

MARYLAND

**Commercial Vehicle Safety Plan
for the
Federal Motor Carrier Safety Administration's
Motor Carrier Safety Assistance Program
Fiscal Year 2017**

Date of Approval: Jan 19, 2017

Final CVSP

Basic and Incentive Program Overview

The Basic and Incentive Program Overview part allows the State to provide a brief description of the mission or goal statement of the MCSAP Lead Agency, a description of the State's MCSAP Basic/Incentive Program structure, and to indicate how it meets the MCSAP minimum requirements as prescribed in 49 CFR 350.213(b). The MCSAP grant program has been consolidated to include Basic/Incentive, New Entrant, and Border Enforcement. These three separate grant programs are now considered focus areas in the CVSP. Each focus area will be addressed individually within the eCVSP system and will be contained within a consolidated CVSP.

1 - Mission or Goal Statement of Lead State Commercial Motor Vehicle Safety Agency

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 a discussion of any safety activities conducted under any other FMCSA focus areas such as New Entrant and Border Enforcement or the High Priority grant program. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.

The mission of the Maryland State Highway/Motor Carrier Division (SHA/MCD) is to reduce crashes, fatalities and injuries involving trucks and motor coaches while ensuring efficient and effective transportation of passengers, goods, and services for the benefit of all. It is accomplished by providing a framework that fosters inter-agency cooperation, public-private partnerships, enhanced regulatory activities, and use of emerging technology. Four State enforcement agencies and 22 local enforcement agencies support the overall mission through daily contact with commercial vehicle drivers and motor carrier representatives during traffic enforcement stops, roadside safety inspections, terminal inspections, educational contacts and CSA interventions.

Guiding Principles:

1. We will continuously improve safety, striving to reduce crashes while improving government and industry productivity to achieve acceleration of economic growth in Maryland.
2. We will support the enhancement of safe inter-modal transportation systems.
3. We will obtain sustainable funding for the Maryland Motor Carrier Program.
4. We will develop and use performance measures to evaluate motor carrier operations and monitor progress toward meeting the program objectives.
5. We will regulate motor carriers in a coordinated, efficient, cost-effective, safety-enhancing, and consistent manner.
6. We will work for enactment of legislation and regulations that will be consistent with the FMCSR and HAZMAT regulations and enhance CMV safety.
7. We will constantly improve communications that will result in educated and informed audiences who actively participate in the Motor Carrier Program.
8. We will effectively use appropriate technology and associated procedures to support a safer, more effective and efficient Motor Carrier Program

2 - Basic and Incentive Program Structure

Instructions:

Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded with Basic/Incentive funding and/or used to substantiate the Lead Agency's Maintenance of Effort (MOE). Include a description of the program structure (state and local agency participation, including responsibilities, a general overview of the number of FTE supporting the program and in what areas they contribute, etc.).

NOTE: Please do not include activities/FTE primarily assigned to and funded under another focus area such as New Entrant and/or Border Enforcement or another FMCSA grant program such as High Priority. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement (if applicable) focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.

The Maryland MCSAP is comprised of the Motor Carrier Division (MCD) of the Maryland State Highway Administration (SHA), four State enforcement agencies and 22 local enforcement agencies. The MCD has been designated as the lead agency to coordinate the efforts of data analysis, enforcement, and industry and safety groups. The MCD is responsible for writing, managing and monitoring numerous federal grants and for the management of the MCSAP. Additional duties include compiling the annual Size and Weight Enforcement Plan/Certification, the annual Commercial Vehicle Safety Plan (CVSP), and the CMV emphasis area of the Maryland Strategic Highway Safety Plan. The MCD is responsible for uploading all CMV crashes to SAFETYNET. There are seven positions in the Motor Carrier Division with various MCSAP responsibilities.

The Commercial Vehicle Enforcement Division (CVED) of the Maryland State Police (MSP) is the lead enforcement agency for commercial vehicle safety in Maryland with a current (as of July, 2016) force of 149 MCSAP certified inspectors and cadets. Sworn police officers and civilian inspectors at 10 fixed Truck Weigh and Inspections Stations (TWIS) and on roving patrols throughout the State monitor vehicle safety by performing inspections, enforcing fuel tax regulations, and carrying out post crash investigations. They give numerous safety presentations and work with SHA in the Judicial Outreach Program (JOP). During 2015, there were seven personnel cross-trained to perform "Compliance Safety & Accountability (CSA)" interventions, Preventive Maintenance Audits, New Entrant Safety Audits, and Security Contact Reviews on a full-time basis. With the retirement of one member of the unit, six personnel remain. Personnel performing New Entrant Safety Audits were funded through a combination of State funds and a two-year New Entrant Grant. During the most recent completed grant period (10/1/12 - 9/30/14), Maryland provided approximately 70% of the costs for Maryland inspectors to perform over 2,000 New Entry Safety Audits during the two-year period. \$239,856 in funds from the New Entrant Grant provided funding for the 30% balance of the costs. For the current New Entrant grant period (10/1/14 - 9/30/16), Maryland has again provided the majority of funding for the program with the balance being provided by \$345,000 in New Entrant Grant funding. Through the first seven quarters of the grant period (as of June 30, 2016), Maryland has conducted 1740 New entrant audits (source: 24-1 program) and is on pace to conduct an average of 1000 audits per year. These in-terminal procedures allow our inspectors the opportunity to review documents and vehicles that they will never see at roadside. The CVED uploads all inspection data to SAFETYNET, an automated management information system maintained by the FMCSA. They are also responsible for enforcement of Maryland's Diesel Emissions and Noise Abatement Programs. In addition to the re-certification of current inspection personnel, training was provided in the following courses for personnel in CVED and all other allied agencies: North American Inspectors Course Parts A and B, Motor Coach Course, General Hazardous Materials, Cargo Tank Inspectors Courses and the Electronic Mobile Mapping Technologies course. CVED training unit personnel also taught as Associate Staff Instructors for FMCSA's National Training Center in various locations in other states.

The Commercial Vehicle Safety Unit (CVSU) of the Maryland Transportation Authority Police (MDTAP) has 78 certified inspectors (as of July, 2016) conducting all the enforcement at the TWIS located on Maryland toll facility highways. The TWIS on I-95 at Perryville is the largest in the State with the greatest potential throughput of commercial vehicles. They also have roving units to provide traffic enforcement and inspections away from the stations. The CVSU also provides enforcement at the Maryland Port of Baltimore (POB) and the BWI Thurgood Marshall Airport.

The Maryland Department of Energy (MDE)'s Hazardous Materials Compliance Section (HMCS) has five certified inspectors (as of July, 2016) and is responsible for the safe transportation of hazardous materials. This is accomplished by enforcement of the regulations through inspections and investigations at roadside and in-terminal. Personnel from HMCS have expertise and technical resources regarding hazardous materials that far exceed that of other programs. They have one inspector that is trained to perform New Entrant Safety Audits.

The Public Service Commission (PSC), with five certified inspectors, performed over 86% of the approximately 4,240 motor coach and bus inspections conducted in CY2015. The vast majority of these inspections were performed as Level V inspections.

In CY2015, of the 110,524 inspections completed, 65% were conducted by the CVED, 23% by the CVSU, and 12% by the other participants (inspection data was obtained from the CVED database for the calendar year 2015).

Enforcement personnel from local cities or counties make up the balance of our program, performing traffic enforcement and inspections on roads not patrolled by larger agencies. In 2012, there were 20 local agencies (108 inspectors) that conducted various levels of MCSAP inspections on a part-time basis. As of July, 2016 there are 22 local agencies (124 inspectors) that participate in the MCSAP program. This is a slight decrease in the number of participating agencies (-1) and inspectors (-3) over 2012 levels. In addition to the Harford County Sheriff's Office and the Carroll County Sheriff's Office (two fast growing counties where truck traffic and passenger traffic continues to increase) who joined the MCSAP program in recent years.

There are 13 fixed inspection sites in Maryland – 10 of which are operated by the CVED of the MSP, and three of which are operated by the CVSU of the MDTAP. These fixed sites are strategically located to provide the maximum coverage on interstate and U.S. truck routes. Additionally, roving units are deployed out of the TWIS to intercept potential non-compliant trucks attempting to bypass stations on alternate routes. These roving teams also perform traffic enforcement. The roving units will stop trucks and perform inspections on safe shoulders or lots or on one of Maryland's ten mobile paved, pull-off locations throughout the state. Maryland now has eight virtual weigh stations operational on MD 213, I-83, I-695 at Caton Avenue in Baltimore City, Rte 301 in southern Maryland, Route 50 (Eastbound and Westbound) at the Bay Bridge, MD 32 and Eastbound US40 in Havre de Grace. The success of the virtual weigh stations has led to the approval and funding of 12 additional virtual weigh stations throughout the state. Ten of the stations will be located near Maryland's toll highways and tunnels. Two more stations should be operational by October of 2016, with four more operational by October of 2017. These virtual sites have provided numerous pictures and reports used to identify potentially unsafe trucks in order to enhance highway safety. The Commercial Vehicle Enforcement Division (CVED) uses the images from these sites to plan enforcement actions and catch overweight CMV's such as dump trucks and tankers from taking rural bypass routes around our weigh stations and traveling overloaded across the Bay Bridge. Altogether, this web of facilities and agency partnerships has made Maryland a national leader in the number of inspections annually performed (#5 in CY2015) and number one in inspections performed per lane mile.

On July 31, 2014 the American Transportation Research Institute (ATRI) released the results of a study titled, "Evaluating the Impact of Commercial Motor Vehicle Enforcement Disparities on Carrier Safety Performance." Within the study, ATRI developed a weighted formula to identify the "Top 10" high-performance states with the intent to allow "both industry and the enforcement community to benefit from the Best Practices of those leading states." Based on their methodology, Maryland placed 1st overall with a total of 73 points awarded, nearly double the points awarded to the 2nd ranking state.

During September of 2015, Maryland was also awarded a "Comprehensive Investigations Award" by FMCSA for "the highest achieving comprehensive investigations program in fiscal year 2014."

<u>Participating Agency</u>	<u>Non-Sworn Certified Sworn Inspectors</u>	<u>Sworn Certified Officers</u>
Maryland State Police (CVED)	57	92
Maryland State Police (Other Divisions)	0	25
Maryland Transportation Authority Police	19	59
Maryland Department of Environment	5	0
Maryland Public Service Commission	5	0
Maryland Department of Transportation	2	0
Anne Arundel County Police Dept.	0	13
Baltimore County Police Dept.	0	7
Calvert County Sheriff's Office	0	4
Carroll County Sheriff's Office	0	3
Charles County Sheriff's Office	0	3
Dept. of the Army – A.P.G. Police Dept.	0	2
Frederick County Sheriff's Office	0	6
Greenbelt City Police Dept.	0	4
Harford County Sheriff's Office	0	7
Howard County Police Dept.	0	8
Kent County Sheriff's Office	0	6
LaPlata Police Dept.	0	1
Montgomery County Police Dept.	0	17
Ocean City Police Dept.	0	2
Prince Georges County Police Dept.	0	25
Queen Anne's County Sheriff's Office	0	3
Riverdale Park Police Department	0	1
Rockville Police Dept.	0	5
St. Mary's County Sheriff's Office	0	2
Talbot County Sheriff's Office	0	1
Washington County Sheriff's Office	<u>0</u>	<u>2</u>
TOTALS:	88	298

Officers and Inspectors are cross-trained to perform MCSAP, Size & Weight and other non-MCSAP duties. No specific officer is supported by MCSAP funds. A percentage of MCSAP hours is calculated to bill for a portion of straight time hours expended in the program.

3 - Basic and Incentive Minimum Requirements - Driver Activities

Instructions:

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in this Fiscal Year's CVSP. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State marks any responses as "None, Not Planned", it must explain how it satisfies the minimum requirements in the narrative section below.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks all responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Promote activities in support of the national program elements including the following:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities aimed at removing impaired CMV drivers from the highways through adequate enforcement of restrictions on the use of alcohol and controlled substances and by ensuring ready roadside access to alcohol detection and measuring equipment.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide basic training for roadside officers and inspectors to detect drivers impaired by alcohol or controlled substance.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Breath testers are readily accessible to roadside officers and inspectors either at roadside or a fixed facility location.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Criminal interdiction activities, in conjunction with an appropriate CMV inspection, including human trafficking and activities affecting the transportation of controlled substances by any occupant of a CMV, and training on appropriate strategies for carrying out those interdiction activities.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide training for roadside officers and inspectors to detect indicators of controlled substance trafficking.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensure drug interdiction officers are available as a resource if an officer/inspector suspects controlled substance trafficking.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engage in drug interdiction activities in conjunction with inspections including interdiction activities that affect the transportation of controlled substances.

Enter explanation of activities:

4 - Basic & Incentive Minimum Requirements - Federal Registration & Financial Responsibility Activities
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Instructions:

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in the upcoming Fiscal Year. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State marks any responses as "None, Not Planned", it must explain how it satisfies the minimum requirements in the narrative section below.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks all responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Federal Registration and Financial Responsibility activities including:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities to enforce federal registration (such as operating authority) requirements under 49 U.S.C. 13902, 49 CFR Part 365, 49 CFR Part 368, and 49 CFR 392.9a by prohibiting the operation of (i.e., placing out of service) any vehicle discovered to be operating without the required operating authority or beyond the scope of the motor carrier's operating authority.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities to cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139, and 49 CFR Part 387 (if adopted by a State).

Enter explanation of activities:

Basic and Incentive Program Effectiveness Summary - Past Performance

The Program Effectiveness Summary - Past Performance part provides a 5 year trend analysis based upon national performance objectives found in 49 CFR Part 350. For each section, insert information in the tables to describe goals and objectives from previous CVSPs along with actual outcomes.

1 - State Fatality Reduction Trend Analysis: 2011 - 2015

Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific goal measurement used including source and capture date, e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be completed.

- 1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).*
- 2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.*
- 3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If you select 'Other' as the goal measurement, explain the measure used in the narrative box below.*
- 4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.*
- 5. If challenges were experienced while working toward the goals, please provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.*

Goal measurement as defined by your State: Actual # Fatalities

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	66	64	66
01/01/2014	12/31/2014	51	66	50
01/01/2013	12/31/2013	58	68	58
01/01/2012	12/31/2012	70	0.1170	0.1240
01/01/2011	12/31/2011	54	0.1210	0.0930

Enter the source and capture date of the data listed in the table above:

Crash data is extracted from the Maryland's Automated Crash Reporting System (ACRS) database through CY2015 (dated 06/20/16).

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

Upon setting our three-year objective beginning 1/1/13 and ending 12/31/15, we changed our goal measurement from fatal crashes per 100M VMT to the actual number of fatalities. Our multi-year objective set in the FY2014 CVSP was to reduce the number of fatalities that occurred in our baseline year CY 2012 (70) down to 64 fatalities in CY2015 (the FY2014 CVSP incorrectly had 62 fatalities as the stated goal - actual goal was to reduce fatalities by 6 lives over 3 years which would be down to 64 fatalities).

At the first year mark (the end of CY2013) we had experienced a total of 58 fatalities for the CY2013. Our first year benchmark would have been to reduce fatalities by two to a total of 68 for all of CY2013. For CY2014, our goal would have been an overall reduction of four fatalities to 66 total fatalities for the CY2014. We were again already below our multi-year goal of only 64 fatalities by the end of calendar year 2015 when we experienced 50 fatalities in CY2014, a further reduction in the previous years total. Although we had met and actually exceeded our three year goal by the end of the first and second years, we continued to work towards our stated multi-year goal of reducing fatalities to 64 for the CY2015. Unfortunately we experienced 66 fatalities in CY2015. The increase was not unexpected due to improving economic conditions in the state and the anticipated increase in truck traffic on the highways.

Our high crash areas in the Baltimore/Washington Metro area (Baltimore, Montgomery and Prince George's Counties) have been a focus of enforcement efforts in our endeavor to reduce fatal CMV crashes. In CY2015, Baltimore County experienced 5 fatalities, which was below the 5 year average of 7 fatalities. Prince Georges County experienced 13 fatalities, which was a significant increase over CY2014 and above the 5 year average of 10 fatalities each year. Even though the number of fatalities in Prince George's County was higher than CY2014, it was still below the 15 fatalities that occurred in CY2012. Montgomery County saw a total of 4 fatalities in CY2015. Again, although this was an increase when compared to the 2 fatalities in CY2014, the number was equal to the average of 4 over the past 5 years and below the number of fatalities (6) that occurred in CY2012. The 18 total fatalities in the 3 counties in CY2015 accounted for 27% of all CMV related fatalities across the state. As a comparison, In 2012 there were a total of 27 CMV related fatalities in the 3 counties and those 27 fatalities accounted for 38% of all CMV fatalities across the states. Although CY2015 saw increases over CY2014, there have still been significant improvements since CY2012.

Over the past years our special programs and initiatives focusing enforcement in the high crash of the Baltimore/Washington metro areas have been very successful in identifying unsafe trucks and drivers. We will continue to focus efforts in these areas while also maintaining aggressive enforcement across the state. We will continue to discuss these increases with enforcement personnel in those affected counties and we will perform a more detailed analysis of which particular highways may require increased enforcement. As can be expected with any focused initiative, maintaining adequate manpower in specific areas for extended periods of time can be challenging as the need to shift manpower to other areas of the state can arise at any time. We will continue to fund special initiatives in those areas of greatest concern in an effort to reduce the number of fatalities involving commercial vehicles.

2 - State Motorcoach/Passenger Fatality Reduction Trend Analysis: 2011 - 2015

Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

Goal measurement as defined by your State: Actual # Fatalities

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	4	0	4
01/01/2014	12/31/2014	0	0	0
01/01/2013	12/31/2013	0	0	0
01/01/2012	12/31/2012	0	0	0
01/01/2011	12/31/2011	3	0	3

Enter the source and capture date of the data listed in the table above:

Crash data for CY2015 is extracted from the Maryland Automated Crash Reporting System (ACRS) database dated June 17, 2016.

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

The State has not had a passenger transportation safety problem over the past years and did not establish a specific passenger transportation crash reduction goal in 2015. Although there were 4 motorcoach involved fatalities (4 total accidents of which 2 were determined to be the fault of the motorcoach) in CY2014, the overall number of motorcoach accidents (all accident types) was well below the 5 year average. The 8 motorcoach involved accidents in 2015 was below the 5 year average of 17. Even with the low number, the State continued traffic enforcement and enforcement of the FMCSRs regulations for passenger transportation CMVs in a manner consistent with its enforcement for all CMVs and other activities as described either below or in Part 4 – National Program Element Activities. Maryland had previously experienced a 30% reduction in the number of total motorcoach crashes from 33 in CY2011 to 23 in CY2012. In CY2013 Maryland had a further reduction in motorcoach crashes from 23 in CY2012 to 13 in CY2013. The 13 motorcoach crashes in CY2013 was well below the five year average of 23 crashes. Following the trend, in 2014 Maryland had 10 motorcoach accidents. In CY15, the number of crashes was again reduced to 8, well below the 5 year average of 17. (Crash data extracted from the Maryland Automated Crash Reporting System (ACRS) database dated June 17, 2016)

During 2015, Maryland participated in the National Motorcoach Strikeforce and Quick Strike. Additional motorcoach destination initiatives were conducted at destination locations/events where motorcoaches would be in operation. Additionally, our ongoing "OPERATION BUS" initiative provides funding across the state for the daily enforcement of motocoaches.

During 2015, Maryland inspectors conducted 4240 motorcoach inspection. Inspectors from Maryland's Public Service Copmmission conducted the majority of the nearly 3655 motorcoach terminal inspections. (Inspection data extracted from SAFETYNET data supplied by MSP)

3 - State Hazardous Materials Fatality Reduction Trend Analysis: 2011 - 2015

Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

Goal measurement as defined by your State: Actual # Fatalities

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	0	0	0
01/01/2013	12/31/2013	0	0	0
01/01/2012	12/31/2012	0	0	0
01/01/2011	12/31/2011	0	0	0

Enter the source and capture date of the data listed in the table above:

Crash data for CY2015 is extracted from the Maryland Automated Crash Reporting System (EMAARS) database dated June 17, 2016.

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

The State has not had a Hazardous Materials Transportation safety problem and did not establish a specific Hazardous Materials Transportation crash reduction goal in 2016. However, the State continued traffic enforcement and enforcement of the FMCSRs regulations for Hazardous Materials CMVs in a manner consistent with its enforcement for all CMVs and other activities as described either below or in Part 4 – National Program Element Activities.

Two specific HazMat related initiatives were conducted by the Maryland State Police in CY2015. During 2015, The MSP CVED assigned personnel to conduct HazMat targeted enforcement (fireworks haulers) during the July 4th celebrations in the area of Baltimore City.

There were no Hazardous Materials Transportation fatalities in CY2015.

4 - Traffic Enforcement Trend Analysis: 2011 - 2015**Instructions:**

Please refer to the MCSAP Comprehensive Policy for an explanation of FMCSA's traffic enforcement guidance. Complete the table 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 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 of the measured element (traffic enforcement stops with an inspection, non-inspection stops, non-CMV stops).
3. Insert the total number of written warnings and citations during the measurement period. The number of warnings and citations do not need to be split out separately in the last column.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2015	12/31/2015	8858	8858
01/01/2014	12/31/2014	8052	8052
01/01/2013	12/31/2013	10854	10854
01/01/2012	12/31/2012	7441	7441
01/01/2011	12/31/2011	6595	6595

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Check if State does not conduct CMV traffic enforcement stops without an inspection.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2015	12/31/2015	2069	2655
01/01/2014	12/31/2014	2156	2838
01/01/2013	12/31/2013	1820	2240
01/01/2012	12/31/2012	1585	1887
01/01/2011	12/31/2011	1000	

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Check if State does not conduct Non-CMV traffic enforcement stops.

