación colectiva que hayan acordado un importe mayor en los convenios que los establecidos en este Reglamento prevalecerá el importe dispuesto en los convenios. En las instancias en que el reembolso de gastos de viaje no se haya negociado e implantado mediante convenio colectivo, así como en las que se haya establecido mediante convenio un reembolso menor, el importe será el dispuesto por este Reglamento.

c- El horario establecido en el Inciso (a) anterior, es para determinar la parte o partes de la dieta que tendrá derecho a reclamar el empleado conforme al período en el cual realiza la misión oficial independientemente de cual sea el horario establecido por las agencias como la jornada regular de trabajo.

Hay empleados que por la naturaleza del servicio prestado tienen una jornada de trabajo diferente a la diurna. En estos casos, el importe de la dieta a reembolsar se determinará de acuerdo a la hora de salida y regreso a la residencia oficial o privada.

d- En los casos en que la residencia temporera esté localizada cerca de la residencia oficial o privada del empleado, de manera que le permita a éste regresar a su residencia oficial o privada después de

realizada la labor encomendada, el empleado no tendrá derecho al pago de los gastos de alojamiento. Tendrá derecho a la parte de la dieta que corresponda a la comida sólo si la distancia a recorrer después de finalizada la labor encomendada, utilizando el medio de transportación autorizado, no le permita regresar a su residencia oficial o privada antes de las 7:00 p.m.

- e- Cuando la residencia temporera quede a una distancia de más de dos millas de la residencia oficial o privada el empleado tendrá derecho al reembolso de la parte de la dieta correspondiente al almuerzo.
- f- En caso de que a un empleado se le requiera, por necesidades del servicio o por circunstancias especiales que surjan durante una misión oficial, permanecer durante la hora del almuerzo en la residencia temporera se le reembolsará la parte de la dieta que corresponda al almuerzo aún cuando su residencia oficial o privada radique cerca de la residencia temporera. En estos casos, el supervisor inmediato certificará en el Comprobante de Gastos de Viaje las razones por las cuales éste se quedó en su residencia temporera.
- g- A los funcionarios con residencia oficial en Puerto Rico, se les computará la dieta desde el momento en que salgan de su residencia oficial o privada hasta el momento en que regresen a la misma.

- h- El importe establecido como dieta diaria provee para gastos tales como propinas y otros de naturaleza similar. Cuando los jefes de agencias o sus representantes autorizados paguen dietas basadas en gastos incurridos, se aceptarán importes razonables por propinas, en los casos en que sea imperativo el pago de la misma.

## **ARTÍCULO 7 – GASTOS DE ALOJAMIENTO**

- a- Los empleados con residencia oficial en Puerto Rico, que sean designados a viajar en misiones oficiales tendrán derecho al reembolso de los gastos de alojamiento realmente incurridos mediante la presentación de facturas comerciales, recibos o evidencia de pago. No obstante, tanto las agencias como el Departamento de Hacienda podrán objetar aquellos gastos de alojamiento que se aparten de las normas de austeridad y modestia prevalecientes en el Estado Libre Asociado, o que se consideren extravagantes o excesivos, según estos términos se definen en la Ley Núm. 230.
- b- Cuando sea más económico y conveniente para el Estado Libre Asociado de Puerto Rico que el empleado o la persona regrese diaria o semanalmente a su residencia oficial o privada y éste, por razones personales, permanezca en la residencia temporera, sólo se le pagarán los gastos de viaje hasta un máximo que no excederá de los gastos de transportación en que hubiese incurrido, más la dieta aplicable, de haber regresado diaria o semanalmente.



- c- Cuando el empleado o la persona deba permanecer en la residencia temporera porque la misión encomendada lo requiera y decida, viajar diariamente o antes de terminada la semana de trabajo a su residencia oficial o privada, el importe a pagar por estos gastos de viaje no excederá la suma del costo por alojamiento más la dieta aplicable de haber permanecido en la residencia temporera. Para estos casos el importe a reembolsar por alojamiento diario será \$30. Si durante el transcurso de dicha misión oficial el empleado se hospeda y presenta evidencia de dicho pago, se reembolsará el importe del mismo de acuerdo al Inciso (a) anterior.
- d- El empleado que **viaje** durante la noche hacia su residencia temporera o que regrese a su residencia oficial o privada y por circunstancias imprevistas se vea en la necesidad de utilizar algún lugar de alojamiento, tendrá derecho al reembolso de dicho gasto. No obstante, deberá justificar en el Modelo SC 722 la razón de la circunstancia imprevista y presentar la evidencia correspondiente.

## **ARTÍCULO 8 - GASTOS DE TRANSPORTACIÓN**

- a- Los empleados o personas designadas a viajar en misiones oficiales tendrán derecho al pago de los gastos de transportación realmente incurridos, excepto en los casos en que este Reglamento disponga otra cosa.
- b- No se reembolsarán los gastos de transportación incurridos por los empleados o por las personas al trasladarse desde su residencia

privada a la residencia oficial o viceversa. Se excluyen de esta disposición a las personas nombradas por la autoridad competente para ocupar cargos públicos que no sean de naturaleza regular, como miembros de juntas y comisiones, cuya única compensación por los servicios prestados sean las dietas establecidas por ley por cada día de reunión. En estos casos, tendrán derecho al pago de los gastos de transportación incurridos para trasladarse desde su residencia privada a la residencia oficial o sitio de reunión y viceversa. Cuando la bonificación por millaje a pagar se fije mediante ley, el reembolso de los gastos de viaje se hará conforme a las disposiciones de dicha Ley. De lo contrario, el cómputo de dichos gastos se hará según lo disponga este Reglamento.

