

MINNESOTA

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

Date of Approval: Jan 13, 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 Minnesota State Patrol is the lead agency for Minnesota's Commercial Vehicle Safety Plan. Our goal is to reduce crashes and save lives through enforcement, education, and by conducting compliance reviews.

The Minnesota State Patrol was established in 1929. The Minnesota State Patrol's mission statement is to "protect and serve all people in the state through assistance, education, and enforcement; provide support to allied agencies; and provide for the safe, efficient movement of traffic on Minnesota's roadways."

The Commercial Vehicle Section of the State Patrol, which divides Minnesota into 7 regions, employs 42 sworn CMV enforcement Troopers and 51 civilian Commercial Vehicle Inspectors (CVIs) to complete its mission and attain the goals it has set forth within the CVSP.

The Minnesota State Patrol has a supervisory structure of 1 captain (sworn), 8 lieutenants (sworn), and 5 CVI sergeants (non-sworn). Our support staff includes 1 office supervisor, 3 full-time administrative assistants, and 1 part-time administrative assistant.

During the performance period, it is our goal to add 5 sworn CMV enforcement Troopers and 5 CVIs to our district to address vacancies due to retirements and promotions.

The Minnesota State Patrol Commercial vehicle district operates 6 fixed scale sites. Troopers are considered "mobile" inspectors, and perform roadside enforcement action. CVIs work in conjunction with sworn troopers to perform roadside inspections.

Minnesota will continue to use the Minnesota Crash Mapping Analysis Tool (MnCMAT) to help us determine where commercial vehicle crashes continue to occur throughout the state and pinpoint specific crash locations, routes, time of day, and causational factors. This helps Minnesota in determining where enforcement efforts need to be concentrated to reduce crashes.

The Minnesota State Patrol Commercial Vehicle Section partners with the Minnesota Department of Transportation Office of Freight and Commercial Vehicle Operations (MnDOT-OFCVO), as our sub-grantee, to administer Minnesota's New Entrant program, to complete our goals of public outreach and education, CVSA inspections, and compliance reviews.

The mission of MnDOT is to be a global leader in transportation, committed to upholding public needs and collaboration with internal and external partners to create a safe, efficient and sustainable transportation system for the future. The mission of the OFCVO is to advance highway safety by working with providers of commercial transportation to improve and enhance the safety of their operations.

The Minnesota State Patrol partners with local and county agencies through a memorandum of understanding to conduct CVSA inspections. It should be noted that these agencies are required to perform a minimum number of inspections, but are not funded through the MCSAP grant as a sub-grantee.

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 Minnesota State Patrol's Commercial Vehicle Section, is divided into 7 regions. Each region is supervised by at least one lieutenant (sworn). Two CVI sergeants also provide direct supervision at our St. Croix and Red River scale facilities.

Our supervisors utilize monthly computer generated activity reports from the state's SPAIS activity reporting system to monitor and provide feedback to employees on their inspection activity. The MnCMAT crash analysis tool is also used to aid in the planning of roadside enforcement saturations in their respective regions.

All employees assigned to the Commercial Motor Vehicle District are eligible to have their salaries supported by MCSAP grant funds. However, no one is 100% funded by the MCSAP grant program. Employees are given explicit instructions on the coding of their time every day. These time code reports are reviewed by supervisors to ensure that only those activities associated with the MCSAP grant program are paid for with those funds.

There are currently 13 sworn troopers who are CVSA certified inspectors not assigned to the State Patrol Commercial Vehicle District.

The Minnesota State Patrol does solicit the assistance of local law enforcement to provide an increased effort on CMV roadside enforcement. Currently there are 12 local agencies providing a total of 13 sworn CVSA certified inspectors. The Minnesota State Patrol trains all officers and inspectors in Minnesota in NAS part A and part B for the purposes of conducting CVSA inspections.

Troopers not assigned to the Commercial Vehicle District, like our local law enforcement partners, are required to conduct 32 Level I inspections and 120 total inspections every year to maintain their inspection certification. None of these troopers or officers are supported with MCSAP grant funds.

MnDOT currently has 17 CVSA certified inspectors (non-sworn) that perform CVSA inspections to maintain certification to conduct carrier reviews and investigations.