Enter the source and capture date of the data listed in the table above:

"Number Of CMV Traffic Enforcement Stops with an Inspection" extracted from SafetyNet reports provided by MSP CVED (dated 1/05/16) and accounts for each inspection that listed a traffic violation. Table 1 Note: The state does not separate those citations/warnings issued for traffic violations resulting in an inspection from those citations/warnings issued during inspections that did not originate with a traffic violation. Since Maryland's policy is to issue either a citation or warning during each traffic stop for a traffic violation, it can be assumed that the number of citations/warnings is equal to, and most likely greater than, the total number of traffic enforcement stops. Table 2 Note: Accurate statistics were not available for CY2011 and prior. Number of CMV Traffic Enforcement stops without an inspection extracted from data maintained by CVED for the ongoing MSP Barrack Truck Initiative (spreadsheets dated 2/11/16 and prior). Table 3 Notes: It is a policy that enforcement personnel do not conduct non-cmv traffic stops during their normal course of duty unless necessary for public safety reasons.

5 - Outreach and Education Goals - Report on progress from the FY 2016 CVSP

Instructions:

Please enter information to describe your year-to-date Outreach and Education activities from the FY2016 CVSP. Click on "Add New Activity" to enter information.

Activity #1

Activity: Describe Outreach and Education activity conducted:

The continued outreach program through print, an enhanced website, and public service announcements throughout CY2015. These activities are conducted on a calendar year basis.

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

The period for this goal was CY2015: Our goal was to continue our outreach program through print, our enhanced website, and public service announcements. Our goal was to continue to have properly trained and experienced personnel available during operational hours to handle CMV related inquiries from both the motor carrier industry and the general public regarding CMV safety issues. We would continue to promote the No-Zone and Smooth Operator messages (to the extent possible) to all drivers and provide safety and regulatory information to the companies and drivers that need them. In 2015, we would continue our No-Zone presentations to young drivers at driving schools throughout Maryland. Our goal in 2015 was to allocate \$250,000 in funding for radio ads, posters on buses, static billboards, and digital billboards targeting aggressive driving around trucks and buses. This media outreach would be provided in conjunction with our Smooth Operator enforcement waves during the summer months and throughout the year. We saw this as an important part of our driver awareness program and a way to leverage our funding off of the efforts of our MHSO and other neighboring States.

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

Although the MCD did not spend any federal funds on outreach efforts during the Smooth Operator program, over \$256,000 in State funds were spent on messages regarding the dangers of aggressive driving around large commercial vehicles. Gas pump toppers displaying messages regarding the truck safety campaign were located at gasoline stations along the I-95/I895 corridor at 120 stations. Outdoor static and digital billboards carried the message at locations in the Baltimore/Washington area. Ads were broadcast over conventional radio and internet radio in the Baltimore/Washington area. It is estimated that our efforts generated over 43 million media impressions in CY2015 regarding commercial truck safety. As in past years, in CY2015 we participated in the kickoff events surrounding Smooth Operator and continued to participate in Smooth Operator phases during the summer months. For CY2016, we will have again spent approximately \$250,000 on media messages regarding aggressive driving around trucks on Maryland Highways. Local media stations will soon begin airing messages during the Smooth Operator program, while billboards and gas station toppers have been strategically placed. During January of 2015, we had distributed 450 trucker's maps throughout the state. Further distribution of maps was halted due to the need to produce new maps containing updated information on new routes that are currently being reviewed. We do not currently have any maps for distribution and it is expected that new maps with updated/additional truck routes will be available after the FFY2017 (October) 2017. The maps have not been produced since we are currently in the process of approving approximately 60 new truck routes in Maryland. The approval process is lengthy in was extended longer than anticipated. Through June of CY2016, we had distributed over 7,500 copies of our new edition of our Maryland Motor Carrier Handbook.

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

In CY2015, the aggressive driving message regarding commercial vehicles remained extremely important, and as in the past it remained difficult to develop and maintain media interest in a message that has been repeated often in the past. With all of today's competing sources of information vying for the attention of the public, grabbing the attention of the average passenger vehicle driver to view a safety message is always challenging. Those same challenges faced in previous years remained in CY2015. There will continue to be a need for new and innovative ideas and methods for keeping the message fresh and interesting. During 2016 we met with our publishing partners to discuss and develop those new and innovative methods to present our message. Some ideas were discussed and it is anticipated that this year we will re-evaluate and possibly re-invent some of our messages focused on truck safety in Maryland.

Activity #2

Activity: Describe Outreach and Education activity conducted:

Continue one component of outreach/education through distribution of the Maryland Motor Carrier Handbook and the Maryland Trucker's Map.

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

Our goal in CY2015 and 2016 was to continue the distribution of the Maryland Motor Carrier Handbook and the Maryland Truckers Map to provide regulatory information to the CMV industry, availability of truck parking and the safe Maryland National network of roads suitable for 53' trailers.

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

450 Maryland Trucker's Maps were distributed in early CY2015. In early CY2015 the older maps were recalled and the distribution of the old maps was halted. It had been hoped that new maps would be available for late CY2015, however new maps were not published during the year. The production of new maps has been delayed due to the ongoing process of the authorization and designation of approximately 60 new roads as "truck routes" in Maryland. It is anticipated that new maps will be published in late CY2016, after the start of the new federal fiscal year. (distribution logs maintained by MCD).

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

The publishing and distribution of a large number of maps and books can be challenging. Relying on other governmental organizations and units for review and authorization of content can delay an already lengthy process. The logistics of distributing the maps and books across the state presents its own challenges. We will continue to review and improve our methods for publishing and distributing our important and informative publications.

Activity #3

Activity: Describe Outreach and Education activity conducted:

To provide information, assistance and safety and regulatory information since vehicle drivers and companies have a need to know about the laws and regulations that affect their business. Companies and drivers that are well informed about the regulations that govern their industry will have a better chance of operating safely.

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

Provide information and assistance to a variety of customer bases and provide safety and regulatory information to the companies and drivers that need them.

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

As in previous years and again during CY2015, it is estimated that SHA, Motor Carrier Division and Maryland State Police CVED personnel received approximately 5,000 telephone inquiries regarding laws, regulations and the safe operation of commercial vehicles. MSP personnel routinely receive numerous requests throughout the year to address industry groups and motor carriers about the safe operation of commercial vehicles. More than 50 safety seminars were conducted by compliance personnel in CY2015 (many of the presentations conducted locally by TWIS personnel throughout the state are not adequately documented and remain uncounted). As part of the Safe Driver Initiative ("Teens and Trucks"), MSP personnel and MCD personnel provided several safety talks (Ex: Baltimore Gas & Electric's Teen Safety Day) at different locations in CY2015 to teenage drivers. Personnel from the Motor Carrier division also participated in safety seminars throughout CY2015. Members of the MCD staff conducted more than 25 presentations overall to various driving schools, companies, groups, farm bureaus and organizations across the state.

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

There have been no difficulties in providing safety seminars to those companies/groups/drivers in need of the information. The difficulty has been in maintaining adequate and accurate records of the presentations. Within the MSP CVED there is no centralized method of keeping track of the number/type of requests for presentations that MSP CVED personnel receive throughout the state. Due to the de-centralized nature of CVED, many requests for safety talks/presentations are made directly to a local CVED facility where inspection personnel are assigned in close geographical proximity to the group/organization requesting the presentation. Additionally, CVED personnel at local facilities may reach out directly to companies/groups in their areas of responsibility to offer safety information. The local personnel then conduct the presentation and often times no tracking information pertaining to the presentation is maintained. This has been a continuing issue and reporting still requires to some extent rough estimates of the number of safety talks given each year. Although not a priority at this time, the CVED command staff continues to be aware of the need to keep more detailed information about the safety seminars that are conducted throughout the state in order to better evaluate the program. The need for detailed and accurate records of contacts was again presented to the CVED command staff in 2016.

6 - State Specific Objectives – Report on Progress from the FY2016 CVSP

Instructions:

Please enter information as necessary to describe year-to-date progress on your State-specific objectives from the FY2016 CVSP. Click on "Add New Activity" to enter information.

Activity #1

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

During CY2012, 70 lives were lost on Maryland highways in accidents involving heavy trucks and busses. This had been the second year in a row that we had experienced an increase in the number of fatalities from a low of 43 in 2010. Of the 70 fatalities that had occurred in CY2012, 27 (38.5%) of those fatalities resulted from crashes on highways in Baltimore County, Montgomery County and Prince George's County. Increasing congestion in those areas has resulted in more trucks and cars on the road with less space between vehicles and more merging maneuvers. As a result, there have been more rear-end collisions with drivers that drive aggressively. The Capital Beltway around Washington, D.C. has a greater number of high crash sections than any other road or corridor in the state. Our reduction goal was established in response to the higher number of fatalities that had occurred in CY2012. To maintain efforts in the targeted area, the State continued to use focused traffic enforcement along the I-95 Corridor and Beltways for Baltimore and Washington to bring about additional compliance with federal safety regulations and Maryland Vehicle Laws and meet our crash reduction goals. Enforcement initiatives in high crash areas that have proved successful in the past continued to be funded. We provided overtime funding to CVED for specific initiatives on the Beltways and the stretch of I-95 between the Beltways throughout the year. The specific amount of effort directed through these focused initiatives are included in the detailed description of each initiative below. OPERATION BASH and I-95(AGGRESSIVE DRIVERS) Initiatives: Baltimore County Action for Safer Highways (BASH) is a special enforcement initiative conducted on and around Interstate 695 (Baltimore Beltway) utilizing roving crews comprised of one trooper and inspector or cadet. They also maintain surveillance of known bypass routes around the I-83 inspection facility. Over the past years, our BASH Program has been a success and has identified many unsafe trucks on and around Interstate 695. Operation I-95(AGGRESSIVE DRIVERS) focused enforcement attention on the high crash corridor of I-95 between the Baltimore and Washington D.C. Beltways. Special attention is focused on commercial vehicles being driven aggressively as enforcement personnel seek out trucks for inspection. Roving crews can pull drivers to the side of the road on a wide shoulder or escort them into the TWIS at the I95 Park and Ride. As with the BASH initiative, the I-95(AGGRESSIVE DRIVERS) initiative has been very successful in identifying hundreds of unsafe trucks on the I-95 corridor between Baltimore and Washington, D.C. SMOOTH OPERATOR Program: Maryland continued to fund and participate in the Smooth Operator Program in CY2014. During the first week of June, July, August, and September of 2015, the combined enforcement agencies of Maryland and D.C increased hours of operation and focused on particular aggressive driving actions of all vehicles, including those involving CMVs. During CY2015, Maryland continued to utilize all available inspection personnel to place additional focus on Smooth Operator enforcement during each the Smooth Operator waves while conducting normal commercial vehicle enforcement operations. OPERATION TAILGATE Initiative: We continued to fund the OPERATION TAILGATE initiatives in CY2015 and CY2016 in our efforts to reduce crashes in the Capital Beltway region.

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

Multiyear Goal: Our multiyear goal was to reduce the number of fatalities from 70 (CY2012) to 64 for the CY2015. Maryland's goal for CY2015 was to dedicate at least 250 work hours to BASH and to conduct at least 225 safety inspections. Maryland's goal for Operation I-95 (AGGRESSIVE DRIVERS) was to dedicate at least 2100 work hours and to conduct at least 1600 safety inspections.

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

In the final year of our multi-year goal Maryland experienced 66 fatalities in CY2015 (data dated 6/17/16). We fell just short of our goal of reducing the number of fatalities to 64 for the CY2015. Although we were just short of our goal, we were below the number of fatalities that occurred in 2012, our base year. An improving economy and increased truck traffic may have had a direct impact on the number of fatalities in the state. The number of inspections conducted in CY2015 (350) under Operation BASH exceeded our stated goal of 225 inspection by the end of CY2015. We also exceeded our goal of dedicating at least 250 work hours toward the BASH initiative with 386 work hours. The number of inspections conducted in CY2015 (1955) under Operation I-95 (Aggressive Drivers) far exceeded our goal of 1600 inspections by the end of CY2015. We also exceeded our goal of dedicating at least 2100 work hours toward the Operation I-95 initiative with 2504 work hours.

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

In recent years, Maryland has continually performed well below the FMCSA Fatalities Rate goal, most notably in 2010 and 2011 when we experienced the lowest number of CMV fatalities ever. We were obviously pleased to see the large reduction in fatalities in 2013 when compared to 2012 and again in 2014 when compared to 2013. Even though we saw a substantial increase from CY2014 to CY 2015, this was not totally unexpected. When we had the large reduction from 70 fatalities in 2012 to 50 in CY2014, we realized this could be an anomaly and did not re-state and lower our three year goal. Even though we had the increase from 2014 to 2015, we did not slack in our efforts and we were still very close to our multi-year goal of 64 fatalities. Although the reduction of fatalities on our Maryland highways is our primary safety concern, the relatively low numbers of fatal crashes (representing less than 1.5% of our total crashes) are subject to wide statistical aberrations. The tracking of total crashes may provide a better indicator of the influence of safety programs on the trends in commercial vehicle crashes. In CY2012, we had experienced a 10% overall reduction in commercial

vehicle crashes from the previous year (from 3463 to 3113). In CY2013, we experienced an even further reduction from CY2012 (down to 3,055). Our CY2013 totals were below the previous five year average of 3,264 CMV crashes. In CY2014 we experienced 3,760 CMV crashes and this number increased to 4,363 in CY2015 (16% increase). The number of crashes in CY2015 was above our 5 year average of 3,590 and shows that Maryland is experiencing an upward trend in the number of CMV accidents. We have not reduced our efforts and focus over the past years and will maintain our efforts into the future. Although we expected to see increased crashes with the increased truck traffic over the past few years, we must continue to focus on those high crash areas in the state. Both Operation BASH and Operation I-95 were very successful as our goals were met/exceeded over the past year. However, additional strains on manpower and the shifting of a limited number of personnel to focus on other issues that may develop can make achieving enforcement goals in specific geographical areas challenging. Notwithstanding recent challenges facing all law enforcement agencies across Maryland, we will continue to operate initiatives in those areas where commercial vehicle traffic crashes remain a concern and will set goals that we feel are both realistic and attainable.

Activity #2

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

Continue to participate in the Smooth Operator Program. Continue to fund the OPERATION TAILGATE initiatives in our effort to reduce crashes in the Capital Beltway region.

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

Our goal was to participate in the four waves of the Smooth Operator Program during June, July, August and September of CY2015. Conduct a total of 700 safety inspections during the OPERATION TAILGATE initiatives in CY2015 while dedicating 800 work hours toward the initiative.

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

Maryland safety inspectors did participate in the four waves of the Smooth Operator Program. During the first week of June, July, August, and September of 2015, the combined enforcement agencies of Maryland and D.C increased hours of operation and focused on particular aggressive driving actions of all vehicles, including those involving CMVs. Additionally, as in the past, Maryland participated in the Smooth Operator "Kickoff" events in 2015. In conjunction with the Smooth Operator program, State funds were spent on messages regarding the dangers of aggressive driving around large commercial vehicles. Gas pump toppers displaying messages regarding the truck safety campaign were located at gasoline stations in Baltimore City, Baltimore County and Anne Arundel County, while outdoor static and digital billboards carried the message at five different locations in the Baltimore/washington area. Due to other law enforcement commitments during CY2015, one OPERATION TAILGATE initiative was conducted in CY2015 during October. 667 total work hours were dedicated to the initiative, which resulted in 532 level I and Level II inspections. While we fell short of our stated goal, the event was successful. Inspectors from various local and state enforcement agencies participated in the initiative. Also during March of 2015 the Safe DRIVE I-95 initiative was conducted over a three day period. Inspectors conducted 775 inspections during the initiative. Our "Inside the Beltway Sweep Initiative" held over 5 days in April focused on Prince George's County roads inside the Capital Beltway. This is an area of concern considering the increased fatalities that have occurred in that county. The initiative resulted in 406 inspections and a total out-of-service rate of 34%.

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

We consider both the Smooth Operator Program and the OPERATION TAILGATE initiatives to have been successful in CY2014. Developing new and innovative Smooth Operator messaging aimed at passenger vehicle drivers operating around trucks remains challenging. In 2016, Smooth Operator waves have again been scheduled for June, July, August and September with the focused message being aggressive driving around trucks. Our OPERATION TAILGATE initiatives continue to be successful and we feel that CY2015 was again no exception, even though only one initiative was conducted. As in the past, the logistics of directing all truck traffic off of the Capital Beltway to the FED-EX stadium where inspections can be conducted safely, while simultaneously preventing trucks from by-passing the operation, remains difficult. Nonetheless, the operations remain a highlight of truck enforcement operations for the year. Inspectors travel from all areas of the state and numerous enforcement agencies participate. Media interest remain high and there is never a lack of interesting speakers at the opening press conference. Of particular challenge in 2015 was the extra demands placed on our law enforcement agencies. Recent terrorist acts and increased street protests have strained manpower as personnel are required to assist in other areas and in Baltimore City. For the foreseeable future this will remain a challenge to our CMV enforcement efforts.

Activity #3

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

Traffic Enforcement with an Inspection: We have developed specific focused initiatives that are funded as part of our overall crash reduction strategy. The three highlighted initiatives have as their focus the enforcement of commercial vehicles for traffic violations along with a subsequent safety inspection. Additional details are also included in section 3.1 and section 4.3.

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

Our goal was to conduct at least 8,000 traffic enforcement stops statewide during CY2015 on commercial vehicles and to conduct an inspections in conjunction with the traffic stop. Our goal was to continue three ongoing specific traffic enforcement initiatives, each with their own established goals: Maryland's goal for the OPERATION SMASH initiative was to devote 380 enforcement hours and to

complete 465 inspections in 2015. Maryland's goal for the WEEKEND WARRIOR initiative was to devote 525 enforcement hours and to complete 475 inspections in 2015. Maryland's goal for the OPERATION I-81 initiative was to devote 450 enforcement hours and to complete 570 inspections in 2015.

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

During CY2015 we conducted over 8850 traffic stops with and associated inspection. This exceeded our goal of 8,000 traffic stops with an inspection. The following is a summary of the enforcement statistics for CY2015 for Operation SMASH: Enforcement hours - 404, Roadside inspections - 448, Vehicles Out-of-Service - 93, Drivers Out-of-Service - 19, Citations Issued - 251, Warnings - 289, Fines assessed - \$53,726. The following is a summary of the enforcement results demonstrating activity for WEEKEND WARRIOR for 2015: Enforcement hours - 654, Roadside inspections - 597, Vehicles Out-of-Service - 80, Drivers Out-of-Service - 57, Citations Issued - 408, Warnings - 547, Fines assessed - \$101,136. The following is a summary of the enforcement results demonstrating activity for OPERATION I-81 for 2015: Enforcement hours - 689, Roadside inspections - 661, Vehicles Out-of-Service - 108, Drivers Out-of-Service - 57, Citations Issued - 302, Warnings - 478, Fines assessed - \$45,063. For all three initiatives we exceeded our goals set for enforcement hours and inspections performed with one exception. We fell slightly short of our goal of 465 inspections performed during the SMASH initiative. Overall, all three initiatives were very successful.

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

As in past years, shifting manpower needs requiring deployment of personnel to other areas of the state and competing focus on other CMV issues often times reduces the number of personnel available during the year to work overtime hours on our focused initiatives. For those initiatives that warrant increased activity, additional funding can be allocated.

Activity #4

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

Traffic Enforcement without an Inspection: Again, this specific focused initiative is funded as part of our overall crash reduction strategy. The number of enforcement personnel across the state (and the nation) interacting with commercial vehicles is largely limited to those personnel trained in the FMCSR and certified to conduct MCSAP safety inspections. There are many MSP troopers at barracks across the state that could identify commercial vehicle drivers violating traffic laws and take appropriate enforcement action without a resulting safety inspection. A lack of specific knowledge about trucks often times makes non-MCSAP troopers reluctant to enforce truck related violations. The additional incentive of a specially funded overtime initiative will help to increase contact between non-MCSAP certified troopers and commercial vehicles.

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

Maryland's goal was to conduct over 2,000 commercial vehicle stops without an inspection by non-MCSAP certified barrack troopers during CY2015.

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

In CY2015, barrack troopers conducted 2,069 CMV stops without an inspection, exceeding our stated goal. During 2011, nine MSP barracks had participated in the program. During 2012, 15 barracks had participated. During 2013, 19 barracks participated in the program. For 2014, 20 different barracks across Maryland participated. For 2015, 21 barracks received funding. Again in CY2016 we will fund 21 different barracks across the State. The increase in barrack participation led to increases in commercial vehicle traffic enforcement stops from 1000 in 2011 to the 2156 stops in CY2014. While we saw a slight decrease from 2014 to 2015, the overall drop was not significant. This activity did not require any detractor from "Maryland's traffic enforcement with an inspection" programs or from general inspection efforts since no MCSAP trained personnel were used during this initiative.

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

While our overall results exceeded our goal, we still work to expand our efforts to conduct even more traffic enforcement stops without an inspection using non-MCSAP certified officers. Close monitoring of the program by CVED command staff has led to better enforcement statistics and more participation in the program. As with other initiatives involving sworn enforcement officers, and specifically those troopers assigned to field installations, there are many competing overtime sources available. Many overtime sources are not as demanding as conducting traffic stops on commercial vehicles and are naturally more attractive to troopers and may become a first choice over a traffic related activity. Maintaining barrack command staff interest in the program can also be challenging as barrack command staff constantly change and targeted enforcement efforts change. Stopping trucks has never been a popular activity among general patrol troopers as they usually lack familiarity with commercial vehicles and thus confidence. Coupled with the problem of finding suitable locations to conduct commercial vehicle stops, patrol troopers will focus first on passenger vehicles. Meeting with command staff members and enforcing the message that commercial vehicles should be a daily component of complete traffic enforcement, helps to maintain focus on commercial vehicle stops. We are also still working with other county police departments and state agencies to expand the program to those departments in order to increase the number of traffic enforcement contacts.