- c- Cuando un empleado o persona salga desde su residencia privada directamente hacia la residencia temporera o cuando regrese a su residencia privada directamente desde la residencia temporera, la base que se usará para determinar el reembolso del gasto de transportación será la que sea más económica para el Estado Libre Asociado de Puerto Rico, o sea, la residencia oficial o la privada. Cuando una persona salga en una misión oficial desde su residencia oficial hacia una residencia temporera, se le reembolsarán los gastos de transportación en que realmente ha incurrido.
- d- En los casos en que la residencia temporera esté localizada en un punto intermedio dentro de la ruta usual que utiliza el empleado para trasladarse desde su residencia privada a su residencia oficial o viceversa, para reembolsar los gastos de transportación se usará

como base la que resulte más económica para el Estado Libre Asociado, la residencia oficial o la privada.

- e- Cuando el empleado se encuentre en una misión oficial y se le requiera trasladarse desde su residencia temporera hasta su residencia oficial, éste tendrá derecho al reembolso de los gastos de transportación incurridos por trasladarse desde su residencia temporera a dicha oficina o viceversa.
- f- No se reembolsarán gastos de transportación por distancia en exceso de la realmente recorrida. Si ésta excediera la ruta usual más económica, el reembolso de los gastos de transportación se computará a base de la ruta usual más económica. Cuando las exigencias y conveniencias del servicio lo requieran, podrán reembolsarse gastos de transportación a base de otra ruta, siempre que el jefe de la agencia o su representante autorizado justifique en el Comprobante de Gastos de Viaje las razones para utilizar dicha ruta. Las circunstancias de cada caso se determinarán de acuerdo a la fecha en que se efectúa el viaje, el tiempo disponible y la conveniencia del viaje desde el punto de vista de las necesidades del servicio.
- g- Cuando en los alrededores de la residencia temporera no haya facilidades adecuadas para ingerir alimento o de alojamiento, el funcionario tendrá derecho a reclamar el costo de la transportación en que incurra para trasladarse al lugar más cercano a comer o para alojarse, según sea el caso. En estos casos, el supervisor inmediato

deberá certificar en el Comprobante de Gastos de Viaje que el pago procede por la condición señalada.

- h- No deberán utilizarse aviones, taxímetros o automóviles fletados cuando haya medios de transportación más económicos, a menos que la misión encomendada no pueda ser ejecutada satisfactoriamente mediante el uso de éstos. Cuando se utilice un avión, taxímetro, lancha, automóvil fletado, tren o cualquier otro medio de transportación que no sea automóvil privado, se acompañará con la cuenta de gastos de viaje las facturas, recibos o evidencias correspondientes, a menos que de acuerdo con la práctica comercial del lugar en el cual se viaje, sea imposible obtener éstos.
- i- El costo de transportación de equipaje en exceso del peso o tamaño permitido por las compañías de transportación será reembolsado sólo cuando esté previamente autorizado por el jefe de la agencia por ser indispensable para la misión oficial.
- j- Los gastos de estacionamiento se reembolsarán a base de gastos incurridos y deberá incluirse con el Comprobante de Gastos de Viaje el recibo o la evidencia del pago realizado. En los casos en que se viaje a lugares donde existan parquímetros y éstos sean utilizados por el funcionario, será responsabilidad del Supervisor verificar el importe a reembolsar por el uso del mismo, de acuerdo a las fechas y horas en que se encomendó y realizó la misión oficial.

- k- Los gastos de transportación pagados a portadores públicos serán reembolsados de acuerdo con las listas de tarifas de pasajes en vigor en la Comisión de Servicio Público.
- l- Cuando la residencia temporera quede a una distancia de dos millas o menos de la residencia oficial o privada, tendrá derecho al reembolso de los gastos de transportación y no a la parte de la dieta correspondiente al almuerzo.
- m- A los empleados que estén de vacaciones en un sitio fuera de su residencia privada y sean llamados al servicio a realizar una misión oficial, se les reembolsarán los gastos de transportación en que incurran, si éstos, una vez terminen su misión oficial, regresan al sitio donde estaban de vacaciones. En los casos de personas con residencia oficial y privada en Puerto Rico que estén de vacaciones en los Estados Unidos o el extranjero y se les requiera llevar a cabo una misión oficial en el sitio donde se encuentran de vacaciones, tendrán derecho al reembolso de los gastos de dietas y transportación en que incurran sólo desde dicho sitio hasta el lugar donde realizarán la misión oficial y viceversa.

## **ARTÍCULO 9 - USO DE AUTOMÓVIL PRIVADO**

- a- Los jefes de agencias o sus representantes autorizados podrán autorizar a sus empleados a utilizar automóviles privados en misiones oficiales, siempre y cuando resulte más económico y

ventajoso para el Estado Libre Asociado de Puerto Rico que si se utilizaran automóviles de servicio público.

