VIRGINIA

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

Date of Approval: Oct 29, 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.*

Leadership in the Virginia State Police Motor Carrier Safety Unit certainly appreciates the value of and the role the Motor Carrier Safety Assistance Program has had with respect to bolstering Virginia's overall highway safety. They also understand that to maintain the integrity of this program, initiatives operating under its auspices must be administered in a responsible and prudent fashion. It is in support of this objective that the following *Commercial Motor Vehicle Safety Plan* (hereinafter referred to as "CVSP"), is proffered. This plan seeks to identify the specific means, methods, resources, and strategies to be dedicated and deployed during fiscal year (hereinafter referred to as "FY") 2018 to meet the goal of enhancing the overall safety of Virginia's roadways and highways. More specifically, it outlines the following:

1. The tailored investments which will be made to promote safe commercial motor vehicle transportation, including the transportation of passengers and hazardous materials;
2. the activities which will be conducted in order to generate the maximum reduction in the number and severity of commercial motor vehicle crashes and in fatalities[1] resulting from such crashes;
3. the means of enforcing effective motor carrier, commercial motor vehicle, and driver safety regulations and practices consistent with Federal requirements; and
4. the goals, performance standards, measures and benchmarks which will be used to assess and improve statewide performance.

While there is no specific section devoted to capturing exactly how the Virginia State Police Motor Carrier Safety Unit supports the activities identified in §350.201(q) and (t), *Code of Federal Regulations*, in the following 2018 eCVSP template, one can rest assured that there are mechanisms and activities in place that specifically address each of these provisions.

With respect to removing impaired CMV drivers from the highways, it should be noted that all Virginia State Police Motor Carrier Unit troopers have received copious amounts of training in regards to detecting the signs associated with driving while impaired or under the influence of alcohol or other drugs and each has received training and are intimately familiar with, the specific statutes and regulations which pertain to operating a commercial motor vehicle while legally drunk or impaired. Additionally, each member of the Virginia State Police Motor Carrier Unit is equipped

with an approved and certified Preliminary Breath Testing Device and has received training on and has ready access to statutorily approved evidential testing devices and or services (when appropriate). Furthermore, all Motor Carrier Safety Troopers regularly participate, not only in C.V.S.A. and F.M.C.S.A. initiatives aimed at removing impaired CMV drivers off of Virginia's roadways; they also participate in several state-wide initiatives geared at achieving the same result. It should also be noted that Virginia State Police Motor Carrier Safety troopers are well trained with respect to interdicting criminal activity of all kinds and use this training when on patrol and when conducting commercial motor vehicle roadside inspections and carrier investigations. Finally, special emphasis is placed on detecting and intercepting those engaged in human trafficking and those trafficking in other illegal contraband such as drugs, weapons, currency, and untaxed tobacco products.

Finally, the Virginia State Police does have a state training plan. In addition to the certifying components in place for certifying motor carrier inspectors, the Virginia State police conducts the required annual motor carrier in-service for all Virginia State Police Motor Carrier troopers and other agencies having the authority to conduct motor carrier inspections within the Commonwealth of Virginia. Additionally, the Virginia State Police Motor Carrier Safety Unit plans to conduct training during the latter part of 2017 and at the beginning of 2018 to address the implementation of the Electronic Log Mandate for its members and other stakeholders.

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[1] Current rate of incidence benchmarked at 0.114 per one hundred million vehicle miles traveled during calendar year 2018.

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 lead Motor Carrier Safety Assistance Program (hereinafter referred to as "MCSAP") agency for the Commonwealth of Virginia is the Virginia Department of State Police (hereinafter referred to as "VSP"). The specific unit within the VSP responsible for managing Virginia's overall motor carrier enforcement function and for developing, administering, and coordinating Virginia's *Commercial Motor Vehicle Safety Plan* is the Motor Carrier Safety Unit which is housed in the Bureau of Field Operations' Safety Division which is headquartered in Richmond, Virginia.

Members of the Virginia State Police Motor Carrier Safety Unit (hereinafter referred to as "MCSU") are proud of the fact that the VSP was the first state police/highway patrol organization in the country to have members receive training-in 1978-from the Traffic Safety Institute on Federal regulation dealing with "Entry Control on Motor Carriers," which rose from the Motor Carrier Act of 1935 and which are now commonly referred to as Federal Motor Carrier Safety Regulations (hereinafter referred to as "FMCSR(s)"). They are also proud of the fact that the VSP has been involved in the MCSAP program since 1986 in one form or fashion.

Nevertheless, the VSP MCSU currently has 87 personnel positions which are directly or indirectly funded through the MCSAP Grant fund. Of the 87 total funded personnel, 59, or 68%, are full time Motor Carrier Safety Troopers,[1] which are permanently assigned to the MCSU, seven (7) are full-time MCSU sergeants, one (1) is a full-time MCSU first sergeant, and one (1) is a full-time MCSU lieutenant. Additionally, the VSP MCSU currently has ten (10), 11%, full-time non-sworn personnel[2] and nine (9), 10%, part-time non-sworn personnel[3].

Currently, the VSP MCSAP has 59 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the lieutenant listed above, all of these personnel are also certified to conduct hazardous materials inspections, cargo tank inspections and other bulk packaging inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI inspections. Furthermore, four (4) of the unit's members are certified by the Federal Motor Carrier Safety Administration's (hereinafter referred to as "FMCSA") National Training Center (hereinafter referred to as "NTC") as associate staff instructors and one (1) trooper is certified and authorized by FMCSA to conduct compliance reviews.

Map 1-3-1.0: Virginia State Police Motor Carrier Personnel Allocation
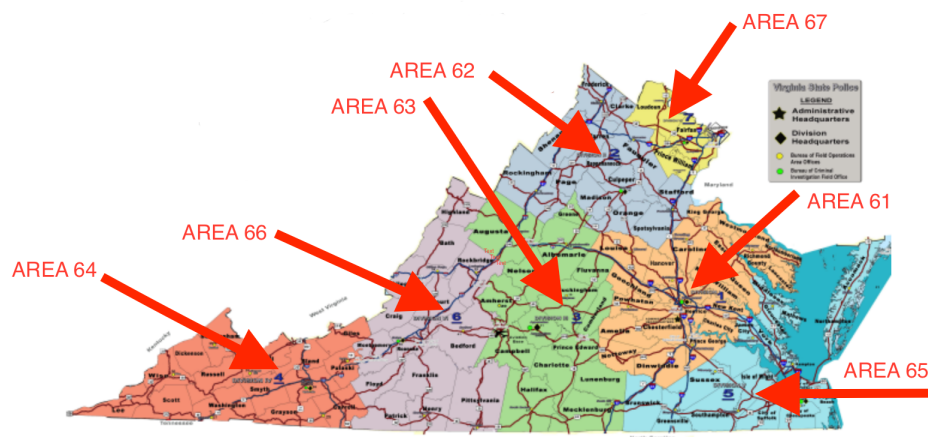
Virginia State Police Motor Carrier Safety Troopers are permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a

reallocation.

Nevertheless, the VSP MCSU's operational capabilities and effectiveness is augmented by an additional 20 troopers[4] which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. The unit's operational capability is also enhanced by the fact that all of its sworn personnel are seasoned law enforcement professionals vested with full police authority and have extensive law enforcement experience and training which aid them daily in their role as a MCSU trooper. In the same vein, Virginia's MCSAP's capabilities and effectiveness is further augmented by the participation of 50 local police agencies,[5] which are authorized to engage in CMV enforcement and outreach within the Commonwealth of Virginia.

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[1]Allocated among the seven (7) Safety Division Areas shown in Map 1-3-1.0.

[2]Two are Analyst positions and eight are secretarial positions.

[3]New Entrant Safety Auditors

[4]While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and tier motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

[5]Allocation: ~140 motor carrier sanctioned and certified.

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:	VIRGINIA DEPARTMENT OF STATE POLICE
Enter total number of personnel participating in MCSAP activities	107
National Program Elements	**Enter # personnel below**
Driver and Vehicle Inspections	86
Traffic Enforcement Activities	86
Investigations*	10
Public Education and Awareness	87
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	50
Total # of MCSAP Participating Personnel:	140

Part 2 - Crash Reduction and National Program Elements

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1 - Overview

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

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

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

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

2 - CMV Crash Reduction

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

Trend Analysis for 2012 - 2016

Instructions for all tables in this section*:*

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

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

ALL CMV CRASHES

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	73	0.1140	0.09
01/01/2015	12/31/2015	75	0.1140	0.12
01/01/2014	12/31/2014	96	0.1140	0.12
01/01/2013	12/31/2013	95	0.1140	0.12
01/01/2012	12/31/2012	88	0.1140	0.11

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	5	0	5
01/01/2015	12/31/2015	5	0	5
01/01/2014	12/31/2014	7	0	7
01/01/2013	12/31/2013	6	0	6
01/01/2012	12/31/2012	4	0	4

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	1	0	1
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	2	0	2
01/01/2012	12/31/2012	1	0	1

Enter the data sources and capture dates of the data listed in each of the tables above.
See below Data Review and Analysis Section.

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

COMMERCIAL MOTOR VEHICLE CRASH DATA
COMMONWEALTH OF VIRGINIA

REVIEW AND ANALYSIS

All CMV Crashes:

With respect to identifying the areas in Virginia with the highest frequency of **large truck and bus crashes** and the frequency of l**arge truck and bus crashes where a death resulted**, Map 2-2-1.0 and 2-2-1.1, shown below, provide a fairly clear picture of where these crashes are concentrated throughout the state. In **both instances**, it appears that these crashes are the densest along the Interstate 81 (hereinafter referred to as I-81), corridor, the Interstate 95 (hereinafter referred to as I-95) corridor, and along the Interstate 64 (hereinafter referred to as I-64) corridor and it appears that the rate of incidence radiates away from these areas. Additionally, it also appears that along these corridors, the rate of incidence becomes has the highest density in and around geographic areas which are the most densely populated. These areas are Northern Virginia, Richmond, Roanoke, and the Tidewater area.

Map 2-2-1.0: #Large Trucks & Buses Crash Involvements (CY-2016)
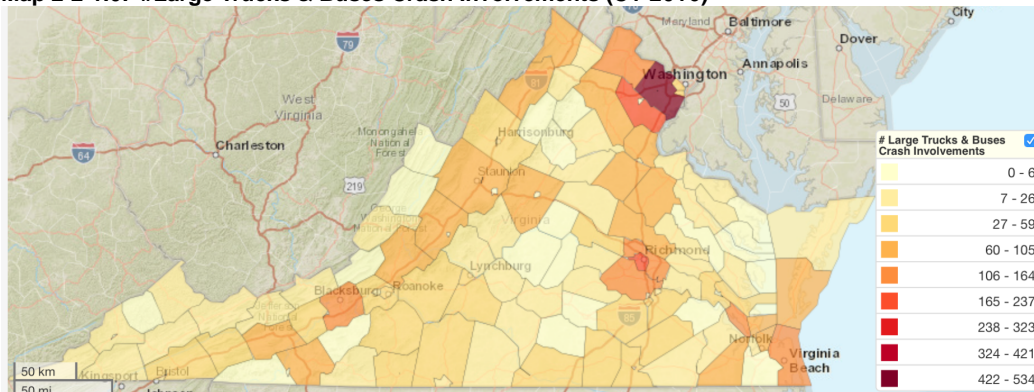
Source: https//ai.fmcsa.dot.gov/gis/tools/safetyevent/, Year 2016: July 1, 2017.

Map 2-2-1.1: Large Trucks and Buses Crash Involvements with a Death Attached (CY-2016)

Source: hppts//ai.fmcsa.dot.gov/gis/tools/safteyevent/, Year 2016: July 1, 2017.
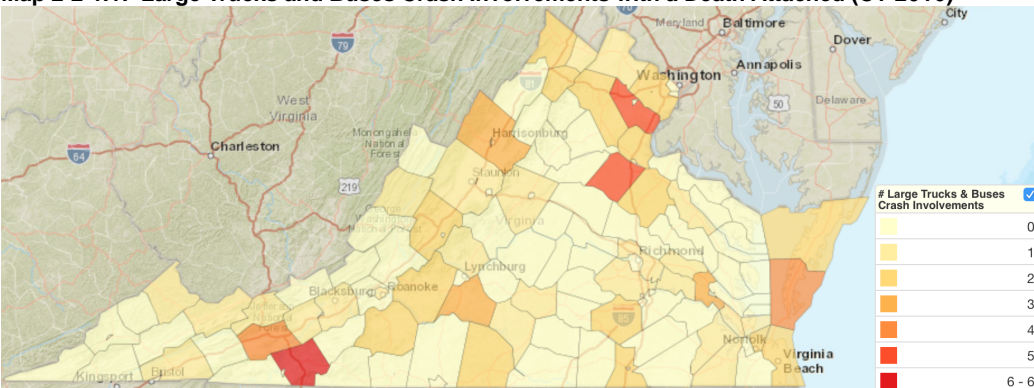
This section examines the specific statistics pertaining to deaths resulting from vehicle crashes involving large trucks in Virginia during the reporting period (2012-2016). Table 2-2-1.0 and Graph 2-2-1.0, shown below, provides a summary detailing of the statistics whereby death has resulted from vehicle crashes involving large trucks during the reporting period. In this regard, the data indicates that the total number of fatalities on a yearly basis and it also

shows the incidence of death expressed in deaths per 100 million vehicle miles traveled (hereinafter referred to as deaths per 100M VMT) so as to provide perspective with respect to how Virginia's rate of incidence compares with the FMCSA's established benchmark of 0.114 deaths per 100M VMT. With respect to these types of death's, the data shows that Virginia has averaged 92.4 deaths per year resulting from these crashes, which equates to .112 deaths per 100M VMT per year. It is particularly noteworthy that this statistic is **0.002 deaths** per 100M VMT **lower** than the FMCSA goal (.114 deaths per 100M VMT) and it is also important to note, as shown in Graph 2-2-1.0, that this statistic may be **trending downward** in Virginia.

Table 2-2-1.0: Large Truck Fatal Crashes in Virginia
Per 100M VMT (2012 - 2016)

Year	Goal (Deaths per 100M VMT	Outcome (Deaths per 100M VMT)	Fatalities
2012[1]	0.114	0.11	88[6]
2013[2]	0.114	0.12	95[7]
2014[3]	0.114	0.12	96[8]
2015[4]	0.114	0.12	95[9]
2016[5]	0.114	0.09	88[10]
Mean	n/a	0.112	92.4

Graph 2-2-1.0: Large Truck Fatal Crashes in Virginia
**Per 100M VMT (2012 - 2016)**
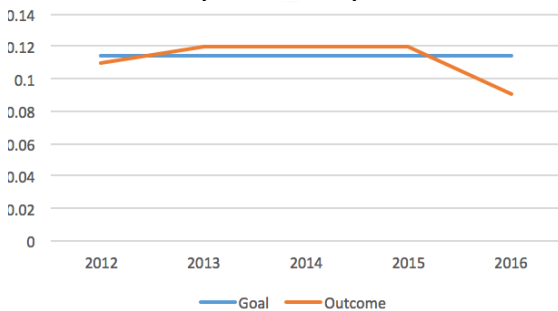
Motor Coach/Passenger Carrier Crashes:

This section takes a broad look at vehicle crashes involving Motor Coach/Passenger Carrier crashes in Virginia for the reporting period (2012-2016). Specifically, this section looks at the rate of incidence with respect to fatality crashes, non-fatality crashes, and injury crashes involving a motor coach/passenger carrier. In this instance, the data shows, shown below, in table 2-2-2.0, that with respect to **"non fatality" crashes**, there was a gradual decline in the rate of incidence from 2012 to the later part of 2015, however, it seems that in 2016 the rate started **trending upward** and continues to do so. With respect to **"injury crashes,"** there appears to have been some fluctuation in the frequency between 2012 and the later part of 2013 and there appears to have been a spike in this rate during 2014, however, in 2015, this rate appears to have declined and it appears that it continues to **trend downward.** The rate of incidence regarding fatality data associated with these types of crashes are discussed in greater detail below and in regards to the rate of incidence pertaining to the **aggregate** number of motor coach/passenger carrier crashes, there appears to have been some fluctuation between 2012 and the later part of 2014. However, starting in 2015, the frequency rate appears to have started **trending upward** and it appears that it continues in that fashion.

Table 2-2-2.0:
Total Motor Coach/Passenger Carrier Crashes in
Virginia (2012 - 2016)

Year	Non Fatality Crashes	Injury Crashes	Fatality Crashes	Total
2012[1]	467[11]	432[11]	4[11]	471[11]
2013[2]	463[12]	446[12]	6[12]	469[12]
2014[3]	455[13]	439[13]	7[13]	462[13]
2015[4]	445[14]	487[14]	5[14]	450[14]
2016[5]	471[15]	470[15]	5[15]	476[15]
Total	2301	2274	27	2328
Mean	460.2	454.817	5.4	465.6
STDEV	10.3537	22.9935	1.1402	11.49392

Graph 2-2-2.0:
Total Motor Coach/Passenger Carrier Crashes in
**Virginia (2012 - 2016)**
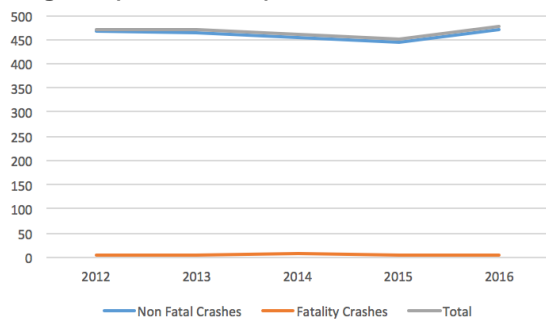
This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a motor coach/passenger carrier involved. Table 2-2-2.1 and Graph 2-2-2.1, shown below, provides a summary of statistics detailing these types of deaths for the reporting period (2012 - 2016). In this vein, these detail the number of deaths and compares it with the established goal (0), which yields the "outcome" statistic. Graph 2-2-2.2 provides perspective in regards to the relationship between the "outcome" statistic and Virginia's goal as it pertains to future deaths of this type. The data shows that in regards to these types of deaths, on average, there were 5.4 deaths per year with the lowest frequency occurring in 2012 and the highest in 2014. It is important to note that the incidence rate, as shown in Graph 2-2-2.1, appears to have trended downward from it's high in 2014 and currently, it may **trending** on a **plane**, at a rate of 5 death's per year.