Participating agencies	Number of Certified CVSA Inspectors (non-sworn)	Number of Certified CVSA Inspectors (sworn)
Minnesota State Patrol	51	42
Minnesota State Patrol (non-MCSAP grant funded)	0	11
MnDOT-OFCVO	17	0
Local Agencies (non-MCSAP grant funded)	0	13
Total	72	66

The Minnesota State Patrol currently has 4 members that are trained in Basic Haz-Mat, and 52 members that are trained in Basic and Cargo Tank Haz-Mat. An additional 23 inspectors are currently being certified in basic HazMat, and will begin training and certification in Cargo Tank during the first quarter of FFY17. MnDOT currently has 15 members certified in Basic HazMat and 13 certified in Cargo Tank Haz-Mat.

The State Patrol currently has 22 members who are certified to conduct inspections on Motorcoaches. MnDOT currently has 11 members who are certified to conduct motorcoach inspections. Minnesota does not allow random inspections on passenger carrying vehicles, outside of a probable cause stop, so enforcement is typically conducted where the vehicles are stored or at a

destination.

It is important to note that the 22 personnel who have a primary focus on pupil transportation are included in Minnesota's Commercial Vehicle Safety Plan because they do participate in MCSAP eligible work. When not actively engaged in school bus inspections, these members are responsible for: Conducting POST Crash inspections, maintaining their certification inspection levels with Motorcoach and Haz-Mat (all have at least received Basic Haz-Mat), and assisting the local regions in random CMV enforcement saturations. They are supported financially with the MCSAP program only when they are engaged in these aforementioned activities.

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: Other Percentage reduction

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	62	58	102
01/01/2014	12/31/2014	61	79	73
01/01/2013	12/31/2013	83	58	136
01/01/2012	12/31/2012	61	52	110
01/01/2011	12/31/2011	55	80	65

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

"Other" is defined by Minnesota to express the goal, as a percentage, in the reduction of the number of fatalities. Minnesota has changed the calculation of prior data away from VMT to # of fatalities. We have applied a 5 percent reduction formula. The # calculated for the "Goal as Expressed" column shows an actual # of fatalities based on 95% of the prior period's actual fatality number. The values for the "Outcome" column are shown as a percentage, comparing the current periods actual fatality # to the previous year's actual fatality. For the years that show less than 95(%) in the Outcome column, Minnesota met its goals. For the years that show a percentage greater than 100, Minnesota saw an increase in fatalities from the prior year. The change will support the state's goal of its Toward Zero Deaths Initiative. The number of fatalities involving commercial motor vehicles in the state of Minnesota was captured from Minnesota's 2015 Crash Facts. The data collected is for January 1 through December 31 of each respective year.

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

In 2015, there were 4,226 CMV-involved traffic crashes reported in Minnesota. This represents a 16% decrease from the previous year. There were 57 fatal CMV crashes, killing a total of 62 people. In addition, there were 1,316 people injured in CMV-related crashes.

In two-vehicle collisions, heavier vehicles have the clear safety advantage. Only 4 of the 62 people killed in CMV-involved crashes were in CMVs. The other 58 deaths included two pedestrians, one motorcyclist, one bicyclist and 54 persons in cars, SUVs, pickups, or vans. Of the 1,316 people injured, only 266 (20%) were CMV occupants.

Contributing factors in CMV crashes, listed by officers, are very similar for CMV and non-CMV drivers. For example, driver inattention or distraction was most frequently cited for CMV drivers (18% of the time) as well as for non-CMV drivers (17% of the time).

However, non-CMV drivers drive too fast and fail to yield more often than CMV drivers. Illegal or unsafe speed was reported for 10% of the other vehicles but only 8% of the CMVs. And, failure to yield was reported for 15% of the other vehicles but only 10% of the CMVs. For the other motorists and even more so for the CMV drivers, it is quite rare that officers report the presence of any type of chemical impairment such as the use of alcohol or drugs. Less than one quarter of a percent of the CMV drivers and 1.6% of the drivers of other vehicles were reported as having some such impairment.

Truck crashes are strongly tied to the workday. In 2015, only 364 (9%) of truck crashes occurred on either a Saturday or Sunday.

With the Minnesota State Patrol's primary mission of saving lives on our roadways, the Commercial Vehicle Section also carries that as our highest focus. The Minnesota State Patrol utilizes many different facets to aid in accomplishing our mission. Our primary focus is changing driver behavior, roadside inspections, public outreach and education. Our partner MnDOT contributes through the New Entrant program, and with education and compliance reviews with motor carriers.