- b- Para autorizar el uso de automóvil privado, los jefes de agencias usarán el Modelo SC 1232, *Solicitud y Autorización para Uso de Automóvil Privado*. No se podrá autorizar el uso de automóvil privado cuando la licencia de conductor del funcionario esté vencida o restringida. Se acompañará con la solicitud, copia de dicha licencia y de los vehículos a registrar. En los casos en que se pretenda registrar el vehículo del cónyuge o un vehículo que está en arrendamiento, tendrán que acompañar **copia del Certificado de Matrimonio con no más de 60 días de expedido** y copia del contrato escrito entre éste (arrendador) y el funcionario o empleado, respectivamente.
- c- El Departamento de Hacienda, mediante el tipo de seguro que considere más conveniente, salvaguardará la responsabilidad del Estado Libre Asociado de Puerto Rico contra posibles demandas por daños que se causen a la persona o propiedad privada como consecuencia de accidentes ocasionados por cualquier empleado autorizado a usar un automóvil privado en misiones oficiales.

En caso de accidente mientras se viaja en misiones oficiales, el funcionario, a través de la agencia para la cual presta sus servicios, deberá informar inmediatamente a la compañía aseguradora los daños causados en el accidente automovilístico. Para estos

propósitos utilizará el formulario que le provea la compañía aseguradora concernida.

El empleado relacionado con el accidente entregará a su supervisor inmediato un informe escrito, conjuntamente con el formulario provisto por la compañía aseguradora, sobre cómo ocurrió el mismo para establecer la reclamación. Del supervisor entender que la reclamación procede, la firmará y enviará el original y una copia del formulario de reclamación al Área de Seguros Públicos del Departamento de Hacienda. Con la reclamación acompañarán una copia del Modelo SC 1232, donde se autorizó al funcionario a usar el automóvil privado en misiones oficiales.

Cuando la persona que sufrió el accidente quede incapacitada para informar lo ocurrido, será responsabilidad del supervisor inmediato informar el accidente a la compañía aseguradora y al Departamento de Hacienda.

En aquellos casos en que el supervisor inmediato considere que del accidente ocurrido pueda surgir una reclamación o demanda contra el Estado Libre Asociado de Puerto Rico, deberá notificarlo inmediatamente al Secretario de Justicia.

- d- Si el empleado utiliza el automóvil privado sin estar autorizado por el jefe de la agencia o su representante autorizado, éste sólo tendrá derecho al reembolso del costo del pasaje, según las listas de tarifas de pasajes mencionadas en el Artículo 8k anterior.

- e- El empleado autorizado a usar automóvil privado en misiones oficiales recibirá reembolsos de los gastos de transportación a razón de **.40¢** por cada milla recorrida.
- f- Cuando un empleado autorizado a utilizar automóvil privado en misiones oficiales vaya de pasajero, no tendrá derecho al reembolso por concepto de millaje. Tendrá derecho a dicho reembolso, cuando conduzca su automóvil privado.
- g- El importe asignado para el pago del millaje incluye todos los gastos relacionados con el uso del automóvil privado, tales como gastos de garaje, gasolina, lubricantes, accesorios, reparaciones, depreciación, seguros y otros.
- h- En el caso de empleados autorizados a utilizar automóvil privado en misiones oficiales que viajen acompañados de otro empleado o proveedor, se le concederá por cada acompañante un reembolso de **.02¢** adicionales por cada milla recorrida. Deberá incluir en el Modelo SC 722 el nombre del acompañante y la misión realizada.
- i- Cuando sea imprescindible para la prestación del servicio transportar equipo del Estado Libre Asociado de Puerto Rico se concederá un pago de **.02¢** adicionales por cada milla recorrida para las primeras 100 libras. Para las próximas 100 libras o fracción de libras, se concederán **.02¢** adicionales por cada milla, pero en ningún caso se pagarán más de **.06¢** por milla recorrida, aún cuando el peso



de la propiedad transportada exceda de 300 libras. Deberán identificar en el Modelo SC 722, el equipo transportado.

- j- Para determinar el importe a pagar por millaje se utilizará el **Cuadro Indicando Distancia Entre Pueblos** que emite la Autoridad de Carreteras. Cuando se viaje de los límites jurisdiccionales de un pueblo a otros lugares que no aparezcan en dicho Cuadro, si para estos casos la agencia internamente no cuenta con tablas de millaje, la base para computar el importe a reembolsarse por millaje será el número de millas recorridas, según se determine de la lectura del cuentamillas del automóvil. La agencia determinará la razonabilidad de las millas reclamadas usando como guía las distancias en millas entre pueblos cercanos y experiencias anteriores o la forma que considere más conveniente.

#### **ARTÍCULO 10 - SERVICIOS DE TELÉFONO**

- a- Las llamadas telefónicas oficiales hechas durante una misión oficial dentro de los límites jurisdiccionales de Puerto Rico serán pagadas, hasta donde sea posible, con cargo a la agencia del empleado, si ésta acepta la misma. Cuando se solicite el reembolso de llamadas oficiales pagadas con fondos particulares del funcionario, justificará en el Comprobante de Pago y el supervisor certificará las razones que hubo para hacer las llamadas con fondos particulares.
- b- La agencia no reembolsará los gastos en que incurra el empleado por llamadas para solicitar vacaciones, extensión o información acerca de sus vacaciones o por cualquier llamada personal.