Table 2-2-2.1: Motor Coach/Passenger Carrier Fatalities
in Virginia (2012 - 2016)

| Year	Fatalities	Goal	Outcome
2012[1]	4[16]	0	4[16]
2013[2]	6[17]	0	6[17]
2014[3]	7[18]	0	7[18]
2015[4]	5[19]	0	5[19]
2016[5]	5[20]	0	5[20]
Mean	5.4	n/a	5.4

Graph 2-2-2.1: Motor Coach/Passenger
Carrier Fatalities in
Virginia (2012 - 2016)
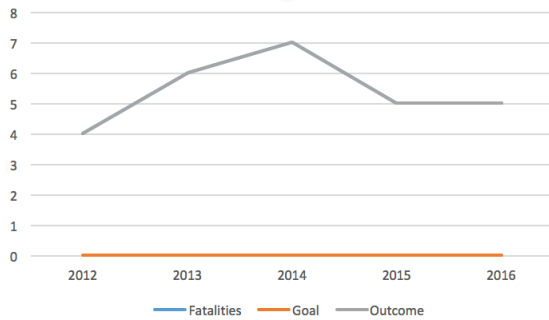
Hazardous Materials (HM) Crashes:

Map 2-2-3.0, shown below, illustrates the frequency and location of crashes where there was a HM placard attached to one of the vehicles involved during the reporting period (2016). Specifically, the data shows that the Blacksburg area, South Central Virginia, the Richmond area and Eastern and South Eastern Virginia had the highest incidence of these types of crashes.

Map 2-2-3.0: # of Crashes Where a Hazardous Materials Placard was Attached (2016)
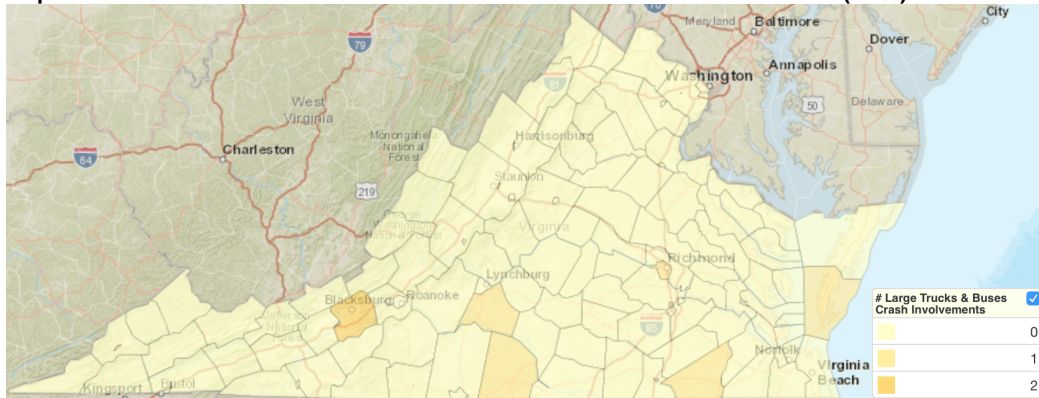
Source: https://ai.fmcsa.dot.gov/gis/tools/safety event/, Year 2016: July 1, 2017.

This section examines the incidence of crashes where there was a **hazardous material** (hereinafter referred to as HM) **placard present** on at least one of the vehicles involved for the reporting period 2013 - 2016. Please note that 2012 is not included in the data sets due to inability to access it through *A and I*. Nevertheless, below, Graph 2-2-3.3 graphs the data sets in Table 2-2-2.3 and readily illustrates the aggregate frequency during the reporting period.
 During the reporting period (2013 - 2016), there were on average 98 such crashes per year in Virginia and for the most part, with respect to these types of crashes, during the time period (2013 through 2015), the rate of incidence seems to have been relatively stable at a little over 100 such crashes, however, during the time period (2015 - 2016) there seems to have been a precipitous fall in the rate of incidence involving such crashes and it seems that the **trend** continues **downward**.

Table 2-2-3.0: Hazardous Material-Related Crashes in Virginia (2012 - 2016)

Year	HM Placard Present
2012	n/a
2013[2]	105[21]
2014[3]	106[22]
2015[4]	103[23]
2016[5]	77[24]
Total	391
Mean	97.75
STDEV	13.8894

Graph 2-2-3.0: Hazardous Material-Related Crashes in VA by Placard Availability (2012 - 2016)
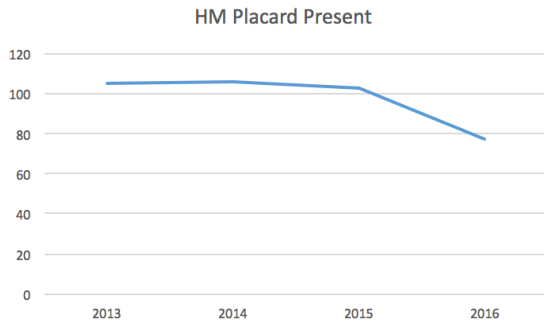

This section focuses on the statistics pertaining to **deaths** attributed to vehicle crashes wherein there was a **hazardous material** (hereinafter referred to as HM) being transported and where there was a **HM release/spill**. Below, Table 2-2-3.1 and Graph 2-2-3.1 gives a summary of statistics detailing these types of deaths for the reporting period (2012 - 2016). With respect to these types of deaths, these illustrations specify the number of deaths and compares it with the stated goal (0), which yields the "outcome" statistic. Graph 2-2-3.1 provides one with perspective in regards to the relationship between the "outcome" statistic and Virginia's goal with respect to future deaths of this type. During reporting period (2012 - 2016), the data reveals that, on average, there was one (1) such death in Virginia per year, with the most, two (2), happening in 2013 and the least, zero (0), occurring in 2015. It is important to note, as shown in Graph 2-2-2.4, that the incidence rate here has fallen from its high of 2013 and based on 2016 data, however, the rate appear to be **trending upward**.

Table 2-2-3.1: Hazardous Material-Related Fatalities with Release of Cargo for Large Trucks in Virginia (2012 - 2016)

Year	Fatalities	Goal	Outcome
2012[1]	1[25]	0	1[25]
2013[2]	2[26]	0	2[26]
2014[3]	1[27]	0	1[27]
2015[4]	0[28]	0	0[28]
2016[5]	1[29]	0	1[29]
Mean	1	n/a	1

Graph 2-2-3.1: Hazardous Material-Related Fatalities with Release of Cargo for Large Trucks in Virginia (2012 - 2016)
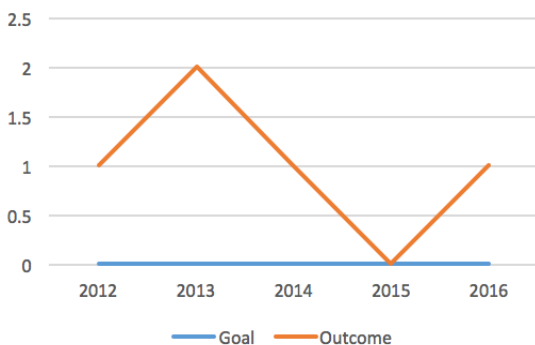
CHALLENGES

One challenge that the VSP MCSU is currently grappling with is the challenges associated with the inspection of motor coach/passenger carriers. Specifically, it continues to grapple with how exactly to inspect these types of carriers with greater frequency given the fact that these inspections, for all intensive purposes, can, pursuant to and in accordance with 49 U.S.C., § 31102(c)(2), only be inspected through inspections which are conducted at the "carrier facility" and by inspections conducted at the destination. As such, overcoming the logistics associated with "carrier

facility" and "destination" inspections is somewhat challenging because, in the past, it has been difficult for each Safety Division area to conduct these inspections due to the fact that all seven area's shared one (1) set of bus ramps. Therefore, in an effort to maximize the VSP MCSU's ability to conduct additional motor coach/passenger carrier inspections, each Safety Division Area Office has been equipped with a set of bus ramps, a trailer to transport the ramps, and a vehicle to pull the trailer so that additional "carrier facility" inspections and "destination" inspections may be conducted in each Safety Division area.

Another challenge that the VSP MCSU continues to encounter is associated with its ability to conduct port checks. The Commonwealth of Virginia has several ports located throughout the Tide Water Area. Currently, the VSP MCSU has 59 MCSU troopers strategically stationed throughout the Commonwealth of Virginia. The challenge here is rooted in the availability of manpower. Specifically, there just are not enough MCSU personnel assigned to this particular region of the state with which to adequately give the ports of Virginia additional attention. However, in an effort mitigate this problem, plans have been made to hold two (2), one (1) week port check operations one (1) the Spring and one (1) in the Fall) during 2018 whereby MCSU troopers and other CMV resources will be brought into the area and focused on conducting large scale port checks throughout the region.

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[1]January 1, 2012 to December 31, 2012.

[2]January 1, 2013 to December 31, 2013.

[3]January 1, 2014 to December 31, 2014.

[4]January 1, 2015 to December 31, 2015.

[5]January 1, 2015 to December 31, 2015.

[6]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Office of Analysis, Research and Technology, *2015 Pocket Guide to Large Truck and Bus Statistics*, April, 2015, 32.

[7]Ibid., 32.

[8]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Office of Analysis, Research and Technology, *2016 Pocket Guide to Large Truck and Bus Statistics*, May, 2016, 36.

[9]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Office of Analysis, Research and Technology, *2017 Pocket Guide to Large Truck and Bus Statistics*, May, 2016, 37.

[10]Ibid., 37.

[11]https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx?enc=VRcg+nobgo6myAh1r0RFOqBnw3p+vVCMdNYM8%3d, Year 2012, July 26: 2017, S. L. Stewart.

[12]https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx?enc+VRcg+nobgo6myAh1r0RFoqBnw3p+vVCMdNYM8%3d, Year 2013 - 2017: July 26, 2017, S. L. Stewart.

[13]Ibid.

[14]Ibid.

[15]Ibid.

[16]https://ai.fmcsa.dot.gov/Crash Statistics/Default.aspx?enc=Vrcg+nObgo6myAbh1r0RFOq00NIqBnw3p+vVCMdNYM8%3d, July 26, 2017, S. L. Stewart.

[17]Ibid.

[18]Ibid.

[19]Ibid.

[20]Ibid.

[21]https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt, Year 2013: July 29, 2017, S. L. Stewart.

[22]https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt, Year 2014: July 29, 2017, S. L. Stewart.

[23]https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt, Year 2015: July 29, 2017, S. L. Stewart.

[24]https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt, Year 2016: July 29, 2017, S. L. Stewart.

[25]https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL, July 27, 2017, S. L. Stewart.

[26]Ibid.

[27]Ibid.

[28]Ibid.

[29]Ibid.

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.

COMMERCIAL MOTOR VEHICLE CRASH REDUCTION GOAL
COMMONWEALTH OF VIRGINIA
2018

As discussed above, FMCSA's bell weather for commercial motor vehicle safety-incidence of death per 100M VMT-over the most recent five (5) year reporting period has an averaged incidence rate of 0.112 deaths per 100M VMT. Additionally, for the CY 2016, the incidence of these types of death was 0.09 deaths per 100M VMT and there is evidence to suggest this incidence rate is trending downwards. Nevertheless, the mean incidence rate for Virginia for the aforementioned five (5) year period is 0.002 deaths per 100M VMT less than the FMCSA's benchmark (0.114 deaths per 100M VMT) for these types of deaths and the rate of incidence for CY 2016 for Virginia is 0.024 deaths per 100M VMT less than the FMCSA benchmark. Regardless of how promising this trend is, leadership in the VSP MCSU is acutely aware that one traffic death, regardless of type is one too many and therefore, the VSP MCSU will continue to strive to promote policies and efforts geared at reducing this statistic. Therefore, with respect to 2018, the FMCSA benchmark (0.114 deaths per 100M VMT) for crashes involving large trucks and buses will be used as a key indicator of how Virginia compares in regards to these types of crashes. Additionally, members of the VSP MCSU will certainly continue to engage in efforts to reduce this statistic even further, and it is fully anticipated that this incidence rate **for large trucks and buses will remain below 0.114 deaths per 100 VMT in Virginia during and through 2018**.

Also discussed above, and shown in Table 2-2-2.0, in regards to **motor coach/passenger carrier safety**, the data shows that for the reporting period (2012-2016) there were a **total of 2,328** of these types of crashes with a mean rate of incidence of 465.6 per year. Furthermore, it appears that this rate of incidence is **trending upward**. Additionally, the data shows, again in Table 2-2-2.0, that there were a total of 27 deaths and that the **rate of incidence associated with crash deaths involving a motor/coach passenger carrier in Virginia** for the same reporting period averaged 5.4 deaths per year and the data shows that the aggregate number associated with this statistic is currently **trending upward**. Regardless of what the trend is when discussing traffic safety, again, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0), deaths caused by passenger carrier-related crashes for evaluation purposes for 2018. With respect to the overall rate of frequency of passenger carrier crashes in Virginia, it is hoped that the additional passenger carrier inspections to be conducted during 2018, as discussed above, will help to reverse the trend currently associated with these types of crashes.

With respect to **HM-related crashes in Virginia** for the reporting period (2013 - 2016), there were a total of 391 crashes where there was a HM placard attached to one of the vehicles involved. On average, the rate of incidence for this type of crash during the reporting period is 97.75. As discussed above, the **rate of incidence** with respect to these types of crashes is **trending downward** and it is worth noting that during 2016, there were only 77 such crashes in Virginia, which is well down from the five (5) year high of 106 in 2014. With respect to **deaths attached** to these types of crashes, Table 2-2-3.1 shows that over the reporting period identified above, there were five (5) such deaths. The **mean rate of incidence** pertaining to these types of death during the reporting period is 1 per year and the overall **trend** currently appears to be trending **upward**. Again, regardless of what the trend is when discussing traffic safety, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0) deaths caused by HM-related vehicle crashes for evaluation purposes for 2018. Members of the VSP MCSU will continue to engage in efforts specifically directed towards HM carriers, such as HM tank inspections in an effort to null this statistic.

Enter the data source and capture date:
See above Data Review and Analysis Section.

Projected Goal for FY 2018
Enter Crash Reduction Goal:
See above Crash Reduction Goal Section.

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.
MOTOR CARRIER SAFETY ASSISTANCE PROGRAM ACTIVITIES
COMMONWEALTH OF VIRGINIA
2018

Table 2-2-4.0, shown below indicates the anticipated number of man hours to be directly devoted towards MCSAP activities in Virginia for 2018. Please note that these figures are rough estimates and do not account for leave, which may be taken by VSP MCSU members nor do they account for ancillary duties[30] that these members may diverted for. Additionally, these figures are based on the maximum number of positions allocated to the VSP MCSU (59) and do not account for vacancies which may be in existence during 2018. It is important to note that every attempt to devote the following man hours towards MCSAP activities will be made, however, due to an inability to forecast the availability of personnel resources in advance the following disclaimer should be noted. The following estimates do not constitute a warranty or contract with respect to the provision of the following resources, as outlined below, to be dedicated towards MCSAP activities by the Virginia State Police.

Table 2-2-4.0: MCSAP Manpower Resource Allocation

MCSAP Manpower Resource	Annual MCSAP Man Hours
VSP Motor Carrier Safety Unit Troopers (59)	123057.48[31]
VSP Motor Carrier Patrol Troopers (20)	5214.3[32]
VSP Motor Carrier Supervisors	11471.46[33]
Total	139743.24

Concurrent with the application of above estimated resources, the VSP MCSU will continue to devote resources to the following MCSAP activities all of which are hoped to contribute to the reduction of CMV-related motor vehicle crashes in Virginia:

- Provide annual motor carrier in-service training for all VSP MCSU personnel and for local law enforcement agencies having motor carrier certified personnel.
- Conduct commercial motor vehicle inspections, including motor coach/passenger carriers, HM carriers and cargo tanks inspections (which to date has **historically** totaled approximately **35,000 inspections** annually).
- Participate in special CMV initiatives such as "Safe Drive," the Commercial Vehicle Safety Alliance's (hereinafter referred to as CVSA) "Brake Check," and "Road Check," and FMCSA's cargo tank strike force.
- Conduct 84 CMV consolidated HM initiatives across the state.
- Conduct 28 CMV data-driven CMV and regionally consolidated initiatives across the state.
- Deliver in outreach products to both CMV operators and drivers as well as the general public.
- Conduct two (2) concentrated week-long port checks annually (one (1) in the Spring and one (1) in the fall.
- Assist, through the examination and evaluation of the CMV and driver involved, with crash investigations involving CMVs.

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[30]Per the public safety personnel clause in the Grant Agreement which allows for MCSAP man hours to be diverted for exigent or extraordinary or unusual public safety circumstances.

[31](59 VSP MCSU troopers x 40 hrs.) x 52.143 = 123,057.48 hrs.

[32](20 VSP Patrol troopers x 5 hrs.) x 52.143 = 5214.3

[33]{(4 VSP MCSU Sergeants x 40 hrs.) x 52.143} + {(3 VSP Safety Division Sergeants x ~20) x 52.143}

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.

<div align="center">

MONITORING OF COMMERCIAL MOTOR VEHICLE CRASH REDUCTION EFFORTS
COMMONWEALTH OF VIRGINIA
2018

</div>

Supervision at the area level will continue to monitor the individual *Weekly and Activity Reports* that all VSP MCSU troopers are required to submit weekly, which captures the summons and arrest activities for both CMVs and non CMVs as well as the aggregate number of inspections each member conducts on a weekly basis. Area level supervision will also continue to collect and report data required to be reported on the SF-PPR and data associated with any and all "special enforcement projects," and forms submitted in conjunction with CMV safety presentations conducted by VSP MCSU members. Area supervision along with Divisional supervision will routinely monitor FMCSA's A & I data bases and indicies along with data available from other FMCSA databases which may serve to inform the decision making process with respect to CMV policy decisions and decisions pertaining to crafting CMV enforcement models, tactics, and strategies.

The VSP MCSU will also continue to monitor the number and types crashes involving commercial motor vehicles in Virginia through the routine monitoring of *Safetynet*'s reporting system and through data obtained through the *Traffic Records Electronic Data* System (hereinafter referred to as TREDS). Following is a description of this data system:[34]

"The main goal of **TREDS (Traffic Records Electronic Data System)** is to provide accurate, timely and detailed highway safety information for analysis and reporting. The data from TREDS is used to support Virginia's efforts to reduce crashes, injuries, fatalities and associated costs. Through TREDS, Virginia now has one of the most effective and innovative information technology tools in the nation to identify and address its highway safety concerns.

This state-of-the-art, automated data system centralizes all of Virginia's crash data and related information. It allows for the electronic submission of police crash reports, scanning of crash data submitted on paper reports at DMV, electronic mapping for locating the crash while completing the crash report, electronic crash diagramming, and integration with other data systems for enhanced data mining, analysis and reporting at various levels.