In this next performance period we are exploring the possibility of expanding our commercial vehicle section with the addition of 7 CVSA troopers (sworn) and 5 CVSA commercial vehicle inspectors (non-sworn).

During the last performance period we upgraded our software to Aspen 3.0, state-wide. This dramatically improved our out-of-service carrier catch rate.

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	3	0	3
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	9	0	9
01/01/2012	12/31/2012	5	0	5
01/01/2011	12/31/2011	2	0	2

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

Data has not indicated a specific problem related to fatal crashes involving motorcoach and passenger carrier CMVs in the state of Minnesota, but we recognize that we must always address the ongoing risk potential for a fatality involving a motorcoach and passenger carrying CMV. In support of its Toward Zero Deaths Initiative, Minnesota will continue to set a goal of zero motorcoach and passenger carrier related fatalities. The number of fatalities involving motorcoach and passenger carrier CMVs in the state of Minnesota was captured on July 26, 2016 from Minnesota's SafetyNet database, which feeds A&I. The data collected is for January 1 through December 31 of each respective year.

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

Historically, fatal crashes involving regulated passenger carriers in which the contributing factor or cause was attributed to an action against the passenger carrier, has not been a specific problem, but Minnesota recognizes that we are always at risk of having a motorcoach or passenger carrier fatality.

The Minnesota State Patrol and MnDOT collaborate, when possible, in enforcement activities specific to regulated passenger carriers. Minnesota has seen a surge in the number of "party bus" type of carriers operating throughout the state, especially in the seven-county metro area (Minneapolis and Saint Paul). Because of this, an attempt is made to focus efforts in the spring and summer months when these types of carriers are at their peak season. Minnesota attributes our enforcement efforts on these "party buses" to the zero fatality rate thus far.

The Minnesota State Patrol and MnDOT will continue their aggressive efforts in the enforcement of passenger carriers, including traffic enforcement against the driver, during the performance period.

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	3	0	3
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	5	0	5
01/01/2012	12/31/2012	4	0	4
01/01/2011	12/31/2011	1	0	1

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

The number of fatalities involving hazardous materials motor carriers in the state of Minnesota was captured on July 26, 2016 from Minnesota's SafetyNet database, which feeds A&I. The data collected is for January 1 through December 31 of each respective year.

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

Data has not indicated a specific problem related to fatal crashes involving hazardous material carrying CMVs in the state of Minnesota, but we recognize that we must always address the ongoing risk potential for a hazardous material fatality involving a CMV.

Minnesota continues to make hazardous material enforcement a top priority. For the State Patrol, all civilian and sworn Commercial Vehicle Inspectors are trained in both bulk and non-bulk Haz-Mat.

MnDOT also plays an important role in the reduction of crashes involving CMV's carrying hazardous materials with their Compliance Review Program.

The Minnesota State Patrol and MnDOT certify a limited number of personnel to be Level VI inspection certified for Hazmat incident response. The Minnesota State Patrol currently certifies 2 employees, and MnDOT currently certifies 4 employees for Level VI Hazmat inspections. Although we do not set a specific goal for Level VI inspections, Level VI inspectors may have hazmat incidents to respond to, and they do need to complete a small, minimum number of Level VI inspections to maintain certification.

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	6144	6582
01/01/2014	12/31/2014	4407	3860
01/01/2013	12/31/2013	4595	4635
01/01/2012	12/31/2012	6152	5197
01/01/2011	12/31/2011	4931	4560



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



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

State Defined Measurement Period (Include 5 Periods)		Number Of Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2015	12/31/2015	3685	4916
01/01/2014	12/31/2014	2756	5878
01/01/2013	12/31/2013	2936	5821
01/01/2012	12/31/2012	2204	4428
01/01/2011	12/31/2011	1911	3785

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

The data collected is for January 1 through December 31 of each respective year. The number of CMV traffic enforcement stops, including total citation and warnings for those applicable driver violations, were extracted from Minnesota's SafetyNet database. Statistics for 2011, 2012, and 2013 were generated on January 20, 2015. Minnesota requires that an inspection be completed on every CMV that is stopped for a moving violation. There are no traffic stops performed on a CMV without an associated inspection, Level I, II, or III. The numbers for citations and warnings issued for non-CMV traffic enforcement was generated on 6/24/16 from the Minnesota State Patrol's internal roadside activity tracking system, known as the State Patrol Activity Information System (SPAIS). The Trooper indicates on their citation and/or warning whether or not the violation occurred near a CMV. There is a manual process of going into the activity system to find these statistics and remove those entries that do not qualify to improve data quality.