- c- Para reclamar el reembolso o para aceptar los gastos por llamadas telefónicas, relacionados con misiones oficiales, es necesario que se acompañe evidencia documental de estos gastos con la cuenta o Comprobante de Pago. No se reembolsarán gastos por llamadas relacionados con asuntos personales. El hecho de que la persona use su título oficial no es razón suficiente para considerar el asunto como oficial.

#### ARTÍCULO 11 - RECIBOS

- a- Se requerirá recibos en los casos en que este Reglamento autorice el pago basado en gastos incurridos de alojamiento, estacionamiento, lancha, taxi y tren. No se requerirá recibo para solicitar el reembolso de las dietas establecidas en el Artículo 6 Inciso a. Tampoco se requerirá para reembolsar el gasto de peaje, excepto cuando el empleado o funcionario viaje en un vehículo oficial.
- b- Los recibos los expedirá el comerciante en la forma que éste acostumbra y **tendrán impreso el membrete de la compañía que lo expide.** Estos tendrán que indicar claramente el servicio prestado, la fecha en que se hizo el pago y la firma de la persona que emitió el recibo. Se podrán aceptar recibos mecanizados o de un sistema de pago automático en los casos en que sea una práctica de la industria utilizar dicho sistema como método de pago, como en los casos de estacionamientos. En estos casos no se requerirá que el mismo esté firmado.

- c- En aquellos casos en que no se puede obtener un recibo, el funcionario deberá explicar satisfactoriamente, al rendir el Comprobante, las razones por las cuales no pudo conseguir el mismo. No constituye una explicación satisfactoria las molestias o dificultades que enfrente el funcionario para obtener un recibo.

## ARTÍCULO 12 - TRASLADOS ADMINISTRATIVOS

- a- En aquellos casos en que por necesidades del servicio se traslade administrativamente a un empleado para prestar servicios temporeramente fuera de su residencia oficial y al lugar al cual fue trasladado se encuentre a una distancia de más de dos millas de su residencia oficial o privada, tendrá derecho al cobro del gasto de almuerzo establecido en el Artículo 6 Inciso a. También, tendrá derecho al pago de los **excesos incurridos** en gastos de transportación. La salida desde la residencia privada del funcionario será la base que se utilizará para determinar si hubo dicho exceso. Para reclamarlo, el millaje a recorrer desde su residencia privada a su puesto temporero deberá ser mayor que el de su residencia privada a su residencia oficial. La diferencia en el mismo será el exceso a pagar por motivo del traslado.
- b- Los traslados administrativos deben ser autorizados por escrito, indicando el período que cubre el mismo. Cuando el traslado administrativo exceda de 90 días, la agencia concernida deberá

determinar si se justifica el que se prolongue el traslado administrativo o si procede tramitar el traslado oficial; y notificará al funcionario la acción correspondiente.

- c- Antes de efectuar un traslado administrativo, será responsabilidad de la agencia determinar si el funcionario incurrirá en gastos en exceso por motivo del mismo. De ser así, deberá emitir una Orden de Viaje y la Autorización para Uso de Automóvil Privado antes del traslado. Para reclamar el reembolso de los referidos gastos, el funcionario utilizará el Modelo SC 722.
- d- Si la agencia a la cual el funcionario fue trasladado administrativamente le asigna una misión oficial, dicha agencia será responsable de reembolsar los gastos incurridos. En estos casos, la agencia deberá emitir una Orden de Viaje y la Autorización de Automóvil Privado. La base que se utilizará para computar el millaje será el lugar donde el funcionario presta los servicios temporariamente, como si ésta fuera la residencia oficial, o su residencia privada, lo que resulte más económico. Los reembolsos de gastos de viaje en misiones oficiales, se harán independientemente a los que recibe el empleado como resultado del traslado administrativo.

### **ARTÍCULO 13 - DISPOSICIONES GENERALES**

- a- Al funcionario que se le emita una Orden de Viaje y el supervisor inmediato del empleado al cual se le asigna una misión oficial, velará porque éste, hasta donde sea posible, haga los arreglos para

realizar el menor número de viajes en los casos en que las distintas gestiones oficiales puedan llevarse a cabo simultáneamente y alrededor de la misma fecha.

- b- El supervisor inmediato deberá justificar en el Comprobante, la necesidad y conveniencia para el servicio que un empleado realice una misión oficial en días feriados o no laborables. Dicha justificación no será necesaria cuando el empleado realice funciones que le requiera trabajar turnos rotativos en los cuales se trabaje en días feriados o no laborables. En estos casos, dichos días forman parte de su jornada regular de trabajo.
- c- La Ley Federal de Normas Razonables de Trabajo, según enmendada, hizo extensiva la compensación por horas trabajadas a los empleados públicos, por lo que el reembolso del gasto de almuerzo y el disfrute del tiempo compensatorio por trabajar durante la hora de almuerzo se consideran beneficios independientes uno del otro.
- d- Cuando algún empleado, durante el cumplimiento de su misión oficial, solicite una licencia por enfermedad que extienda el tiempo a permanecer por éste en su residencia temporera, tendrá derecho a dietas y alojamiento por el período que se prolongue la enfermedad, hasta un máximo de 14 días calendario, siempre y cuando presente evidencia al efecto.