The comprehensive data housed in TREDS is the foundation of highway safety in Virginia. The information serves as a performance measurement tool that reflects Virginia's efforts to improve highway safety. TREDS traffic crash information can be used to:

-Conduct problem identification and the development of resolutions for safety programs

-Create and implement effective, integrated safety programs and initiative

-Conduct education and awareness initiative

-Make executive management decision

-Award and target federal highway safety funding

-Make key legislative decisions that impact citizen safety on our
 roadway

-Targeting local and state law enforcement efforts

-Make engineering and construction improvements to our
 roadways

-Work with partnering organizations to develop coordinated,
 innovative approaches to improve highway safety

TREDS will pave the way for Virginia's effort to develop and i
implement effective safety programs that will make Virginia's r
roadways among the safest in the country."

Additionally, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report.* A copy of this report may be found at http://www.vsp.state.va.us/downloads /Annual_Report_Facts_Figures/Update-%202013%20Facts%20and%20Figures1.pdf. This review serves to provide a benchmark with respect to the VSP MCSU's past performance and serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the unit's work product.

Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA Division Administrator's (hereinafter referred to as DA) office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

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[34]Virginia Department of Motor Vehicles, *Traffic Records Electronic Data System,* https://www.treds.virginia.gov: July 12, 2017, S. L. Stewart

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	18120	17443	16874	17251	17198
Level 2: Walk-Around	7657	7400	5113	3338	3517
Level 3: Driver-Only	6985	6668	8860	14510	13207
Level 4: Special Inspections	11	0	11	0	0
Level 5: Vehicle-Only	983	424	436	495	247
Level 6: Radioactive Materials	0	3	0	0	1
Total	**33756**	**31938**	**31294**	**35594**	**34170**

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.

MOTOR CARRIER ROADSIDE INSPECTION PROGRAM
COMMONWEALTH OF VIRGINIA
2018

Road Side Inspector Allocation

It is anticipated that the VSP MCSAP will have 59 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the lieutenant listed above, all of these personnel are also certified to conduct hazardous materials inspections, cargo tank inspections and other bulk packaging inspections. It is also anticipated that the VSP MCSU will have 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI inspections. Furthermore, it is anticipated that four (4) of the unit's members will be certified by the Federal Motor Carrier Safety Administration's (hereinafter referred to as FMCSA) National Training Center (hereinafter referred to as NTC) as associate staff instructors and one (1) trooper will be certified and authorized by FMCSA to conduct compliance reviews. It should be noted that these numbers may fluctuate over the course of the reporting period due to unanticipated changes to staffing levels due to retirements, promotions, transfers, etc.

Map 2-3-1.0: Virginia State Police Motor Carrier Safety Unit Manpower Allocation
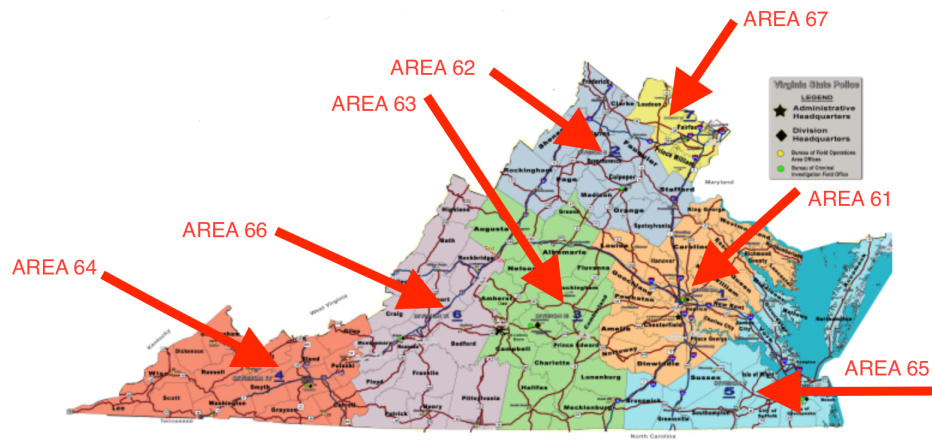
Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allow for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.
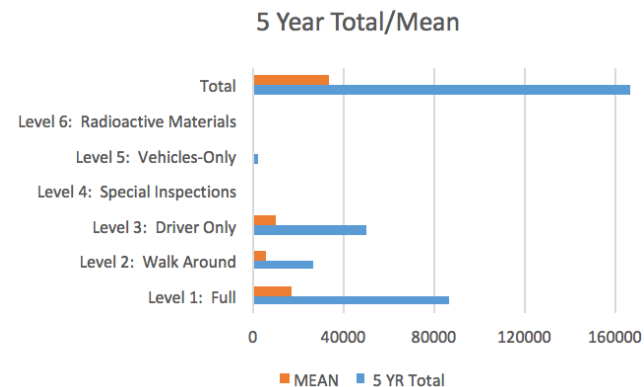
DATA REVIEW AND ANALYSIS

This section provides a holistic view of the VSP MCSU's roadside inspection program activities from 2012 through 2016. The following table and graphs, shown below, list and illustrate the trends associated with each type of roadside inspection conducted in Virginia during the reporting period. Specifically, Table 2-3-1.0 lists the numbers and percentages of each type of inspection, Graph 2-3-1.0 illustrates the the trend with respect to the totals of each type of inspection, Graph 2-3-1.1 illustrates the trend in regards to the totals of each type of inspection expressed as a percentage of the aggregate number of inspections, Graph 2-3-1.2 illustrates the five (5) year total as compared with the five (5) year mean and Graph 2.3-1.3 illustrates the five (5) year totals as a percentage of the whole.

During the reporting period, the VSP MCSU conducted a **total** of **166,752** roadside inspections with an **average** yearly rate of **33,350** inspections and the data shows that this rate is currently lower than the five (5) year high, in 2015, of 35,594 and is **trending steadily** at ~33,000 per year. During the reporting period, "**Level 1**: Full inspections," accounted for **52.10%** of the total amount of roadside inspections conducted by the VSP MCSU, which is well above the 25% inspection rate for these types of inspections as suggested[1] by FMCSA. It is also worth noting that the data shows and which is illustrated in Graph 2-3-1.1, that this rate of inspection is **trending steadily** at a rate **above 50%**. The data also shows that while the average frequency of "**Level 3: Driver Only**" inspections during the reporting period is three (3) percent below the FMCSA suggested[2] rate of 33%, it should be noted that for the years of 2015 and 2016, this rate has greatly exceeded the suggested rate and as illustrated by Graph 2-3-1.1, **is currently trending steadily at ~38%**.

Table 2-3-1.0: Roadside Inspection History

Inspection Types	2012[3]	2012%	2013[4]	2013%	2014[5]	2014%	2015[6]	2015%	2016[7]	2016%	5YR	5YR%	MEAN
Level 1: Full	18120	53.68	17443	54.62	16874	53.92	17251	48.47	17198	50.33	86,886	52.10	17,377.2
Level 2: Walk Around	7657	22.68	7400	23.17	5113	16.34	3338	9.38	3517	10.29	27,025	16.21	5,405
Level 3: Driver Only	6985	20.69	6668	20.88	8860	28.31	14510	40.77	13207	38.65	50,230	30.12	10,046
Level 4: Special Inspections	11	0.03	0	0	11	0.04	0	0	0	0	22	0.01	4.4

Level 5: Vehicles- Only	983	2.91	424	1.33	436	1.39	495	1.39	247	0.72	2,585	1.55	517
Level 6: Radioactive Materials	0	0	3	0.01	0	0	0	0	1	.002	4	0	0.8
Total	33756	100	31938	100	31294	100	35594	100	34170	100	166,752	100	33,350.4

Graph 2-3-1.0: Roadside Inspection History Totals
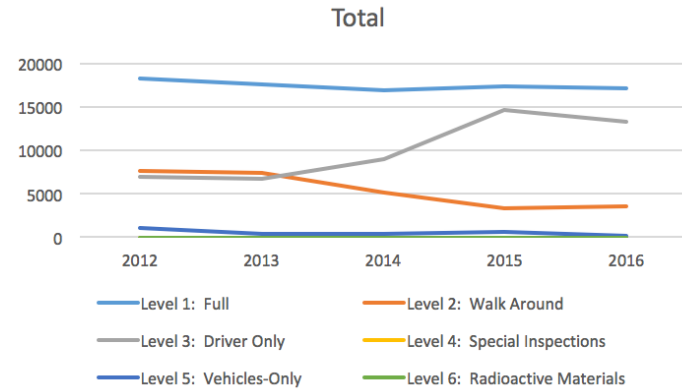
Graph 2-3-1.1: Roadside Inspection History Totals by Percentage
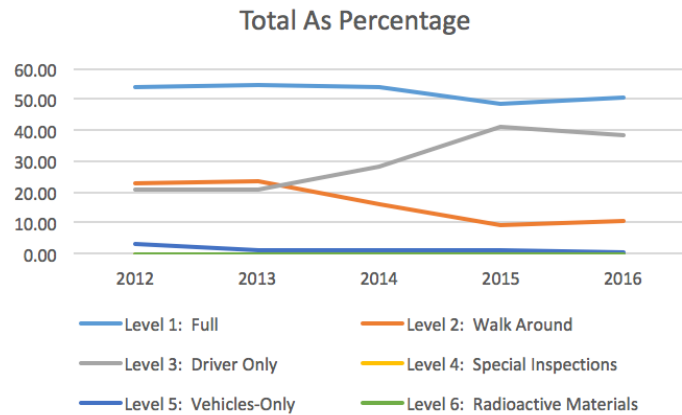
Graph 2-3-1.2: Roadside Inspection Totals and Mean (2012 - 2016)

Graph 2-3-1.3: Roadside Inspection Totals by Percentage (2012 - 2016)

5 YR %

- Level 1: Full
- Level 2: Walk Around
- Level 3: Driver Only
- Level 4: Special Inspections
- Level 5: Vehicles-Only
- Level 6: Radioactive Materials
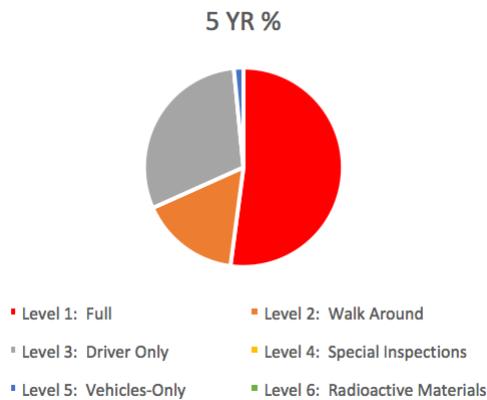
MONITORING PLAN

The VSP MCSU will continue, as it has in the past, to monitor the number and types of roadside inspections it's members conduct through routine monitoring of *Safetynet*'s reporting system. More specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables and graphs similar to the ones shown above, which provides semi-real-time feedback which allows for incremental adjustments to motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Additionally, leadership will continue to monitor agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report.* A copy of this report may be found at http://www.vsp.state.va.us/downloads /Annual_Report_Facts_Figures/Update-%202013%20Facts%20and%20Figures1.pdf. This review will be used to gage the VSP MCSU's efforts in regards to the number and types of inspections being conducted by members assigned to this unit and it will be used as a safety mechanism to ensure that the unit is meeting its benchmark with respect to the number and types of roadside being conducted on a quarterly basis.

Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

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[1]United States Department of Transportation, Federal Motor Carrier Safety Administration, *Motor Carrier Safety Assistance Program - Grant Comprehensive Policy,* Version 3.0, Washington DC: June 2016, 34.

[2]Ibid., 34.

[3]United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report,* Safetynet: January 1, 2012 to December 31, 2012, June 28, 2017, K. Smith.

[4]United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report,* Safetynet: January 1, 2013 to December 31, 2013, June 28, 2017, K. Smith.

[5]United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report,* Safetynet: January 1, 2014 to December 31, 2014, June 28, 2017, K. Smith.

[6]United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report,* Safetynet: January 1, 2015 to December 31, 2015, June 28, 2017, K. Smith.

[7]United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report,* Safetynet: January 1, 2016 to December 31, 2016, June 28, 2017, K. Smith.

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: VIRGINIA DEPARTMENT OF STATE POLICE

Enter the total number of certified personnel in the Lead agency: 88

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13048	1797	31	14876	49.59%
Level 2: Walk-Around	4138	448	33	4619	15.40%
Level 3: Driver-Only	9360	600	24	9984	33.28%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	189	516	1.72%
Level 6: Radioactive Materials	0	1	0	1	0.00%
Sub-Total Lead Agency	**26857**	**2866**	**277**	**30000**	

MCSAP subrecipient agency

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

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

Non-Funded Agencies

Total number of agencies:	50
Enter the total number of non-funded certified officers:	140
Enter the total number of inspections projected for FY 2018:	1

Summary

Projected Goals for FY 2018 - Roadside Inspections Summary

Projected Goals for FY 2018 Summary for All Agencies					
MCSAP Lead Agency: VIRGINIA DEPARTMENT OF STATE POLICE **# certified personnel: 88**					
Subrecipient Agencies: **# certified personnel: 0**					
Number of Non-Funded Agencies: 50 **# certified personnel: 140** **# projected inspections: 1**					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13048	1797	31	14876	49.59%
Level 2: Walk-Around	4138	448	33	4619	15.40%
Level 3: Driver-Only	9360	600	24	9984	33.28%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	189	516	1.72%
Level 6: Radioactive Materials	0	1	0	1	0.00%
Total ALL Agencies	**26857**	**2866**	**277**	**30000**	

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.
Please note that the number and type of roadside inspections conducted by "non-funded" agencies are not tracked due to the fact that the "non-funded" agencies conducting roadside inspections in Virginia do not have access to upload inspection results to FMCSA.

4 - Investigations

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

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

Trend Analysis for 2012 - 2016

Investigative Types - Interstate	2012	2013	2014	2015	2016
Compliance Investigations		0	0	0	0
Cargo Tank Facility Reviews		0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)		11	3	3	1
CSA Off-Site		0	0	0	0
CSA On-Site Focused/Focused CR		18	37	43	5
CSA On-Site Comprehensive		0	6	3	3
Total Investigations	**0**	**29**	**46**	**49**	**9**
Total Security Contact Reviews		1	5	4	0
Total Terminal Investigations		0	0	0	6

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

Narrative Overview for FY 2018

Instructions:

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

Projected Goals for FY 2018

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

Projected Goals for FY 2018 - Investigations		
Investigative Type	**Interstate Goals**	**Intrastate Goals**
Compliance Investigations	0	0
Cargo Tank Facility Reviews	0	0
Non-Rated Reviews (Excludes CSA & SCR)	1	0
CSA Off-Site	0	0
CSA On-Site Focused/Focused CR	4	0
CSA On-Site Comprehensive	1	0
Total Investigations	**6**	**0**
Total Security Contact Reviews	0	0
Total Terminal Investigations	3	0

Add additional information as necessary to describe the carrier investigation estimates.
See "Program Activities" below.

Program Activities: Describe components of the State's carrier investigation activities. Include the number of personnel participating in this activity.
MOTOR CARRIER INVESTIGATIONS
VIRGINIA STATE POLICE

DATA REVIEW AND ANALYSIS

It should be noted that the VSP MCSU only has one (1) trooper certified and authorized to conduct motor carrier investigations.

Nevertheless, the data for the reporting period[1] (2013 - 2016), shown in the table and graphs below, reveals that since 2015, there has been a precipitous decline in regards to the incidence rate of **interstate investigations** conducted by the VSP MCSU and the data supports the notion that the frequency of these investigations is **trending downward**. Furthermore, with the exception of "CSA On-Site Comprehensive Investigations" and "Total Terminal Investigations," this trend is mirrored in each of the types of investigations listed below.

Table 2-4-1.0: Virginia State Police Motor Carrier
Interstate Investigations (2013 - 2016)

Interstate Investigations[2]	2013	2014	2015	2016	MEAN
Compliance investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	11	3	3	1	4.5
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	18	37	43	5	25.75
CSA On-Site Comprehensive	0	6	3	3	3

Total Security Contact Reviews	1	5	4	0	2.5
Total Terminal Investigations	0	0	0	6	1.5
Total Investigations	**29**	**46**	**49**	**9**	**33.25**

Graph 2-4-1.0: Virginia State Police Motor Carrier Interstate Investigations (2013 - 2016) By Type
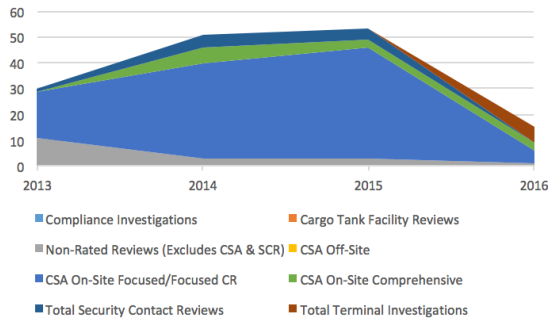
Graph 2-4-1.1: Virginia State Police Motor Carrier Interstate investigation Total (2013 - 2016)

_____
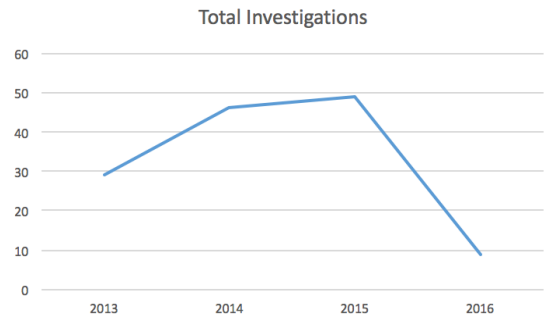
[1]Data for 2012 is not available in the "Analysis & Information On line" database.

[2]U.S. Department of Transportation, Federal Motor Carrier Administration, Analysis & Information On line, Reviews, By Type, 2013 - 2017: July 18, 2017, S. L. Stewart.

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

The VSP MCSU will continue, as it has in the past, to monitor the number and types of investigations its members conduct through routine monitoring of FMCSA reporting systems and through monthly and quarterly reports submitted to FMCSA. Additionally, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report.* A copy of this report may be found at http://www.vsp.state.va.us/downloads/Annual_Report_Facts_Figures /Update-%202013%20Facts%20and%20Figures1.pdf. This review serves to provide a benchmark with respect to the VSP MCSU's past performance and serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the unit's overall work product, which in this case are the number and type of motor carrier investigations conducted.

Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

5 - Traffic Enforcement

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

Trend Analysis for 2012 - 2016

Instructions*:*

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2016	12/31/2016	4315	4745
01/01/2015	12/31/2015	5142	5599
01/01/2014	12/31/2014	2926	3353
01/01/2013	12/31/2013	3073	3545
01/01/2012	12/31/2012	5392	6484

☑ **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.
See discussion below on Narrative Overview for FY 2018

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
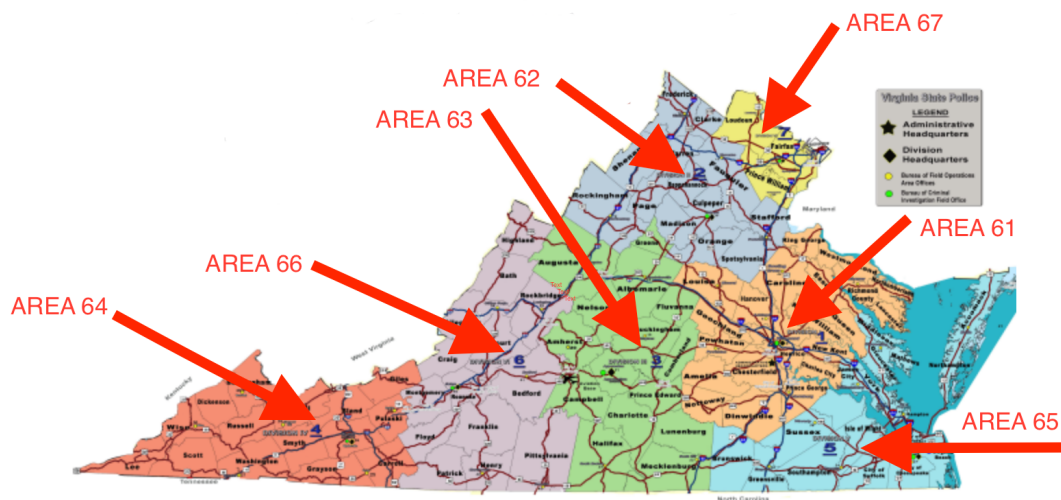
enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial 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](#).

Virginia State Police
Motor Carrier Safety Unit
Traffic Enforcement Overview

<u>LEVEL OF EFFORT</u>

It is anticipated that the VSP MCSAP will have 59 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the lieutenant listed above, all of these personnel are also certified to conduct hazardous materials inspections, cargo tank inspections and other bulk packaging inspections. It is also anticipated that the VSP MCSU will have 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI inspections. Furthermore, it is anticipated that four (4) of the unit's members will be certified by the Federal Motor Carrier Safety Administration's (hereinafter referred to as FMCSA) National Training Center (hereinafter referred to as NTC) as associate staff instructors and one (1) trooper will be certified and authorized by FMCSA to conduct compliance reviews. It should be noted that these numbers may fluctuate over the course of the reporting period due to unanticipated changes to staffing levels due to retirements, promotions, transfers, etc.

Map 2-5-1.0

Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

 The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work

most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

DATA ANALYSIS

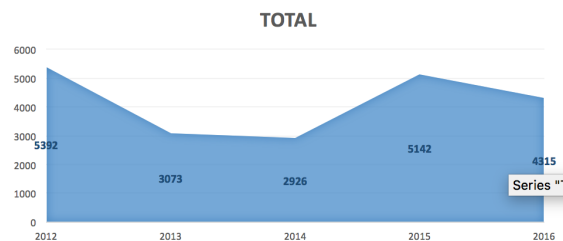The Virginia Motor Carrier Safety Unit does not conduct enforcement activities on CMVs without an inspection.

The data table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's efforts with respect to two (2) overall categories. The first is in regards to the number of enforcement stops initiated which were accompanied by and inspection and the second pertains to non-CMV enforcement stops initiated by VSP MCSU troopers during the reporting period (2012 - 2016). The data also details the number of citations and warnings issued for each type of enforcement activity.

With respect to the **first category**, one can see that over the reporting period, the rate of incidence, pertaining to both the aggregate number of stops and the total number of citations and warnings issued in relation to this category of enforcement, **wavers** significantly and appears to be **trending downward**. In regards to the **second category**, there is **some fluctuation** in the frequency in terms of both the number of enforcement stops and the number of citations and warnings issued and the rate is **trending downward**, however, the fluctuation is not as pronounced.

Table 2-5-1.0: Virginia State Police Motor Carrier Unit Enforcement Activities (2012 - 2016)

Enforcement Type[1]	2012[2]	2013[3]	2014[4]	2015[5]	2016[6]	MEAN
No. of Documented CMV Traffic Enforcement Stops with an Inspection	5392	3073	2926	5142	4315	4170
No. of Citations and Warnings Issued for CMV Traffic Enf. Stops with an Inspection	6484	3545	3353	5599	4745	4745
No. of Documented Non-CMV Traffic Enforcement Stops	3162	3013	3296	4945	3604	3604
No of Traffic Citations and Warnings for Documented Non-CMV Traffic Enf. Stops	3162	3013	3296	4945	3604	3604

Graph 2-5-1.0: Virginia State Police Motor Carrier Safety Unit Documented CMV Traffic Enforcement Stops with an Inspection (2012 - 2016)

Graph 2-5-1.1: No of Citations and Warnings Issued for CMV Traffic Enforcement Stops with an inspection - Virginia State Police Motor Carrier Safety Unit (2012 - 2016)
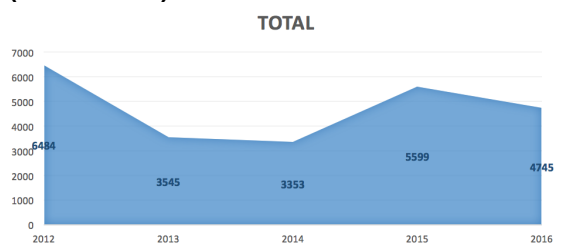
Graph 2-5-1.2: Virginia State Police Motor Carrier Safety Unit Documented Non-CMV Traffic Enforcement Stops (2012 - 2016)

TOTAL

Graph 2-5-1.3: No of Citations and Warnings Issued for Documented Non-CMV Traffic Enforcement Stops (2012 - 2016)

TOTAL

_____
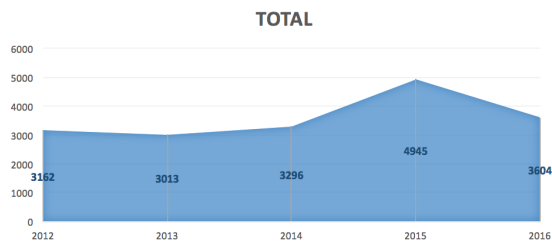
[1]Virginia State Police, Mapper, Activity Summary Report By Division for 2012-2016, Safety Division, Motor Carrier Safety Unit, July 5, 2017, A. White.

[2]January 1, 2012 through December 31, 2012.

[3]January 1, 2013 through December 31, 2013.

[4]January 1, 2014 through December 31, 2014.

[5]January 1, 2015 through December 31, 2015.

[6]January 1, 2015 through December 31, 2016.

Projected Goals for FY 2018

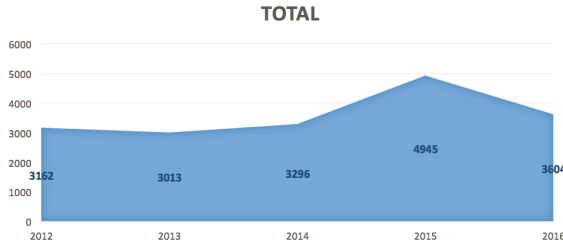*Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.*

Yes	No	Traffic Enforcement Activities	Enter Projected Goals (Number of Stops only) FY 2018
⦿	○	CMV with Inspection	4100
○	⦿	CMV without Inspection	
○	⦿	Non-CMV	
⦿	○	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	200

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
30001	6	757	30764	34832

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

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

The VSP MCSU will continue, as it has in the past, to monitor the number and types of enforcement activities it's members conduct through routine monitoring of the appropriate FMCSA and state reporting systems as well as monthly and quarterly MCSAP reporting mechanisms. Furthermore, as these statistics become available, they will be reviewed and entered into a master spreadsheet which generates tables and graphs similar to the ones shown above, which provides semi-real-time feedback which allows for incremental adjustments to motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources and ensure that these funds are appropriately directed towards FMCSA's national traffic enforcement priorities.   In addition to the aforementioned monitoring mechanism, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available for public consumption. One such document is the annually released "Virginia State Police Facts and Figures Report." A copy of this report may be found at http://www.vsp.state.va.us/downloads/Annual_Report_Facts_Figures /Update-%202013%20Facts%20and%20Figures1.pdf. It should also be noted that this review serves to provide a benchmark with respect to the VSP MCSU's past performance and serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the enforcement activities engaged in by its members.   Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to directing appropriate resources towards FMCSA's national priorities as well as the various operational components of Virginia's overall motor carrier safety program.

6 - Safety Technology

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

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

These expenses must be included in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Core CVISN Compliant	Yes
PRISM	Step 8	Yes

Avaliable 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: Virginia Department of Motor Vehicles

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

Narrative Overview for FY 2018

Problem Statement Narrative and Projected Goal:
If the State's PRISM compliance is less than full participation, describe activities your State plans to implement to achieve full participation in PRISM.

I.T.D. AND P.R.I.S.M. STATUS
COMMONWEALTH OF VIRGINIA

The Virginia Department of Motor Vehicles manages and administers all P.R.I.S.M. program-related activities through a sub-MCSAP grant awarded through the Virginia State Police. Nevertheless, with respect to P.R.I.S.M. compliance, the Commonwealth of Virginia has achieved, as cited below, "step 8" and as such has the authority to deny reincarnated carriers, has the authority to deny suspected reincarnated carriers and is reporting, through appropriate channels to FMCSA, suspected reincarnated carriers.

Map 2-6-1.0[1]:
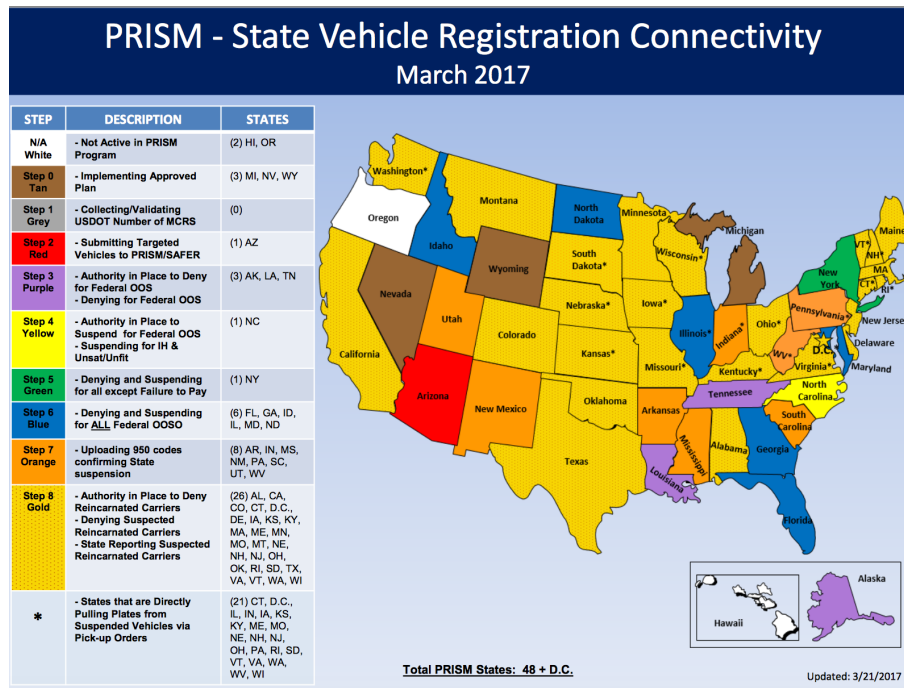
Over the years, the VP Max has been in the position to make significant investments to its information technology (hereinafter referred to as IT) structures and systems. Consequently, Virginia is currently classified, as cited below, as "core compliant" in regards to information technology deployment; participates in the nationwide e-screening enrollment programs;[3] uploads credentialing data to the FMCSA's *Safety and Fitness Electronic Records System*,[4] and has implemented E-Credentialing.[5] Additionally, the VP Max along with state and local partners have made significant gains with respect to configuring their respective IT systems in a fashion that renders them compatible with FMCSA IT platforms and processes. These enhancements in connectivity and compatibility have most certainly contributed to strengthening core MCSAP program management functions, specifically, functions related to planning, organizing, staffing, directing, coordinating, and budgeting and has translated to safer highways in Virginia and nationwide.

Leadership in the Virginia State Police Motor Carrier Safety Unit certainly appreciates the value of and is committed to growing, in a responsible and prudent fashion, Virginia's motor carrier "innovative technology deployment" initiative beyond mere compliance and is committed to the deployment of intelligent transportation system applications for commercial motor vehicle operations, commercial drivers, and carrier-specific information systems and networks in Virginia. It is anticipated that such investments will ultimately contribute to raising both the aggregate levels of safety and motor carriers and commercial vehicles operating in and through the Commonwealth of Virginia.

Map 2-6-1.1[2]:

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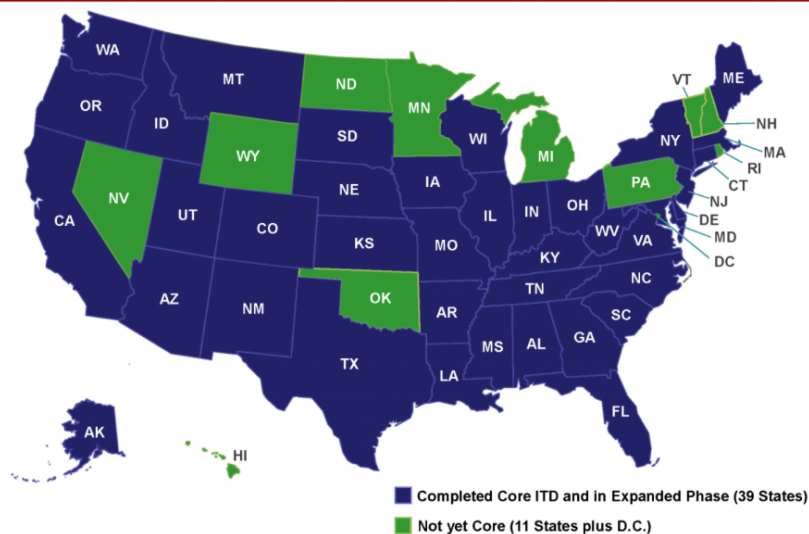
[1]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Prism State Vehicle Registration Connectivity*, March, 2017: https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism, July 20, 2017, S. L. Stewart.

[2]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *I.T.D. Deployment Status*, November 2017: https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism, July 20, 2017, S. L. Stewart.

[3]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *ITD Deployment Status*, https://www.fmcsa.dot.gov/information-systems/itd-deployment-status, July 20, 2017, S. L. Stewart.

[4]Ibid.

[5]Ibid.

FY 2017 Motor Carrier Safety Assistance Program Commonwealth of Virginia, Department of Motor Vehicles Grant Budget Narrative

Other Costs Budget Narrative

Item Name	Total Cost	85% Federal Share	15% State Match
CVISN/PRISM Program:			
Xerox VISTA-RS System PRISM maintenance fees	$45,000.00	$38,250.00	$6,750.00
Xerox Preview (CVIEW) System maintenance fees	$67,500.00	$57,375.00	$10,125.00
Xerox VISTA-RS (IRP) System CVISN maintenance fees	$45,129.00	$38,359.65	$6,769.35
Xerox VISTA-TS (IFTA) System CVISN maintenance fees	$45,129.00	$38,359.65	$6,769.35
IFTA Membership/Clearinghouse fees and dues	$17,000.00	$14,450.00	$2,550.00
IRP Membership/Clearinghouse fees and dues	$31,600.00	$26,860.00	$4,740.00
PrePass Membership Fees	$15,000.00	$12,750.00	$2,250.00
WIM Maintenance Fees	$394,046.00	$334,939.10	$59,106.90
DMV webCAT System contractor maintenance and support	$50,000.00	$42,500.00	$7,500.00
Total Other Costs:	$710,404.00	**$603,843.40**	$106,560.60

The costs of operations and maintenance fees for the PRISM and CVISN programs are necessary for the ongoing production and support of systems.

Personnel Budget Narrative

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/ Wage	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	1	100	2080	$24.04	$50,000.00	**$42,500.00**	$7,500.00

The SADIP program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TREDS and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.

Fringe Benefits Budget Narrative						
Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	Benefits	49.8%	100	$24,900.00	**$21,165.00**	$3,735.00
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.						

Contractual Cost Budget Narrative			
Description of Services	Total Cost	85% Federal Share	15% State Match
SADIP Program: IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDS)	$99,444.23	**$84,527.60**	$14,916.63
Contractual staff is responsible for all system operations and maintenance to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO OC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDS to assist their efforts.			

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
Total Other Costs:	$710,404.00	$603,843.40	$106,560.60
Total Personnel Costs:	$50,000.00	$42,500.00	$7,500.00
Total Fringe Benefits Costs:	$24,900.00	$21,165.00	$3,735.00
Total Contractual Costs:	$99,444.23	$84,527.60	$14,916.63
Total Budget for Sub-Grant:	$884,748.23	**$752,036.00**	$132,712.23

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

Rena R. Hussey

Assitant Commissioner

Motor Carrier & Tax Servces

December 20, 2017

The funding associated with these activities will assist the Virginia Department of Motor Vehicles with continued efforts to maintain and improve data sharing efforts for inspections, roadside enforcement activities and data collected on commercial motor vehicle crashes. It will also help the Virginia Department of Motor Vehicles remain compliant in their ITD, Prism, and SADIP programs which Virginia prides itself in holding to a high standard.

ITD/PRISM:

The overall goal of this project is to provide funding that will allow Virginia to continue to pay the following ITD and PRISM related fees and dues:

- CVIEW Maintenance
- IRP membership/IRP Clearinghouse dues and fees
- IFTA Membership/Clearinghouse dues and fees
- WIM maintenance fees
- ITD vendor system maintenance fees (IRP)
- ITD vendor system maintenance fees (IFTA)

Annual CVISN/PRISM Membership Dues/Maintenance Fees

Project Activities	Planned Schedule
PRISM vendor system maintenance fees	Monthly
CVIEW Maintenance Fees	Monthly
IRP Membership/Clearinghouse Fees Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor system maintenance fees (IRP)	Monthly
ITD Vendor System maintenance fees (IFTA)	Monthly
WIM Maintenance Fees	Annual

Performance Objectives:

- Virginia will maintain the membership fees and dues that support Virginia's credentialing, roadside and safety efforts through participation in electronic interfaces with national entities thus keeping Virginia's system Core ITD and PRISM compliant. Fees and dues will be paid promptly on a monthly or annual basis as required by the vendor.

- Virginia will promptly pay CVIEW maintenance fees that cover hardware, software, and any updates to the CVIEW system required by the federal government. The maintenance will allow Virginia to stay up to date and ITD compliant.

- Virginia will promptly pay ITD related IRP, IFTA and WIM system maintenance fees that cover hardware, software and any updates to the IRP, IFTA and WIM systems required by the federal government. The maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

SADIP:

Virginia is requesting funding for SaDIP to continue operations, maintenance and improvements to its technology (Traffic Records Electronic Data System), enhance its automated mapping and reporting analysis capabilities, increase electronic reporting, expand training for law enforcement statewide and staff prioritization and focus on data quality and quantity of large truck and bus crashes. Funding will be used in our efforts to target and address this increase in crashes.