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 Minnesota State Patrol (MSP) and the Minnesota Department of Transportation (MnDOT) educate and train those in the CMV industry through safety talks and events, presentations, classes, and email/phone correspondence. These safety talks can range greatly in size, from one carrier's entire driver pool to large scale events such as the Minnesota Green Expo (geared towards landscaping companies). In the performance period, the Minnesota State Patrol and MnDOT will continue to have staff dedicated towards these priorities. This enhances our ability to provide important safety information to motor carriers and their employees. We also make it a priority to provide training tailored to law enforcement agencies throughout Minnesota. This allows us to provide valuable information regarding CMV regulations and traffic enforcement of CMV driving behavior.

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

MSP - Carrier Safety Talks (Presentations): 250 State Trucking Association meetings: 10 Local educational safety events(trade shows): 19 Carrier outreach solicitation: 300 MnDOT - Motor Carrier Safety Classes/Presentations: 35 Hazardous Materials Classes/Presentations: 15 Educational Safety/Outreach Events (trade shows): 4

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

Numbers are for 3 quarters of FFY 2016. MSP - Carrier Safety Talks (Presentations): 258 State Trucking Association meetings: 5 Local educational safety events(trade shows): 15 Carrier outreach solicitation: 311 MnDOT - Motor Carrier Safety Classes/Presentations: 26 Hazardous Materials Classes/Presentations: 11 Educational Safety Outreach/Events (trade shows): 5

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

The statistical data listed above is for the first 3 quarters of FFY2016. Minnesota expects to exceed most goals listed for the FFY2016 performance period. State Trucking association meetings have occurred fewer times than anticipated. MSP and MnDOT have not experienced any other problems with working towards achieving the goals laid out for FFY2016.

Activity #2

Activity: Describe Outreach and Education activity conducted:

MnDOT provides education and training through their E-learning (online learning) programs. There are a range of topics covered from CSA and HazMat regulations to general safety regulations including hazardous materials, hours of service, drug and alcohol testing, CSA, and driver qualifications.

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

In Federal Fiscal 2016, MnDOT's goal was 12,000 hits.

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

MnDOT's E-learning (online learning) programs have received 6,983 hits in the first 3 quarters of FFY 2016.

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

The statistical data listed above is for the first 3 quarters of FFY2016. Minnesota is noticing a decline in their E-learning usage. It continues to be utilized but not as much as anticipated.

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.

As part of our commercial motor vehicle crash reduction goal, Minnesota focuses specific roadside enforcement attention in 14 counties based on crash statistical data. These counties are identified through our MnCMAT state database system. The 4 counties in our metropolitan area are: Anoka, Dakota, Hennepin, and Ramsey. The 10 rural counties are: Olmsted, Rice, Steele, Blue Earth, Nobles, Stearns, Wright, St. Louis, Clay, and Polk.

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

The goal numbers include all Level I, II, and III inspections. Anoka: 1,200 Dakota: 1,000 Hennepin: 3,000 Ramsey: 1,000 Olmsted: 150 Rice: 300 Steele: 325 Nobles: 500 Stearns: 325 Wright: 150 St. Louis: 2,000 Clay: 3,500 Polk: 1,500

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

These numbers provided below were queried from Safetynet database system in July 2016, which included level I, II, III roadside inspections that were completed from October 1, 2015 to June 30, 2016. Anoka: 1,267 Dakota: 681 Hennepin: 1,758 Ramsey: 897 Olmsted: 21 Rice: 80 Steele: 227 Nobles: 1,220 Stearns: 644 Wright: 168 St. Louis: 1,902 Clay: 3,596 Polk: 734

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

Minnesota anticipates reaching most of our goals for our focused counties. There are day to day challenges involving staffing levels and traffic patterns that influence a proactive approach to enforcement. This influences our productivity to be short of our goal in some counties, while surpassing our goals in others.

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:

Minnesota recognizes the importance of saving every life possible through our enforcement actions and public education. In calendar years 2011 to 2015, Minnesota has seen fluctuations in the number of CMV involved crashes.