Basic & Incentive CMV Safety Objectives

The CMV Safety Program Objectives part allows States to define their goals and objectives for this year's plan, address the national priorities contained in the Notice of Funding Availability (NOFA), and to identify any State-specific objectives for any safety or performance problems identified by the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries.

1 - Crash Reduction Goal

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 vehicle transportation. The State has flexibility in setting its goal. It can be based on raw numbers (e.g., total number of fatalities or crashes) or based on a rate (e.g., fatalities per 100 million VMT).

Problem Statement Narrative: Describe the identified problem including baseline data:

During CY2012, 70 lives were lost on Maryland highways in accidents involving heavy trucks and busses. This had been the second year in a row that we had experienced an increase in the number of fatalities from a low of 43 in 2010. Of the 70 fatalities that had occurred in CY2012, 27 (38.5%) of those fatalities resulted from crashes on highways in Baltimore County, Montgomery County and Prince George's County. Increasing congestion in those areas has resulted in more trucks and cars on the road with less space between vehicles and more merging maneuvers. As a result, there have been more rear-end collisions with drivers that drive aggressively. The Capital Beltway around Washington, D.C. has a greater number of high crash sections than any other road or corridor in the state. Our reduction goal was established in response to the higher number of fatalities that had occurred in CY2012. Since establishing our goal, Maryland has experienced 58 fatalities in CY2013, 50 fatalities in CY2014 and 66 fatalities in CY2015. In 2015, although CMV fatalities had increased, CMV fatalities in the three counties accounted for 27% of the total CMV fatalities across the state. This was a significant reduction from the 38% that had occurred in the three counties in CY2012.

Enter Data Source Capture Date:

Enter Data Source:

Crash data for CY2012 was originally extracted from the Electronic Maryland Automated Accident Reporting System (EMAARS) database dated June 18, 2013. Fatality crash data for CY2013, CY2014 extracted from EMAARS database dated March 9, 2015 and May 1, 2015. CY2015 crash data extracted from ACRS dated June 17, 2016.

Enter Crash Reduction Goal

Our goal for CY2016 will be to reduce the number of CMV related fatalities from 66 in CY2015 to 64 in CY2016. While CMV fatalities in Maryland have been trending up over the past several years, we are nonetheless setting a goal to stop the trend and reduce the fatalities in 2016. Maryland had seen reductions in the total number of fatalities in the threetargeted key counties of Baltimore, Prince George's and Montgomery over the preceding several years. During calendar year 2013, those three counties accounted for 31% (18) of the 58 fatalities statewide. This is a reduction from 38.5% during CY2012. During calendar year 2014, those three counties accounted for 26%(13) of the 50 fatalities statewide. During CY2015, the counties accounted for 27% (18) of the 66 fatalities statewide. While this was a slight uptick from CY2014, the increase was well below the increases seen statewide.

Identify each of the national program elements the State will utilize to meet the performance objective. The State will describe these activities in greater detail in the respective narrative sections of the CMV Safety Program Objectives and Commercial Vehicle Enforcement Activities.

Check all program elements that apply (minimum of 1):

- ☒ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☒ **Conduct Carrier Investigations (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☒ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**
- ☒ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

Program Activities: States must include activities related to this goal in the output estimates in the Commercial Vehicle Enforcement Activities part. However, States must also indicate in this objective the amount of effort (staff hours, FTE, inspections, traffic enforcement stops, etc.) that will be resourced directly for this purpose. For example, 3,000 of the 10,000 Level 1 inspections listed in the Commercial Vehicle Enforcement Activities Section 1 will be dedicated to this objective.

To maintain efforts in the targeted area, the State will continue to use focused traffic enforcement along the I-95 Corridor and Beltways for Baltimore and Washington to bring about additional compliance with federal safety regulations and Maryland Vehicle Laws and meet our crash reduction goals. Enforcement initiatives in high crash areas that have proven successful in the past will continue to be funded. We will provide overtime funding to CVED for specific initiatives on the Beltways and the stretch of I-95 between the Beltways throughout the year. The specific amount of effort directed through these focused initiatives are included in the detailed description of each initiative below.

OPERATION BASH and I-95(AGGRESSIVE DRIVERS) Initiatives:

Baltimore County Action for Safer Highways (BASH) is a special enforcement initiative conducted on and around Interstate 695 (Baltimore Beltway) utilizing roving crews comprised of one trooper and inspector or cadet. They also maintain surveillance of known bypass routes around the I-83 inspection facility. Over the past years our BASH Program has been a success and has identified many unsafe trucks on and around Interstate 695. For CY2015, we realized the following enforcement efforts for BASH: Inspection crews dedicated 386 enforcement hours to the BASH initiative in CY2015 and conducted 350 Level I and Level II inspections. A re-deployment of inspection personnel had required us to reduce our goals for CY2015. Maryland's goal for CY2016 will be an increase to 400 enforcement hours dedicated to BASH and to conduct at least 375 inspections. Since we now allow those inspectors working the AGGRESSIVE DRIVER initiative to work on I-695 due to the close geographical relationship between I-95 and I-695 in Baltimore County, some of the enforcement efforts previously captured under BASH are now captured under the AGGRESSIVE DRIVER initiative - partially resulting in the shifting of goal numbers. The focus on I-695 will remain high.

Operation I-95(AGGRESSIVE DRIVERS) focuses enforcement attention on the high crash corridor of I-95 between the Baltimore and Washington D.C. Beltways. Special attention is focused on commercial vehicles being driven aggressively as enforcement personnel seek out trucks for inspection. Roving crews can pull drivers to the side of the road on a wide shoulder or escort them into the TWIS at the I95 Park and Ride. As with the BASH initiative, the I-95(AGGRESSIVE DRIVERS) initiative has been very successful in identifying hundreds of unsafe trucks on the I-95 corridor between Baltimore and Washington, D.C. Operation I-95 had a comparable enforcement effort in CY2015. Inspection crews dedicated over 2500 hours to the Operation I-95 initiative in CY2015 and conducted just short of 2000 Level I and Level II inspections. Operation I-95 continued to be productive in CY2015 and it will be difficult to maintain those levels in CY2016. Maryland's goal for CY2016 will be to dedicate at least 1000 work hours to Operation I-95 and conduct at least 800 inspections.

SMOOTH OPERATOR Program:

Maryland will continue to fund and participate in the Smooth Operator Program in CY2015. During the first week of June, July, August, and September of 2015, the combined enforcement agencies of Maryland and D.C increased hours of operation and focused on particular aggressive driving actions of all vehicles, including those involving CMVs. In 2015, Smooth Operator waves were again scheduled for June, July, August and September with the focused message being aggressive driving around trucks. During 2016, Maryland will continue to utilize all available inspection personnel to place additional focus on Smooth Operator enforcement during each the Smooth Operator waves while conducting normal commercial vehicle enforcement operations. For CY2016, we anticipate again spending approximately \$250,000 on media messages, in conjunction with the Smooth Operator Program, regarding aggressive driving around trucks on Maryland Highways. Local media stations have already begun airing messages during the Smooth Operator program, while billboards and gas station toppers have been strategically placed and will continue this powerful message throughout the campaign.

OPERATION TAILGATE Initiative

We will continue to fund the OPERATION TAILGATE initiatives in CY2016 and CY2017 in our efforts to reduce crashes in the Capital Beltway region. During CY2015 only one OPERATION TAILGATE initiatives took place due to varying circumstances. Only one operation is currently planned for CY2016 with a second being considered if adequate manpower is available. During CY2015, Maryland inspectors dedicated 667 hours to OPERATION TAILGATE and conducted over 530 inspections (both were increases over CY2014). Maryland will set a goal of dedicating at least 600 work hours and conducting a total of 350 safety inspections during the OPERATION TAILGATE initiatives in 2016.

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 SF-PPRs. Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.

The State will monitor and evaluate the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the following data elements:

Program output measures such as, initiatives performed, number of inspections, number of citations and warnings issued, etc. will be collected and reported quarterly and crash results from the new ACRS program database will be reported annually.

Crash data for the CVSP will be extracted from our new all electronic Automated Crash Reporting System (ACRS) database. All program and strategy reviews will be evaluated within the twelve month period from January 1 through December 31, 2016.

CVED will provide enforcement stats for all initiatives performed each quarter to the MCD, to include the BASH, I-95 and OPERATION TAILGATE initiatives.

Stats for the Smooth Operator enforcement waves will be collected by the Program Coordinator in the Maryland Highway Safety Office and provided to the MCD by the month following the wave.

2 - State Safety Data Quality and Information Systems Objective

Instructions:

In the tables below, indicate your State's rating or compliance level within each of the Safety Data and Information Systems categories.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O & M) costs associated with Safety Data Systems (SSDQ), Innovative Technology Deployment (ITD, previously known as CVISN) and the Performance and Registration Information Systems Management (PRISM).

1. For SSDQ, if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).
2. For PRISM, O&M costs are eligible expenses subject to FMCSA approval.
3. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP program requirements including achievement of at least Level 6 in PRISM, O & M costs are eligible expenses.

Instructions will be provided within the Spending Plan Narrative section regarding documentation of these costs within the CVSP.

State Safety Data Quality: Indicate your State's SSDQ rating and goal in the table below by utilizing the drop-down menus.

SSDQ Category	Goal from FY 2016 CVSP	Current SSDQ Rating	Goal for FY 2017
Crash Record Completeness	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good
Crash Timeliness	Good	Poor	Good
Crash Accuracy	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good
Inspection Timeliness	Good	Good	Good
Inspection Accuracy	Good	Good	Good

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

Monthly result: June, 2016. Obtained from A&I Online on 7/13/16 for MCMIS run date of 6/25/16. Non-Fatal crash completeness is no longer included in results and had been rated N/A. However, for the last month that the results were included, the rating had been "good."

Compliance table: Please verify the level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs, details must be in this section and in your Spending Plan. If 'no' is indicated in the verification column, please provide an explanation in the narrative box below.

Technology Program	Current Compliance Level according to FMCSA	Verification by State of Current Compliance Level
ITD	Core CVISN Compliant	Yes
PRISM	step 1	No
SSDQ	Fair	Yes

Data Sources:

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

Maryland is currently at PRISM step 3 as of August 2016. Maryland is Overall Green for SSDQ with crash timeliness at 72 (Fair) as of Nov 25, 2016.

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. If your State's PRISM compliance is less than step 6, describe activities your State plans to implement to achieve full PRISM compliance.

State Safety Data Quality:

Crash Timeliness

Historical information: Over the past several years, Maryland has been moving to an electronic Automated Crash Reporting System (ACRS). The ACRS Pilot test began slowly in early CY 2013 with only 2 or 3 MSP Barracks reporting crashes. Initially the program was deployed to MSP barracks in October of 2013. In January of 2014, deployment to local police agencies began. The State Police Superintendent had set a target date of January 1 of 2015 for all police agencies in Maryland to be using the ACRS program for crash reporting.

Current information: All police agencies in Maryland are now using the new ACRS program for crash reporting. The ACRS program, which is an all electronic crash reporting system, is a great improvement over the previous EMAARS system which relied on data entry personnel at the Maryland State Police Central Records Division to manually enter crash data from a paper crash investigation form. Since Maryland agencies began using the ACRS system, there have been noticeable increases in the timeliness of crash data uploads. As the program continues to be reviewed and revised, some restructuring of the program has been necessary and had delayed the uploading of crash data. Technicians from the involved state agencies have been working together to work out the "bugs" in the program.

We have seen vast improvements in our crash timeliness and we are currently uploading our crash reports in around 30 days. During the first 6 months of CY2016, we uploaded nearly 100% of our crash records in less than 90 days, and most of those within 30 days. We anticipate that as the 12 month rolling average catches up, we will see an improvement to 56% for the 12 month period of July 2015 - June 2016, 81% for the period of October 2015 - September 2016 and effectively 100% for the period of January 2016 - December 2016.

PRISM:

The Maryland Motor Vehicle Administration (MVA) is currently using funds from a PRISM high priority grant to enhance registration systems in order to improve PRISM compliance. The funding has been extended for the next fiscal year and Maryland will not be requesting additional funds at this time through MCSAP for PRISM funding.

Historical Information:

On October 1, 2015, the State of Maryland became an active participant in the Performance and Registration Information Systems Management (PRISM) program. In order to successfully accomplish our goal of full PRISM compliance, Maryland requires various changes to its current system architecture, business model and its existing workflow. In order to accommodate the escalating volumes

of commercial vehicles and drivers, the current infrastructure requires replacement while the Programmer will be assisting in the database design and software enhancements. The System Architect and Programmer are essential in order to develop, test, and design a PRISM complaint system. The system modifications will be flexible in design in order to interface with related systems and provide adequate security access. The MD MVA has only recently hired the Programmer, who has since been pertinent in expediting and implementing Maryland's PRISM program to Step 3.

Current Information:

Recently a no-cost extension was requested due to unforeseen circumstances. There was a delay in procuring the necessary equipment and finalize programming. The MD MVA was not permitted to make purchases beginning in June 2016 due to the State's fiscal year close out. Currently, there is a \$176,119.98 pending equipment purchase that cannot be submitted until July 1, 2016. The no-cost extension will ensure the MD MVA will be able to acquire the essential equipment and receive the invoices in a timely manner. The MD MVA also struggled with hiring a qualified and available candidate for the Programmer position and as a result, the System Architect's time was distributed between the development of the existing IRP system and the PRISM program. In February 2016, the MD MVA was able to employ a Programmer to exclusively support the development of the PRISM program and alleviate the single development resource. While many milestones have been met, these obstacles have delayed the schedule for the PRISM implementation plan. In October 2015, MD MVA achieved Step One by collecting and validating the United States Department of Transportation Number (USDOT) of the Motor Carrier Responsible for Safety (MCRS). Step Two was recently accomplished on June 15, 2016, resulting in the submission of targeted vehicles to the PRISM database. Subsequently, the MD MVA requested a twelve month extension until September 11, 2017 to obtain the required equipment and complete the programming in order to implement a fully compliant PRISM program.

Program Activities: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good" including measureable milestones. Also, describe any actions that will be taken to implement full PRISM compliance.

The State will use the following strategies to improve each non-green category: The State's performance objective is to be a "Green State" – that is to be green in all SSDQ categories and especially have 100% of its CMV crashes uploaded to SAFETYNET in 90 days or less by the end of CY2016. The 3 steps Maryland will utilize to reduce the crash upload time and become a green state : The Maryland Highway Safety Office and Motor Carrier Division will continue to press for additional improvements to the Automated Crash Reporting System (ACRS). The MCD in partnership with the MHSO will continue the services of CAPWIN to improve the ACRS Electronic entry and submittal which will speed the upload process from start to finish. The State will monitor and evaluate the effectiveness of its CMV Safety Program Data Quality Objective by: 1. Monitoring dates of crashes being uploaded to SAFETYNET in the Motor Carrier Division and 2. Monitoring quarterly program information available in A&I.

The MD MVA requested a twelve month extension of its PRISM grant until September 11, 2017 to obtain the required equipment and complete the programming in order to implement a fully compliant PRISM program.

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.

Maryland will use the Monthly Analysis of Crash Timeliness data provided in the MCMIS records found in A&I. Data reporting progress will be monitored through the SSDQ data reports from MCMIS found in A&I quarterly.

3 - Passenger Carrier Enforcement**Instructions:**

We request that States conduct Enhanced Investigations for motor carriers of passengers and other high risk carriers. We also ask that States plan to allocate resources to participate in the Enhanced Investigations training being offered by FMCSA. Finally, we ask that States continue to partner with FMCSA in conducting Enhanced Investigations and inspections at carrier locations.

Check this box if:

As evidenced by the trend analysis data in Program Effectiveness Summary - Past Performance, State Motorcoach/Passenger Fatality Reduction Goals, the State has not identified a significant passenger transportation safety problem and therefore will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the FMCSRs pertaining to passenger transportation by CMVs in a manner consistent with the MCSAP Comprehensive Policy as described either below or in the Commercial Vehicle Enforcement Activities part. If this box is checked, no additional narrative is necessary.

4 - Enforcement of Federal Out-of-Service Orders during Roadside Activities**Instructions:**

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

Check this box if:

☐ As evidenced by the data provided by FMCSA, the State identifies at least 85% of carriers operating under a federal Out-of-Service (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. If this box is checked, no additional narrative is necessary..

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

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

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

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

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

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Performance Objective: Enter performance objective(s).

Maryland's goal is to achieve and maintain a catch rate of at least 85% during FFY2017.

To meet this goal, the State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections in the CMV Safety Program Objectives and Commercial Vehicle Enforcement Activities parts.

Check all program elements that apply (minimum of 1):

- ☒ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☒ **Conduct Carrier Investigations [CSA] (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☒ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

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

Maryland will continue its past practices that have led to great improvements in the State's catch rate. The commander of MSP CVED will direct that a review be conducted of each inspection where it is indicated that an inspector within the State has not properly identified, during a roadside inspection, a carrier that was operating while under an OOSO. MSP supervisors at each TWIS will review those inspections that were conducted by one of their respective inspectors. A member of the CVED commander's staff will notify a command staff member of an allied agency when the inspection is found to have been conducted by an inspector from that allied agency. In all cases, the CVED commander will maintain records as to the particular reasons why the OOSO was not identified or properly noted on the inspection report.

Since the state began using new inspection entry software (CVIEW Plus) that causes an instant query of FMCSA's "Query Central" during the inspection process, the catch rate has seen vast improvements. The catch rate for FFY2014 was just 23%. The catch rate for FFY2015 had increased to 47%. The catch rate for the most previous 12 month period of June, 2015 through May, 2016 increased further to 65%. The most recent month on record (May, 2016) had a catch rate of 71%. Maryland is trending toward its goal of an 85% catch rate by FFY2017.

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

Progress will be monitored monthly through review of the spreadsheets regarding OOS enforcement provided by FMCSA to determine if catch rates are increasing.

Detailed information provided by FMCSA regarding each inspection where an OOS order was not enforced will be reviewed periodically by MSP CVED command staff to determine if inspectors are taking proper enforcement action. If it is determined that proper action was not taken, the issue can be addressed directly with the inspector.

5 - Hazardous Materials Transportation Safety

Instructions:

Describe the state's efforts to address hazardous materials transportation safety, if applicable. Select the box below indicating that data does not indicate a hazardous materials problem OR complete the problem statement, performance objective, Activity Plan and Performance Measure.

Check this box if:

As evidenced by the trend analysis data indicated in the Program Effectiveness Summary - Past Performance section 3, State Hazardous Materials Fatality Reduction Goals, the State has not identified a significant hazardous materials safety problem that warrants a specific state objective. As a result, the State will not establish a specific hazardous materials crash reduction goal. However, the State will continue to enforce the FMCSRs pertaining to hazardous materials transportation by CMVs in a manner consistent with its enforcement for all CMVs. If this box is checked, no additional narrative is necessary.

6 - State-Identified Objective (Optional)

Instructions:

Describe any other identified State-specific objectives.

State Objective #1

Enter the title of your State-Identified Objective.

Traffic Enforcement with an Inspection

Problem Statement Narrative: Describe problem identified by performance data.

During CY20154, Maryland experienced nearly 7,700 traffic accidents (number includes all CMV involved accident types no matter how minor) involving commercial motor vehicles. Nearly 2,000 of those accidents were classified as injury accidents and resulted in injuries to approximately 2,875 people. 1,871 (24%) of the 7,700 accidents in CY2015 were determined to be the result of a rear-end collision (source: Automated Crash Reporting System database through CY2015 - dated 6/17/16). Rear end collisions, as with many other types of accidents, can often times be attributed to drivers who have committed traffic violations just prior to the accident. Speeding, aggressive driving and other serious violations of traffic law are common daily occurrences on Maryland highways and lead to CMV related crashes. These violations, when committed by passenger car drivers in the vicinity of commercial vehicles, or by commercial vehicle drivers themselves, lead to extremely dangerous situations for any vehicles in the area and increase the potential for CMV involved accidents. Without even considering the broader economic impact of traffic delays in urban areas due to vehicle crashes, the loss of life and serious injuries that can occur in conjunction with these violations must be reduced to the lowest level possible. By conducting traffic enforcement stops on commercial vehicles and performing a subsequent inspection, both the driver behavior and the safety aspects of the CMV will be addressed.

Performance Objective: Enter performance objectives including baseline data and goal.