- e- Cuando por motivos de su salud o por cualquier emergencia de un familiar cercano (cónyuge, hijos o padres) el empleado tenga que regresar de su misión oficial a su residencia privada, éste tendrá derecho a que se le reembolsen los gastos de viaje en que incurra por dicho motivo, siempre que presente evidencia del motivo de dicho regreso y esté certificado por el supervisor inmediato.
- f- La asistencia a adiestramientos por encomienda de la agencia constituye una misión oficial para efectos del reembolso de los gastos de viaje.
- g- El reembolso de gastos de viaje se tramitará mediante el Modelo SC 722. El mismo tendrá en detalle cada viaje realizado diariamente. Los funcionarios someterán dicho Comprobante **mensualmente** a su supervisor inmediato para reclamar el reembolso de los gastos de viaje incurridos no más tarde del último día calendario del próximo mes. En los casos en que el último día calendario sea un día no laborable, el último día para estos propósitos será el próximo día laborable. De no someter el Comprobante de Gastos de Viaje dentro de ese período, perderá el derecho a reclamar el mismo.
- h- El supervisor será responsable y diligente en entregar dicho comprobante en la Oficina de Finanzas de su respectiva agencia en un período razonable, luego de recibir el mismo, de manera que los empleados puedan recibir el reembolso de los gastos incurridos con sus propios fondos a la mayor brevedad posible.

- i- Las agencias tramitarán los Comprobantes de Gastos de Viaje directamente a través del Sistema PRIFAS de este Departamento. Al cierre de año obligarán los fondos para esos propósitos. Para efectuar reembolsos de gastos de viaje de los fondos obligados utilizarán el Modelo SC 735, *Comprobante de Pago*, acompañado del original del Modelo SC 722, como justificante del pago a realizarse.
- j- No se podrá desembolsar del presupuesto asignado a la Rama Ejecutiva, Legislativa y Judicial gastos de viajes y dietas a los cónyuges y familiares cercanos que acompañen a los Jefes de Departamentos y Empleados en misiones oficiales en Puerto Rico. Esta prohibición es extensiva a las Corporaciones Públicas y a cualquier otra instrumentalidad adscrita a las Tres Ramas. Esta disposición no aplica al Gobernador de Puerto Rico ni al Secretario de Estado. Tampoco aplicará al Juez Presidente del Tribunal Supremo de Puerto Rico ni a los Presidentes de las Cámaras Legislativas, siempre que previo al viaje oficial se evidencie que el desembolso responde directamente a un fin público. Se permitirá a los funcionarios a quienes no aplica la prohibición de gastos de viaje para cónyuges, designar a una persona que sustituiría al cónyuge en el caso de éstos no estar casados.
- k- Los miembros de la Policía asignados a proteger al Gobernador durante el período previo a su juramentación, tendrán derecho al

pago o reembolso de los gastos de viaje en que incurran de acuerdo a las disposiciones de este Reglamento.

- l- Cuando un empleado autorizado a incurrir en gastos de representación esté en una misión oficial y reclame banquetes o comidas oficiales, éste no podrá reclamar el pago de la dieta que corresponda al almuerzo o comida de los días en que se celebraron dichos banquetes o comidas oficiales.
- m- Cuando las agencias realicen actividades oficiales que provean la comida, los empleados que asistan a las mismas no tendrán derecho a reclamar el reembolso de la dieta. No obstante, si el empleado por alguna razón de peso no puede ingerir la misma, tendrá derecho al reembolso del importe de la parte de la dieta que corresponda. Deberá justificar en el Modelo SC 722 la razón por la cual no consumió la misma.
- n- Las disposiciones de este Reglamento no aplican a los casos en que las agencias efectúan pagos directamente a restaurantes u hospederías por concepto de comidas servidas a su personal. Dichos pagos no podrán exceder los importes que las personas tendrían derecho a recibir como reembolso de dietas, de acuerdo con los establecidos en este Reglamento. Sin embargo, si los jefes de agencia lo consideran necesario, podrán efectuar pagos mayores, siempre y cuando se justifique y el Secretario lo autorice. Esto se hará siguiendo las normas de austeridad y modestia que regulan los desembolsos de fondos públicos.



- o- El Departamento de Hacienda no autorizará, reembolsará o pagará gasto de viaje alguno que no se ajuste a las disposiciones de este Reglamento.
- p- Los funcionarios que realizaron misiones oficiales en o antes del 15 de marzo de 2007, y que cumplen con todas las disposiciones del Reglamento Núm. 37, Gastos de Viaje emitido el 9 de julio de 2003, tendrán un año luego de terminada la misión oficial, para someter los Comprobantes de Gastos de Viaje para que las agencias procedan con dicho reembolso.

#### **ARTÍCULO 14 - IMPUGNACIÓN DE DETERMINACIONES DEL SECRETARIO**

Cualquier empleado o persona autorizada para reclamar el pago por cualquiera de los conceptos autorizados por este Reglamento, que sea adversamente afectada por una determinación de cualquier agencia podrá presentar una querella, dentro del plazo de 30 días a partir de la fecha de la notificación de la decisión o determinación impugnada. La misma debe ser radicada en la Secretaría Auxiliar de Procedimientos Adjudicativos del Departamento de Hacienda, de conformidad con el Reglamento Para Establecer un Procedimiento Uniforme de Adjudicación para los Asuntos Bajo la Jurisdicción del Departamento de Hacienda que Deban ser Objeto de Adjudicación Formal de 13 de julio de 2007, aprobado por el Departamento de Hacienda en virtud de la Ley Núm. 170 de 12 de agosto de 1988, Ley de Procedimiento Administrativo Uniforme, según enmendada.