Calendar Year	# CMV Related Crashes	% Compared to Previous Year
2015	4,226	84%
2014	5,023	106%
2013	4,741	125%
2012	3,789	94%
2011	4,025	96%

*Minnesota is using the Minnesota Department of Public Safety, Office of Traffic Safety's division for its 2011-2015 crash facts data.

As part of our CMV crash reduction goal, the Minnesota State Patrol will focus specific roadside enforcement attention in 14 counties during the performance period. These counties are identified through our MnCMAT state database system, and the personnel and resources available to the Minnesota State Patrol. The focus on these 14 counties will support our overall goal to reduce CMV related fatalities.

The 4 counties in our metropolitan area are: Anoka, Dakota, Hennepin, and Ramsey. The 10 rural counties are: Blue Earth, Clay, Nobles, Olmsted, Polk, Rice, St. Louis, Stearns, Steele, and Wright.

For calendar year 2015, the top 5 contributing factor's for CMV related crashes were:

- Driver Inattention/Distracted
- Improper / Unsafe Lane Use
- Failure to Yield Right of Way
- Following Too Closely
- Illegal / Unsafe Speed

In 2015 these top 5 contributing factors were identified in 56% of crashes where the CMV driver was placed at fault, and 62% of the time when a non-CMV driver was placed at fault. This reinforces our need to change driver behavior through enforcement, public outreach, and education for both CMV and non-CMV drivers.

Enter Data Source Capture Date:

06/24/2016

Enter Data Source:

Minnesota is using the Minnesota Department of Public Safety, Office of Traffic Safety's division for its crash facts data. Every year, OTS publishes the crash facts it has compiled from all of Minnesota's reported crashes.

Enter Crash Reduction Goal

Our performance objective during the FY2017 grant performance period will be to reduce the total number of reportable CMV crashes (fatal, injury, and property damage) by 5%. As stated above, there were 4,226 CMV involved crashes in Minnesota in 2015. Based on the 5% reduction, it is our goal to only see 4,015 or fewer CMV-involved crashes in 2016. Information will not be available for 2016 until June of 2017.

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.

All of Minnesota's crash reduction goals and activities are focused on changing driver behavior to improve driver and vehicle safety. Reducing unsafe driving behavior, by CMV and non-CMV drivers alike, will contribute to our overall crash reduction goal.

2015 Office of Traffic Safety crash data analysis supports conducting roadside CMV enforcement and inspection activities between 0500 and 2200 hours, Monday through Friday. All Minnesota State Patrol Commercial Vehicle Enforcement personnel will be working primarily during these high activity hours in the 14 counties identified for focused enforcement.

Minnesota State Patrol Commercial Vehicle Enforcement personnel will be primarily focused on crash contributing factors listed above in the crash reduction goal.

As part of our commercial motor vehicle crash reduction goal, Minnesota focuses specific roadside enforcement attention in 14 counties based on crash statistical data. These counties are identified through our MnCMAT state database system. The 4 counties in our metropolitan area are: Anoka, Dakota, Hennepin, and Ramsey. The 10 rural counties are: Olmsted, Rice, Steele, Blue Earth, Nobles, Stearns, Wright, St. Louis, Clay, and Polk.

Below are Minnesota's inspection goals for the identified counties:

Anoka: 1,200
 Dakota: 800
 Hennepin: 2,000
 Ramsey: 1,000
 Olmsted: 100
 Rice: 100
 Steele: 300
 Nobles: 1,000
 Stearns: 500
 Wright: 200
 St. Louis: 2,000
 Clay: 4,000
 Polk: 800

The Minnesota State Patrol will monitor and reevaluate the effectiveness of its CMV crash reduction goal through quarterly monitoring and data analysis.

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.

Minnesota will utilize the tools we have available to monitor the performance of our personnel during the performance period. MnCMAT state crash database is a valuable tool that supervisory staff will continue to monitor and pinpoint areas that would

benefit in an increased enforcement effort through saturations.

Supervisors evaluate data monthly from SafetyNet regarding inspection totals, violation totals, out of service rates for all of our inspectors. Each employee is required to submit biweekly reports that dictate how their time was spent, and the activity in terms of performance that they were able to achieve during that time. These reports are submitted to each applicable supervisor and are reviewed for completeness, accuracy, and on a productivity level.