Virginia continues to work hard to make technological advances, improve law enforcement reporting and training, and perform data and system quality checks, all in our goal to maintain both individual and overall SSDQ rankings of "Green." Virginia has maintained this excellent rating for seven (7) years and this is due mainly to excellent teamwork, DMV's prioritization of CMV crashes, routine reviews and analysis of CMV reportable crash data in TREDS, SafetyNet and the SSDQ measures, and enhancements to our technology.

Virginia currently has approximately 2,000 crashes still being reported manually, resulting in problems with data accuracy and

timeliness, delays in data availability, and analysis and reporting. As of July 2017, the three (3) largest jurisdictions, which also experience heavy CMV traffic, Fairfax County and the cities of Norfolk, and Newport News, have all begun to submit crash data electronically. We are working on contacting agencies to move the remaining 2,000 paper crash reports to electronic submissions.

Virginia's needs to continue to focus efforts on our Traffic Records Electronic Data System (TREDS) maintenance, operation and enhancements to correct identified issues as well as to improve opportunities for law enforcement to more easily identify and record reportable large truck and bus crash data, improve the quality and quantity of reportable commercial motor vehicle (CMV) large truck and bus crash data, as well as, provide law enforcement training where needed.

Virginia would like to also increase the types of automated mapping and reporting for analysis and to add data integration functionality in TREDS to enhance the level of analysis conducted, particularly with large truck and bus crashes. This could also include possible staffing increases to perform advanced-level analysis.

The data will be used to evaluate program effectiveness, identify problems and trends, help target spending, and ultimately reduce the number of CMV crashes currently occurring on Virginia's roadways.

Performance Objectives:

- The primary objective of Virginia's SADIP Plan is to maintain its GREEN/GOOD rating by continuing to improve the quality and quantity of data collected on commercial motor vehicle crashes. To accomplish this, Virginia will:

- Identify opportunities to enhance TREDS with additional system edits, data integrations, automated mapping and reporting and analysis

- Improve the front end electronic data collection tool to make it easier for law enforcement to collect better CMV data

- Ensure quality data is being submitted by increasing electronic submissions to TREDS (reducing manually completed paper reports)

- Ensure law enforcement receives training, where identified, to improve their ability to distinguish and identify reportable CMV crashes

- Work with our partners at the Virginia State Police (VSP) who periodically conduct audits/reviews of data/system and provide input for improvements where needed

Program Activity Plan:

Time Frame	Proposed Activity	Location	Responsible Party	Level of Effort
Start: Award + 30 Days Complete: Award + 730 Days	Data quality specialist to identify, verify, and electronically submit reportable CMV data into TREDS. Performs analysis and extraction of reportable CMV data through TREDS to VSP via secure FTP site	DMV Headquarters	Project Director	2,080 staff hours (consists of 1 full time DQ Analyst)
				6,938 staff hours

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.

Rena R. Hussey

Assstant Commissioner,

Motor Carrier & Tax Services

December 20, 2017

ITD/PRISM:

The Virginia Department of Motor Vehicles will track payments of the ITD and PRISM dues and fees and report them to the lead MCSAP agency for Virginia, the Virginia Department of State Police, on the Quarterly Performance Reports.

- Virginia currently contracts with Conduent for an ITD compliant CVIEW. Virginia DMV pays Conduent a monthly maintenance fee to host and operate the system on Virginia's behalf. The Conduent CVIEW allows Virginia to maintain core compliance with ITD and PRISM requirements. The data sharing capabilities provided by the system ensure that law enforcement across the nation have access to data to support their inspection and road side enforcement activities. The Conduent CVIEW also interfaces with Virginia's automated license plate and DOT# readers to support electronic screening and identification of problem carriers that require additional scrutiny.

- Virginia is obligated to pay IRP, Inc. membership and Clearinghouse dues on an annual basis. The clearinghouse system provides IRP member jurisdiction with an automated process to share registration and financial information and to net fees between jurisdictions. Payments of these dues enable Virginia to maintain ITD compliance.

- Virginia is obligated to pay IFTA, Inc. membership and clearinghouse dues on an annual basis. The clearinghouse system provides IFTA member jurisdictions with an automated process to share licensing and tax information and to net taxes between jurisdictions. Payment of these dues enables Virginia to maintain ITD compliance.

- Virginia DMV currently provides electronic credentialing and tax services to motor carriers through its webCAT system. The webCAT system interfaces with the Conduent IRP system to accomplish transaction and payment processing, and credential issuance. Conduent charges Virginia maintenance fees to maintain and support the interface between the systems. Payment of these fees allows Virginia to meet ITD electronic credentialing requirements.

- Virginia DMV currently provides electronic credentialing and tax services to motor carriers through its webCAT system. The webCAT system interfaces with the Conduent IFTA system to accomplish transaction and payment processing, and credential issuance. Conduent charges Virginia maintenance fees to maintain and support the interface between the systems. Payment of these fees allows Virginia to meet ITD electronic credentialing requirements.

- The WIM maintenance fees consist of 12 months annual maintenance, repair, and operational support of WIM Sorter Systems at the following Motor Carrier Service Centers (MCSC) locations:

1. Suffolk
2. Bland
3. Carson
4. Alberta
5. Stephens City
6. Troutville
7. Dumfries
8. Sandston

This also includes 12 month data service plans for IP addressable wireless modems at WIM Sorter Systems at the following MCSC locations:

1. Suffolk
2. Bland
3. Carson
4. Alberta
5. Stephens City
6. Troutville
7. Dumfries

8. Sandston
9. Route 522 to enhance maintenance and reporting capacity

The maintenance agreement covers annual maintenance, repair and operational support of the WIM Sorter Systems, and Data Service Plan for IP Addressable Wireless Modems.

- Virginia DMV will use finding to maintain and support the webCAT/motor carrier portal system which is used for titling, International Registration Plan (IRP) and non-IRP registration services, and international Fuel Tax Agreement (IFTA) credentialing and tax services. The system also includes titling functionality, overload permit functionality, user security functionality, customer notification functionality, user/account maintenance functionality, financial and reporting processes, search and inquiry capabilities, system administrator queue management, payment processing etc.

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-CMVs that operate around large trucks and buses.

Trend Analysis for 2012 - 2016

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

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	134	147	122	133	167
CMV Safety Belt Education and Outreach	12	13	11	12	15
State Trucking Association Meetings	20	22	18	19	24
State-Sponsored Outreach Events	6	5	5	6	8
Local Educational Safety Events	19	20	17	19	23
Teen Safety Events	9	12	9	10	12

Narrative Overview for FY 2018

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

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

<div align="center">

PUBLIC EDUCATION AND OUTREACH
NARRATIVE OVERVIEW FOR FY 2018
COMMONWEALTH OF VIRGINIA

DATA REVIEW AND ANALYSIS

</div>

The table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's public education and outreach activities (hereinafter referred to as outreach activities) for the reporting period 2012 through 2016. Over the course of this reporting period, the VSP MCSU has averaged 210 outreach activities per year. As one can see, the rate of incidence pertaining to the aggregate number of such activities reached a five year high in 2016 with 249 activities conducted and it should be noted that **total outreach activites** for VSP MCSU is **trending upwards**. The same appears to be true of each of the outreach categories, as the **rate of incidence for each category** is also **trending upwards**.

Table 2-7-1.0: Public Education and Outreach Activities-
Virginia State Police Motor Carrier Safety Unit (2012 - 2016)

Public Education and Outreach Activities	2012[1]	2013[2]	2014[3]	2015[4]	2016[5]
Carrier Safety Talks	134	147	122	133	167
CMV Safety Belt Education and Outreach	12	13	11	12	15
State Trucking Association Meetings	20	22	18	19	24
State-Sponsored Outreach Events	6	5	5	6	8
Local educational Safety Events	19	20	17	19	23
Teen Safety Events	9	12	9	10	12
Total	200	219	182	199	249
Mean	200	210	200	200	210

Graph 2-7-1.0: Public Education and Outreach Activities-Virginia State Police Motor Carrier Safety Unit (2012 - 2016)
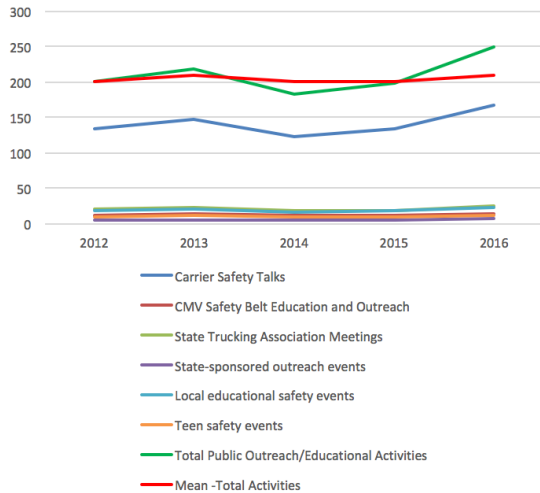
In addition to passenter transportaion, hazardous materials transportaion, and share the road safely initiatives, emphasis will continue to be placed on engaging in the above-listed public out reach activities. Based on the data above, efforts will be engaged in to facilitate an increase in the frequency of "state sponsored outreach activities" and "teen safety events."

Map 2-7-1.0

During the upcoming reporting period, it is anticipated that the VSP MCSAP will have 59 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant engaged in public outreach activities througout the seven service regions shown above. When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV are not patrolling their assigned duty posts, are not engaged in concentrated enforcement initiatives, or are n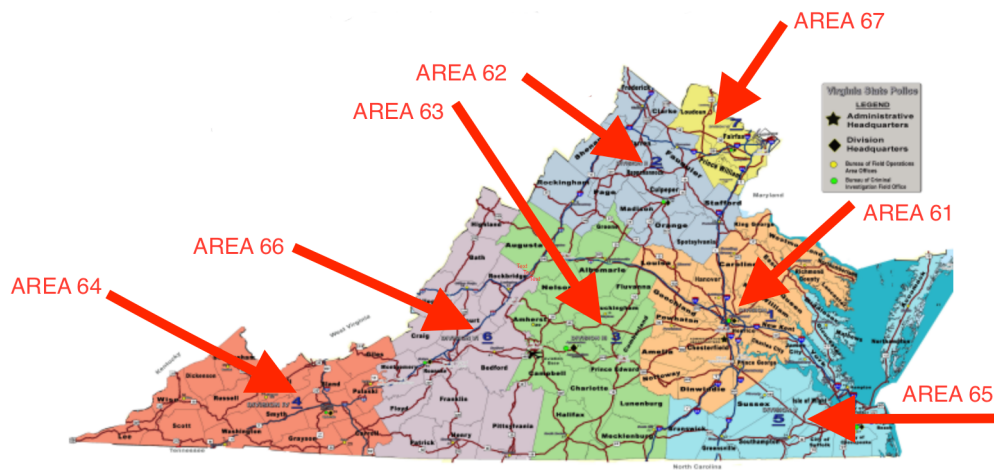ot participating in special CMV enforcement projects, he/she is expected to be engaging the public via the aforementioned activities and through daily interaction with both CMV drivers/operators through their routine daily interactions.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they, however, are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. However they are required to conduct CMV-related out reach activities as well. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

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[1]Virginia State Police, MAPPER System, *Crime Prevention Activity Report,* January 1, 2012 through December 31, 2012: July 21, 2017, S. L. Stewart.

[2]Virginia State Police, MAPPER System, *Crime Prevention Activity Report,* January 1, 2013 through December 31, 2013: July 21, 2017, S. L. Stewart.

[3]Virginia State Police, MAPPER System, *Crime Prevention Activity Report,* January 1, 2014 through December 31, 2014: July 21, 2017, S. L. Stewart.

[4]Virginia State Police, MAPPER System, *Crime Prevention Activity Report,* January 1, 2015 through December 31, 2015: July 21, 2017, S. L. Stewart.

[5]Virginia State Police, MAPPER System, *Crime Prevention Activity Report,* January 1, 2015 through December 31, 2015: July 21, 2017, S. L. Stewart.

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**
⦿	○	Carrier Safety Talks	102
⦿	○	CMV Safety Belt Education and Outreach	9
⦿	○	State Trucking Association Meetings	15
⦿	○	State-Sponsored Outreach Events	4
⦿	○	Local Educational Safety Events	14
⦿	○	Teen Safety Events	7

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.

Public Education and Outreach
Measurements and Monitoring
Commonwealth Of Virginia

With respect to measurements, the VSP MCSU will continue to use the categories specified above, in Graph 2-7-1.0, as benchmarks in regards to measuring the unit's overall performance as it pertains to the delivery of CMV public Education and outreach services.

In addition to the submission of quarterly SF-PPR report, the VSP MCSU will continue, as it has in the past, to monitor the number and types of public outreach activities its members conduct through routine monitoring *of* the Virginia State *Police MAPPER* appendicies. More specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables and graphs similar to the ones shown above, which provides semi-real-time feedback which allows for incremental adjustments to CMV public

outreach models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Additionally, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report.* A copy of this report may be found at http://www.vsp.state.va.us/downloads /Annual_Report_Facts_Figures/Update-%202013%20Facts%20and%20Figures1.pdf.

Nevertheless, this review process serves as a, for lack of a better word, a safety mechanism because adds an additional layer of review and it allows the leadership of the VSP MCSU to make determinations about how best to maximize the units performance in regards to its public outreach efforts. Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to not only the various operational components of Virginia's overall motor carrier safety program but it provides useful feedback with respect to the VSP MCSU's public outreach efforts and this relationship generates additional avenues for such efforts.

8 - State Safety Data Quality (SSDQ)

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

SSDQ Compliance Status

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

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

Available data sources:

- FMCSA website SSDQ information

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

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

Enter the date of the A & I Online data snapshot used for the "Current SSDQ Rating" column.
June 30, 2017

Narrative Overview for FY 2018

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

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

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

With respect to measurement, the VSP MCSU will continue to use the categories specified in the above graph, which details Virginia's CMV Safety Data Quality as benchmarks in regards to measuring the unit's overall performance as it pertains to the quality of CMV data

collected and disseminated to the FMCSA.

In addition to quarterly SF-PPR reporting, the VSP MCSU will continue, as it has in the past, to monitor the states "A & I" SSDQ ratings so as to better compensate for incremental adjustments to motor carrier enforcement models and strategies being deployed. It should be noted that there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report.* A copy of this report may be found at http://www.vsp.state.va.us/downloads /Annual_Report_Facts_Figures/Update-%202013%20Facts%20and%20Figures1.pdf.

This dissemination process prompts a review of the unit's data quality maintenance and efforts and serves to provide a benchmark with respect to the VSP MCSU's past performance with respect to ensuring an acceptable level of data quality associated with MCSAP programs. In other words this review serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the unit's data-related-work-product. Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program and with respect to maintaining acceptable ratings in regards to its MCSAP generated and promulgated 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
●	○	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.
○	●	Does your State conduct Group safety audits at non principal place of business locations?
○	●	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	453	756	965	856
Intrastate	0	0	0	0	0
Total Audits	**0**	**453**	**756**	**965**	**856**

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		
	FY 2018	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	336	0
# of Safety Audits (Offsite)	421	0
# Group Audits	0	0
TOTAL Safety Audits	**757**	**0**
# of Non-Audit Resolutions	150	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.

NEW ENTRANT AUDITS
VIRGINIA STATE POLICE
MOTOR CARRIER UNIT

DATA REVIEW AND ANALYSIS

The Virginia State Police does not conduct Intrastate New Entrant Audits.

The data below details the number of Interstate **New Entrant Safety Audits** the Virginia State Police Motor Carrier Unit has conducted over the reporting period, 2013 - 2016. During the reporting period, New Entrant auditors conducted 3,030 audits and as one can see the frequency, as reported for 2016, is **trending downward**. However, the **mean** rate of incidence is trending **upwards**.

Table 2-9-1.0: Virginia State Police New Entrant
Interstate Audits Conducted (2013 - 2016)

New Entrant Interstate Safety Audits	2013[1]	2014[2]	2015[3]	2016[4]	Total
Total	453	756	965	856	3,030
Mean	227	403	544	606	- - - -

Graph 2-9-1.0: Virginia State Police
Interstate New Entrant Audits Conducted
(2013 - 2016)
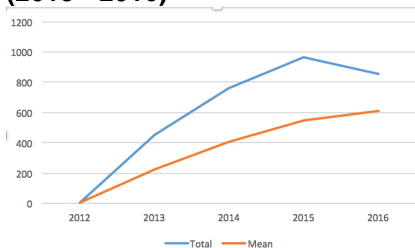
OBJECTIVE

The leadership and members of the Virginia State Police Motor Carrier Unit realize that while New Entrant Audits, occasionally, serve to ferret out potential bad actors, more often, they serve as an educational component which presents as "teachable moments" for those companies just starting out as motor carriers. It is certainly recognized that this educational process can serve to provide potential and perhaps fledgling motor carriers, with information that can and, in fact, oftentimes prevents miss-steps that could ultimately result in a serve safety violations and or serious

regulatory violations.

Therefore, simply stated, in regards to this very important MCSAP program, the VSP MCSU's objective is to continue to conduct quality New Entrant audits of the types and at the levels outlined in Graph 2-9-1.1 and to do so with an emphasis on the educational component of the process while maintaining an eye towards expanding the program down the road to possibly include greater numbers of these audits and to include conducting group audits.

_____

[1]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2013,* January 1, 2013 through December 31, 2013, GOTHAM: June 23, 2017, L. Hill.

[2]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2014,* January 1, 2014 through December 31, 2017, GOTHAM: June 23, 2017, L. Hill.

[3]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2015,* January 1, 2015 through December 31, 2015, GOTHAM: June 23, 2017, L. Hill.

[4]U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2016,* January 1, 2016 through December 31, 2016, GOTHAM: June 23, 2017, L. Hill.

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.

Table 2-9-2.0: Projected New Entrant Interstate Safety Audits for FY 2018

Audit Type	Interstate
Safety Audits (Onsite)	336
Safety Audits (Offsite)	421
Group Audits	0
Total Safety Audits	**757**

Currently there are nine (9) part-time civilian new entrant auditors working in the Motor Carrier Safety Unit along with one full-time analyst who coordinates these audits. Given this robust staffing level coupled with an enhanced ability to engage an intelligence-led-decision-making-process, which is likely to accompany the recent addition of full time analyst; it is anticipated that the Motor Carrier Safety Unit will conduct the number and types of New Entrant Safety Audits as outlined in Graph 2-9.2.0 during FY 2018.

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.