**ARTÍCULO 15 - CLÁUSULA DE SEPARABILIDAD**

Si cualquier Artículo, sección, parte, párrafo o cláusula de este Reglamento fuere declarado nulo por un tribunal de jurisdicción competente, la sentencia a tal efecto dictada no afectará ni invalidará el resto de este Reglamento y su efecto quedará limitado al Artículo, sección, parte, párrafo o cláusula así declarada.

**ARTÍCULO 16 - DEROGACIÓN DE REGLAMENTACIÓN**

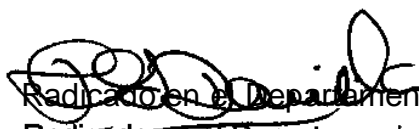
Este Reglamento deroga el Reglamento Núm. 7293 radicado en el Departamento de Estado el 14 de febrero de 2007, conocido como Reglamento Núm. 37, Gastos de Viaje, aprobado el 9 de febrero de 2007.

**ARTÍCULO 17 - VIGENCIA**

Este Reglamento comenzará a regir treinta (30) días después de su presentación en el Departamento de Estado de conformidad con las disposiciones de la Ley Núm. 170 de 12 de agosto de 1988, según enmendada, denominada “Ley de Procedimiento Administrativo Uniforme del Estado Libre Asociado de Puerto Rico”. ***El mismo tendrá fecha de efectividad retroactiva al 16 de marzo de 2007.***

Aprobado en San Juan, Puerto Rico el 5 de mayo de 2008

José Guillermo Dávila Matos  
Secretario de Hacienda

  
Radicado en el Departamento de Estado el  
Radicado en el Departamento de Estado el 8 de mayo de 2008

## **Regulation Num. 37**

# **TRAVEL EXPENSES REGULATION; AND TO REPEAL REGULATON NUM. 7293 ENACTED ON FEBRUARY 14, 2007**

Puerto Rico State Department

Regulation Num. **7501**

Filed on: **May 8, 2008**

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**ARTICLE 1 – LEGAL BASIS**

This Regulation is adopted by virtue of the powers conferred to the Secretary of the Department of Treasury in 1974 P. R. Law Num. 230, Article 14a (3 L. P. R. A. 283m), known as the “Puerto Rico Government Accounting Act”. This Act establishes, among others, the Commonwealth’s public policy regarding public fund disbursement and establishes that the regulations promulgated by the Secretary shall have the force of law<sup>1</sup>. It is also pursuant to the Uniform Administrative Procedures Act of the Commonwealth of Puerto Rico, 1988 P. R. Law Num. 170, as amended.

**ARTICLE 2 – PURPOSE**

The purpose of this Regulation is to establish the rules to be followed by the officers and employees of the Commonwealth in relation to the expenses incurred in official missions within the jurisdictional limits of Puerto Rico. Its purpose is to also establish the amount of allowances, mileage and accommodations to be paid during said missions.

**ARTICLE 3 – SCOPE**

This Regulation shall apply to:

- a- All officers and employees working for the agencies that belong in the Executive Branch of the Commonwealth of Puerto Rico.
- b- To persons who perform a service of some kind to the Commonwealth of Puerto Rico, are paid for said service, and whom have entered an agreement with the Agency they work for to be reimbursed for travel expenses covered by this regulation.

This Regulation does not apply:

- a- To those officers whom already have special legislation that establish the rules to follow, and the allowance amount to be paid in their official missions.
- b- To those officers and private persons appointed to perform official missions by the Judicial Branch, the Legislative Branch or by the Municipalities. The persons appointed by the Judicial Branch will be covered under the regulations enacted by the Supreme Court Justice President. The persons appointed by the Legislative Branch will be covered by the regulations enacted by Presidents of the Legislative Branch respectively. The State Comptroller’s Office appointed personnel by the regulations enacted by this office and the regulations enacted by the Mayors of the applicable Municipalities will regulate the persons appointed under their purview. If no regulation has been adopted regulating travel expenses they may use this regulation until such time they enact one.

**ARTICLE 4 – DEFINITIONS**

For the purposes of this regulation, the following words or terms shall have the meaning stated hereinbelow:

- a- Agency – All departments, offices, boards, commissions, instrumentalities, and bureaus belonging to the Executive Branch of Commonwealth of Puerto Rico whose funds are under the custody of the Secretary of the Department of the Treasury.

It does not include public corporations that are authorized by law to administer their own funds without the Secretary of the Department of the Treasury's control. Even when if by convenience they have been placed under the Department of the Treasury's administration.

- b- Private vehicle – ....
- c- Subsistence Allowance – Fee that is reimbursed to the person traveling in an official mission that covers meal expenses for breakfast, lunch and dinner incurred during the performance of the official mission. It does not include lodging (hotel accommodations), which will be paid based upon actual fees as demonstrated by commercial invoices, receipts or other evidence shown.
- d- Official Mission – When the officer or employee performs his duties and assigned tasks outside of his official residence as requested by the Head of the Agency or immediate supervisor.
- e- Employee – Officer or employee
- f- Transportation Costs – ....
- g- Equipment – ....
- h- Provider – ...
- i- Official Residence – Specific place where the employee's office is located to where he is officially appointed or where the private person has agreed to perform services.
- j- Private Residence – Specific place within the jurisdictional limits of the municipality that the employee or private person regularly or permanently resides or is lodging at.
- k- Temporary Residence – Place or office outside of the official or private residence where the employee or person performs the official mission.
- l- Cost effective route – Shortest road used to get to or return from the Temporary Residence to the Official or Private Residence.
- m- Secretary – Secretary of the Department of the Treasury.