Quarterly and annually, Minnesota will report on the following data elements:

1. Number of inspections
 - a. Based on level
 - b. Haz-Mat
 - c. Motorcoach and other passenger carrying CMVs
 - d. Based on location (4 metro and 10 rural counties)
2. Traffic enforcement on CMVs and non-CMVs
3. Compliance Reviews on motor carriers
4. Public Outreach and Education

Minnesota will continue to monitor and evaluate the effectiveness of our enforcement efforts during the performance period, and will modify enforcement activities to achieve our crash reduction goals.

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	Good	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:

The current SSDQ data for the state of Minnesota was captured on FMCSA's A&I on 7/26/16.

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	Deploying Core CVISN	Yes
PRISM	step 8	Yes
SSDQ	Good	Yes

Data Sources:

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

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.

Minnesota has maintained a 'green' status in all categories for several years.

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.

Not applicable to Minnesota.

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.

Minnesota will continue to follow through with our current auditing procedures, ensuring our inspection and crash data remains timely, complete, and accurate. Our office manager conducts a monthly comprehensive audit, certifying our personnel are effective in meeting the requirements set forth by FMCSA.

The inspection numbers in SafetyNet and MCMIS are compared with the documentation our personnel submits every week regarding inspections, POST Crash Inspections, and crash reports. The results of the monthly audit are also checked against the SSDQ map to verify it is still showing Minnesota in the "green." Any non-matches found are confirmed with the employee and resolved.

Minnesota will continue to use this internal auditing system which goes beyond what is recommended/required by FMCSA to ensure that data quality in Minnesota remain in the "green" status. Minnesota recognizes the importance of commercial vehicle safety data, and has made it a priority. In the last several years, this monthly audit has never revealed any serious problems with our timeliness, completeness, or accuracy of our data.

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..

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.

Consultant contract to conduct CMV outreach sessions.

Problem Statement Narrative: Describe problem identified by performance data.

This consultant contract will conduct CMV outreach sessions with motor carriers, passenger carriers and CDL holders to gather their input on a one-stop commercial motor vehicle website. It will be designed to easily guide a user to the MCSAP-CMV safety information they seek, and where all CMV related information will be seamless, and presented in a manner CMV stakeholders will be satisfied with.

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

MnDOT will hire a consultant to conduct outreach sessions with MCSAP motor carriers, passenger carriers and CDL holders. The information gathered from these outreach sessions will be used to consolidate and maintain all CMV related information on the Federal Motor Carrier Safety Regulations in a uniform one-stop CMV website. This CMV website will uphold a consistent, uniform, and effective CMV online safety presence.

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).

Upon securing MCSAP funds: Within 90 days, contracting process will begin and a consultant selected/retained; Within 5 months, CMV stakeholders will be selected, interview questions will be prepared, and consultant will begin scheduling interviews; and within 7 months, interviews will take place, findings tabulated and presented to MnDOT and DPS. The anticipated MCSAP funding to be used to hire a consultant is between \$50-55,000, and actual costs will be incurred.

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.

Once a contractor is in place, progress reports will be required in order to monitor their work, progress and performance.

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 Commercial Vehicle Section of the State Patrol, which divides Minnesota into 7 regions, employs 42 sworn CMV enforcement Troopers and 51 civilian Commercial Vehicle Inspectors (CVIs) to complete its mission and attain the goals it has set forth within the CVSP. It is Minnesota's mission to maintain a certain level of staffing at our scale facilities. The Minnesota State Patrol Commercial vehicle district operates 6 fixed scale sites. Troopers are considered "mobile" inspectors, and perform roadside enforcement action. CVIs work in conjunction with sworn troopers to perform roadside inspections. Supervisors will continue to utilize the MnCMAT tool to analyze crash data when planning saturations and directing Troopers under their supervision on where to focus their enforcement efforts. Minnesota participates in CVSA sponsored emphases in partnership with FMCSA Operation Safe Driver, Road Check, ABS, Air-Brake, and the IFTA Blitz.

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: MINNESOTA STATE PATROL

Enter the total number of certified officers in the Lead agency: 93

FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	4000	500	750	5250	16.91%
Level 2	12000	1500	200	13700	44.13%
Level 3	10500	40	850	11390	36.69%
Level 4	0	0	0	0	0.00%
Level 5	4	0	700	704	2.27%
Level 6	0	0	0	0	0.00%
Sub-Total Lead Agency	26504	2040	2500	31044	

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.