PERFORMANCE MEASUREMENT PLAN

Staffing levels and man hours worked will certainly continue to be monitored as they pertain to the New Entrant Program, however, the performance measures will, as it has been in the past, continue to be the frequency and rate at which the New Entrant Inspections are conducted in total. The rate of incidence will be monitored routinely and will continue to be reported on/in the quarterly prgress reports and the following metrics will be used as benchmarks with which to guage the progress towards meeting the aforementioned objective:

Table 2-9-3.0: New Entrant Performance Measures (FY-2018)

Audit Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Safety Audits (Onsite)	84	84	84	84	336

Safety Audits (Offsite)	105.25	105.25	105.25	105.25	421
Group Audits	0	0	0	0	0
Total Audits	**189.25**	**189.25**	**189.25**	**189.25**	**757**

Part 3 - National Emphasis Areas and State Specific Objectives

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

1 - Enforcement of Federal OOS Orders during Roadside Activities

Instructions:

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

Check this box if:

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

2 - Passenger Carrier Enforcement

Instructions:

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

Check this box if:

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

3 - State Specific Objectives – Past

Instructions:

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

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

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

4 - State Specific Objectives – Future

Instructions:

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

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

Part 4 - Financial Information

1 - Overview

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

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

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

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

The following definitions describe Spending Plan terminology.

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

New for FY 2018

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

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

- *Calculation of Federal and State Shares*

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

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

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

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

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

- *Expansion of On Screen Messages*

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

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	$6,812,251.00	$1,202,162.00	$8,014,413.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount):	$1,202,162.00
MOE Baseline:	$1,059,481.21

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):	$1,202,162.00

Personnel: Salary and Overtime Project Costs						
Salary Project Costs						
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share	State Share
Auditors	9	100.0000	$36,065.27	$324,587.43	$275,899.32	$48,688.11
Sergeants	2	100.0000	$108,432.00	$216,864.00	$184,334.40	$32,529.60
Secretaries	2	100.0000	$39,144.00	$78,288.00	$66,544.80	$11,743.20
Program Support Tech	2	100.0000	$48,096.00	$96,192.00	$81,763.20	$14,428.80
1St Sergeant	1	100.0000	$84,312.00	$84,312.00	$71,665.20	$12,646.80
Agency Analyst Senior	1	100.0000	$48,024.00	$48,024.00	$40,820.40	$7,203.60
Agency Analyst	1	100.0000	$37,438.00	$37,438.00	$31,822.30	$5,615.70
Troopers	32	100.0000	$73,632.00	$2,356,224.00	$2,002,790.40	$353,433.60
Anticipated pay compression for sworn	35	100.0000	$7,020.75	$245,726.25	$208,867.31	$36,858.94
Subtotal: Salary				**$3,487,655.68**	**$2,964,507.33**	**$523,148.35**
Overtime Project Costs						
Troopers	32	100.0000	$14,904.45	$476,942.40	$405,401.04	$71,541.36
Subtotal: Overtime				**$476,942.40**	**$405,401.04**	**$71,541.36**
TOTAL: Personnel				**$3,964,598.08**	**$3,369,908.37**	**$594,689.71**
Accounting Method:	**Cash**					
Planned MOE: Personnel	**$3,539,784.48**					

Enter detailed explanation of how you came up with the personnel costs.
Salary for each position is based on an average of the aggragate. Each position is as follows:

Auditors 31.92 hourly average x 1130 hours x 9.

Troopers 32 x 73,632.00 yearly average.

Sergeants 2 x 108,420.96 yearly average.

Secretaries 2 x 39,138.96 yearly average..

Program Support Tech 2 x 48,083.52.

1st Sergeant 1 x 84,300.48.

Agency Analyst Senior 1 x 48,024.00.

Agency Analyst 1 x 37,437.84.

All positions devote 100% of their time to MCSAP. Overtime was calculated by dividing 476,942.40 by 32 troopers giving us 14,904.45 per trooper. State police plans to do a Port Check and the overtime required will be charged to MCSAP. The remainder is for emergency callouts, etc for all of the motor carrier troopers as well as Sergeants.

State Police anticipates a possible pay compression in the range of 10,000-13,000 per sworn employee. This category will help with that expense.

Auditors and Troopers conduct roadside inspections and/or audit records to insure fulfillment of the two MCSAP programs.

1st Sergeant oversee's the Sergeants in the filed who oversee the troopers. He also monitors the auditors.

The two secretaries carry out normal duties for the Sergeants in the field.

Agency Analyst Senior oversee's all accounting of the grants and ensures all reporting goals are met.

Agency Analyst assists the auditors and assigns audits in MCMIS. She also assists the Agency Analyst Senior.

One program support tech does all related activity required by Safety Net. Supplies statistics to help guide upper management in overseeing the program.

The second Program Support Tech will be doing filing, copying and general office work to support the staff.

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 X 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
Auditors	7.6500	$324,587.43	$24,830.93	$21,106.29	$3,724.64
Troopers	63.5400	$1,568,256.00	$996,469.86	$846,999.38	$149,470.48
Sergeant	63.5400	$125,280.00	$79,602.91	$67,662.47	$11,940.44
Secretaries	48.4900	$57,408.00	$27,837.13	$23,661.56	$4,175.57
Program Support Tech	48.4900	$39,120.00	$18,969.28	$16,123.89	$2,845.39
1st Sergeant	63.5400	$46,968.00	$29,843.46	$25,366.94	$4,476.52
Agency Analyst Senior	48.4900	$18,744.00	$9,088.96	$7,725.62	$1,363.34
Agency Analyst	63.5400	$14,324.88	$9,102.02	$7,736.72	$1,365.30
Overtime	7.6500	$479,074.88	$36,649.22	$31,151.84	$5,497.38
TOTAL: Fringe Benefits			$1,232,393.77	$1,047,534.71	$184,859.06
Planned MOE: Fringe Benefits	$0.00				

Enter detailed explanation of how you came up with the fringe benefits costs.
The fringe rates are as follows:

Civilian and Sworn personnel:

Group Life (rate x salary)	0.0131
Retiree Health Ins. (rate x salary)	0.0118
FICA (rate x salary)	0.0765
Long Term Disability (rate x salary)	0.0066
Deferred Compensation	0.5548
Health Coverage	23.6460

Civilian Retirement (rate x salary)	0.1349
Sworn Retirement (rate x salary)	0.2854

The Auditors are wage positions and only FICA (7.65%) is calculated. The Sworn is based on the aggragate rate of 63.54%. The Civilian is based on the aggragate rate of 48.49%. The Base Amount is an average of the total fringe for each position.

In addition sworn recieve meal reimbursment based on the hrs. worked. Each meal is 2.25.

Sergeant's and 1st Sgt. recieve a 3.50 allowance per pay period for phone expense.

4 - Travel

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

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

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

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

Travel Project Costs					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
CVSA Annual Conference	3	3	$6,000.00	$5,100.00	$900.00
Safety Net Training	2	3	$4,600.00	$3,910.00	$690.00
NAIC Training	1	5	$2,000.00	$1,700.00	$300.00
CVSA Workshop	3	5	$6,000.00	$5,100.00	$900.00
COHMED	1	5	$3,000.00	$2,550.00	$450.00
GMM Training	3	5	$5,000.00	$4,250.00	$750.00
MCSAP Planning Session	3	5	$3,000.00	$2,550.00	$450.00
Annual Inservice Training	3	5	$4,000.00	$3,400.00	$600.00
Electronic Monitoring Mapping Technology	32	5	$3,000.00	$2,550.00	$450.00
NAS Training	1	10	$3,000.00	$2,550.00	$450.00
Operation Safety Review	1	5	$2,000.00	$1,700.00	$300.00
Routine Travel for Audits	7	98	$5,000.00	$4,250.00	$750.00
Audit Training for new Auditors	1	1	$400.00	$340.00	$60.00
Operation Drive Safe	3	5	$3,300.00	$2,805.00	$495.00
Routine Training	3	3	$16,700.00	$14,195.00	$2,505.00
TOTAL: Travel			**$67,000.00**	**$56,950.00**	**$10,050.00**
Planned MOE: Travel	**$0.00**				

Enter detailed explanation of how you came up with the travel costs.
The total travel expense is 67,000.00. All conference expenses include registration, airfare, lodging and per diem. Many of the training courses are held at the Virginia State Police Academy, therefore cost is minimal. Routine travel is for unrelated costs to conferences or training incurred by staff. All travel and training is to maintain certifications and review of updated regulations for all Motor Carrier Troopers.

Operation Safety Review is an annual staff meeting within each field division to ensure all Motor Carrier troopers are aware of Federal Regulation 40CFR, Hazmat OOS updates and changes.

Annual in-service for all Motor Carrier troopers and local police departments to review regulations and maintain certifications in accourdance with Federal Motor Carrier Regulation 49CFR.

We have participated in Operation Drive Safe and would like to attend the training. Operation Safe Drive is a high visiblility, multi-agency, traffic enforcement effort on the Interstate System designed to eliminate traffic fatalities by reducing traffic crashes involving large trucks, buses and passenger vehicles.

Routine training will be used for training like Drive Safe which we have not been able to attend in the past. Through out the year our GMO recommends specific training which will enhance our program but in the past we have not been able to attend because it was not accounted for in our budget. This will ensure we will have the funds

avaliable to attend.

NAIC - NAIC was created to recognize inspectors and officers - the backbone of the commercial vehicle safety program in North America - and to promote uniformity of inspections through education ultimatly ensuring a good quality MCSAP program

GMM or Grants Management Training - This training will ensure our MCSAP grants are being written and managed based on the most up to date information possible. The classes may include but not limited to classes offered by the National Grants Management Association.

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
Ford Explorers	24	$29,736.00	100	$713,664.00	$606,614.40	$107,049.60
New Vehicle for Auditors	2	$25,000.00	100	$50,000.00	$42,500.00	$7,500.00
Trailer	1	$8,500.00	100	$8,500.00	$7,225.00	$1,275.00
Binding Machine	1	$10,000.00	100	$10,000.00	$8,500.00	$1,500.00
TOTAL: Equipment				**$782,164.00**	**$664,839.40**	**$117,324.60**
Equipment threshold is greater than $5,000.						
Planned MOE: Equipment	**$0.00**					

Enter detailed explanation of how you came up with the equipment costs.
The state requests 10 new vehicles to complete motor carrier safety inspections which will replace vehicles that have reached their useful life expectancy by the state's vehicle replacement policy.These vehicles will only be used for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for purchasing a vehicle is based on the State's current procurement contract. In addition there will be 2 vehicles as replacement vehicles for the new entrant auditors. These vehicles will also be used only for grant eligible purposes and are needed to fulfill activities proposed in the application.

One of the motor carrier personnel duties is to focus on passenger-carrying vehicle inspections and special equipment is necessary for inspecting the vehicles due to their unique design. These trailers are required to transport this equpment.

Motor Carrier Unit will be moving to a new facility in which we will house a new training room used exclusively for motor carrier training. The binding machine will be needed to bind the training materials.

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
Thermal paper	170	case	$59.00	$10,030.00	$8,525.50	$1,504.50
Pelican Led flashlights	25	each	$20.00	$500.00	$425.00	$75.00
Fast fit gloves	32	each	$13.00	$416.00	$353.60	$62.40
Ink Cartridges for printers	4	case	$472.73	$1,890.92	$1,607.28	$283.64
Printers	4	each	$225.00	$900.00	$765.00	$135.00
Adding machine	1	each	$68.34	$68.34	$58.09	$10.25
Monitors	2	each	$150.00	$300.00	$255.00	$45.00
New Office training supplies	12	monthly	$750.00	$9,000.00	$7,650.00	$1,350.00
New training facility	1	each	$20,000.00	$20,000.00	$17,000.00	$3,000.00
Office Supplies	12	Months	$517.97	$6,215.64	$5,283.29	$932.35
TOTAL: Supplies				**$49,320.90**	**$41,922.76**	**$7,398.14**
Planned MOE: Supplies	**$0.00**					

Enter detailed explanation of how you came up with the supplies costs.
Thermal paper, which will be purchased from Daly computers, is required for the printers used by the 32 troopers and 9 Auditors while preforming their motor carrier duties. Pelican Led flashlights, fast fit gloves, office supplies, ink cartridges will also be used by the above personnel and are housed in our warehouse from various vendors.

The printers, calculator and monitors are requested for replacement purposes.

The new office training supplies will be needed for our new training facility. It will include office supplies, training materials, calculator's and any unforseen expense we may encounter. After the original setup of the facility we will transition these expenses into already excisting categories. Breakdown of estimates are listed below:

Dry Erase Boards 2	160.00
Dry Erase Standalone Board	1,000.00
Dry Erase Markers 3 sets	45.00
Erasers 3	15.00
Cleaner for Boards 3	15.00
Calculators 60 (one per student)	840.00
Easels 2	160.00
Flip Charts 12	800.00
Binders	315.00
Writing pads	150.00
Pens, pencils and paper	1,000.00
Projectors 2	1,600.00
Projector screens 2	1,600.00

Presenter Computer	2,000.00
Tables 20 (3 students per table)	2,000.00
Chairs 60	1,800.00
PowerPoint Presentation 2	6,500.00
Total:	20,000.00

The state will also need to have internet service in the new training facility. The New Training facility category will help cover the charges for installation.

The Office Supplies will be used by employee's who dedicate 100% of there time to motor carrier at our seven area offices and also at State Police headquarters.

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
Vita	EIN	541074144	Contract	$19,990.08	$16,991.57	$2,998.51
Description of Services: Fee charged for maintaining our computers.						
Vita	EIN	541074144	Contract	$500.00	$425.00	$75.00
Description of Services: Monthly charges for paging service						
Vita	EIN	541074144	Contract	$56,743.20	$48,231.72	$8,511.48
Description of Services: Monthly charges for Cell phone service						
Vita	EIN	541074144	Contract	$37,109.52	$31,543.09	$5,566.43
Description of Services: Vita monthly air cards service						
Edwards Business Systems	EIN	231672672	Contract	$2,232.00	$1,897.20	$334.80
Description of Services: MC copier rental fees						
Edwards Business Systems	EIN	231672672	Contract	$4,298.28	$3,653.54	$644.74
Description of Services: 7 Copiers rental fees (one for each Division) per month						
Vita	EIN	541074144	Contract	$71,376.00	$60,669.60	$10,706.40
Description of Services: Safety net server monthly fee						
Vita	EIN	541074144	Contract	$2,200.00	$1,870.00	$330.00
Description of Services: Laptop encryption fee						
Payroll Service Bureau	EIN	546001736	Contract	$6,750.00	$5,737.50	$1,012.50
Description of Services: yearly fee for doing payroll for MCSAP funded positions						
Comcast	EIN	541082662	Contract	$2,000.00	$1,700.00	$300.00
Description of Services: WiFi for training room						
IBP, L.C.	EIN	541807877	Contract	$66,088.50	$56,175.23	$9,913.27
Description of Services: LEASING A BUILDING						
Virginia Dept. of Motor Vehicles	DUNS	809875321	Subrecipient	$884,748.23	$752,036.00	$132,712.23
Description of Services: Management of the PRISM AND SADIP programs						
TOTAL: Contractual and Subaward				**$1,154,035.81**	**$980,930.45**	**$173,105.36**
Planned MOE: Contractual and Subaward	**$0.00**					

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

Sub-recipient:

Contract with Virginia Dept. of Motor Vehicles (DMV) for management of the PRISM AND SADIP programs. DMV will be analyzing information in order to catch those who may be reincarnating a carrier. Their buget is as follow:

Other Costs Budget Narrative			
Item Name	Total Cost	85% Federal Share	15% State Match
CVISN/PRISM Program: Xerox VISTA-RS System PRISM maintenance fees	$45,000.00	$38,250.00	$6,750.00
Xerox Preview (CVIEW) System maintenance fees	$67,500.00	$57,375.00	$10,125.00
Xerox VISTA-RS (IRP) System CVISN maintenance fees	$45,129.00	$38,359.65	$6,769.35

Xerox VISTA-TS (IFTA) System CVISN maintenance fees	$45,129.00	$38,359.65	$6,769.35
IFTA Membership/Clearinghouse fees and dues	$17,000.00	$14,450.00	$2,550.00
IRP Membership/Clearinghouse fees and dues	$31,600.00	$26,860.00	$4,740.00
PrePass Membership Fees	$15,000.00	$12,750.00	$2,250.00
WIM Maintenance Fees	$394,046.00	$334,939.10	$59,106.90
DMV webCAT System contractor maintenance and support	$50,000.00	$42,500.00	$7,500.00
Total Other Costs:	$710,404.00	**$603,843.40**	$106,560.60

The costs of operations and maintenance fees for the PRISM and CVISN programs are necessary for the ongoing production and support of systems.

Personnel Budget Narrative

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/ Wage	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	1	100	2080	$24.04	$50,000.00	**$42,500.00**	$7,500.00

The SADIP program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TREDS and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.

Fringe Benefits Budget Narrative

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	Benefits	49.8%	100	$24,900.00	**$21,165.00**	$3,735.00

Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.

Contractual Cost Budget Narrative

Description of Services	Total Cost	85% Federal Share	15% State Match
SADIP Program: IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDS)	$99,444.23	**$84,527.60**	$14,916.63

Contractual staff is responsible for all system operations and maintenance to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO QC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDS to assist their efforts.

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
Total Other Costs:	$710,404.00	$603,843.40	$106,560.60
Total Personnel Costs:	$50,000.00	$42,500.00	$7,500.00
Total Fringe Benefits Costs:	$24,900.00	$21,165.00	$3,735.00
Total Contractual Costs:	$99,444.23	$84,527.60	$14,916.63

Total Budget for Sub-Grant:	$884,748.23	**$752,036.00**	$132,712.23

State police is mandated to contract with Virginia Information Technologies Agency (Vita) for the cost of Aircards, Cell phones, pagers, laptop encryption, internet service and a land line (used only for MCSAP). In addition they charge a monthly fee for each computer in order to maintain and update them.

Payroll Service Bureau charges a yearly fee for handleing the payroll for all Virginia State Police personnel. They also maintain each employee's payroll file.

State police rent's our copiers from Edwards Business System. State police has 7 copiers one at each area office. The charge is based on a percentage of usage for each copier. State police also has a 100% dedicated copier for motor carrier at State police headquarters.

State Police anticipates a montly charge of approximately $120.00 for internet service from Comcast for our new training facility.