Since traffic violations can directly result in crashes and it has been shown that aggressive traffic enforcement can lead to a decrease in traffic accidents, it will be our goal to increase traffic enforcement efforts throughout the state. This will, in turn, help to reduce crashes (or crash seriousness) and educate the driving public regarding safe driving habits. It will be Maryland's goal to conduct at least 8,000 traffic enforcement stops statewide during CY2016 on commercial vehicles and to conduct an inspection in conjunction with the traffic stop. This goal has been maintained consistent with CY2015's goal even with concerns over decreased manpower staffing levels during CY2016. To enhance the state's efforts focused on traffic enforcement stops with an inspection, there are three ongoing specific traffic enforcement initiatives, each with their own established goals, that will continue to be funded in CY2016 and CY2017. The following special initiatives focus efforts on traffic enforcement with an inspection: OPERATION I-81, OPERATION SMASH and WEEKEND WARRIOR (A more detailed description of these initiatives is included in the Basic & Incentive Enforcement - Traffic Enforcement section). Maryland's goal for the OPERATION I-81 initiative for CY2016 will be to devote 550 enforcement hours, complete 350 inspections and issue 420 citations and warnings. This effort will be a reduction from CY2015 (689 enforcement hours, 661 inspections) due to manpower allocation issues. Maryland's objective for the OPERATION SMASH initiative for CY2016 will be to devote 500 enforcement hours, complete 475 inspections and issue over 575 citations and warnings. This will be a slight increase in effort from CY2015 when 404 manhours were devoted to the initiative. Maryland's objective for the WEEKEND WARRIOR initiative for CY2016 will be to devote 450 enforcement hours, complete 430 inspections and issue over 500 citations and warnings. This will be a necessary reduction in effort from CY2015 (654 enforcement hours, 597 inspections) due to manpower constraints. Additional details on these initiatives are included in the Basic & Incentive Enforcement - Traffic Enforcement section. To further enhance our traffic enforcement with an inspection, the MDTAP will be provided overtime funding to their 78 MCSAP inspectors conduct additional traffic stops on CMVs in those areas under jurisdiction of the MDTAP. Since the MDTAP provides a law enforcement presence for our bridges, tunnels and adjacent highways, the additional traffic stops and enforcement can only further enhance highway safety and security for those vulnerable locations.

To meet this goal, the State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections in the CMV Safety Program Objective and Commercial Vehicle Enforcement Activities parts.

Check all program elements that apply (minimum of 1):



Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)

☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**

☐ **Conduct Carrier Investigations [CSA] (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**

☐ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**

☐ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

Program Activities: Describe the activities that will be implemented including level of effort, if not described in Enforcement of Federal Out-of-Service Orders during Roadside Activities (Section 4).

Initiatives and programs containing an element of traffic enforcement relating to CMVs will continue to be funded as in past years. Specific initiatives (SMASH, WEEKEND WARRIOR and OPERATION I-81) worked by CVED inspectors that involve traffic enforcement and a corresponding safety inspection will continue to be supported. Additional programs directed at public awareness (Smooth Operator Program) will also receive funding as in the past. In 2015, CVED began using an acquired tractor trailer in a covert capacity as a tool to target CMV drivers who were driving aggressively on highways in the Baltimore/Washington metro area. Enforcement personnel who possess a CDL license to driver the tractor trailer are partnered with a "spotter." The team then drives the highways and identifies other tractor trailers/vehicles that are being driven aggressively. Other teams of inspectors that are in the area stop the vehicle and perform an inspection and issue citations/warning for the violations. We envision great potential for this new initiative. Enforcement initiatives for traffic enforcement are described in more detail in the Basic & Incentive Enforcement - Traffic Enforcement section .

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

CVED will record and report the number of hours deployed in each of the enforcement initiatives. The number of traffic stops, traffic violations and associated safety inspections for CVED specific initiatives will be reported and periodically reviewed. Reporting will be provided weekly in the enforcement activity report - Form 24-1 Program. The Form 24-1 is an internet application developed by the MCD that is used by the TWIS facilities of the CVED and CVSU to report their daily and weekly enforcement stats. The data is instantly available to enforcement headquarters and the MCD office. This application allows us to track activities, fines and hours expended in the various programs and initiatives. It allows us to track the work records of each location and the VWS and individual inspector. Established goals for the three specific initiatives and programs have been detailed above and in the Basic & Incentive Enforcement - Traffic Enforcement section.

State Objective #2

Enter the title of your State-Identified Objective.

Traffic Enforcement without an Inspection

Problem Statement Narrative: Describe problem identified by performance data.

This objective is closely related to objective #1 as the objective is focused traffic enforcement of commercial motor vehicles. However, this objective will detail efforts to conduct traffic stops for motor vehicle law violations committed by drivers of commercial vehicles without a safety inspection performed during the traffic stop. Again, the purpose of this objective will be to reduce the number of accidents involving commercial vehicles through selective traffic enforcement of commercial vehicles (additional crash data was included in objective #1). For several years, Maryland has implemented an initiative to increase the number of CMV traffic enforcement stops without negatively impacting the number of safety inspections performed. The number of enforcement personnel across the state (and the nation) interacting with commercial vehicles has/is largely limited to those personnel trained in the FMCSR and certified to conduct MCSAP safety inspections. In Maryland, there are many MSP troopers at barracks across the state that could identify commercial vehicle drivers violating traffic laws and take appropriate enforcement action without a resulting safety inspection. A lack of specific knowledge about trucks often times makes non-MCSAP trained troopers reluctant to enforce truck related violations when passenger vehicles outnumber trucks on the highways. The additional incentive of a specially funded overtime initiative will help to increase contact between non-MCSAP troopers and commercial vehicles and increase the number of commercial drivers cited/warned for committing traffic violations.

Performance Objective: Enter performance objectives including baseline data and goal.

The objective is to increase the potential number of enforcement personnel available to locate and identify commercial vehicle drivers who are violating Maryland traffic laws. Again for FFY2016, 21 MSP barracks across the state were funded in the program. Our goal is for barrack troopers to use the additional funding to conduct over 2000 commercial vehicle traffic stops for traffic violations by the end of CY2016. The goal set for CY2016 would be the same as the goal of 2000 stops that had been set for

CY2015. We will continue funding of the program in FFY2017 and have established a goal of increased participation by the barracks. Increased participation should help us to reach our additional goal of at least another 2000 traffic violation stops on commercial vehicles in 2017. Additional details of this program are outlined in the Basic & Incentive Enforcement - Traffic Enforcement section ..

To meet this goal, the State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections in the CMV Safety Program Objective and Commercial Vehicle Enforcement Activities parts.

Check all program elements that apply (minimum of 1):

- ☐ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☐ **Conduct Carrier Investigations [CSA] (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☐ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**
- ☐ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

Program Activities: Describe the activities that will be implemented including level of effort, if not described in Enforcement of Federal Out-of-Service Orders during Roadside Activities (Section 4).

Non-MCSAP certified road patrol troopers across the state will conduct traffic stops on commercial vehicles for observed traffic violations. This initiative will be worked as an overtime assignment. Twenty-one barracks in various geographical areas across Maryland have been funded to allow for statewide enforcement of commercial vehicles. Continued monitoring by CVED staff, local commanders and MCD staff will assure continued success of this program. Our efforts to include more enforcement personnel in the program will also enhance the program into the future. It is anticipated that nearly 1300 work hours will be directed at CMV traffic enforcement without an inspection through this program in CY2016 with similar performance in CY2017. As an additional tool in enhancing this program, Baltimore County Police Department and the Baltimore County Community College produced a DVD titled "Pull 'em Over." The award winning DVD explains the importance of conducting traffic stops on commercial vehicles and the proper procedure to accomplish it. The target market for this DVD was the patrol officer/trooper who knows nothing about truck enforcement and may lack confidence in properly stopping a commercial vehicle. All patrol officers in the Baltimore County Police Department, an 1800 member department with jurisdiction within the high crash corridor of the Baltimore metro area, have received the DVD training. The DVDs have been distributed to other law other enforcement agencies for review by patrol officers.

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

MSP Barracks will report results of their non inspection traffic stops to the CVED monthly and will be monitored and evaluated by MSP and MCD staff. The CVED will take the lead on contacts and maintain a spreadsheet of results for evaluation and forwarding to the MCD monthly.

Basic & Incentive Enforcement Activities

The Commercial Vehicle Enforcement Activities part allows the States to provide specific targets for their inspection, traffic enforcement, carrier investigation, and outreach and education goals. The State will use this section to describe the specific national program element activities (per 49 CFR 350.109) that it will use to meet the goals. In completing this section, the State need not repeat the broad program objectives or performance measurements established in the previous goals section of the plan.

*Note: The State can access detailed counts of its core MCSAP performance measures, such as roadside inspections, traffic enforcement activity, review activity, and data quality by quarter for the current and past two fiscal years using the **State Quarterly Report and CVSP Data Dashboard** 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> (user id and password required).*

1 - Driver/Vehicle Inspection Program - Overview and Performance Goals

Instructions for Overview:

Describe components of the State's general Roadside and Fixed-Facility Inspection Program that are not already detailed as part of a specific program goal. 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 narrative description of the State's overall inspection program including a description of how the State will monitor its program to ensure effectiveness and consistency.

The State has a comprehensive program including all National Program Elements, emphasizing quantity and quality. The State has 13 permanent Truck Weigh & Inspection Stations (TWIS) which are in operation 8-16 hours weekdays and varying hours at night and on weekends. There are also 10 mobile, paved pull-off sites that roving crews use periodically as a base of operations. Maryland has installed 8 virtual weigh stations (VWS) that are capable of capturing the image, speed, height and weight of commercial vehicles at highway speeds. All of these sites provide a blanket of coverage for Maryland and its major cities. Maryland participates in all the National safety programs (Operation Air Brake, North American Inspector Competition, Roadcheck, Safe Driver, Northeast Bus Strike Force, etc.). In CY2015, the State conducted over 110,000 inspections (SafetyNet Stats provided by CVED), making us one of the top producers (Number 5 in CY2015) of all the states. Our low number of lane miles compared to the larger states makes our numbers even more impressive. As such, we will concentrate on improving the quality of our inspection program and not just increasing the number of the inspections conducted. During CY2015, together the MSP CVED and MdTAP CVSU alone dedicated close to 154,000 work hours toward MCSAP enforcement. In CY2015, Level III inspections accounted for only 11.88% of our total inspections, while Level II inspections accounted for 61.66% of total inspections. Level I inspections accounted for 22.20% of all inspections. Maryland has a number of roving crews that work traffic enforcement individually or in tandem with another crew. Crews will work TWIS bypass roads to prevent non-compliant trucks from avoiding detection at the TWIS. They also work specific high crash locations throughout the state during regular and overtime hours. Some of these corridors include the beltways around Baltimore and D.C. and the portion of I-95 between them. Maryland conducts HAZMAT inspections daily with certified CVED & CVSU HAZMAT inspectors. The Transportation Section of the Maryland Department of the Environment works with our police agencies at TWIS, on special roadside enforcement and at shippers and fuel depots. A small unit of the CVED and MDE are also trained to conduct Level VI inspections and can provide escorts as required. Both the CVED and the CVSU report daily enforcement statistics through our 24-1 program on a daily basis. The data includes a detailed breakdown of all inspection and traffic enforcement efforts by the agencies. Other State and local agencies report enforcement efforts through CVED and to the MCD. Results of special targeted initiatives are captured by the CVED and reported to the MCD in special reports. The MCD can work closely with enforcement agencies to ensure geographical areas of concern receive special attention. Periodic reviews of high crash areas in the state are conducted and the information is passed on to the CVED, CVSU and to local agencies for targeted enforcement if warranted.

Instructions for Performance Goals:

*Please complete the following tables indicating the number of inspections that the State anticipates conducting during Fiscal year 2017. Please enter inspection goals by agency type (separate tabs are used for the Lead Agency and Funded agencies). **You are required to complete/review information on the first 3 tabs (as applicable). The "Summary" tab is totaled by the eCVSP system.***

Note: States are strongly encouraged to conduct at least 33% Level 3 inspections of the total inspections conducted. If the State chooses to do less than 33% Level 3 inspections, it will be required to provide an explanation in the Summary tab.

Lead Agency

Lead Agency is: MARYLAND DOT STATE HIGHWAY ADMINISTRATION

Enter the total number of certified officers in the Lead agency: 2

FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	64	0	0	64	61.54%
Level 2	0	32	8	40	38.46%
Level 3	0	0	0	0	0.00%
Level 4	0	0	0	0	0.00%
Level 5	0	0	0	0	0.00%
Level 6	0	0	0	0	0.00%
Sub-Total Lead Agency	64	32	8	104	

Funded Agencies

Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.

Enter the name of the Funded Agency: MARYLAND DEPARTMENT OF THE ENVIRONMENT

Enter the total number of certified officers in this funded agency: 5

FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	0	450	0	450	32.14%
Level 2	0	950	0	950	67.86%
Level 3	0	0	0	0	0.00%
Level 4	0	0	0	0	0.00%
Level 5	0	0	0	0	0.00%
Level 6	0	0	0	0	0.00%
Sub-Total Funded Agencies	0	1400	0	1400	

Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.

MARYLAND PUBLIC SERVICE

Enter the name of the Funded Agency: COMMISSION

Enter the total number of certified officers in this funded agency: 5

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	0	0	200	200	5.63%
Level 2	0	0	50	50	1.41%
Level 3	0	0	0	0	0.00%
Level 4	0	0	0	0	0.00%
Level 5	0	0	3300	3300	92.96%
Level 6	0	0	0	0	0.00%
Sub-Total Funded Agencies	0	0	3550	3550	

Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.

MARYLAND STATE POLICE -

Enter the name of the Funded Agency: CVED

Enter the total number of certified officers in this funded agency: 149

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	10900	350	30	11280	16.96%
Level 2	46500	1200	200	47900	72.00%
Level 3	7000	15	10	7025	10.56%
Level 4	100	1	0	101	0.15%
Level 5	15	1	190	206	0.31%
Level 6	0	12	0	12	0.02%
Sub-Total Funded Agencies	64515	1579	430	66524	

Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.

MARYLAND DEPARTMENT OF

Enter the name of the Funded Agency: TRANSPORTATION POLICE

Enter the total number of certified officers in this funded agency: 78

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	6200	200	13	6413	25.52%
Level 2	13100	790	10	13900	55.31%
Level 3	4800	10	2	4812	19.15%
Level 4	3	1	0	4	0.02%
Level 5	0	0	0	0	0.00%
Level 6	0	3	0	3	0.01%
Sub-Total Funded Agencies	24103	1004	25	25132	

Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.

LOCAL MARYLAND POLICE

Enter the name of the Funded Agency: AGENCIES - 22 TOTAL AGENCIES

Enter the total number of certified officers in this funded agency: 147

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	4000	40	5	4045	57.25%
Level 2	2200	60	10	2270	32.13%
Level 3	650	4		654	9.26%
Level 4				0	0.00%
Level 5			95	95	1.34%
Level 6	2			2	0.03%
Sub-Total Funded Agencies	6852	104	110	7066	

Non-Funded Agencies

Enter the number of non-funded agencies:	0
Enter the total number of non-funded certified officers:	0

Summary

Total FY 2017 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies					
MCSAP Lead Agency: MARYLAND DOT STATE HIGHWAY ADMINISTRATION					
# certified officers: 2					
Funded Agencies: LOCAL MARYLAND POLICE AGENCIES - 22 TOTAL AGENCIES, MARYLAND DEPARTMENT OF THE ENVIRONMENT, MARYLAND DEPARTMENT OF TRANSPORTATION POLICE, MARYLAND PUBLIC SERVICE COMMISSION, MARYLAND STATE POLICE - CVED					
# certified officers: 384					
Number of Non-Funded Agencies: 0					
# certified officers: 0					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	21164	1040	248	22452	21.64%
Level 2	61800	3032	278	65110	62.74%
Level 3	12450	29	12	12491	12.04%
Level 4	103	2	0	105	0.10%
Level 5	15	1	3585	3601	3.47%
Level 6	2	15	0	17	0.02%
Total ALL Agencies	95534	4119	4123	103776	

If the goal for level 3 inspections is less than 33%, briefly explain why the 33% will not be met:

Maryland agrees that driver error is responsible for the vast majority of crashes but does not agree with the emphasis area recommendation of conducting a 33% minimum of Level III inspections. The State currently includes the driver in over 97% of our inspections (CY2014 Inspections). The majority of these inspections were level II which provides the inspector with a close look at the driver, much of the vehicle and the load. The additional time spent reviewing the load and vehicle provides for increased vehicle safety as well as opportunities for drug interdiction and security screening. Much of the drug interdiction training our troops received in Desert Snow classes would not be possible to utilize in Level III inspections. In an attempt to validate our increased focus on drivers during level II inspections, we reviewed the Driver Out-Of-Service (DOOS) rates for each of these inspection levels. We found in CY2013 that Level III Inspections had a DOOS rate of 5.4% while Level II Inspections had a DOOS rate of 6.0%. For 2015, our DOOS rate during level II inspections was 6.36%. Maryland has and will continue this greater focus on driver elements in all levels of inspection without setting a target of 33% level III Inspections. NOTE: Non-funded enforcement agencies include those MSP troopers at field installations who are certified but are not assigned to the Commercial Vehicle Enforcement Unit and therefore are not provided MCSAP funding.

2 - Traffic Enforcement

Instructions:

Describe the State's level of effort (number of personnel/FTE) it proposes to use for implementation of 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 (i.e., 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 conduct commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State will conduct these activities in accordance with the MCSAP Comprehensive Policy.

CMV Traffic Enforcement: As part of their overtime and regular weekly roving operations not mentioned in the state crash reduction section, the CVED has maintained a number of projects on critical commercial corridors. Some of these initiatives received greater or lesser attention than in years past in order to constantly shift the strength of our enforcement presence. Although cars and other non-commercial vehicles may need to be ticketed for flagrant violations of the Maryland Vehicle Law, there is no intentional focus on these vehicles by our MCSAP trained officers. Regardless of their location throughout the state, all CVED troopers remain vigilant in identifying and enforcing any traffic violations they may view. Since less than 10% of Maryland's enforcement officers are MCSAP trained, it would be counter-productive to focus their attentions away from commercial vehicles. Highly trained CVED enforcement personnel focus their attention on commercial vehicles with the intention of performing an inspection subsequent to traffic enforcement stops. Our special initiatives developed to enhance traffic enforcement with an inspection are detailed below in the "Traffic Enforcement with an Inspection" section. We believe the enforcement of non-commercial vehicles around trucks and buses will be best performed by the other 90% non-MCSAP trained officers. Our program to target traffic enforcement without an inspection is detailed in the "CMV WITHOUT an inspection Enforcement (MSP Barrack Personnel)" section below and in the B & I CMV Safety Objectives - State Identified Objective section. To maintain a strong CMV traffic enforcement program, the enforcement officers throughout the state will utilize traditional radar and lidar enforcement in work zones, high crash corridors and specific rural routes both with and without inspections. Enforcement will also utilize images and speed violations from Virtual Weigh Stations located strategically throughout the state. The speed of an approaching CMV and the license plate number will be recorded on the images taken by the VWS and verified for enforcement action. Traffic Enforcement with an Inspection: Specific overtime initiatives focusing on "traffic enforcement with an inspection" will be continued: SMASH in Southern Maryland – Predominantly on Route US301. WEEKEND WARRIOR – On Eastern Shore - predominantly Route US301. OPERATION I-81 – on Route I81 near Hagerstown. OPERATION SMASH: Southern Maryland Action for Safer Highways (SMASH) is a special enforcement initiative conducted with a focus of apprehending commercial motor vehicles bypassing the Upper Marlboro TWIS on US 301 and other roads in Charles, Calvert and St Mary's Counties. Traffic enforcement presence along the US 301 corridor in southern Maryland is especially important as a result of the mixed use of this highway for local shoppers and high-speed through traffic. The following is a summary of the enforcement statistics for 2015 for Operation SMASH: Enforcement hours - 404, Roadside inspections - 448, Vehicles Out-of-Service - 93, Drivers Out-of-Service - 19, Citations Issued - 251, Warnings - 289, Fines assessed - \$53,726. Maryland's goal for the OPERATION SMASH initiative for CY2016 will be to devote 500 enforcement hours, complete 475 inspections and issue over 575 citations and warnings. WEEKEND WARRIOR: A special enforcement initiative (Operation Weekend Warrior) continues on the upper Eastern Shore with a focus on reducing fatal accidents on the US Rte 301 and US Rte 50 corridors. The primary strategy was to focus CVED personnel on commercial motor vehicles during off-peak hours. Prior to opening a TWIS on US Route 301 and Md. Route 299 in 2007, this initiative provided the only enforcement presence on this busy Eastern Shore Corridor. Now it provides a discouragement to bypass the TWIS. The following is a summary of the enforcement results demonstrating activity for WEEKEND WARRIOR for 2015: Enforcement hours - 654, Roadside inspections - 597, Vehicles Out-of-Service - 80, Drivers Out-of-Service - 57, Citations Issued - 408, Warnings - 547, Fines assessed - \$101,136. Maryland's goal for the WEEKEND WARRIOR initiative for CY2016 will be to devote 450 enforcement hours, complete 430 inspections and issue over 500 citations and warnings. OPERATION I-81: Interstate 81 continues to be a primary North/South corridor with no permanent TWIS to provide an enforcement presence. Even though this stretch of highway is only 12 miles long in Maryland, it still experiences the highest percentage of truck travel of any road in the State. Additionally, I-81 continues to be a known drug smuggling corridor. The following is a summary of the enforcement results demonstrating activity for 2015: Enforcement hours - 689, Roadside inspections - 661, Vehicles Out-of-Service - 108, Drivers Out-of-Service - 57, Citations Issued - 302, Warnings - 478, Fines assessed - \$45,063. Maryland's goal for the OPERATION I-81 initiative for CY2016 will be to devote 550 enforcement hours, complete 350 inspections and issue over 420 citations and warnings.