**ARTICLE 5 – TRAVEL ORDERS**

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**ARTICLE 6 – SUBSISTENCE ALLOWANCES**

- a- Employees who have an official residence in Puerto Rico, authorized to travel within the Islands' jurisdictional limits to conduct official missions, subsistence allowances will be paid corresponding to breakfast, lunch and dinner; depending on the departure and return time to their official or private residence, as indicated below:

	<b><u>Departure before</u></b>	<b><u>Return after</u></b>	
Breakfast	6:30 a.m.	8:00 a.m.	\$4.00
Lunch	12:00 noon	1:00 p.m.	8.00
Dinner	6:00 p.m.	7:00 p.m.	<u>9.00</u>
<b>Daily allowance</b>			<b>\$21.00</b>

- b- Where public service employees with collective bargaining rights have agreed to a higher allowance than the ones set in this regulation, the negotiated allowance will prevail. If allowances have not been negotiated or the rate is lower than the ones established here, the allowance rate established in this regulation will prevail.
- c- The schedule established in subsection a, is to determine the allowance amount the employee is to receive when conducting an official mission regardless of the office hours the agency establishes.

Due to the nature of services performed there are employees that have a different work schedule than during the day. In those cases, the amount of allowance to be reimbursed will be determined according to the departure and return time to the official or private residence.

- d- When the temporary residence is located close to the employee's official or private residence, allowing the employee to return to its official or private residence after performing the assigned tasks, the employee will not have a right to receive payment for lodging. The employee will receive the portion of the allowance corresponding to Dinner



only if after performing his official mission in an authorized vehicle cannot make it to his official or private residence before 7:00 p.m.

- e- When the temporary residence is located of over two miles from his official or private residence the employee will have a right to be reimbursed the portion of the allowance corresponding to lunch.
- f- If operational needs or special circumstances during an official mission require the employee to stay in his temporary residence during lunch time, he will be reimbursed the allowance corresponding to lunch, even if his official or private residence is close by. When this happens, his immediate supervisor will certify the reasons for the employee staying in his temporary residence in the Travel Expenses Voucher.
- g- Allowance calculations for the officers with an official residence in Puerto Rico, will begin when the officer leaves the official or private residence up until the time they return.
- h- The daily allowance provides for expenditures such as gratuities and similar expenses. When the Head of the Agency or representatives pay allowances based in incurred costs, reasonable expenditures for gratuities will be allowed, in such cases where it is imperative its payment.

## **ARTICLE 7 – LODGING**

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## **ARTICLE 8 – TRANSPORTATION COSTS**

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## **ARTICLE 9 – PRIVATE VEHICLE USE**

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## **ARTICLE 10 – TELEPHONE SERVICES**

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## **ARTICLE 11 – RECEIPTS**

- a- Receipts are required to be presented whenever this Regulation authorizes payment based on incurred costs for lodging, parking, boat rides, taxi and train. A receipt will not be required to request subsistence allowance reimbursement established in Article 6, subsection a. Receipts will not be required as well for Toll Fees reimbursement, except when the officer or employee is traveling on an official vehicle.
- b- ....
- c- ....

## **ARTICLE 12 – ADMINISTRATIVE TRANSFERS**

- a- If due to operational needs an employee needs to be transferred to perform services temporarily outside of its official residence and the place he was transferred to is located more than two miles of his official or private residence it will be able to collect the allowance corresponding to lunch as established in Article 6, Subsection a. He will also have the ability collect payment for **excess costs** incurred in transportation costs. The private residence departure will be used to determine the excess costs occurred. The distance between his private residence and the temporary location will have to be greater than the distance between his private residence and official residence in order for the costs to be able to make a claim. The difference in mileage will be the excess cost to be paid due to the transfer.
- b- Administrative transfers will have to be authorized in writing indicating the period to be covered. When the transfer surpasses ninety days, the agency shall determine if the prolonged transfer is justifiable or if an official transfer is warranted and shall notify the employee of its action.
- c- Before an administrative transfer is performed, it is the responsibility of the agency to determine if the officer will incur in excess costs for it. If in the affirmative, shall issue a Travel Order and Private Vehicle use Permit prior to the transfer. To claim said costs, the officer will use Form SC 722.
- d- If the agency where the employee was transferred assigns him an official mission, the agency will be responsible for the costs incurred. In such cases the agency shall issue a Travel Order and Private Vehicle Use Permit. The mileage will be based upon the place the employee is performing his services temporarily as if it was his official residence or his private residence whichever is more economical. The reimbursements made

## **ARTICLE 13 – GENERAL PROVISIONS**

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**ARTICLE 14 – ADJUDICATORY PROCEDURE**

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**ARTICLE 15 – SEPARATION CLAUSE**

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**ARTICLE 16 – REPEAL TO OTHER REGULATIONS**

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**ARTICLE 17 – EFFECTIVENESS**