State Police will be leasing a building for the Safety Unit. Motor Carrier will utilize 50% of the space. The total rent will be 11,014.76. 11,014.76/2 = 5,507.38 x 12 mths = 66,088.56

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
Other	6.99	$7,490,737.14	$523,602.52	$445,062.14	$78,540.38
TOTAL: Indirect Costs			**$523,602.52**	**$445,062.14**	**$78,540.38**

Other Costs Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
Car Repairs and Maintenance	41	each	$292.68	$11,999.88	$10,199.90	$1,799.98
Fuel for New Entrant Auditors	12	months	$401.00	$4,812.00	$4,090.20	$721.80
Invertors	25	each	$55.00	$1,375.00	$1,168.75	$206.25
Regulations	218	each	$13.72	$2,990.96	$2,542.32	$448.64
CVSA Decals	4	quarterly	$1,450.00	$5,800.00	$4,930.00	$870.00
Radars	1	each	$2,500.00	$2,500.00	$2,125.00	$375.00
Whelen Light Packages	10	each	$1,497.00	$14,970.00	$12,724.50	$2,245.50
CVSA Membership subscription	1	each	$15,000.00	$15,000.00	$12,750.00	$2,250.00
Smart Tag EZPass	9	each	$83.34	$750.06	$637.55	$112.51
GPS	1	each	$100.00	$100.00	$85.00	$15.00
Fuel for Basic MCSAP	12	monthly	$15,000.00	$180,000.00	$153,000.00	$27,000.00
Scanner	1	each	$1,000.00	$1,000.00	$850.00	$150.00
TOTAL: Other Costs				**$241,297.90**	**$205,103.22**	**$36,194.68**
Planned MOE: Other Costs	**$0.00**					

Enter detailed explanation of how you came up with the other costs.
The indirect cost rate for 2018 has not been approved. The 2017 rate of 8.33% will be applied until the new rate is approved.

Car repairs and maintance is for the new entrant vehicles only.

Fuel for New Entrant and Basic MCSAP is the cost of all fuel used for motor carrier vehicles in order to carry out their duties. 100% of their time is dedicated to MCSAP.

Invertors, Radars, scanner and GPS are replacement items.

Regulations, CVSA Decals and CVSA membership subscription are all items necessary to maintain a motor carrier unit.

Whelen Light Packages - required to install on all motor carrier vehicles. Since we will be ordering 10 vehicles we will need 10 packages.

Ez Pass Smart Tag - renewal of charges for 9 EZ passes for Auditor travel across the Commonwealth of Virginiia in performance of Safety Audits.

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	$6,812,251.00	$1,202,162.00	$8,014,413.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	$1,202,162.00
MOE Baseline:	$1,059,481.21

Estimated Expenditures			
Personnel			
	Federal Share	State Share	Total Project Costs
Auditors	$275,899.32	$48,688.11	$324,587.43
Sergeants	$184,334.40	$32,529.60	$216,864.00
Secretaries	$66,544.80	$11,743.20	$78,288.00
Program Support Tech	$81,763.20	$14,428.80	$96,192.00
1st Sergeant	$71,665.20	$12,646.80	$84,312.00
Agency Analyst Senior	$40,820.40	$7,203.60	$48,024.00
Agency Analyst	$31,822.30	$5,615.70	$37,438.00
Troopers	$2,002,790.40	$353,433.60	$2,356,224.00
Anticipated pay compression for sworn	$208,867.31	$36,858.94	$245,726.25
Salary Subtotal	**$2,964,507.33**	**$523,148.35**	**$3,487,655.68**
Troopers	$405,401.04	$71,541.36	$476,942.40
Overtime subtotal	**$405,401.04**	**$71,541.36**	**$476,942.40**
Personnel total	**$3,369,908.37**	**$594,689.71**	**$3,964,598.08**
Planned MOE	**$3,539,784.48**		

Fringe Benefits			
	Federal Share	State Share	Total Project Costs
Auditors	$21,106.29	$3,724.64	$24,830.93
Troopers	$846,999.38	$149,470.48	$996,469.86
Sergeant	$67,662.47	$11,940.44	$79,602.91
Secretaries	$23,661.56	$4,175.57	$27,837.13
Program Support Tech	$16,123.89	$2,845.39	$18,969.28
1st Sergeant	$25,366.94	$4,476.52	$29,843.46
Agency Analyst Senior	$7,725.62	$1,363.34	$9,088.96
Agency Analyst	$7,736.72	$1,365.30	$9,102.02
Overtime	$31,151.84	$5,497.38	$36,649.22
Fringe Benefits total	**$1,047,534.71**	**$184,859.06**	**$1,232,393.77**
Planned MOE	**$0.00**		

Travel			
	Federal Share	State Share	Total Project Costs
CVSA Annual Conference	$5,100.00	$900.00	$6,000.00
Safety Net Training	$3,910.00	$690.00	$4,600.00
NAIC Training	$1,700.00	$300.00	$2,000.00
CVSA Workshop	$5,100.00	$900.00	$6,000.00
COHMED	$2,550.00	$450.00	$3,000.00
GMM Training	$4,250.00	$750.00	$5,000.00
MCSAP Planning Session	$2,550.00	$450.00	$3,000.00
Annual Inservice Training	$3,400.00	$600.00	$4,000.00
Electronic Monitoring Mapping Technology	$2,550.00	$450.00	$3,000.00
NAS Training	$2,550.00	$450.00	$3,000.00
Operation Safety Review	$1,700.00	$300.00	$2,000.00
Routine Travel for Audits	$4,250.00	$750.00	$5,000.00
Audit Training for new Auditors	$340.00	$60.00	$400.00
Operation Drive Safe	$2,805.00	$495.00	$3,300.00
Routine Training	$14,195.00	$2,505.00	$16,700.00
Travel total	**$56,950.00**	**$10,050.00**	**$67,000.00**
Planned MOE	**$0.00**		

Equipment			
	Federal Share	State Share	Total Project Costs
Ford Explorers	$606,614.40	$107,049.60	$713,664.00
New Vehicle for Auditors	$42,500.00	$7,500.00	$50,000.00
Trailer	$7,225.00	$1,275.00	$8,500.00
Binding Machine	$8,500.00	$1,500.00	$10,000.00
Equipment total	**$664,839.40**	**$117,324.60**	**$782,164.00**
Planned MOE	**$0.00**		

Supplies			
	Federal Share	State Share	Total Project Costs
Thermal paper	$8,525.50	$1,504.50	$10,030.00
Pelican Led flashlights	$425.00	$75.00	$500.00
Fast fit gloves	$353.60	$62.40	$416.00
Ink Cartridges for printers	$1,607.28	$283.64	$1,890.92
Printers	$765.00	$135.00	$900.00
Adding machine	$58.09	$10.25	$68.34
Monitors	$255.00	$45.00	$300.00
New Office training supplies	$7,650.00	$1,350.00	$9,000.00
New training facility	$17,000.00	$3,000.00	$20,000.00
Office Supplies	$5,283.29	$932.35	$6,215.64
Supplies total	**$41,922.76**	**$7,398.14**	**$49,320.90**
Planned MOE	**$0.00**		

Contractual and Subaward			
	Federal Share	State Share	Total Project Costs
Vita	$16,991.57	$2,998.51	$19,990.08
Vita	$425.00	$75.00	$500.00
Vita	$48,231.72	$8,511.48	$56,743.20
Vita	$31,543.09	$5,566.43	$37,109.52
Edwards Business Systems	$1,897.20	$334.80	$2,232.00
Edwards Business Systems	$3,653.54	$644.74	$4,298.28
Vita	$60,669.60	$10,706.40	$71,376.00
Vita	$1,870.00	$330.00	$2,200.00
Payroll Service Bureau	$5,737.50	$1,012.50	$6,750.00
Comcast	$1,700.00	$300.00	$2,000.00
IBP, L.C.	$56,175.23	$9,913.27	$66,088.50
Virginia Dept. of Motor Vehicles	$752,036.00	$132,712.23	$884,748.23
Contractual and Subaward total	**$980,930.45**	**$173,105.36**	**$1,154,035.81**
Planned MOE	**$0.00**		

Other Costs			
	Federal Share	State Share	Total Project Costs
Car Repairs and Maintenance	$10,199.90	$1,799.98	$11,999.88
Fuel for New Entrant Auditors	$4,090.20	$721.80	$4,812.00
Invertors	$1,168.75	$206.25	$1,375.00
Regulations	$2,542.32	$448.64	$2,990.96
CVSA Decals	$4,930.00	$870.00	$5,800.00
Radars	$2,125.00	$375.00	$2,500.00
Whelen Light Packages	$12,724.50	$2,245.50	$14,970.00
CVSA Membership subscription	$12,750.00	$2,250.00	$15,000.00
Smart Tag EZPass	$637.55	$112.51	$750.06
GPS	$85.00	$15.00	$100.00
Fuel for Basic MCSAP	$153,000.00	$27,000.00	$180,000.00
Scanner	$850.00	$150.00	$1,000.00
Other Costs total	**$205,103.22**	**$36,194.68**	**$241,297.90**
Planned MOE	**$0.00**		

Total Costs			
	Federal Share	State Share	Total Project Costs
Subtotal for Direct Costs	**$6,367,188.91**	**$1,123,621.55**	**$7,490,810.46**
Indirect Costs	$445,062.14	$78,540.38	$523,602.52
Total Costs Budgeted	**$6,812,251.05**	**$1,202,161.93**	**$8,014,412.98**
Total Planned MOE	**$3,539,784.48**		

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	$6,812,251.00	$1,202,162.00	$8,014,413.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	$1,202,162.00
MOE Baseline:	$1,059,481.21

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	$2,964,507.33	$523,148.35	$3,487,655.68	NA
Overtime Subtotal	$405,401.04	$71,541.36	$476,942.40	NA
Personnel Total	$3,369,908.37	$594,689.71	$3,964,598.08	$3,539,784.48
Fringe Benefits Total	$1,047,534.71	$184,859.06	$1,232,393.77	$0.00
Travel Total	$56,950.00	$10,050.00	$67,000.00	$0.00
Equipment Total	$664,839.40	$117,324.60	$782,164.00	$0.00
Supplies Total	$41,922.76	$7,398.14	$49,320.90	$0.00
Contractual and Subaward Total	$980,930.45	$173,105.36	$1,154,035.81	$0.00
Other Costs Total	$205,103.22	$36,194.68	$241,297.90	$0.00
	85% Federal Share	15% State Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	$6,367,188.91	$1,123,621.55	$7,490,810.46	$3,539,784.48
Indirect Costs	$445,062.14	$78,540.38	$523,602.52	NA
Total Costs Budgeted	**$6,812,251.05**	**$1,202,161.93**	**$8,014,412.98**	**$3,539,784.48**

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? Captain Ronald C. Maxey, Jr.
2. What is this person's title? Safety Officer
3. Who is your Governor's highway safety representative? Richard D. Holcomb
4. What is this person's title? Commissioner

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

◉ Yes

◯ No

State Certification declaration:

> I, Captain Ronald C. Maxey, Jr., Safety Officer, on behalf of the Commonwealth of VIRGINIA, 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? Captain Ronald C. Maxey, Jr.
2. What is the title of your certifying State offical? Safety Officer
3. What are the phone # and email address of your State official? (804) 674-2003 ron.maxey@vsp.virginia.gov

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

⦿ Yes

◯ No

> I, Captain Ronald C. Maxey, Jr., 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.
None that I am aware of at this time.

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

1200 New Jersey Avenue, SE
Washington, DC 20590

September 14, 2017

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

Mr. W. Steven Flaherty, Colonel
Virginia State Police
7700 Midlothian Turnpike
North Chesterfield, VA 23235

Dear Mr. Flaherty:

We are in receipt of the Virginia State Police's Federal Motor Carrier Safety Administration
(FMCSA) Title VI Program Compliance Plan. We have reviewed your FMCSA Title VI
Program Compliance Plan and find that the Plan contains all elements stipulated in the FMCSA
Title VI Program Compliance Plan Checklist. Therefore, FMCSA approves the Virginia State
Police's Title VI Program Compliance Plan for Federal Fiscal Year (FY) 2018. We do request
that the Virginia State Police notify FMCSA's Office of Civil Rights should it provide funding to
another Recipient (Sub-Recipient) and/or be the object of a Title VI Program compliance review
conducted by another Federal agency. In this eventuality, we will coordinate with the Virginia
State Police to ensure that the Title VI Program Compliance Plan is updated with the additional
information.

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

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

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

Sincerely,

Lester D. Finkle II

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

Cc: Captain Jeffrey Baker, Human Resources Director, VSP
    Lieutenant Sean Stewart, Safety Division, VSP
    Craig Feister, Division Administrator, Virginia Division Office
    Bill Anderson, State Programs Specialist, Virginia Division Office

1 - Spending Plan: Personnel

What different types of costs do I need to put in my Spending Plan?

Below is the spending plan. You may add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the costs and how the costs are necessary.

The Federal Share and State Share columns are not automatically calculated based on the Total Eligible Costs. These are freeform fields and should be calculated and entered by State users. You are not required to include 15 percent State share for each line item, including Overtime. You are only required to contribute up to 15 percent of the total costs, which gives you the latitude to select the areas where you wish to place your match.

Unlike in previous years' CVSPs, planned Maintenance of Effort (MOE) expenditures are now to be included in the spending plan narrative for FY 2017. Your planned MOE expenditures will be auto-populated into the Spending Plan from the narrative sections.

Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, number of hours in a work year, hourly wage rate, and total cost. It is not necessary to list all individual personnel separately by line. You may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). You may add as many additional lines as necessary to reflect your personnel costs.

The Hourly Rate column is where the State will enter the hourly pay rate that you have determined for each position.

If Overtime (OT) is going to be charged to the grant, please add the OT amounts that will be charged under the award (not to exceed 15% of the total award amount).

Identify the method of accounting used by the State: ⦿ Cash ◯ Accrual

Allowable amount for Overtime (15% of total award amount without justification): $1,157,754.00

Personnel Spending Plan Narrative							
Salary Information							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
SADIP Data Quality Analyst	1	100	2080	$24.04	$50,003.20	$42,500.00	$7,500.00	$0.00
Sub-Total Salary					$50,003.20	$42,500.00	$7,500.00	$0.00
Overtime Information							
Overtime		100	2080		$0.00	$0.00	$0.00	$0.00
Sub-Total Overtime					$0.00	$0.00	$0.00	$0.00
TOTAL PERSONNEL					$50,003.20	$42,500.00	$7,500.00	$0.00

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

2 - Spending Plan: Fringe Benefits

Fringe costs are benefits paid to your 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, which will be entered as the projected leave expected to be accrued by the personnel listed within Narrative Section 1 – Personnel. Reference 2 CFR 200.431(b) for the proper management of leave expenditures. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide 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 costs of fringe benefits are allowable if they are provided under established written leave policies; the costs are equitably allocated to all related activities, including Federal awards; and, the 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, Federal Unemployment Tax Assessment, Medicare, State Unemployment Tax, and State Disability Insurance. 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 Narrative Section 1 and the base multiplied by the respective rate would give the total for each standard employer taxes. Workers' Compensation is rated by risk area. It would be permissible to enter this as an average, usually between sworn and unsworn, but any grouping that is reasonable and clearly explained in the narrative is allowable. Health Insurance and Pensions can vary greatly and it too can be averaged and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

Fringe Benefits Spending Plan Narrative						
Position(s)	Fringe Benefit Rate	Base Amount	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Overtime			$0.00	$0.00	$0.00	$0.00
SADIP Data Quality Analyst	49.80	$50,000.00	$24,900.00	$21,165.00	$3,735.00	$0.00
Sub-Total Fringe Benefits			**$24,900.00**	**$21,165.00**	**$3,735.00**	**$0.00**

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

The fringe benefits include costs for retirement, social security, disability, and life/health insurance. It is calculated on average benefits for a full-time employee. I this case, the fringe benefit rate is 49.8% of the employee's salary, which is $50,000.

3 - Spending Plan: Travel

Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

Travel Cost Spending Plan Narrative						
Purpose	# of Staff	Days	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Travel			$0.00	$0.00	$0.00	$0.00

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

4 - Spending Plan: Equipment

Equipment costs only include those items which are tangible, nonexpendable, personal property having a useful life of more than one year and acquisition cost of $5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under the threshold of $5,000 per item, it belongs under "Supplies". However, if your State's equipment threshold is below $5,000, check the box and provide the amount of your equipment threshold.

The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the team will be dedicated to MCSAP activities. For example, if you purchase a vehicle costing $20,000 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as $10,000. A State can provide a more detailed explanation in the narrative section.

Indicate if your State's equipment threshold is below $5,000: ○ Yes ◉ No
If threshold is below $5,000, enter threshold level:

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Equipment			$0.00	$0.00	$0.00	$0.00

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

5 - Spending Plan: Supplies

Supplies are tangible personal property other than equipment (which can include laptop computers and printers). Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.) A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost.

The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the item will be dedicated to MCSAP activities. For example, if you purchase an item costing $200 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as $100. A State can provide a more detailed explanation in the narrative section.

		Supplies Cost Spending Plan Narrative					
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Supplies				$0.00	$0.00	$0.00	$0.00

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

6 - Spending Plan: Contractual

Contractual includes subgrants and contracts, such as consulting costs. Include the rationale for the amount of the costs. The narrative should provide the name of the subgrantee or vendor if known at the time that the application is being developed. If the name of the subgrantee or vendor is not known, enter "unknown at this time" and give an estimated time when it is expected. You do need to include specific contract goods and/or services provided, the related expenses for those goods and services, and how the cost of the contract represents a fair market value, which includes stating that the contract is procured through established state procurement practices. Entering the statement "contractual services" will not be considered as meeting the requirement for completing this section.

Contract means 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.

Subaward means 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

For applicants with subgrantee agreements: Whenever the applicant intends to provide funding to another organization as a subaward, the grantee must provide a narrative and spending plan for each subgrantee organization. The eCVSP allows applicants to submit a narrative and spending plan for each subgrantee. Provide a separate spending plan for each subgrant, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.

Contractual Cost Spending Plan Narrative				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
SADIP IT Contract Services	$99,444.23	$84,527.60	$14,916.63	$0.00
Sub-Total Contractual	**$99,444.23**	**$84,527.60**	**$14,916.63**	**$0.00**

Enter detailed explanation of how you came up with the contractual costs:
Contractual staff is responsible for all system operations and maintenance to ensure that the data quality and quantity of data is maintained. IT staff will continue to work with VAHSO QC and Analysis staff, as well as external partners or operations and maintenance of daily processes to TREDS to assist their efforts.

7 - Spending Plan: Other Costs

Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, employee training tuition, etc. You must include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost. You must itemize ALL "Other" direct costs.

If the State plans to include O&M costs, details must be provided in this section and the costs included in the Other Costs area of the Spending Plan Narrative. Please indicate these costs as ITD O&M, PRISM O&M, or SSDQ O&M.

Indicate if your State will claim reimbursement for Indirect Costs: ○ Yes   ⦿ No   If yes please fill in table below.