CMV WITHOUT an Inspection Enforcement (MSP Barrack Personnel): Maryland State Police Barracks across the state will continue to be offered funding to provide traffic enforcement on CMV's without an inspection. The potential advantage is an immediate infusion of additional troops to further ensure CMV compliance with traffic laws. While barracks in all areas have been offered funding, those barracks in the rural areas tend to be most likely to take advantage of the funding. Barracks in the metropolitan areas generally have a lot of available overtime projects that compete with the funding we provide. The potential advantage is an immediate infusion of additional troops to further ensure CMV compliance with traffic laws, especially in more rural areas. For 2016, 21 different MSP barracks across the state have been allocated funding to increase traffic enforcement (without an inspection) in their respective counties and areas of responsibility. We anticipate a similar level of funding for CY2017 with the same barracks participating in the program. If there is concern regarding CMV traffic violations in a specific area, the local barrack commander can still be contacted and troopers in that area can work closely with CVED personnel on enforcement efforts and a more comprehensive safety inspection can be conducted if warranted. We anticipate that barrack troopers using the additional funding will conduct over 2000 Commercial vehicle

traffic stops for traffic violations by the end of 2016. Maryland's goal for 2017 would be to again conduct at least 2000 CMV traffic stops for traffic violations without an associated safety inspection. As an additional training tool, the Baltimore County Police Department in conjunction with the Baltimore County Community College and with the assistance of the SHA Motor Carrier Division, produced a commercial vehicle traffic enforcement training video in 2012 that was distributed to law enforcement. The award winning video, aimed at patrol officers, focused on how to safely and thoroughly conduct commercial vehicle stops. The video was designed to make non-certified patrol officers more confident and comfortable in conducting commercial vehicle stops for traffic violations and therefore increasing the likelihood that non certified officers will conduct more commercial vehicle stops. Non-CMV Traffic Enforcement: It is a policy that certified enforcement personnel while conducting MCSAP activities do not conduct Non-Cmv traffic stops during normal course of duty unless the violation is flagrant and the stop is necessary for safety purposes.

Please indicate using the radio buttons the Traffic Enforcement Activities the State intends to conduct in FY 2017 in the table below.

Yes	No	Traffic Enforcement Activities	Enter the Goals (Number of Stops, not Tickets or Warnings; these goals are NOT intended to set a quota.)
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	8000
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	2000
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	1800

Describe components of the State's traffic enforcement efforts that are not already detailed as part of a specific program goal including a description of how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.

Non-CMV Traffic Enforcement Goals - No Goal Set: It is a policy that certified enforcement personnel, while conducting MCSAP activities, do not conduct Non-Cmv traffic stops during normal course of duty unless the violation is flagrant and the stop is necessary for public safety purposes.

3 - Carrier Investigations

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 and FTE assigned to this effort.

Performance Objective: Enter performance objective(s) including the number of Interventions/Investigations from the previous year and the goal for FY 2017

During FFY 2016, Maryland State inspectors conducted or are currently planning (4th Qtr) to conduct the following: INTERSTATE REVIEWS: (8) Passenger CSA On-Site Comprehensive Reviews. INTRASTATE REVIEWS: (125) Non HM Cargo CSA On-Site Comprehensive Reviews. (2) Passenger CSA On-Site Comprehensive Reviews Total Performed/Planned in FY2016: 135 Carrier Investigations. The CR unit was short one investigator during the year and the investigator has yet to be replaced. Additionally, efforts were focused more on New Entrant Safety Audits during FFY2016 than anticipated which led to falling short of the stated goals for compliance reviews. Objective for FY2016: Conduct 178 Carrier Investigations (as detailed in below table).

Program Activities: Describe components of the State's carrier investigation efforts that are not already detailed as part of a specific program goal. Include the number of personnel/FTE participating in this activity.

The State of Maryland has six MSP inspectors cross-trained to do compliance reviews (CR), Safety Audits (SA), and all levels of CSA Interventions on a full time basis. All together, there are 10 inspectors in Maryland who conduct various types of carrier interventions and have received the required CSA training. We do not anticipate additional training costs for this program area. Currently, CSA comprehensive interventions are performed on carriers identified by FMCSA A/B or Hazmat Lists. As an example of our accomplishments, our comprehensive interdiction program had been recognized for its best practices at a July 2012 training meeting. Again in September of 2014 and 2015, Maryland was awarded a "Comprehensive Investigations Award" by FMCSA for "the highest achieving comprehensive investigations program" in fiscal year 2013 and 2014 respectively. We anticipate that our program will continue to win an award for 2015 as well. Regardless of our past successes, we will review and improve the effectiveness of our in-terminal enforcement programs (CSA interventions and PM Audits). We will seek to increase the number of contacts and monitor the positive influence those contacts make on carriers reviewed. This new effort will provide substantially better opportunities for effective interdictions with even more carriers. There are eight Virtual Weigh Stations (VWS) in Maryland that are networked through the CATLAB at the University of Maryland. All of our enforcement officers have access to images of commercial motor vehicles from the roadside or the office. The number of sites in the system is scheduled to substantially increase over the next few years. One drawback is that the anticipated retrofit of the current sites with License plate readers (LPR) has not yet occurred. Currently, some patterns of non-compliance have been identified and repeat offenders appropriately sanctioned. Roadside screening and enforcement downstream of a VWS is no problem based on the image of the vehicle but identifying a carrier from a remote location will require future LPR retrofit. Maryland has developed a Field Observation Report that will be sent to non-compliant carriers based on a license plate or DOT # reading. Although this report will not include a citation, repeat offenders can expect to be scheduled for a CR or Preventive Maintenance Audit. This practice should quickly convince motor carriers that we have considerable surveillance capabilities. Maryland now has a program in place where Intrastate carriers who have not complied with requirements under Maryland's Preventive Maintenance Program can have registration plates suspended and eventually "picked-up" by enforcement personnel and returned to the Motor Vehicle Administration. This has given enforcement personnel one more tool in keeping trucks in a safe operable condition.

Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress towards the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program (not just outputs).

The Program activity measure will be the number of CSA interventions conducted and whether they were off-site, focused, or comprehensive as identified in the chart on the following page. Additional measures for CR's and CSA interventions would include interstate and intrastate breakdown and fines associated with each.

Maryland inspectors will continue to perform focused and comprehensive interventions on mainly intrastate carriers identified by FMCSA with unsafe safety ratings. They are also triggered by a complaint, a post crash investigation, or by evidence obtained during a roadside inspection. As in past years, we will attempt to increase the number of focused CRs performed although it is difficult when an inspector goes into a company on a focused intervention and identifies some flagrant violations in another area. It is not uncommon for a focused to turn into a comprehensive intervention. Offsite interventions will continue to be a function of the Maryland FMCSA Division.

The Form 24-1 Enforcement Activity Report has been redesigned (as noted in the Data Quality Section) to include new data fields for tracking the CSA data. This information will be available on a monthly basis at both the CVED headquarters and the Motor Carrier Division. New recording capabilities will include hours worked, number of CR's and fines issued for each individual inspector. Reports will be run by the quarter, month, week or day. This

will far exceed our recording/reporting capabilities previously

The number of intrastate CRs will measure the productivity of the investigators in the program and the dollar amount of the fines assessed will measure both the efficiency of the investigators and the degrees to which carriers are seeking to be compliant with the regulations. Maryland will use data from the 24-1 activity report. The CVED will maintain records of all CR's and PM Audits completed.

Note: The Carrier Investigation Goals table is designed to collect State projections for the number of investigation activities estimated for FY 2017. The State may still conduct traditional motor carrier safety compliance reviews of intrastate motor carriers. Therefore, the CVSP may contain projections for both CSA investigations and compliance reviews of intrastate carriers.

Complete the table below indicating the number of investigations that the State anticipates conducting during this Fiscal Year. Note: if your State does not conduct reviews/investigations, you are not required to complete this table.

☐ **Our State does not conduct reviews/investigations.**

FY 2017 Carrier Investigation Goals		
Review/Investigation Type	Interstate Goals	Intrastate Goals
Rated and Non-rated Reviews (Excludes CSA & SCRs)		
Non-HM Cargo		0
Passenger		0
HM		0
Rated and Non-rated Reviews (Excludes CSA & SCRs) Total	0	0
CSA Off-Site Investigations		
Non-HM Cargo CSA Off-Site	0	0
Passenger CSA Off-Site	0	0
HM CSA Off-Site	0	0
CSA Off-Site Investigations Sub-total	0	0
CSA On-Site Focused Investigations		
Non-HM Cargo CSA On-Site Focused	0	2
Passenger CSA On-Site Focused	0	0
HM CSA On-Site Focused	0	0
CSA On-Site Focused Investigations Sub-total	0	2
CSA On-Site Comprehensive		
Non-HM Cargo CSA On-Site Comprehensive	0	170
Passenger CSA On-Site Comprehensive	12	2
HM CSA On-Site Comprehensive	0	4
CSA On-Site Comprehensive Sub-total	12	176
CSA Investigations (all Types) Total	12	178
HM-Related Review Types		
Security Contact Reviews (SCRs)	0	0
Cargo Tank Facility Reviews	0	0
Shipper Reviews	0	0
HM-Related Review Types Total	0	0
ALL REVIEW TYPES GRAND TOTAL	12	178

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

4 - Public Education & Awareness

Instructions:

A public education and awareness program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's which operate around large trucks and buses. 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 FTE that will be participating in this effort.

Note: the number of specific activities accomplished should be reported in each quarterly performance progress report (SF-PPR).

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.:

Much of the general motoring public has a limited understanding of the safety skills necessary for them to share the road with large trucks and buses. Since the majority of the fatal CMV crashes in Maryland are the fault of the other driver, we should increase our effort to reach the general motoring public with the information that could save their lives. These efforts will include answering all outside inquiries to the best extent possible, conducting safety related talks at our own initiative or as may be requested by others, attending meetings/conferences with motor carrier industry partners and a continuation of outreach through print, the MCD website and public service announcements.

In the table below, indicate if the State intends to conduct the listed program activities and the estimated number.

Yes	No	Public Education and Awareness Activities	Goals
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	70
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	2
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	6
<input checked="" type="radio"/>	<input type="radio"/>	State-sponsored outreach events	2
<input checked="" type="radio"/>	<input type="radio"/>	Local educational safety events	15
<input checked="" type="radio"/>	<input type="radio"/>	Teen safety events	3

Program Activities: Describe components of the State's public education and awareness efforts that it intends to perform.

We will continue our outreach program through print, our enhanced website, and public service announcements. We will continue to have properly trained and experienced personnel available during operational hours to handle CMV related inquiries from both the motor carrier industry and the general public regarding CMV safety issues. We will continue to promote the No-Zone and Smooth Operator messages (to the extent possible) to all drivers and provide safety and regulatory information to the companies and drivers that need them. In 2016, we anticipate we will continue our No-Zone presentations to young drivers at driving schools throughout Maryland. This year, the MCD will again allocate \$250,000 in funding for radio ads, posters on buses, static billboards, digital billboards and internet messaging (pop-up ads) targeting aggressive driving around trucks and buses. It is estimated that our media outreach program generated over 43 million media impressions. This media outreach will be provided in conjunction with our Smooth Operator enforcement waves during the summer months and throughout the year. We see this as an important part of our driver awareness program and a way to leverage our funding off of the efforts of our MHSO and other neighboring States. Maryland's Outreach program is structured to provide information and assistance to a variety of other customer bases. The commercial vehicle drivers and companies have a need to know about laws and regulations that affect their business. Judges and prosecutors have a need to receive updates and explanations for technical portions of safety regulations. The State redesigned and continually updates its MCD webpage to include more information, links, and references in a user friendly format. In CY2017, the MCD will republish the Maryland Motor Carrier Handbook. It is anticipated that our Maryland Truckers Map will be updated with approximately 60 new truck routes and be printed and available for distribution before the end of CY2016. Up-to-date versions of the handbook and map will provide contemporary regulatory information to the CMV industry, provide availability of truck parking, provide additional truck routes in Maryland and include the safe Maryland National network of roads suitable for 53' trailers. On September 17, 2011, the state's first Commercial Vehicle Safety Summit was held. Summits were held again in 2012 and 2013. The summits were held at the Maritime Institute in Linthicum, Maryland and were sponsored by the Commercial Vehicle Enforcement Division, Commercial Vehicle Safety Unit, Federal Motor Carrier Safety Administration, State Highway Administration, Maryland Motor Truck Association and the Maryland Motor Coach Association. Topics included such topics as hauling permits, CSA, EOBR's and emerging technology in commercial vehicle enforcement. While we did not hold a summit in 2014 as we reconsidered our marketing approach, we held another very

successful summit in September of 2015 with close to 200 attendees. Again, the summit included a full agenda of multiple sessions throughout the day presenting topics of great interest to the members of the trucking industry, to include sessions on driver wellness. These very informative and topical sessions covered such health topics as sleep apnea, improving blood pressure, diabetes, vision and eating healthy - all issues that could affect driver's ability to operate a CMV safely. A "Healthy Handbook for Truckers" produced by the Catawba Valley Medical Center Occupational Health Center covering those topics and others was distributed at the sessions.

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 Performance Progress Report (SF-PPR):

MSP CVED will document and maintain information (number, type, attendees) pertaining to the seminars, presentations, meetings, safety talks, events and other outreach efforts involving CVED personnel and provide the information to the MCD. The MCD will document information for those same activities conducted by MCD personnel.

The MCD will document and maintain:

The number of Maryland Truckers Maps distributed.

The number of Motor Carrier Handbooks distributed.

The number of media impressions made through our print, and media outreach efforts during the Smooth Operator campaign.

New Entrant

1 - New Entrant Focus Area

Instructions:

The FAST Act consolidated several FMCSA grant programs. Interstate New Entrant safety audits, which were funded previously under a separate FMCSA grant program, are now a component of the MCSAP grant. The FAST Act affirms that conducting New Entrant safety audits is now a requirement to participate in the MCSAP. The Act also says that a State or a third party may conduct 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. The Act allows a State to conduct Intrastate New Entrant Safety Audits at the State's discretion. However, States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

Complete the following areas to describe your plan for this MCSAP focus area.

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

Objective: Processing and Completing Safety Audits within the Statutory Time Limits

- *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.*
- *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.*

Enter New Entrant Agency:

Maryland State Police

Strategies: Include a description of the strategies that will be utilized in order to meet the program objective above. The applicant must provide any challenges or impediments you foresee that may prevent your successful completion of the objective.

Maryland proposes to conduct 1,000 New Entrant Safety audits within the statutory timeframes during the FFY2017. The large majority of the audits will be conducted by five civilian compliance auditors who are assigned to the "Audit Compliance Enforcement Section (ACES)" of the Maryland State Police (MSP), Commercial Vehicle Enforcement Division (CVED). The civilian auditors assigned to ACES are dedicated full-time by CVED to conduct New Entrant Audits, Compliance Review Interventions and Preventive Maintenance Audits (Periodic Inspection Program). The auditors currently spend about 70% of their work time conducting New Entrant Safety Audits, with the remaining balance of work time spent on Compliance Review Interventions, Preventive Maintenance Audits and other MCSAP activities.

The five members of the section are supervised by a civilian manager who assigns, monitors and reviews all audits and interventions for completeness. The auditors are also cross-trained as certified MCSAP inspectors giving them the ability to conduct safety inspections on vehicles and drivers if necessary. It is estimated that approximately 5% (50 - 75) of the audits will be conducted by sworn MCSAP certified inspectors (troopers) assigned to CVED who are not in the ACES Unit. The troopers have received specialized training in order to conduct the New Entrant audits on an overtime basis in addition to their general MCSAP related duties.

Using existing Maryland data compiled over the five year period of FFY2010 through FFY2014, Maryland has realized an increase in the number of New Entrant audits conducted from 700 in FFY 2010 to almost 1,000 New Entrant audits conducted in FFY2015. Through the first three quarters of FFY2016, auditors have already conducted in excess of 700 audits. It is projected that Maryland will continue to see slight increases in the total number of New Entrant audits conducted over the next year. In past years, ACES auditors had been spending approximately 40% of their work time conducting New Entrant audits. The number of audits conducted has been increasing over the years to where auditors now spend approximately 70% - 75% of their time on New Entrant audits. This percentage is expected to slightly increase even more over the next two year depending upon continuing improvements in overall economic conditions.

Grant funding will be utilized to ensure that Maryland auditors complete all New Entrant safety audits within the statutory six month or twelve month timeframes after new carrier entry. In most cases, ACES auditors attempt to complete all non-passenger motor carrier New Entrant audits within the

first four to six months after entry. All audits will be completed thoroughly and efficiently, with proper monitoring and oversight, to ensure that all program participants are in full compliance with all commercial motor vehicle safety and hazardous materials regulations. Program deficiencies will be identified quickly and changes made to maintain effective and efficient audits.

Activity Plan: A description of the activities the applicant believes will help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

Maryland auditors will conduct 1,000 New Entrant safety audits within the required timeframes. This will be accomplished through a combination of audits conducted by ACES auditors during regular work hours and additional CVED personnel who are cross-trained to conduct New Entrant audits on an as-needed overtime basis. The ACES manager checks the New Entry inventory weekly and audits are assigned to auditors by geographical areas in order to increase efficiency and timeliness. Almost all (99%) of the safety audits will be conducted at a central location (an MSP barrack or CVED facility), with probably less than 1% being conducted at the carrier's place of business. By having all carriers respond to a central location, an auditor reduces travel time and can conduct up to three to five audits per work day instead of only one to two audits.

If backlogs develop, ACES auditors will also have overtime funding available on an as needed basis in order to conduct any additional New Entrant safety audits or to complete all audits within the statutory timeframe.

Resources:

There is a need to increase the number of personnel assigned to ACES. The unit lost one auditor this past year and CVED currently plans to replace the auditor in the coming months. The addition of an additional auditor (possibly on a contractual basis) is being considered and would bring the total number of full-time auditors to seven. With a supervisor, the total number of employees in the unit would be eight. In order to meet additional demands for New Entrant safety audits and to ensure continued timeliness of the audits, overtime will be used as needed for continued program effectiveness.

Performance Measurement Plan: A description of how the applicant will measure progress toward meeting the objective, such as quantifiable and measureable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks that can be reported on in the quarterly progress report, or as annual outputs.

The ACES manager will review all audits for completeness and accuracy. Audits that do not meet established quality standards, will be returned to the auditor for additional investigation or information. All assigned audits will be continually monitored and tracked by the manager to ensure timeliness of reporting. The ACES manager checks audit status on a bi-weekly basis and can efficiently identify audits that may be in danger of becoming overdue. The ACES manager will have daily contact with auditors and will address any issues that could compromise the program goals as they develop. The ACES manager will maintain records of those audits that have been assigned and will be able to track progress of the audits on an individual basis utilizing a detailed spreadsheet. In addition to daily contact with auditors, the ACES manager meets monthly with individual auditors and quarterly with the auditors as a group to ensure auditors are meeting the program objectives. The ACES manager will continually evaluate program effectiveness in order that any adjustments to the program can be made when needed to ensure the timeliness and overall quality of the audits.

The number of audits assigned and completed and the timeliness of those audits will be maintained by the ACES manager and reported on a quarterly basis to measure and monitor progress towards the stated goal/objective of completing 1,000 New Entrant safety audits over the two year grant period. Additional data will be maintained as to the number of carriers who could not be contacted and the number of carriers who failed the audit.

Critical Information Table: The following Critical Information Table (although not required) is provided below for your use to summarize the anticipated project activities.

Summary of Anticipated Activities		
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	1000	0
# of Safety Audits (Offsite)	0	0
TOTAL Safety Audits	1000	0
# of Non-Audit Resolutions	0	0

Spending Plan

B&I Spending Plan

What is a Spending Plan?

The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.

What does a Spending Plan do?

A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.

The spending plan is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed spending plan is an effective management tool; a plan that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The spending plan serves a number of critical functions:

- *Describes your need for or necessity of an expense;*
- *Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.*
- *Helps FMCSA review high-risk cost items to decide funding.*

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): \$655,166.00

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
Asst Chief of Motor Carrier Division	1	50	2080	\$40.50	\$42,120.00	\$42,120.00	\$0.00	\$0.00
Grant Manager MCD	1	100	2080	\$31.00	\$64,480.00	\$64,480.00	\$0.00	\$0.00
Sub-Total Salary					\$106,600.00	\$106,600.00	\$0.00	\$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					\$106,600.00	\$106,600.00	\$0.00	\$0.00

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

There are seven employees in the Motor Carrier Division, two of which are reimbursed in total or in part by the MCSAP.

The grant manager is responsible for all of the documentation and direct interaction with all of the State and local agencies on a daily basis. All invoices and funding requests come through him.

The Asst. Chief issues, revises and rescinds interagency MOU's, reviews budget and develops policy for operations and outreach for the State MCSAP.

50% of the salary of the Asst. Chief (40.50 x 2080 hrs = \$84,280): \$42,120

100% of the salary of Grant Manager (\$31.00 x 2080 hrs = \$64,480): \$64,480

Total: \$106,600

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
Asst Chief of Motor Carrier Division	78.35	\$42,120.00	\$33,001.02	\$33,001.00	\$0.00	\$0.00
Grant Manager MCD	78.35	\$64,480.00	\$50,520.08	\$50,520.00	\$0.00	\$0.00
Sub-Total Fringe Benefits			\$83,521.10	\$83,521.00	\$0.00	\$0.00

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

Position(s) Benefits(s) Rate Base Amount Total Cost: \$106,600 x 83.86% = \$83,521

Lead Agency Fringe Benefit Costs

The State Highway Administration Payroll Additive Percentage is 78.35% and is being captured as fringe only with no indirect costs. It is identified in attached most current letter from Shay Burrows, FHWA Maryland Acting Division Administrator.

This payroll additive rate is applied only to 100% of the salary of the Grant Manager and 50% of the Assistant Chief in the Motor Carrier Division.

The Maryland State Highway Administration document dated October 12, 2016 that shows how the payroll additive rate is determined with a breakdown of the costs will be uploaded with the corrected CVSP. The payroll additive rate was approved by FHWA on October 13, 2016.