MINNESOTA DEPARTMENT OF

Enter the name of the Funded Agency: TRANSPORTATION

Enter the total number of certified officers in this funded agency: 17

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	544	210	32	786	86.37%
Level 2	0	20	0	20	2.20%
Level 3	0	0	40	40	4.40%
Level 4	0	0	0	0	0.00%
Level 5	0	0	64	64	7.03%
Level 6	0	0	0	0	0.00%
Sub-Total Funded Agencies	544	230	136	910	

Non-Funded Agencies

Enter the number of non-funded agencies:	12
Enter the total number of non-funded certified officers:	13

Summary

Total FY 2017 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies					
MCSAP Lead Agency: MINNESOTA STATE PATROL					
# certified officers: 93					
Funded Agencies: MINNESOTA DEPARTMENT OF TRANSPORTATION					
# certified officers: 17					
Number of Non-Funded Agencies: 12					
# certified officers: 13					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	4544	710	782	6036	18.89%
Level 2	12000	1520	200	13720	42.94%
Level 3	10500	40	890	11430	35.77%
Level 4	0	0	0	0	0.00%
Level 5	4	0	764	768	2.40%
Level 6	0	0	0	0	0.00%
Total ALL Agencies	27048	2270	2636	31954	

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.

Minnesota will conduct traffic enforcement on CMV and non-CMV traffic with our 41 sworn CVSA inspectors. Not all sworn inspectors are located in the 14 counties identified for crash reduction. Our personnel are dispersed throughout the state, and are instructed to work our major roadways with the highest volume of CMV traffic for their specific work area.

As stated in Section 3, the 2015 Office of Traffic Safety crash data analysis supports conducting roadside CMV enforcement and inspection activities between 0500 and 2200 hours, Monday through Friday.

Minnesota will continue to use the Minnesota Crash Mapping Analysis Tool (MnCMAT) to help us determine where traffic enforcement personnel will be deployed throughout the state and pinpoint specific locations, routes, time of day, and enforcement emphases. This helps Minnesota in determining where enforcement efforts need to be concentrated to change driver behavior.

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	6000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	4000
<input type="radio"/>	<input checked="" type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	0

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.

Regarding traffic enforcement efforts, Minnesota has a goal of 6,000 stops of CMV drivers for moving violations and 4,000 stops of drivers of non-CMV vehicles operating around CMVs.

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 the first three quarters of the FFY2016 performance period MnDOT conducted the following comprehensive and focused investigations: Interstate carriers: 34; Intrastate carriers: 4; Hazmat carriers: 48. MnDOT will conduct comprehensive and focused investigations on interstate and intrastate freight, hazmat, and passenger carriers. Carrier interventions are used to assess the safety commitment of carriers. The FMCSA safety measurement system (SMS) is used to identify interstate and intrastate carriers with significant alerts within their BASICs. Carriers with identifiable safety management defects are referred for intervention. Intervention managers will examine a carrier's behavior analysis safety improvement categories (basic) rankings in the SMS data to identify the specific safety problems and determine what type of intervention that is appropriate. Interventions types are on-site comprehensive, on-site focused, or off-site. Currently, MnDOT utilizes 17 CSA certified investigators to conduct comprehensive and focused reviews/investigations. MnDOT plans on hiring 2 additional Transportation Program Specialists in FY 2017 to conduct carrier reviews/investigations, which will give them a total of 19 certified investigators. MnDOT's certified personnel will conduct the minimum amount of vehicle inspections to remain certified. In addition, the passenger certified inspectors will participate in party bus/motorcoach saturations for overtime pay. These saturations are scheduled and coordinated by the grantee (State Patrol). MnDOT typically participates in 12 saturation events annually, with 3 certified inspectors attending each event for an average of 6 hours per person. During the course of the year, MCSAP related meetings, webinars and in-service training sessions are held. These meetings and training sessions may include updates in the carrier review/investigation program, changes in regulations, regulatory guidance, and/or discussions on issues within the program.

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.

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).

Carrier Intervention supervisors will obtain Safety Measurement System (SMS) data for each intervention, FMCSA carrier lists/assignments and utilize them to select carriers for a comprehensive or focused intervention. In conjunction with the FMCSA division office assignments will be reviewed on a monthly basis to monitor progress toward individual and group goals.

Supervisors will monitor and review work to compare the number and types of violations found to state, regional, and national numbers.