Item Name	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Indirect Costs				

Other Costs Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	E
Xerox VISTA-RS System PRISM Maintenance Fees	1	12 mo	$45,000.00	$45,000.00	$38,250.00	$6,750.00	
Xerox Preview (CVIEW) System Maintenance Fees	1	12 mo	$67,500.00	$67,500.00	$57,375.00	$10,125.00	
Xerox VISTA-RS (IRP) System CVISN Maintenance Fees	1	12 mo	$45,129.00	$45,129.00	$38,359.65	$6,769.35	
Xerox VISTA-TS (IFTA) System Maintenance Fees	1	12 mo	$45,129.00	$45,129.00	$38,359.65	$6,769.35	
IFTA Membership/Clearinghouse Fees and Dues	1	12 mo	$17,000.00	$17,000.00	$14,450.00	$2,550.00	
IRP Membership/Clearinghouse Fees and Dues	1	12 mo	$31,600.00	$31,600.00	$26,860.00	$4,740.00	
PrePass Membership Fees	1	12 mo	$15,000.00	$15,000.00	$12,750.00	$2,250.00	
WIM Maintenance Fees	1	12 mo	$394,046.00	$394,046.00	$334,939.10	$59,106.90	
DMV webCAT System Maintenance and Support	1	12 mo	$50,000.00	$50,000.00	$42,500.00	$7,500.00	
Sub-Total Other Costs				**$710,404.00**	**$603,843.40**	**$106,560.60**	

Enter detailed explanation of how you came up with the other costs:
The aforementioned are costs of operations and maintenance fees for the PRISM and CVISN programs and are necessary for the ongoing production and support of the systems.

8 - Spending Plan

Instructions:

The spending plan will be auto-populated from the relevant tables in the narrative. MOE is autopopulated from the Spending Plan Narrative sections. The Total Grant Expenditures column is automatically calculated based on the auto-populated Federal and State share amounts entered in the narrative tables.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	$6,560,604.00	$1,157,754.00	$7,718,358.00

Allowable amount for Overtime (15% of total award amount without justification): $1,157,754.00
Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): $557,872.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	$0.00	$0.00	$0.00	$0.00
SADIP Data Quality Analyst	$42,500.00	$7,500.00	$50,000.00	$0.00
Subtotal for Personnel	**$42,500.00**	**$7,500.00**	**$50,000.00**	**$0.00**

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	$0.00	$0.00	$0.00	$0.00
SADIP Data Quality Analyst	$21,165.00	$3,735.00	$24,900.00	$0.00
Subtotal for Fringe Benefits	**$21,165.00**	**$3,735.00**	**$24,900.00**	**$0.00**

Program Travel

	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Program Travel	$0.00	$0.00	$0.00	$0.00

Equipment

	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Equipment	$0.00	$0.00	$0.00	$0.00

Supplies

	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Supplies	$0.00	$0.00	$0.00	$0.00

Contractual (Subgrantees, Consultant Services, etc.)

	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
SADIP IT Contract Services	$84,527.60	$14,916.63	$99,444.23	$0.00
Subtotal for Contractual	$84,527.60	$14,916.63	$99,444.23	$0.00

Other Expenses

	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Xerox VISTA-RS System PRISM Maintenance Fees	$38,250.00	$6,750.00	$45,000.00	$0.00
Xerox Preview (CVIEW) System Maintenance Fees	$57,375.00	$10,125.00	$67,500.00	$0.00
Xerox VISTA-RS (IRP) System CVISN Maintenance Fees	$38,359.65	$6,769.35	$45,129.00	$0.00
Xerox VISTA-TS (IFTA) System Maintenance Fees	$38,359.65	$6,769.35	$45,129.00	$0.00
IFTA Membership/Clearinghouse Fees and Dues	$14,450.00	$2,550.00	$17,000.00	$0.00
IRP Membership/Clearinghouse Fees and Dues	$26,860.00	$4,740.00	$31,600.00	$0.00
PrePass Membership Fees	$12,750.00	$2,250.00	$15,000.00	$0.00
WIM Maintenance Fees	$334,939.10	$59,106.90	$394,046.00	$0.00
DMV webCAT System Maintenance and Support	$42,500.00	$7,500.00	$50,000.00	$0.00
Subtotal for Other Expenses including Training & Conferences	$603,843.40	$106,560.60	$710,404.00	$0.00

Total Costs

	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	$752,036.00	$132,712.23	$884,748.23	$0.00
Total Costs Budgeted	$752,036.00	$132,712.23	$884,748.23	$0.00

COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Post Office Box 27412
Richmond, VA 23269-0001

Richard D. Holcomb
Commissioner

August 18, 2016

Captain Ronald Maxey, Jr.
Virginia State Police – Safety Division
7700 Midlothian Turnpike
North Chesterfield, Virginia 23235

Dear Ronnie:

Virginia DMV is appreciative of the opportunity to apply as a sub-grantee of the Virginia State Police for the 2017 Motor Carrier Safety Assistance Program (MCSAP) grant application. The funding will assist us with our continued efforts to maintain and improve data sharing efforts for inspections, road side enforcement activities and data collected on commercial motor vehicle crashes. It will also help us to remain compliant in our CVISN, PRISM and SADIP programs which Virginia prides itself in holding to a high standard.

Enclosed is Virginia DMV's sub-grant package for submission with your 2017 MCSAP application. We appreciate your consideration of our request. If we can provide additional details please contact me at (804) 367-0999 or Felicia Harris at (804) 367-6782.

Sincerely,

Rena R. Hussey
Assistant Commissioner,
Motor Carrier & Tax Services

FY 2017 Motor Carrier Safety Assistance Program
Commonwealth of Virginia, Department of Motor Vehicles
Project Narrative

CVISN/PRISM

1. Introduction

The overall goal of this project is to provide funding that will allow Virginia to continue to pay CVISN and PRISM related fees and dues.

2. Problem Statement

There are a number of fees and dues that are required for Virginia to participate in the CVISN program. These fees and dues consist of:
- CVIEW Maintenance
- IRP Membership/IRP Clearinghouse Dues and Fees
- IFTA Membership/Clearinghouse Dues and Fees
- PrePASS Membership Fees
- CVISN vendor system maintenance fees (IRP)
- CVISN vendor system maintenance fees (IFTA)

3. Performance Objective(s)

- Virginia will maintain the membership fees and dues that support Virginia's credentialing, roadside, and safety efforts through participation in electronic interfaces with national entities, thus keeping Virginia's system Core CVISN and PRISM compliant. Fees and dues will be paid promptly on a monthly or annual basis as required by the vendor.

- Virginia will promptly pay CVIEW maintenance fees that cover hardware, software, and any updates to the CVIEW system required by the federal government. The maintenance will allow Virginia to stay up to date and CVISN compliant.

- Virginia will promptly pay CVISN related IRP and IFTA system maintenance fees that cover hardware, software and any updates to the IRP and IFTA systems required by the federal government. The maintenance will allow Virginia to stay up to date and CVISN and PRISM compliant.

4. Program Activity Plan

- Virginia will pay CVISN and PRISM dues and fees promptly as required by the vendors.

- Virginia will ensure the systems and data related to the fees and dues are maintained as specified in the vendor agreements.

Anticipated Frequency

Annual CVISN/PRISM Membership Dues/Maintenance Fees

Project Activity	Planned Schedule
PRISM vendor system maintenance fees	Monthly
CVIEW Maintenance Fees	Monthly
IRP Membership/Clearinghouse Fees and Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
PrePass Membership Fees	Annual
CVISN vendor system maintenance fees (IRP)	Monthly
CVISN vendor system maintenance fees (IFTA)	Monthly

5. *Performance Measurement Plan*

- Virginia will track payments of the CVISN and PRISM dues and fees and report them to FMCSA in the Quarterly Performance Reports.

Virginia currently contracts with Xerox for a CVISN compliant CVIEW. Virginia DMV pays Xerox a monthly maintenance fee to host and operate the system on Virginia's behalf. The Xerox CVIEW allows us to maintain core compliance with CVISN and PRISM requirements. The data sharing capabilities provided by the system ensure that law enforcement across the nation have access to data to support their inspection and road side enforcement activities. The Xerox CVIEW also interfaces with Virginia's automated license plate and DOT# readers to support electronic screening and identification of problem carriers that require additional scrutiny.

IRP Membership/IRP Clearinghouse Dues

Virginia is obligated to pay IRP, Inc. membership and Clearinghouse dues on an annual basis. The Clearinghouse system provides IRP member jurisdictions with an automated process to share registration and financial information and to net fees between jurisdictions. Payment of these dues enables Virginia to maintain CVISN compliance.

IFTA Membership Fees

Virginia is obligated to pay IFTA, Inc. membership and Clearinghouse dues on an annual

basis. The Clearinghouse system provides IFTA member jurisdictions with an automated process to share licensing and tax information and to net taxes between jurisdictions. Payment of these dues enables Virginia to maintain CVISN compliance.

PrePass Membership Fees

Virginia is a PrePass state and is obligated to pay PrePass membership fees to continue to participate in the PrePass electronic screening program. Participation in this program allows law enforcement in Virginia to effectively screen carriers for compliance and safety. By electronically determining whether a carrier presents a safety concern or is in compliance with registration and tax requirements, Virginia is able to focus its enforcement efforts on those carriers that pose a greater threat to highway safety.

CVISN vendor system maintenance fees (IRP)

Virginia DMV currently provides electronic credentialing and tax services to motor carriers through its webCAT system. The webCAT system interfaces with the Xerox IRP system to accomplish transaction and payment processing, and credential issuance. Xerox charges Virginia maintenance fees to maintain and support the interface between the systems. Payment of these fees allows us to meet CVISN electronic credentialing requirements.

CVISN vendor system maintenance fees (IFTA)

Virginia DMV currently provides electronic credentialing and tax services to motor carriers through its webCAT system. The webCAT system interfaces with the Xerox IFTA system to accomplish transaction and payment processing, and credential issuance. Xerox charges Virginia maintenance fees to maintain and support the interface between the systems. Payment of these fees allows us to meet CVISN electronic credentialing requirements.

WIM Maintenance Fees

The WIM maintenance fees consist of 12 months annual maintenance, repair and operation support of WIM Sorter Systems at 11 Motor Carrier Service Centers (MCSC) locations: Suffolk, Bland, Carson, Alberta, Stephens City, (Mainline & Ramp), Troutville (Mainline & Ramp), Dumfries (Mainline & Ramp) and Sandston (Mainline). This also includes 12 months data service plan for IP addressable wireless modems at WIM Sorter Systems at the following 9 MCSC locations: Suffolk, Bland, Carson, Alberta, Stephens City, Troutville, Dumfries, Sandston and Route 522 to enhance maintenance and reporting capacity. The maintenance agreement covers annual maintenance, repair and operational support of the WIM Sorter Systems, and Data Service Plan for IP Addressable Wireless Modems.

DMV webCAT System contractor maintenance and support

Virginia DMV requests funding to maintain and support the webCAT system which is used

for titling, International Registration Plan (IRP) registration services, and International Fuel Tax Agreement (IFTA) credentialing and tax services. The system also includes titling functionality, overload permit functionality, user security functionality, customer notification functionality, user/account maintenance functionality, financial and reporting processes, search and inquiry capabilities, system administrator queue management, payment processing, etc.

SADIP

1. Introduction

Virginia has experienced an 8% increase in CMV crashes over the last 3 years. Virginia is requesting funding for SaDIP to continue operations, maintenance and improvements to its technology, enhance its automated mapping and reporting analysis capabilities, increase electronic reporting, expand training for law enforcement statewide and staff prioritization and focus on data quality and quantity of large truck and bus crashes. Funding will be used in our effort to target and address this increase in crashes.

Virginia continues to work hard to make technological advances, improve law enforcement reporting and training, and perform data and system quality checks, all in our goal to maintain both individual and overall SSDQ rankings of **"GREEN".** We have maintained this excellent rating for seven years. This is due mainly to excellent teamwork, DMV's prioritization of CMV crashes, routine reviews and analysis of CMV reportable crash data in TREDS, SafetyNet and the SSDQ measures, and enhancements to our technology.

2. Problem Statement

Virginia currently has approximately 20,000 crashes still being reporting manually resulting in problems with data accuracy and timeliness, delays in data availability, analysis and reporting. These crashes mostly occur in 3 of our largest jurisdictions which also experience heavy CMV traffic: Fairfax County and the cities of Norfolk and Newport News.

These 3 jurisdictions (out of 133) account for 15% of the nearly 5,000 CMV crashes in 2015.

Virginia's needs are to continue to focus efforts on our Traffic Records Electronic Data System (TREDS) enhancements to improve opportunities for law enforcement to more easily identify and record reportable large truck and bus crash data, improve the quality and quantity of reportable commercial motor vehicle (CMV) large truck and bus crash data, as well as, provide law enforcement training where needed.

Virginia would like to also increase the types of automated mapping and reporting for analysis and to add data integration functionality in TREDS to enhance the level of analysis conducted, particularly with large truck and bus crashes.

The data will be used to evaluate program effectiveness, identify problems and trends, help target spending, and ultimately reduce the number of CMV crashes currently occurring on Virginia roadways.

3.   *Performance Objectives(s)*

The primary objective of Virginia's SADIP Plan is to maintain its GREEN/GOOD rating by continuing to improve the quality and quantity of data collected on commercial motor vehicle crashes. To accomplish this, Virginia will:

- Identify opportunities to enhance TREDS with additional system edits, data integrations, automated mapping and reporting.

- Improve the front end electronic data collection tool to make it easier for law enforcement to collect better CMV data

- Ensure quality data is being submitted by increasing electronic submissions to TREDS (reducing manually completed paper reports)

- Ensure law enforcement receives training, where identified, to improve their ability to distinguish and identify reportable CMV crashes.

- Work with our partners at the Virginia State Police (VSP) who periodically conduct audits/reviews of the data/system and provide input for improvements where needed

4. *Program Activity Plan*

The following activities will be implemented to address the goals and objectives outlined above:

Time Frame	Proposed Activity	Location	Responsible Party	Level of Effort
Start: Award + 30 Days	Data quality specialist to identify, verify and electronically submit	DMV Headquarters	Project Director	2,080 staff hours (consists of 1

Complete: Award + 730 Days	reportable CMV data into TREDS. Performs analysis and extraction of reportable CMV data through TREDS to VSP via a secure FTP site			full time DQ Analyst)
Start: Award + 30 Days Complete: Award + 730 Days	IT Services assigned to project for system audits and analysis; gap analysis; business requirements; system programming; electronic collection tool modifications; testing and implementations	DMV Headquarters	Project Director	6,938 staff hours (consists of a minimum of 5 contractors)

5. *Performance Measurement Plan*

Virginia will use data from TREDS, Safetynet and SSDQ to monitor each activity in the work plan to ensure the project is progressing towards stated goals. Progress reports will be prepared quarterly and forwarded to FMCSA. They will include the status of project performance measures and activities.

(1)   Conduct 1 routine system/CMV module/SafetyNet audit and use the information to enhance the quality and quantity of data in our system

(2)   Improve data quality and timeliness of CMV data by increasing electronic crash reporting from 88% to 95%

(3)   Improve data quality and quantity by adding up to 5 business edits to TREDS to improve the electronic front end collection tool for law enforcement to more easily complete large truck and bus crash data using information from TREDS CMV system audits. Conduct up to 6 statewide trainings for law enforcement agencies for electronic collection of crash data, targeting accuracy and completeness, with an emphasis on large truck and bus crash data where needed.

Virginia's Routine System/Process Reviews include:

• Staff regularly and proactively works as a team to identify TREDS system enhancements to make it easier for law enforcement to identify and record reportable large truck and bus crash data. This includes actively soliciting input and feedback from our end users.

• CMV data submitted to TREDS must meet all system edits before the data can be accepted into TREDS. Dedicated staff performs daily quality control, review and analysis to verify this process, all in an effort to ensure and improve the overall quality, completeness and availability of the data.

• DMV/VAHSO reviews bi-weekly reports that identify possible CMV crashes based on data in TREDS

• DMV/VAHSO staff is in constant contact and training with our law enforcement partners to:

- Review crash report data. As a result, law enforcement has improved knowledge to assist them in distinguishing and identifying reportable CMV crashes.

- Review CMV/SafetyNet extract. Virginia State Police (VSP) has dedicated a staff person who works closely with DMV/VAHSO staff to periodically review the data for improvements if identified.

- Perform weekly reviews. VSP also conducts weekly reviews/audits of all CMV crash data in TREDS.

• Staff regularly and proactively works as a team to identify and integrate into TREDS other types of data (i.e. GIS coordinates for crash location) to enhance the level of analysis that can be conducted, particularly with large truck and bus crashes.

Other Costs Budget Narrative			
Item Name	**Total Cost**	**85% Federal Share**	**15% State Match**
CVISN/PRISM Program:			
Xerox VISTA-RS System PRISM maintenance fees	$45,000.00	$38,250.00	$6,750.00
Xerox Preview (CVIEW) System maintenance fees	$67,500.00	$57,375.00	$10,125.00
Xerox VISTA-RS (IRP) System CVISN maintenance fees	$45,129.00	$38,359.65	$6,769.35
Xerox VISTA-TS (IFTA) System CVISN maintenance fees	$45,129.00	$38,359.65	$6,769.35
IFTA Membership/Clearinghouse fees and dues	$17,000.00	$14,450.00	$2,550.00
IRP Membership/Clearinghouse fees and dues	$31,600.00	$26,860.00	$4,740.00
PrePass Membership Fees	$15,000.00	$12,750.00	$2,250.00
WIM Maintenance Fees	$394,046.00	$334,939.10	$59,106.90
DMV webCAT System contractor maintenance and support	$50,000.00	$42,500.00	$7,500.00
Total Other Costs:	$710,404.00	**$603,843.40**	$106,560.60
The costs of operations and maintenance fees for the PRISM and CVISN programs are necessary for the ongoing production and support of systems.			

Personnel Budget Narrative							
Position(s)	**# of Staff**	**% of Time**	**Work Year Hours**	**Hourly Salary/ Wage**	**Total Cost**	**85% Federal Share**	**15% State Match**
SADIP Program: Data Quality Analyst	1	100	2080	$24.04	$50,000.00	**$42,500.00**	$7,500.00
The SADIP program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TREDS and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.							

Fringe Benefits Budget Narrative

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	Benefits	49.8%	100	$24,900.00	**$21,165.00**	$3,735.00
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.						

Contractual Cost Budget Narrative

Description of Services	Total Cost	85% Federal Share	15% State Match
SADIP Program: IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDS)	$99,444.23	**$84,527.60**	$14,916.63
Contractual staff is responsible for all system operations and maintenance to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO QC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDS to assist their efforts.			

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
Total Other Costs:	$710,404.00	$603,843.40	$106,560.60
Total Personnel Costs:	$50,000.00	$42,500.00	$7,500.00
Total Fringe Benefits Costs:	$24,900.00	$21,165.00	$3,735.00
Total Contractual Costs:	$99,444.23	$84,527.60	$14,916.63
Total Budget for Sub-Grant:	$884,748.23	**$752,036.00**	$132,712.23