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
SHA/MDOT Attend Fall CVSA	2	5	\$4,000.00	\$4,000.00	\$0.00	\$0.00
SHA/MDOT Attend Spring CVSA	2	5	\$4,000.00	\$4,000.00	\$0.00	\$0.00
CVSP Planning Mtg	2	4	\$1,500.00	\$1,500.00	\$0.00	\$0.00
Sub-Total Travel			\$9,500.00	\$9,500.00	\$0.00	\$0.00

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

CVSA Conferences:

The Commercial Vehicle Safety Alliance (CVSA) is the premier commercial vehicle safety organization that provides education, training, outreach and networking with all states, federal agencies and private industry to increase uniform enforcement of federal and state regulations. This partnership continually updates the Out of Service Criteria and reviews the newest technology and enforcement practices. There are eight committees running simultaneously with agendas specific to their topics: Programs, Information Systems, Driver, Vehicle, Training, Hazardous Materials, Passenger, and Industry Associates. In addition to these committees, there is usually a Intelligent Transportation Forum providing the most current information on technologies that we should or should not employ. In an attempt to remain current in all topic areas, Maryland sends 1 or 2 from the MDOT/SHA, 1 from the Maryland Department of Environment (sub-grantee section), and 1 from the Commercial Vehicle Safety Unit/Maryland Transportation Authority Police (sub-grantee section). Average cost of travel expenses for each employee to attend the 6 recent CVSA conferences was \$2027 per conference.

Chicago, IL \$1912
 Boise, ID \$2200
 Jacksonville, FL \$1875
 Buffalo, NY \$1586
 Los Angeles, CA \$2392
 Denver CO \$2198

Registration Fees were always the same for these conferences and other transportation (taxi, shuttle) were also comparable. However, airfare and lodging could vary widely, depending upon where the conference was held. The Out of State travel expense for SHA at one FY2013 conference included a breakdown as follows:

Airfare \$300
 Lodging \$1000
 Per Diem \$200
 Registration Fees \$450
 Other Transportation \$45
 TOTAL: \$1995

Cost for 2 employees to attend the spring CVSA - \$4,000

Cost for 2 employees to attend the fall CVSA - \$4,000

Total cost to attend CVSA - **\$8,000**

CVSP Planning Meeting:

For the most recent 3-day CVSP Training in St. Louis, MO, the cost was \$636.62. This included expenses for one individual of:

Airfare \$228.21

Lodging \$294.84

Meals \$83.57

Other \$30.00

We will budget \$750.00 each for 2 individuals for the upcoming CVSP Planning meeting in 2017 anticipating similar expenses.

Total cost for 2 employees to attend FMCSA's CVSP planning meeting - **\$1,500**

TOTAL Travel Costs: \$9,500

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: \$500

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Equipment	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Equipment			\$0.00	\$0.00	\$0.00	\$0.00

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

We do not seek to purchase any new equipment in the Motor Carrier Division this year.

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
Supplies	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Supplies				\$0.00	\$0.00	\$0.00	\$0.00

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

We are not seeking reimbursement for any supplies used by the MCD.

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
Brudis & Assoc.	\$110,760.00	\$110,760.00	\$0.00	\$0.00
JMT Inc.	\$110,240.00	\$110,240.00	\$0.00	\$0.00
University of Maryland	\$92,000.00	\$0.00	\$92,000.00	\$0.00
Local Police Agencies	\$287,500.00	\$0.00	\$287,500.00	\$0.00
Sub-Total Contractual	\$600,500.00	\$221,000.00	\$379,500.00	\$0.00

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

All contracts identified below were procured in compliance with all State procurement requirements.

Brudis & Assoc.

Data Analyst

\$110,760 Fully Loaded

Data analyst provided by Brudis and Assoc. is responsible for the review and upload of all commercial vehicle crashes to SAFETYNET and manages all DataQs challenges related to those crashes. The data analyst manages our Intrastate Maryland DOT # program and handles related questions.

JMT Inc.

Data Analyst

\$110,240 Fully Loaded

Data Analyst provided by JMT is responsible for development, maintenance and repair of Form 24-1 computer application which provides Maryland State Police and Maryland Transportation Authority Police an enforcement activities database to record hours worked and results of all the individual CMV initiatives. This analyst is also responsible for maintaining and upgrading the interface between the new Automated Crash Reporting System (ACRS) and SAFETYNET.

University of Maryland

Special Projects Manager - Legislation & Outreach

\$92,000 Fully Loaded

Our Special Projects Manager, a retiree from the MDTAP with motor carrier enforcement/supervisory experience, is a full time employee of the University of Maryland working out of the Motor Carrier Division. This position is funded with 100% state match. The special projects manager handles daily inquiries from the trucking industry, reviews and assists with motor carrier legislative issues and performs outreach through presentations to motor carrier industry related groups. The special projects manager is also responsible for assisting with the updating/developing of our motor carrier handbook and trucker's map.

Local Police Agencies

The following local Maryland police agencies are provided with the funding amounts indicated below in order to conduct additional safety inspections on an overtime basis in areas that may not be regularly targeted by the Maryland State Police CVED or other state enforcement agencies. All overtime is reimbursed using state funds.

\$15,000	Anne Arundel County Police Department
\$25,000	Baltimore County Police Department
\$7,500	Calvert County Sheriff's Office
\$15,000	Carroll County Sheriff's Office
\$10,000	Charles County Sheriff's Office
\$25,000	Frederick County Sheriff's Office
\$5,000	Greenbelt Police Department
\$15,000	Harford County Sheriff's Office
\$25,000	Howard County Police Department
\$10,000	Kent County Sheriff's Office
\$5,000	La Plata Police Department
\$35,000	Montgomery County Police Department
\$5,000	Ocean City Police Department
\$25,000	Prince George's County Police Department
\$10,000	Queen Anne's County Sheriff's Office
\$5,000	Riverdale Park Police Department
\$30,000	Rockville City Police Department
\$10,000	Talbot County Sheriff's Office
\$10,000	Washington County Sheriff's Office

TOTAL Funding: \$287,500

The purposes of funding local enforcement agencies are:

- To increase the number of NAS inspections performed by participating jurisdictions.
- To target non-compliant carriers that are using county, city, state and other roads that are not normally patrolled by the MSP/CVED or the MdTAP/CSVU.
- To discourage the use of county, city, state and some other roads as bypass routes to avoid Truck Weigh/inspection Stations (TWIS).
- To improve highway safety by removing non-compliant carriers from Maryland roads.

Based on the size of the enforcement agency, their location, and number of inspections conducted in previous years, the MCD will provide State-match overtime funding to the agencies appearing in the contractual budget. In return, the Participating Jurisdiction will provide the following:

- The funding will be used for overtime compensation for certified NAS inspectors to perform NAS inspections and CMV traffic enforcement.
- The participating jurisdiction will make all arrangements to receive required training from the CVED, have their inspectors NAS certified, and maintain that certification throughout the year.
- All CMV traffic enforcement actions will be accompanied by a level I, II or III inspection.
- The inspections and enforcement will be in addition to what is normally performed by the participating jurisdiction.
- Cooperative efforts with MSP/CVED, MdTAP/CSVU and other agencies are encouraged, as well as participation in

projects such as “Roadcheck”, “Maryland Inspector Competition” and “Operation Air Brake” for which overtime funds may also be used.

- When practical, the participating jurisdiction will coordinate their hours and/or location of operation with the MSP/CVED and/or the MdTAP/CVSU to avoid duplication of effort and unnecessary overlap.
- All inspections are to be conducted in strict compliance with NAS inspection procedures in locations that are not dangerous to the inspector, driver or the general public.
- The participating Jurisdiction will keep records as required by the SHA and submit them quarterly, along with an invoice, on forms to be provided by the SHA.

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	Planned MOE Expenditures
Printing of CVSP OOS Criteria for law enforcement	1	printing	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Internet Media	3	cycles	\$6,000.00	\$18,000.00	\$0.00	\$18,000.00	\$0.00
outreach-gas pump toppers	130	stations	\$540.00	\$70,200.00	\$70,200.00	\$0.00	\$0.00
Outreach-billboards	16	billboards	\$5,000.00	\$80,000.00	\$80,000.00	\$0.00	\$0.00
Judicial Outreach Program	150	Copies FMCSR	\$10.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
CVSA Membership	1	Maryland State Membe	\$7,900.00	\$7,900.00	\$7,900.00	\$0.00	\$0.00
Truckers Maps	40000	map	\$1.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00
Dvlp./Dist. PSA/Videograph	1	1	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00
Motor carrier handbook	10000	handbooks	\$1.30	\$13,000.00	\$13,000.00	\$0.00	\$0.00
Dvlp./Adm. Media Campaign	1	1	\$14,800.00	\$14,800.00	\$14,800.00	\$0.00	\$0.00
Radio (Broad/internet)	10	Stations	\$6,700.00	\$67,000.00	\$67,000.00	\$0.00	\$0.00
Sub-Total Other Costs				\$363,400.00	\$345,400.00	\$18,000.00	\$0.00

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

Printing of CVSA OOS Criteria for law enforcement

\$1,000

CVSA annual membership

\$7,900

Outreach/Education

150 copies of FMCSR to judges & prosecutors in support of our Judicial Outreach Program	\$1,500
Reprint Maryland Truckers Maps redesigned to include additional National Network routes	\$40,000
Reprint 10,000 Maryland Motor Carrier Handbooks (\$1.30 ea.) with updated state and fed regulatory info.	\$13,000
Development and administration of advertising campaign*	\$14,800
Radios ads (broadcast & Internet) on stations at cost of \$6,700 per station*	\$67,000
Outdoor advertising for No-Zone and Smooth Operator - billboards average \$5,000 ea per month*	\$80,000
Gas station toppers at 130 stations (\$540 per station)*	\$70,200
Internet media (3 cycles at \$6,000 cycle ea.)*	\$18,000
Develop and distribute PSA/Videograph in support of No-Zone and Smooth Operator*	\$50,000

TOTAL Other Costs:

\$363,400

* Our advertising campaign promotes the No-Zone and Smooth Operator messages by presenting graphic and worded messages on highway static and digital billboards, gas pump toppers, broadcast and Internet radio ads, and Internet social media. The primary message focuses on the dangers of aggressive driving around trucks and busses as well as awareness of the no-zone. It is estimated that our CMV safety related outreach media efforts will generate over 43 million media impressions. Our PSA/videograph will be a short looping animation showing/impressing the dangers of aggressive driving around trucks. The animation would be available for viewing on Internet websites and would be used during outreach presentations. Our media campaign runs during the Smooth Operator enforcement waves in the summer months and throughout the year.

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	\$3,712,610.00	\$655,166.00	\$4,367,776.00

Allowable amount for Overtime (15% of total award amount without justification): \$655,166.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$336,854.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Asst Chief of Motor Carrier Division	\$42,120.00	\$0.00	\$42,120.00	\$0.00
Grant Manager MCD	\$64,480.00	\$0.00	\$64,480.00	\$0.00
Subtotal for Personnel	\$106,600.00	\$0.00	\$106,600.00	\$0.00

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Asst Chief of Motor Carrier Division	\$33,001.00	\$0.00	\$33,001.00	\$0.00
Grant Manager MCD	\$50,520.00	\$0.00	\$50,520.00	\$0.00
Subtotal for Fringe Benefits	\$83,521.00	\$0.00	\$83,521.00	\$0.00

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
SHA/MDOT Attend Fall CVSA	\$4,000.00	\$0.00	\$4,000.00	\$0.00
SHA/MDOT Attend Spring CVSA	\$4,000.00	\$0.00	\$4,000.00	\$0.00
CVSP Planning Mtg	\$1,500.00	\$0.00	\$1,500.00	\$0.00
Subtotal for Program Travel	\$9,500.00	\$0.00	\$9,500.00	\$0.00

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

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
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
Brudis & Assoc.	\$110,760.00	\$0.00	\$110,760.00	\$0.00
JMT Inc.	\$110,240.00	\$0.00	\$110,240.00	\$0.00
University of Maryland	\$0.00	\$92,000.00	\$92,000.00	\$0.00
Local Police Agencies	\$0.00	\$287,500.00	\$287,500.00	\$0.00
Subtotal for Contractual	\$221,000.00	\$379,500.00	\$600,500.00	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Printing of CVSP OOS Criteria for law enforcement	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Internet Media	\$0.00	\$18,000.00	\$18,000.00	\$0.00
outreach-gas pump toppers	\$70,200.00	\$0.00	\$70,200.00	\$0.00
Outreach-billboards	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Judicial Outreach Program	\$1,500.00	\$0.00	\$1,500.00	\$0.00
CVSA Membership	\$7,900.00	\$0.00	\$7,900.00	\$0.00
Truckers Maps	\$40,000.00	\$0.00	\$40,000.00	\$0.00
Dvlp./Dist. PSA/Videograph	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Motor carrier handbook	\$13,000.00	\$0.00	\$13,000.00	\$0.00
Dvlp./Adm. Media Campaign	\$14,800.00	\$0.00	\$14,800.00	\$0.00
Radio (Broad/internet)	\$67,000.00	\$0.00	\$67,000.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$345,400.00	\$18,000.00	\$363,400.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$766,021.00	\$397,500.00	\$1,163,521.00	\$0.00
Total Costs Budgeted	\$766,021.00	\$397,500.00	\$1,163,521.00	\$0.00

Spending Plan (Sub-Grantee: COMMERCIAL VEHICLE ENFORCEMENT DIVISION (CVED) OF THE MARYLAND STATE POLICE (MSP))***B&I Spending Plan******What is a Spending Plan?***

The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.

What does a Spending Plan do?

A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.

The spending plan is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed spending plan is an effective management tool; a plan that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The spending plan serves a number of critical functions:

- *Describes your need for or necessity of an expense;*
- *Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.*
- *Helps FMCSA review high-risk cost items to decide funding.*

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): \$655,166.00

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
Various		100	2080		\$0.00	\$550,466.00	\$157,666.00	\$0.00
Sub-Total Salary					\$0.00	\$550,466.00	\$157,666.00	\$0.00
Overtime Information								
Overtime		100	2080		\$0.00	\$593,555.00	\$0.00	\$0.00
Sub-Total Overtime					\$0.00	\$593,555.00	\$0.00	\$0.00
TOTAL PERSONNEL					\$0.00	\$1,144,021.00	\$157,666.00	\$0.00

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

Salary Information

MSP - Salary & Fringe: \$708,132 (Fed - \$550,466 State - \$157,666)

MSP/CVED –

Since all troopers and inspectors are cross-trained to perform MCSAP, Size and Weight, and other duties, the Motor Carrier

Division has implemented the use of a computer application (Form 24-1) that records the hours worked by personnel as either MCSAP or Non-MCSAP. In the most recent nine month period (Oct 1, 2015 - Jun 30, 2016) CVED personnel reported 64% of their hours as performing MCSAP duties. SHA/MDOT will fund the large majority of MSP salary & fringe well beyond the amount granted to Maryland.

Overtime Information

The Maryland Division Administrator had increased Maryland's allowable overtime amount to 20% of the total award: Adjustable total allowable overtime amount - **\$873,555**.

\$873,555 less \$30,000 (New Entrant Audit Overtime) & \$250,000 (MDTAP Overtime) = \$593,555 in MSP-CVED Overtime

Portion of MSP overtime to be disbursed for roving CVED patrols performing traffic enforcement with inspections and MSP barracks conducting traffic enforcement without inspections. The following local initiatives monitored by Sergeants at the TWIS and national programs directed out of CVED headquarters will be supported with individual O.T. budgets:

MSP/CVED Initiatives (overtime)

Operation I-81	\$25,000
WOW	\$20,000
Weekend Warrior	\$30,000
STORM/CLOG	\$7,500
Bash	\$20,000
Sand	\$15,000
SMASH	\$20,000
ACT	\$10,000
GIT	\$10,000
LOBO	\$10,000
Aggressive driver	\$75,000
Brake Check	\$10,000
Operation Bus	\$12,500
Safe Driver	\$5,000
Fed-Ex Field	\$10,000
Inspector Comp.	\$10,000
Roadcheck	\$10,000
VWS	\$55,000
MSP Barracks	\$75,000
TTOPS	\$40,000
Subtotal:	<u>\$470,000</u>
Other Overtime	\$123,555
TOTAL:	<u>\$593,555</u>

MSP overtime invoices each include Indirect Cost Rate of 26.68%. MSP charges vehicle expense at the rate of \$8.50 which effectively averaged 13.6% of invoice totals for FFY2015.

Justification for Request to Increase Overtime Funding Percentage:

Over the past 10 years, Maryland has developed a comprehensive enforcement program including roving crews that conduct inspections and traffic enforcement. Much of enforcement provided by these crews are done on overtime on inspection station bypass routes or during off peak hours. During this time, Maryland has relied upon 100% of our incentive funding to support these activities. Now with no incentive funding in FFY2017 we had to face cutting back our traffic enforcement initiatives or seeking the additional overtime allowance. We made the request to increase the allowable overtime limit from 15% to 20% to our FMCSA Division Office and received approval, which was included in our uploaded documents. This request was meant to cover the totality of our CVSP and therefore applies to the sum of our comprehensive budget, the budgets for the lead agency, sub-recipients, and new entrant.

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
Incentive Funded Overtime			\$0.00	\$0.00	\$0.00	\$0.00
Basic Funded Overtime*			\$0.00	\$0.00	\$0.00	\$0.00
Various			\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Fringe Benefits			\$0.00	\$0.00	\$0.00	\$0.00

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

No fringe claimed.

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
Attend COMED	1	5	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Attend NAIC	3	5	\$6,000.00	\$6,000.00	\$0.00	\$0.00
Attend CVSA Fall Conference	4	5	\$8,000.00	\$8,000.00	\$0.00	\$0.00
Attend CVSA Spring Conference	4	5	\$8,000.00	\$8,000.00	\$0.00	\$0.00
Attend MCSAP Training	1	3	\$750.00	\$750.00	\$0.00	\$0.00
Sub-Total Travel			\$24,750.00	\$24,750.00	\$0.00	\$0.00

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

Maryland is budgeting the average cost of travel per employee of \$2,000 as computed previously in SHA Travel. Other conferences include the North American Inspectors' Competition (NAIC) and Cooperative Hazardous Materials Enforcement Development (COHMED). NAIC includes our top inspector from Maryland and 2 judges (Capt Dofflemyer and Buzzy France). NAIC is recognized as the ultimate means of pushing our commercial vehicle inspectors toward achieving excellence in their work. Maryland will be sending 2 to the annual CVSP planning meeting.

CVSA Spring and Fall Conferences

Average cost of travel expenses to CVSA Fall conference @ \$2,000 EA.

4 MSP employees \$8,000

Average cost of travel expenses to CVSA Spring Workshop @ \$2,000 EA

4 MSP employees \$8,000

NAIC

Average cost of travel expenses to NAIC @ \$2,000 EA

3 MSP employees – \$6,000

COHMED

Average cost of travel expenses to COHMED @\$2000 EA

1 MSP employee - \$2,000

CVSP Planning Meeting

For the most recent 3-day CVSP Training in St. Louis, MO, the cost was \$636.62. This included expenses for one individual of:

Airfare \$228.21

Lodging \$294.84

Meals \$83.57

Other \$30.00

We will budget \$750.00 for 1 individual for the upcoming CVSP Planning meeting in 2017 anticipating similar expenses.

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: \$500

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Gun Storage Lockers	24	\$220.00	\$5,280.00	\$5,280.00	\$0.00	\$0.00
Laptop Computers	41	\$5,000.00	\$205,000.00	\$205,000.00	\$0.00	\$0.00
Covert Truck Tractor Maintenance	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Desktop Computers	23	\$1,800.00	\$41,400.00	\$41,400.00	\$0.00	\$0.00
Software Licenses	64	\$324.00	\$20,736.00	\$20,736.00	\$0.00	\$0.00
Laser/Lidar Speed Device	11	\$2,700.00	\$29,700.00	\$29,700.00	\$0.00	\$0.00
Operating Exp. for Overtime	9400	\$8.50	\$79,900.00	\$79,900.00	\$0.00	\$0.00
Sub-Total Equipment			\$392,016.00	\$392,016.00	\$0.00	\$0.00

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

Operating Expense for Overtime: For purposes of Overtime, MSP charges vehicle expense at the rate of \$8.50 which effectively averaged 13.6% of invoice totals for FFY2015. \$79,900

24 gun storage lockers @ \$220 each - \$5,280

Due to MCSAP related equipment storage needs, CVED troopers are assigned SUVs as standard work/patrol vehicles. The SUVs do not have a trunk as would a standard patrol sedan and there is no adequate means to store assigned patrol rifles and shotguns to prevent theft and unauthorized access. For security/safety reasons, a limited number of SUVs need to be equipped with gun storage lockers to ensure the safety of MCSAP troopers and the public.

41 Laptop computers @ \$5,000 each - \$205,000

Current laptops are 10 years old and in need of replacement in order to run modern applications. The Panasonic Toughbook is the standard laptop used by CVED personnel and other enforcement agencies for everyday field work because of their ability to withstand the rigors of field deployment. Budgeted cost is based on recent estimated quotes from approved vendors.

23 desktop computers for MSP CVED employees @ \$1800 each - \$41,400

Current desktops are 15 years old and in need of replacement.

Desktop computers are used by all MSP employees and inspectors. At inspection facilities, desktop computers are used to input inspection data and for daily MCSAP operations. The budgeted price is based on recent estimated quote from approved vendors.

64 software package licenses for desktop and laptop computers @ \$324 each - \$20,736

Software licenses are required for each computer to run software needed to operate computer

Covert Truck Tractor Maintenance - \$10,000

CVED's fully operational covert truck tractor and trailer will require periodic and routine maintenance. Not only is the truck used covertly to identify aggressively driven trucks, but it is also used for MCSAP training purposes and needs to be appropriately equipped and in good running condition as would any fully operational truck tractor/trailer driven on the highway.