This Regulation shall become effective thirty (30) days after its filing in the State Department for its publication in accord with the “Commonwealth of Puerto Rico Uniform Administrative Procedures Act”, 1988 P. R. Law Num.170, as amended. **Its effect will be retroactive to March 16, 2007.**

**Puerto Rico Public Service Commission  
Collective Bargaining Agreement  
with  
Public Service Employees Union  
Local 3897 AFSCME Affiliated**

*UNOFFICIAL TRANSLATION PROVIDED BY THE PUERTO RICO PUBLIC SERVICE  
COMMISSION TO THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION  
FEBRUARY 8, 2018*

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## **ARTICLE I (1). PARTIES**

- FIRST PARTY: The Local Representation of the Puerto Rico Public Service Commission, Public Service Employees Union A(SPUPR), affiliated to the American Federation of State, County & Municipal Employees (AFSCME), Local 3897, duly represented by authorized representatives henceforth referred to as the Union.
- SECOND PARTY: The Puerto Rico Public Service Commission, a Commonwealth of Puerto Rico Governmental Agency, represented by its President and duly authorized representatives, hereafter referred to as the Commission.

## **ARTICLE II (2). PREAMBLE**

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## **ARTICLE III (3). UNION RECOGNITION**

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## **ARTICLE IV (4). STATEMENT OF MOTIVES**

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## **ARTICLE V (5). BARGAINING UNIT**

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## **ARTICLE VI (6). INTEGRITY OF THE BARGAINING UNIT**

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## **ARTICLE VII (7). WORKPLACE CONDITIONS AGREEMENT**

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**ARTICLE VIII (8). NON- DISCRIMINATION**

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**ARTICLE IX (9). MANAGEMENT RIGHTS**

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**ARTICLE XIV (14). LOCAL UNION REPRESENTATIVES AND DELEGATES**

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**ARTICLE XV (15). UNION RIGHTS**

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**ARTICLE XVII (17). EFFECTIVE DATES**

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**ARTICLE XXIII (23). PERFORMANCE EVALUATIONS AND PROBATIONARY  
PERIOD**

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**ARTICLE XXIV (24). LAYOFFS OR TERMINATION OF EMPLOYMENT**

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**ARTICLE XXV (25). PROMOTIONS**

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**ARTICLE XXVI (26). TRANSFERS**

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**ARTICLE XXVII (27). TERM EMPLOYEES**

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**ARTICLE XXVIII (28). SENIORITY**

....

**ARTICLE XXIX (29). RELOCATION**

....

**ARTICLE XXX (30). WORKPLACE FACILITIES AND SAFETY**

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**ARTICLE XXXI (31). SECURITY COMMITTEE**

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**ARTICLE XXXII (32). OFFICE WORKERS' COMPENSATION PROGRAM  
LICENSE**

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**ARTICLE XXXIII (33). TRAINING AND CARREER DEVELOPMENT**

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**ARTICLE XXXIV (34). TOOLS AND EQUIPMENT**

....

**ARTICLE XXXV (35). UNIFORMS**

....

**ARTICLE XXXVI (36). HOURS OF WORK**

....

**ARTICLE XXXVII (37). OVERTIME**

....

**ARTICLE XXXVIII (38). SUBSISTENCE ALLOWANCE, MILEAGE.  
LODGING**

- Section 1      The Commission recognizes the right that the union members have and will pay for the subsistence allowance, mileage and lodging when the member is required to attend meetings or other activities relating to the work duties performed outside of his work area.
- Section 2      Whenever a member of the Union uses his personal vehicle for official missions, the Commission will only reimburse subsistence allowance and mileage.
- Section 3      The Commission recognizes the right an employee has, to receive a subsistence allowance payment so long as his lunch period is spent out of his regular work area.
- Section 4      Mileage calculations will be paid .40¢ per mile. As established in the Department of Treasury's Regulation Num. 37. Payment will be made in forty-five (45) days depending on the availability of funds.
- Section 5      Subsistence allowance payments made to the union members for breakfast, lunch and dinner expenses and lodging will be made depending on the departure and arrival from and to the work area, and as shown in this table (As indicated in Department of Treasury's Regulation Num. 37)

	<b>Departure before:</b>	<b>Return after:</b>	<b>Payment:</b>
Breakfast	6:30 a.m.	8:00 a.m.	\$4.00
Lunch	12:00 noon	1:00 p.m.	\$8.00
Dinner	6:00 p.m.	7:00 p.m.	\$9.00

**Section 6 Travel that requires Lodging**

Members of the local unit represented by this agreement who are required to travel on official missions outside of Puerto Rico will have the right to receive lodging expenses payment in advance when the activity exceeds one overnight stay; as established in the Treasury Department's Regulation.

**Section 7** When the stay is only for one night, the employee is entitled to the reimbursement for lodging expenses evidence by attaching a corresponding invoice or bill or a certification to that effect. When choosing where to stay lodging will occur in the same facilities the activity is being celebrated or one close by. As required by the Department of Treasury's Regulation.

**Section 8** A separate check will be issued for the reimbursement of subsistence expenses and mileage for union members. As required by the Department of Treasury's Regulation.

**Section 9 Mileage Computation**

To calculate the distance in miles traveled, the chart produced by the Puerto Rico Department of Transportation and Public Works will be used.

**ARTICLE XXXIX (39). HOLIDAYS**

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