11 Lidar/Laser speed devices @ \$2,700 each - \$29,700

CVED will be purchasing 11 additional handheld Laser (Lidar) speed and range measuring units for enforcement operations on drivers of commercial motor vehicles. The Lidar units are utilized for specific enforcement on aggressive drivers, reckless drivers, speeding violations, impaired drivers and distracted drivers. CVED's roving enforcement patrol personnel currently utilize 15 Lidar units. The 11 new Lidar units will enable multiple enforcement teams to operate in separate initiatives or in combinations with other CVED Facilities. The new units will be deployed at each of the 10 inspection facilities and the headquarters location. The additional Lidar units will allow each Facility to utilize Lidar during enforcement operations including grants for aggressive driving and at identified "hot spots" where CMV collisions and violations are occurring. Lidar is a standard enforcement tool used by law enforcement agencies across the country.

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:

None expensed

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
Sub-Total Contractual	\$0.00	\$0.00	\$0.00	\$0.00

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

None

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	\$158,360.00	\$158,360.00	\$0.00	\$0.00

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	Planned MOE Expenditures
Comercial Vehicle Safety Summit	1	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Sub-Total Other Costs				\$10,000.00	\$10,000.00	\$0.00	\$0.00

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

Indirect cost is figured only on the overtime enforcement initiatives worked by the MSP and MDTAP. The indirect cost in this section is based on 20% of the total Basic Award funding less overtime to be used for New Entrant audits. Special authorization was given by the Maryland Division Administrator to increase Maryland's overtime amount from 15% to 20%. Indirect Cost rate substantiated by DOJ:

20% of Total Award: \$873,555

\$873,555 less \$30,000 (New Entrant Overtime) & \$250,000 (MDTAP Overtime) = \$593,555 MSP overtime funding

\$593,555 X Indirect Cost Rate of 26.68% = \$158,360 in indirect costs on overtime funding

Annual Commercial Vehicle Safety Summit to be hosted by MSP - CVED in FFY2017 - \$10,000 total cost:

The annual commercial vehicle safety summit is a one day safety-focused symposium attended by commercial motor vehicle drivers and CMV company/industry representatives. Multiple sessions are presented throughout the day on topics such as CSA, electronic logging devices, driver health and updates to the FAST Act. Driver health & wellness sessions include topics such as sleep apnea, improving blood pressure, diabetes, vision and eating healthy. Past summits have had close to 200 attendees. Members of FMCSA, the SHA-Motor Carrier Division, the Maryland State Police, the Maryland Motor Truck Association, the Motor Coach Association and other agencies are present at the summit to make presentations and respond to inquiries.

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	\$3,712,610.00	\$655,166.00	\$4,367,776.00

Allowable amount for Overtime (15% of total award amount without justification): \$655,166.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$336,854.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Various	\$550,466.00	\$157,666.00	\$708,132.00	\$0.00
Overtime	\$593,555.00	\$0.00	\$593,555.00	\$0.00
Subtotal for Personnel	\$1,144,021.00	\$157,666.00	\$1,301,687.00	\$0.00

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Various	\$0.00	\$0.00	\$0.00	\$0.00
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Attend COMED	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Attend NAIC	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Attend CVSA Fall Conference	\$8,000.00	\$0.00	\$8,000.00	\$0.00
Attend CVSA Spring Conference	\$8,000.00	\$0.00	\$8,000.00	\$0.00
Attend MCSAP Training	\$750.00	\$0.00	\$750.00	\$0.00
Subtotal for Program Travel	\$24,750.00	\$0.00	\$24,750.00	\$0.00

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Gun Storage Lockers	\$5,280.00	\$0.00	\$5,280.00	\$0.00
Laptop Computers	\$205,000.00	\$0.00	\$205,000.00	\$0.00
Covert Truck Tractor Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Desktop Computers	\$41,400.00	\$0.00	\$41,400.00	\$0.00
Software Licenses	\$20,736.00	\$0.00	\$20,736.00	\$0.00
Laser/Lidar Speed Device	\$29,700.00	\$0.00	\$29,700.00	\$0.00
Operating Exp. for Overtime	\$79,900.00	\$0.00	\$79,900.00	\$0.00
Subtotal for Equipment	\$392,016.00	\$0.00	\$392,016.00	\$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
Subtotal for Contractual	\$0.00	\$0.00	\$0.00	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Comercial Vehicle Safety Summit	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$10,000.00	\$0.00	\$10,000.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$1,570,787.00	\$157,666.00	\$1,728,453.00	\$0.00
Indirect Cost	\$158,360.00	\$0.00	\$158,360.00	\$0.00
Total Costs Budgeted	\$1,729,147.00	\$157,666.00	\$1,886,813.00	\$0.00

Spending Plan (Sub-Grantee: MARYLAND DEPARTMENT OF ENVIRONMENT)**B&I Spending Plan****What is a Spending Plan?**

The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.

What does a Spending Plan do?

A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.

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- *Describes your need for or necessity of an expense;*
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- *Helps FMCSA review high-risk cost items to decide funding.*

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.

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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): \$655,166.00

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
Sub-Total Salary					\$0.00	\$0.00	\$0.00	\$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					\$0.00	\$0.00	\$0.00	\$0.00

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

None

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
Sub-Total Fringe Benefits			\$0.00	\$0.00	\$0.00	\$0.00

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

None

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
MDE Attend Spring CVSA	1	5	\$2,000.00	\$2,000.00	\$0.00	\$0.00
MDE Attend Fall CVSA	1	5	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Attend COHMED	1	5	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Sub-Total Travel			\$6,000.00	\$6,000.00	\$0.00	\$0.00

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

The Commercial Vehicle Safety Alliance (CVSA) is the premier commercial vehicle safety organization that provides education, training, outreach and networking with all states, federal agencies and private industry to increase uniform enforcement of federal and state regulations. This partnership continually updates the Out of Service Criteria and reviews the newest technology and enforcement practices. There are eight committees running simultaneously with agendas specific to their topics: Programs, Information Systems, Driver, Vehicle, Training, Hazardous Materials, Passenger, and Industry Associates. In addition to these committees, there is usually a Intelligent Transportation Forum providing the most current information on technologies that we should or should not employ. In an attempt to remain current in all topic areas, Maryland sends 1 from the Maryland Department of Environment.

Vehicle Safety Unit/Maryland Transportation Authority Police. Average cost of travel expenses for each employee to attend the 6 recent CVSA conferences was \$2027 per conference.

Chicago, IL \$1912

Boise, ID \$2200

Jacksonville, FL \$1875

Buffalo, NY \$1586

Los Angeles, CA \$2392

Denver CO \$2198

Registration Fees were always the same for these conferences and other transportation (taxi, shuttle) were also comparable. However, airfare and lodging could vary widely, depending upon where the conference was held. The Out of State travel expense for SHA at one FY2013 conference included a breakdown as follows:

Airfare \$300

Lodging \$1000

Per Diem \$200

Registration Fees \$450

Other Transportation \$45

TOTAL: \$1995

Cooperative Hazardous Materials Enforcement Development (COHMED). Average cost of travel expenses to COHMED @ \$2,000

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
Work Van	3	\$25,000.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00
Laptop Computers	2	\$5,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Sub-Total Equipment			\$85,000.00	\$85,000.00	\$0.00	\$0.00

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

MDE is replacing a Chevrolet Express Van with excessive mileage that has exceeded its useful life. Cost of new work van is \$25,000. MDE will be purchasing 2 additional work vans for use by added contractual personnel - \$50,000. Total - \$75,000

The Panasonic Toughbook is the standard laptop used by CVED personnel and other enforcement agencies for everyday field work because of their ability to withstand the rigors of field deployment. Budgeted cost is based on recent estimated quotes from approved vendors. Two laptop computers for field use by 2 added contractual personnel - \$10,000

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
Inspection Equipment	1	Total	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Sub-Total Supplies				\$2,000.00	\$2,000.00	\$0.00	\$0.00

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

Inspection supplies needed for 2 added contractual personnel (uniforms, creepers, chocks, tape measures, brake calipers, flashlight, gloves, safety glasses, hard hats, etc.).

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
Contractual HAZMAT Inspectors	\$150,000.00	\$150,000.00	\$0.00	\$0.00
Sub-Total Contractual	\$150,000.00	\$150,000.00	\$0.00	\$0.00

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

The Maryland Department of Environment will be employing (2) full-time contractual HAZMAT inspectors. The inspectors will enhance Maryland's MCSAP program by conducting random inspections on HAZMAT vehicles traveling Maryland highways and on HAZMAT vehicles that have been involved in crashes. The inspectors will be working along side other MCSAP inspectors at inspection facilities and will be assisting other inspectors with their expertise in HAZMAT issues. The additional contractual inspectors will be assigned to areas of the State that are currently not staffed full-time by specialized HAZMAT inspectors.

Cost to employ contractual HAZMAT inspector: 2 @ \$75,000 each = \$150,000 Fully Loaded

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	Planned MOE Expenditures
Training - FMCSR Books	450	1 Book	\$10.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00
Training - Hazmat Books	350	1 Book	\$16.50	\$5,775.00	\$5,775.00	\$0.00	\$0.00
Sub-Total Other Costs				\$10,275.00	\$10,275.00	\$0.00	\$0.00

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

Training - Cost of materials: 450 FMCSR books and 350 Hazmat books at total cost of \$10,275

FMCSR books and Hazmat books are distributed across the state to the nearly 400 sworn and civilian inspectors for daily use in MCSAP/HAZMAT enforcement. Additionally, approximately 90 FMCSR books are distributed during two Part A and three Part B MCSAP training classes that are held each year in Maryland and are open to potential inspectors from within and outside of Maryland. Additional books are also distributed to court judges for reference when hearing MCSAP related cases.

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	\$3,712,610.00	\$655,166.00	\$4,367,776.00

Allowable amount for Overtime (15% of total award amount without justification): \$655,166.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$336,854.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for Personnel	\$0.00	\$0.00	\$0.00	\$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
Subtotal for Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MDE Attend Spring CVSA	\$2,000.00	\$0.00	\$2,000.00	\$0.00
MDE Attend Fall CVSA	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Attend COHMED	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Subtotal for Program Travel	\$6,000.00	\$0.00	\$6,000.00	\$0.00

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Work Van	\$75,000.00	\$0.00	\$75,000.00	\$0.00
Laptop Computers	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Subtotal for Equipment	\$85,000.00	\$0.00	\$85,000.00	\$0.00

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Inspection Equipment	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Subtotal for Supplies	\$2,000.00	\$0.00	\$2,000.00	\$0.00

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Contractual HAZMAT Inspectors	\$150,000.00	\$0.00	\$150,000.00	\$0.00
Subtotal for Contractual	\$150,000.00	\$0.00	\$150,000.00	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Training - FMCSR Books	\$4,500.00	\$0.00	\$4,500.00	\$0.00
Training - Hazmat Books	\$5,775.00	\$0.00	\$5,775.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$10,275.00	\$0.00	\$10,275.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$253,275.00	\$0.00	\$253,275.00	\$0.00
Total Costs Budgeted	\$253,275.00	\$0.00	\$253,275.00	\$0.00

Spending Plan (Sub-Grantee: MARYLAND TRANSPORTATION AUTHORITY POLICE DEPARTMENT)***B&I Spending Plan******What is a Spending Plan?***

The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.

What does a Spending Plan do?

A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.

The spending plan is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed spending plan is an effective management tool; a plan that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The spending plan serves a number of critical functions:

- *Describes your need for or necessity of an expense;*
- *Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.*
- *Helps FMCSA review high-risk cost items to decide funding.*

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): \$655,166.00

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
Sub-Total Salary					\$0.00	\$0.00	\$0.00	\$0.00
Overtime Information								
Overtime		100	2080		\$0.00	\$250,000.00	\$0.00	\$0.00
Sub-Total Overtime					\$0.00	\$250,000.00	\$0.00	\$0.00
TOTAL PERSONNEL					\$0.00	\$250,000.00	\$0.00	\$0.00

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

The Maryland Transportation Authority Police Department (MDTAP) has 78 sworn and civilian certified inspectors stationed at Maryland's toll bridges, tunnels and highways within the State. The MDTAP will be funded \$250,000 in overtime in order to conduct CMV traffic stops with inspections beyond those inspections that are already being performed at their static locations. This enhancement to our program will not only support our goal of safer highways but will also enhance security/safety at Maryland's tunnels and bridges.

Total overtime funding for enhanced traffic enforcement/inspections - **\$250,000**

The overtime funding will provide approximately 5,000 overtime hours if spent at an average hourly overtime rate of \$50 per hour (Senior Officer Rank - Grade 7). It is anticipated that only about 25% (20 employees) of the 78 employees would consistently work the overtime in addition to their regular duties (although it would be difficult to forecast since this would be the first year of their participation). However, the overtime would be available to all overtime eligible employees if they should chose to conduct additional traffic stops with inspections while in an overtime status.

Justification for Request to Increase Overtime Funding Percentage:

Over the past 10 years, Maryland has developed a comprehensive enforcement program including roving crews that conduct inspections and traffic enforcement. Much of enforcement provided by these crews are done on overtime on inspection station bypass routes or during off peak hours. During this time, Maryland has relied upon 100% of our incentive funding to support these activities. Now with no incentive funding in FFY2017 we had to face cutting back our traffic enforcement initiatives or seeking the additional overtime allowance. We made the request to increase the allowable overtime limit from 15% to 20% to our FMCSA Division Office and received approval, which was included in our uploaded documents. This request was meant to cover the totality of our CVSP and therefore applies to the sum of our comprehensive budget, the budgets for the lead agency, sub-recipients, and new entrant.

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
Sub-Total Fringe Benefits			\$0.00	\$0.00	\$0.00	\$0.00

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

None

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
MDTAP Attend Spring CVSA	1	5	\$2,000.00	\$2,000.00	\$0.00	\$0.00
MDTAP Attend Fall CVSA	1	5	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Sub-Total Travel			\$4,000.00	\$4,000.00	\$0.00	\$0.00

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

CVSA Conferences:

The Commercial Vehicle Safety Alliance (CVSA) is the premier commercial vehicle safety organization that provides education, training, outreach and networking with all states, federal agencies and private industry to increase uniform enforcement of federal and state regulations. This partnership continually updates the Out of Service Criteria and reviews the newest technology and enforcement practices. There are eight committees running simultaneously with agendas specific to their topics: Programs, Information Systems, Driver, Vehicle, Training, Hazardous Materials, Passenger, and Industry Associates. In addition to these committees, there is usually a Intelligent Transportation Forum providing the most current information on technologies that we should or should not employ. In an attempt to remain current in all topic areas, Maryland will send 1 from the Commercial Vehicle Safety Unit/Maryland Transportation Authority Police. Average cost of travel expenses for each employee to attend the 6 recent CVSA conferences was \$2027 per conference.

Chicago, IL \$1912
 Boise, ID \$2200
 Jacksonville, FL \$1875
 Buffalo, NY \$1586
 Los Angeles, CA \$2392
 Denver CO \$2198

Registration Fees were always the same for these conferences and other transportation (taxi, shuttle) were also comparable. However, airfare and lodging could vary widely, depending upon where the conference was held. The Out of State travel expense for SHA at one FY2013 conference included a breakdown as follows:

Airfare \$300
 Lodging \$1000
 Per Diem \$200
 Registration Fees \$450
 Other Transportation \$45
 TOTAL: \$1995

Cost for 1 employess to attend the spring CVSA - \$2,000

Cost for 1 employees to attend the fall CVSA - \$2,000

Toal cost to attend CVSA - **\$4,000**

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:

None

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:

None

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
Contractual MCSAP Safety Inspectors	\$336,000.00	\$336,000.00	\$0.00	\$0.00
Sub-Total Contractual	\$336,000.00	\$336,000.00	\$0.00	\$0.00

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

The Maryland Transportation Authority Police Department will be employing (4) full-time contractual MCSAP certified safety inspectors. The highly trained inspectors will enhance Maryland's MCSAP program and homeland security program by conducting CMV safety inspections (with a focus on roving inspection operations and CMV traffic enforcement) at/in the area of Maryland's bridges and tunnels under the control of the Maryland Transportation Authority.

Cost to employ contractual inspectors: 4 @ \$84,000 each = \$336,000 Fully Loaded.

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	\$66,700.00	\$66,700.00	\$0.00	\$0.00

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	Planned MOE Expenditures
Sub-Total Other Costs				\$0.00	\$0.00	\$0.00	\$0.00

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

The MDTAP has been funded \$250,000 in overtime funding for enhanced traffic enforcement with inspeciton.

\$250,000 X Indirect Cost Rate of 26.68% = \$66,700 in indirect costs on overtime funding

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	\$3,712,610.00	\$655,166.00	\$4,367,776.00

Allowable amount for Overtime (15% of total award amount without justification): \$655,166.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$336,854.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$250,000.00	\$0.00	\$250,000.00	\$0.00
Subtotal for Personnel	\$250,000.00	\$0.00	\$250,000.00	\$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
Subtotal for Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MDTAP Attend Spring CVSA	\$2,000.00	\$0.00	\$2,000.00	\$0.00
MDTAP Attend Fall CVSA	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Subtotal for Program Travel	\$4,000.00	\$0.00	\$4,000.00	\$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
Contractual MCSAP Safety Inspectors	\$336,000.00	\$0.00	\$336,000.00	\$0.00
Subtotal for Contractual	\$336,000.00	\$0.00	\$336,000.00	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Other Expenses including Training & Conferences	\$0.00	\$0.00	\$0.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$590,000.00	\$0.00	\$590,000.00	\$0.00
Indirect Cost	\$66,700.00	\$0.00	\$66,700.00	\$0.00
Total Costs Budgeted	\$656,700.00	\$0.00	\$656,700.00	\$0.00

Comprehensive Budget

This Comprehensive Budget is a read-only document. It is a cumulative summary of the Spending Plans from each focus area by budget category.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$3,712,610.00	\$655,166.00	\$4,367,776.00

- The Total Federal Share budgeted does not equal 85% of the Total Grant Expenditures. Please revise the spending plan(s) to reflect an amount that is equal to 85%.

Cost Summary by Budget Category				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Personnel Total	\$1,794,984.00	\$257,666.00	\$2,052,650.00	\$0.00
Fringe Benefit Total	\$83,521.00	\$0.00	\$83,521.00	\$0.00
Program Travel Total	\$44,250.00	\$0.00	\$44,250.00	\$0.00
Equipment Total	\$477,016.00	\$0.00	\$477,016.00	\$0.00
Supplies Total	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Contractual Total	\$707,000.00	\$379,500.00	\$1,086,500.00	\$0.00
Other Expenses Total	\$370,775.00	\$18,000.00	\$388,775.00	\$0.00
Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$3,479,546.00	\$655,166.00	\$4,134,712.00	\$0.00
Indirect Costs	\$233,064.00	\$0.00	\$233,064.00	\$0.00
Total Costs Budgeted	\$3,712,610	\$655,166	\$4,367,776	\$0

NOTE: Total Costs Budgeted row: Federal Share value rounded down to nearest whole dollar and State Share value rounded up to the nearest whole dollar amount.

- The Total Federal Share budgeted does not equal 85% of the Total Grant Expenditures. Please revise the spending plan(s) to reflect an amount that is equal to 85%.

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor



Pete K. Rahn, Secretary
Gregory C. Johnson, P.E., Administrator

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898, 3 C.F.R. 859 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI, to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FHWA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice:

<http://www.fhwa.dot.gov/environment/ejustice/facts/index.htm>;

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

General Assurances

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

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

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

Specific Assurances

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

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

"The Maryland State Highway Administration, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.";

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Maryland State Highway Administration also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. The Maryland State Highway Administration gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on the State of Maryland, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

The Maryland State Highway Administration

(Name of Recipient)

by

(Signature of Authorized Official)

DATED

7/27/2016



U.S. Department of Justice

Office of Justice Programs

Office of the Chief Financial Officer

Washington, D.C. 20531

April 8, 2015

Mr. Paul L. Abell, Chief Financial Officer
Maryland State Police
1201 Reisterstown Road
Pikesville, Maryland 21208-3899

Dear Mr. Abell:

Enclosed is your fully executed Negotiated Agreement for the Maryland State Police, approving the following fixed with carry forward rates for the stated fiscal year:

FY 2014: 26.68%

If you have any questions, I can be reached at (202) 307-3577 or e-mail me at robert.balzer@ojp.usdoj.gov.

Sincerely,

Digitally signed by ROBERT D. BALZER
DN: cn=ROBERT D. BALZER, o=OCFO, ou,
email=robert.balzer@ojp.usdoj.gov, c=US
Date: 2015.04.08 13:55:02 -04'00'

Robert D. Balzer, Supervisory Staff Accountant
Grant Financial Management Division
Office of the Chief Financial Officer

Enclosure



**NEGOTIATED AGREEMENT
STATE AND LOCAL UNITS OF GOVERNMENT**

INSTITUTION:

DATE: 03/26/2015

Maryland State Police
1201 Reisterstown Road
Pikesville, Maryland 21208

File Ref: This document replaces the negotiated agreement dated April 24, 2014.

SUBJECT: The indirect cost rate(s) contained herein is for use upon grants and contracts with the Federal Government subject to the conditions contained in Section II.

SECTION I: RATES

OVERHEAD

<u>Type</u>	<u>Effective Period</u>		<u>*Rate</u>	<u>Locations</u>	<u>Applicable</u>
	<u>From</u>	<u>To</u>			<u>To</u>
Fixed	07/01/2005	06/30/2006	30.54%	All	All Programs
Fixed	07/01/2006	06/30/2007	30.82%	All	All Programs
Fixed	07/01/2007	06/30/2008	27.69%	All	All Programs
Fixed	07/01/2008	06/30/2009	25.47%	All	All Programs
Fixed	07/01/2009	06/30/2010	31.33%	All	All Programs
Fixed	07/01/2010	06/30/2011	26.24%	All	All Programs
Fixed	07/01/2011	06/30/2012	20.45%	All	All Programs
Fixed	07/01/2012	06/30/2013	24.47%	All	All Programs
Fixed	07/01/2013	06/30/2014	26.68%	All	All Programs

***Base:** Total direct cost excluding capitalized equipment and sub-award/sub-contracts in excess of \$25,000.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

SECTION II: GENERAL

LIMITATIONS: Use of the rate(s) contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect costs pool as finally accepted and that such costs are legal obligations of the grantee/contractor and allowable under the governing cost principles; (2) that the same costs that have been treated as indirect costs are not claimed as direct costs; (3) that similar types of costs have been accorded consistent accounting treatment; and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

AUDIT: Adjustments to amounts resulting from audit of the cost allocation plan upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

ACCOUNTING CHANGES: The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was prepared and the agreement was negotiated. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this rate(s) require the prior approval of the office responsible for negotiating the rate(s) on behalf of the Government. Such changes include but are not limited to changes in the charging of a particular type of costs from indirect to direct. Failure to obtain such approval may result in subsequent cost disallowance.

FIXED RATE (S): The fixed rate (s) contained in this agreement is based upon estimate of the costs which will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in a subsequent negotiation to compensate for the difference between that cost used to establish the fixed rate and that which would have been used were the actual costs known at the time.

NOTIFICATION TO FEDERAL AGENCIES: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

SPECIAL REMARKS: Federal programs currently reimbursing indirect costs to this Department/Agency by means other than the rate(s) cited in this agreement should be credited for such costs and the applicable rate cited herein applies to the appropriate base to identify the proper amount of indirect costs allocated to the program.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs

Maryland State Police

RDP

Digitally signed by ROBERT D. BALZER
DN: cn=ROBERT D. BALZER, o=OCFO,
ou, email=robert.balzer@usdoj.gov,
c=US
Date: 2015.04.08 13:43:51 -0400

Signature: Robert D. Balzer
Supervisory Staff Accountant
Office of the Chief Financial Officer

Paul L. Abell

Signature

Date

Paul L. Abell

Name

CFO

Title

4/2/15

Date

Key Contacts Form

*** Applicant Organization Name:**

Maryland Dept of Transportation/state Hwy Admin

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:** Project Manager

Prefix:

* First Name: John

Middle Name:

* Last Name: Rotz

Suffix:

Title:

Organizational Affiliation:

* Street1: 707 North Calvert St

Street2:

* City: Baltimore

County:

* State: MD: Maryland

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 21202-000

* Telephone Number: 410-582-5735

Fax:

* Email: jrotz@sha.state.md.us

Next Person

Key Contacts Form

* Applicant Organization Name:

Enter the individual's role on the project (e.g., project manager, fiscal contact).

* Contact 2 Project Role: Division Chief

Prefix:

* First Name: Dave

Middle Name:

* Last Name: Czorapinski

Suffix:

Title:

Organizational Affiliation:

* Street1: 707 North calvert ST

Street2:

* City: Baltimore

County:

* State: MD: Maryland

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 20202-0000

* Telephone Number: 410-582-5732

Fax:

* Email: dczorapinski@sha.state.md.us

Delete Entry

Previous Person

Next Person

Key Contacts Form

* Applicant Organization Name:

Enter the individual's role on the project (e.g., project manager, fiscal contact).

* Contact 3 Project Role: Grant Manager

Prefix:

* First Name: Kevin

Middle Name:

* Last Name: Hickey

Suffix:

Title:

Organizational Affiliation:

* Street1: 707 North Calvert St

Street2:

* City: Baltimore

County:

* State: MD: Maryland

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 21202-000

* Telephone Number: 410-582-5734

Fax:

* Email: khickey@sha.state.md.us

Delete Entry

Previous Person

Next Person

Key Contacts Form

* Applicant Organization Name:

Enter the individual's role on the project (e.g., project manager, fiscal contact).

* Contact 4 Project Role:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country:

* Zip / Postal Code:

* Telephone Number:

Fax:

* Email:

Delete Entry

Previous Person

FY 2017 Certification of MCSAP Conformance (State Certification)

I Dave Czorapinski, Chief Maryland State Highway Administration's Motor Carrier Division), on behalf of the State of Maryland, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

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

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

21. The State will ensure that, except in the case of an imminent or obvious safety hazard, an inspection of a vehicle transporting passengers for a motor carrier of passengers is conducted at a bus station, terminal, border crossing, maintenance facility, destination, or other location where motor carriers may make planned stops (excluding a weigh station).
22. The State will transmit to its roadside inspectors the notice of each Federal exemption granted pursuant to 49 U.S.C. § 31315(b) and 49 CFR 390.32 and 390.25 as provided to the State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.
23. Except for a territory of the United States, the State will conduct safety audits of interstate and, at the State's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The State must verify the quality of the work conducted by a third party authorized to conduct safety audits under 49 U.S.C. § 31144(g) on its behalf, and the State remains solely responsible for the management and oversight of the activities.
24. The State willfully participates in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.
25. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.
26. In the case that a State meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the State agrees to comply with the requirements established in 49 CFR 350.319 and 350.329

Date 10-25-16

Signature 

FMCSA Administrative Capability Questionnaire for State and Local Governments

The Federal Motor Carrier Safety Administration (FMCSA) uses the standards set forth in the Code of Federal Regulations at 49 CFR Part 18, 2 CFR Part 225, and the Office of Management and Budget's (OMB) Circular A-133, "Audits of States, Local Governments and Non-profit Organizations" to assess the adequacy of administrative management systems.

The relevant regulations may be found at <http://www.dot.gov/ost/m60/grant/49cfr18.htm>, the US Government Printing Office's site at <http://www.gpoaccess.gov/cfr/index.html>, and the OMB site at http://www.whitehouse.gov/omb/circulars_default/.

If your organization is being considered for an FMCSA grant, and your organizational policies and procedures do not fully cover the areas outlined in the questionnaire, revised or new policies may be necessary to comply with Federal financial management standards.

PART I - GENERAL

1.	Legal Name of the Organization	Transportation, Maryland Department of D/B/A State Highway Administration
2.	Other Organizational Names or Acronyms Used	SHA
2a	Please Identify any affiliated organizations	Maryland Department of Transportation (MDOT)
3.	Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Number	130949600
4.	Is your accounting system accrual based or cash based?	Cash basis during our fiscal year and accrual at end of the year
5.	Is your accounting system manual, automated or combination?	Automated
6.	Has an audit been performed on the organization's financial statement?	Yes, annually we are audited by the MDOT independent auditors under the OMB Circular A-133 Single Audit requirements which become part of our Department's MDOT CAFR
7.	What was the audit opinion?	Unqualified Opinion
8.	If the organization has expended more than \$500,000 in federal grant funds within a year, has an A-133 audit been performed?	Yes, SFY 2015 Single Audit is last year completed at this time
9.	If yes, were there any major findings and please provide the electronic link to the report?	No
10.	If no, please provide the reason why.	N/A
11.	Does the organization have an approved indirect cost rate with the Federal government?	No

12.	Have any key personnel listed in the application been debarred or suspended from participation in Federal Assistance programs? If yes, please note whom, when and for what reasons?	No
13.	Does the organization maintain a Drug-Free Workplace, based upon the attached definition of a Drug-Free Workplace. (See attached definition)	Yes
14.	Does the organization maintain appropriate Anti-Lobbying Policies (as defined the in the attached section below)	Yes

PART II - ADMINISTRATIVE CAPABILITY

Instructions: Check the appropriate box to the right for each item. If your organization has written policies/procedures that validate/meet the requirement, check the box under the Yes column. If your organization does not have written policies/procedures that validate/meet the requirement described under this column, check the box under the No column and explain in the box or in an attachment		Yes	No (explain)
STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS			
1.	Does your accounting and financial management system(s) follow Generally Accepted Accounting Principles? (2 CFR Part 225 Appendix A,)	X	
2.	Is your financial management system(s) sufficient to permit preparation of reports required by the applicable statutes and regulations? (49 CFR 18.20(a)(1))	X	
3.	Is your financial management system(s) sufficient to permit the tracing of funds to a level of expenditure adequate to establish that funds have not been expended in violation of applicable statutes? (49 CFR 18.20(a)(2))	X	
4.	Does your financial management system(s) provide accurate, current, and complete disclosure of the financial results of the financially assisted activities required by the financial reporting requirements of the grant? (49 CFR 18.20 (b)(1))	X	
5.	Does your financial management system(s) contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and income sufficient to identify the source and application of funds provided for financially-assisted activities? (49 CFR 18.20 (b)(2))	X	
6.	Does your financial management system(s) provide for effective control and accountability for all grant cash, real and personal property, and other assets? (49 CFR 18.20(b)(3))	X	
7.	Can your financial management system(s) compare actual expenditures or outlays with budgeted amounts for each grant? Is financial information related to performance or productivity data, including unit cost information if appropriate or specifically required? (49 CFR 18.20(b)(4))	X	
8.	Does your financial management system(s) provide procedures for determining the reasonableness, allocability and allowability of costs in accordance with 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments"? (49 CFR 18.20(b)(5))	X	
9.	Does your financial management system(s) provide accounting records which include cost accounting records supported by source documentation? (49 CFR 18.20(b)(6))	X	
10.	Does your financial management system(s) minimize the time elapsed between transfer of funds from the U.S. Treasury and disbursement of the funds? Are drawdowns requested as close as possible to the time of disbursement?	X	

	(49 CFR 18.20(b)(7))		
11.	If applicable, does your financial management system(s) provide procedures for conducting an audit in accordance with OMB Circular A-133? Currently, A-133 audits are required for recipients expending \$500,000 or more in federal funds during the fiscal year. (49 CFR 18.26(a))	X	
12.	Does your financial management system(s) provide or describe existing or planned indirect cost rates? (2 CFR Part 225 Appendix A, Section F)		No, SHA does not pursue an I-CAP indirect rate

Instructions: Check the appropriate box to the right for each item. If your organization has written policies/procedures that validate/meet the requirement, check the box under the Yes column. If your organization does not have written policies/procedures that validate/meet the requirement described under this column, check the box under the No column and explain in the box or in an attachment. For new FMCSA grantees (entities that have not been funded by FMCSA within the past 5 years) please provide FMCSA with a copy (electronic is preferable) of the following items: 1) Most recent audit of financial statements and management letter, 2) procurement and property policies, 3) personnel policies and 4) travel policy. FMCSA will evaluate your responses against these items.		Yes	No (explain)
PROPERTY AND PROCUREMENT STANDARDS			
1.	Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property; (4) where title vests; (5) acquisition date; (6) property cost; (7) percentage of Federal participation in the cost of the property; (8) location, use, and condition of the property; and (9) ultimate disposition information, including date and sale price? (49 CFR 18.32(d)(1))	X	
2.	Does your property management system(s) provide for a physical inventory and reconciliation of property at least every two years? (49 CFR 18.32(d)(2))	X	
3.	Does your property management system(s) provide controls to insure safeguards against loss, damage or theft of the property? (49 CFR 18.32(d)(3))	X	
4.	Does your property management system(s) provide for adequate maintenance of the property? (49 CFR 18.32(d)(4))	X	
5.	Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services? If authorized or required to sell property, does your sales procedure ensure the highest possible return? (49 CFR 18.32(d)(5))	X	
6.	Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services? (49 CFR 18.36(b)(4))	X	
PERSONNEL AND TRAVEL			
1.	Does your organization maintain written standards of conduct governing the performance of your employees engaged in the award and administration of contracts (i.e., conflict of interest)? (49 CFR 18.36(b)(3))	X	
2.	Does your organization maintain a personnel system(s) which provides monthly reports on the activities of each employee whose compensation is charged to the assistance agreement? (2 CFR Part 225 Appendix B, 8(h)(5))	X	

3.	Are fringe benefits reasonably and consistently applied to all grantees and included in the indirect costs or direct costs? Please designate where fringe benefits are applied, recognizing that they may not be applied across both cost categories.		We do not have indirect costs; however direct costs attributable to projects are allowed. FHWA approves an annual payroll burden rate based on our annual payroll and payroll benefits and the prior FFY's over or under applied calculations.
4.	Does the organization's timekeeping system meet the requirements of the applicable cost principles? (2 CFR Part 225, Attachment B(8))	X	
3.	Does your organization maintain a standard travel policy, or in lieu of such a policy, follow the rates established under 5 U.S.C. 5701 <i>et seq.</i> ? (2 CFR Part 225 Appendix B, (43))	X	
SUB-AWARD SYSTEM			
1.	Do your sub-award system meet federal requirements? (OMB Circular A-133, Subpart D§__400 (d); 49 CFR Part 18)	X	
2.	Does your organization maintain written procedures outlining sub-recipient responsibilities and include: 1) any clauses required by federal statute and EO's and their implementing regulations, and; 2) include a provision for compliance with 49 CFR Part 18.42 in the sub-recipient agreement?	X	LPA Manual has been completed to assure conformity a crossed all sub-recipients
3.	Does your organization train sub-recipients? If so, please provide verification, such as the agenda, table of contents, or documents that provide a sense of the general nature of the training.	X	Workshops re held periodically as well as direct one-to-one assistance is supplied on a "as needed" basis
4.	Does your organization regularly monitor sub-recipients? If so, how often?	X	Daily

PART III - CERTIFICATION AND SUBMISSION

CERTIFICATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE (REQUIRED):

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Name Constance B. Kennedy
Title Capital Program Division Manager - MDSHA
Signature Constance B. Kennedy
Date August 1, 2016

SUBMISSION INSTRUCTIONS:

Complete and sign questionnaire, then scan and email to the Program Manager or deliver to the Division Office (in hard copy) if unable to deliver to the Program Manager via email.



U.S. Department
of Transportation
**Federal Highway
Administration**

Maryland Division

10 S. Howard Street, Suite 2450
Baltimore, MD 21201
(410)962-4440
(410)962-4054

October 13, 2016

Refer to: HDA-MD

Mr. Gregory Johnson
Administrator
Maryland State Highway Administration
707 North Calvert Street
Baltimore, MD 21202

Dear Mr. Johnson:

We have completed our review of the Maryland State Highway Administration's payroll additive rate for Fiscal Year 2017 as set forth in your October 2, 2016 letter. We approve the payroll additive percentage of 78.35% to be applied to direct labor costs incurred on Federal-aid projects for the period October 1, 2016 through September 30, 2017.

If you have any questions please contact Brenda Sullivan at (410) 779-7137.

Sincerely,

Shay Burrows
Acting Division Administrator

Larry Hogan, *Governor*
Boyd K. Rutherford, *Lt. Governor*



Pete K. Rahn, *Secretary*
Gregory C. Johnson, P.E., *Administrator*

October 12, 2016

Mr. Bill Wade
Assistant Division Administrator
Federal Highway Administration
City Crescent Building
10 South Howard Street, Suite 2450
Baltimore, Maryland 21201

Dear Mr. Wade,

The payroll additive percentage to be applied to direct labor for the Federal Fiscal Year 2017 has been determined to be 78.35%.

The above rate was based on total costs from July 1, 2015 through June 30, 2016, and the requested effective date for usage is October 1, 2016. The attached schedules summarize the rate computation including consideration of the previous year under applied amount.

This rate will replace the previously approved rate for FFY 2016 of 83.86%. Our work papers are enclosed for verification of the computations to support this rate.

If you have any questions, please contact Connie Kennedy at (410) 545-5789.

Sincerely,

A handwritten signature in black ink that reads 'William J. Bertrand'. The signature is written in a cursive style with a large, sweeping 'W' and a long, horizontal stroke at the end.

Gregory C. Johnson
Administrator

By: William J. Bertrand, Acting Director
Office of Finance

Enclosures

CC: Gregory Slater
Betty Conners
Dave Coyne
Jean Repkorwich
Lourdes Deppmeier
Brenda Sullivan
Kathy Wright
Connie Kennedy

My telephone number/toll-free number is _____

**FEDERAL FISCAL YEAR 2017
PAYROLL ADDITIVE RATE**

Total SHA Salaries	139,060,180.66
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BENEFITS

I LEAVE

12-1340	Sick/ Accident	7,917,570.03	
14XX	Vacation	12,207,898.88	
1500	Military	15,135.80	
1600	Other (Holiday, Compensatory Jury, Personal)	16,067,244.41	36,207,849.12

II OTHER

1950	Pension Contributions	26,278,213.25	
1810	Workmen's Compensation	2,709,112.00	
1820	Unemployment Insurance	470,270.32	
1910	Retirement Contributions	508,747.25	
1920	Social Security Contributions	12,854,718.41	
1930	Medical Insurance Contributions	29,460,460.59	
1990	Deferred Compensation	-	72,281,521.82

TOTAL BENEFITS	108,489,370.94
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Add: Under-applied Burden- Fiscal Year 2016	464,882.09
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ADJUSTED BENEFITS	108,954,253.03
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PAYROLL BURDEN RATE =	$\frac{\text{ADJUSTED BENEFITS}}{\text{TOTAL SALARIES}}$	=	$\frac{108,954,253.03}{139,060,180.66}$	=	78.35%
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**CALCULATION OF FFY 2017
PAYROLL ADDITIVE
OVER/ UNDER APPLIED**

	07/01/2015 09/30/2015	10/01/2015 06/30/2016	TOTAL
2016 DIRECT PAYROLL \$	33,427,529.87	105,632,650.79	\$ 139,060,180.66
APPLIED RATES	73.74%	83.86%	N/A
APPLIED BURDEN	<u>\$ 24,649,460.53</u>	<u>\$ 88,583,540.95</u>	<u>\$ 113,233,001.48</u>

COMPUTATION OF OVER / UNDER APPLIED PAYROLL BURDEN - FISCAL YEAR 2016

Total Burden Applied in Fiscal Year 2016	\$ 113,233,001.48
Add: Amount representing over applied in Fiscal Year 2015	<u>(5,208,512.63)</u>
Net- Amount applied for Fiscal Year 2016	<u>\$ 108,024,488.85</u>
Actual Additive for Fiscal Year 2016	\$ 108,489,370.94
Applied for Fiscal Year 2016	<u>(108,024,488.85)</u>
Under (Over) Applied for Fiscal Year 2016	<u>\$ 464,882.09</u>

Annual Certification of Compatibility

In accordance with 49CFR, Parts 350 and 355, as Chief of the Motor Carrier Division for the Maryland State Highway Administration, I do hereby certify the State of Maryland compatibility with appropriate parts of Federal Motor Carrier Safety Regulations (FMCSR) and the Federal Hazardous Materials Regulations (FHMR) as follows:

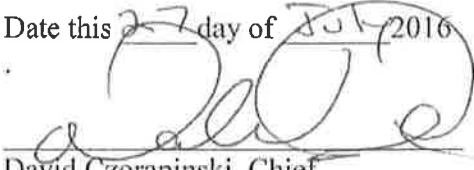
INTERSTATE MOTOR CARRIERS

There are no known incompatibilities between the FMCSR and Maryland law for interstate motor carriers.

INTRASTATE MOTOR CARRIERS

There are no known incompatibilities between the FMCSR and Maryland law for intrastate motor carriers.

Date this 27 day of July 2016


David Czorapinski, Chief
State Highway Administration
Motor carrier Division

*There were no laws passed in the
cy 2016 legislative session that changed
or impacted commercial vehicle safety or
our compatibility with the FMCSR.*



Kevin Hickey

From: Johnson, Richard (FMCSA) <richard.johnson@dot.gov>
Sent: Tuesday, September 27, 2016 2:16 PM
To: John Rotz
Cc: Kevin Hickey; Webb-Edwards, Barbara (FMCSA)
Subject: 20% Overtime Justification

John/Kevin

In FFY 2016, The Maryland State Highway Administration received less incentive funding as it has in past years. Looking forward to upcoming years we recognize that no incentive funding will be included in the MCSAP award. As a result, Maryland SHA is requesting permission to increase their allowable overtime limit from 15% to 20% of the total federal award.

The Maryland Division agrees with the State's request in order to continue funding traffic enforcement initiatives of the CVED, and include the MDTA to continue enforcement activities.

The request to exceed the 15% overtime limit is justifiable and should be included in the FFY 2017 CVSP.

Thanks,

Richard Johnson

FMCSA Maryland Division

410-779-1673



U.S. Department
of Transportation

Federal Motor Carrier
Safety Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

December 1, 2016

In Reply Refer To: MC-CR
FY 2017 Pre-Award MDSHA

Mr. Gregory C. Johnson, P.E., Administrator
Maryland State Highway Administration
707 North Calvert Street
Baltimore, MD 21202

Dear Mr. Johnson:

We are in receipt of the Maryland State Highway Administration's (SHA) Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Compliance Plan. While the Title VI Program Compliance Plan is not a FMCSA Notice of Funding Availability (NOFA) Title VI Program requirement for Fiscal Year (FY) 2016, it will be an FMCSA NOFA Title VI Program requirement for FY 2017. FMCSA's Office of Civil Rights is using FY 2016 to work with all FMCSA Grant Applicants to ensure that each Grant Applicant has an approved FMCSA Title VI Program Compliance Plan for FY 2017.

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


Regarding the future use of the Title VI Program Compliance Plan, the Maryland SHA will be ready to submit the approved Plan with the applicable FY 2017 FMCSA Grant NOFA at the appropriate time. The only update that will be necessary to the approved Title VI Program Compliance Plan will be to update the signature and date on the Policy Statement and Assurance and include any procedural changes that may have taken place in the interim.

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 Maryland SHA 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 Maryland SHA 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,


for

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

Cc: Betty Conners, Acting Deputy Administrator, Maryland SHA
Wanda Dade, OEO Director, Maryland SHA
Barbara Webb-Edwards, Division Administrator, Maryland Division Office
Summer Bowman, Acting State Program Specialist, Maryland Division Office