The program will be continually monitored and evaluated and progress will be reported quarterly.

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		
Passenger		
HM		
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	50	5
Passenger CSA On-Site Focused	0	0
HM CSA On-Site Focused	15	3
CSA On-Site Focused Investigations Sub-total	65	8
CSA On-Site Comprehensive		
Non-HM Cargo CSA On-Site Comprehensive	15	0
Passenger CSA On-Site Comprehensive	40	50
HM CSA On-Site Comprehensive	5	0
CSA On-Site Comprehensive Sub-total	60	50
CSA Investigations (all Types) Total	125	58
HM-Related Review Types		
Security Contact Reviews (SCRs)	8	
Cargo Tank Facility Reviews	2	
Shipper Reviews	0	
HM-Related Review Types Total	10	0
ALL REVIEW TYPES GRAND TOTAL	135	58

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 safety 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.:

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	300
<input type="radio"/>	<input checked="" type="radio"/>	CMV Safety Belt Education and Outreach	0
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	5
<input type="radio"/>	<input checked="" type="radio"/>	State-sponsored outreach events	0
<input checked="" type="radio"/>	<input type="radio"/>	Local educational safety events	15
<input type="radio"/>	<input checked="" type="radio"/>	Teen safety events	0
<input checked="" type="radio"/>		Carrier Outreach Solicitation/Tradeshows	300
<input checked="" type="radio"/>		Motor Carrier Safety Classes/Presentations (MnDOT)	35
<input checked="" type="radio"/>		Hazardous Materials Classes/Presentations (MnDOT)	15
<input checked="" type="radio"/>		Educational Safety/Outreach Events (MnDOT)	4
<input checked="" type="radio"/>		E-learning (online learning) Program Hits (MnDOT)	9000

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

Minnesota understands the importance of conducting presentations to the industry and the motoring public in general. Primarily, most of the education and outreach is given and provided to those in the commercial motor vehicle industry. In addition, Minnesota makes every effort to take advantage of opportunities to reach all segments of the motor carrier population. One place that is taken advantage of is the State Patrol Day at the Minnesota State Fair. Over the last 3 years, more than 100,000 people have attended the State Fair on the Minnesota State Patrol Day. A few of our CVIs and Troopers are tasked with being present to answer questions and assist the public in expanding their knowledge of being safe behind the wheel while around CMV traffic. Any one of our CMV inspectors or Troopers, both with the State Patrol and MnDOT can and are tasked with completing a presentation request. Historically, the State Patrol has a core group of veteran personnel who conduct the majority of the presentations. Minnesota conducts carrier outreach solicitations based on the feedback from inspectors conducting inspections where issues with education are clearly warranted. Additionally, these employees will be 'cold calling' as we have discovered many carriers throughout the state are unaware we offer this service as a way to increase CMV safety.

MnDOT utilizes staff for public training and awareness activities. These activities include: preparing for and providing: training classes, presentations and events (conferences and conventions); E-learning training modules; and updating and developing various print communications. Topics covered in training, print communications, and E-learning include: driver qualifications, hours of service, drug and alcohol testing, CSA, CDL, record keeping requirements, vehicle inspection/repair/maintenance/identification, hazardous materials.

The Minnesota State Patrol and MnDOT, when interacting with motor carriers and the general public, respond to requests for information. Employees answering these requests code their time according to whether it was a MCSAP related conversation, or a state program related conversation. Only MCSAP eligible requests are coded and charged to the MCSAP grant.

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):

Minnesota keeps a log of all presentations completed and local events/trade shows that are attended.

The State Patrol and MnDOT each have one employee tasked with entering all presentation requests that come into their agencies and making contact with that carrier to schedule. Any of the aforementioned topics that can be covered are marked if they were applicable to that specific carrier safety presentation, as well as the approximate attendance number.

Minnesota will continue to report those numbers in their quarterly report. When an employee solicits a presentation to a carrier, that information will be documented and reported on as well.

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:

MINNESOTA DEPARTMENT OF TRANSPORTATION

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.

MnDOT proposes to conduct 600 New Entrant safety audits within the statutory timeframes by utilizing 4 full-time New Entrant Auditors, of these 3 are Transportation Program Specialists and 1 is a Team Leader. MnDOT will also complete 700 non-audit resolutions and 160 inspections to maintain certification. These activities will be subsidized by 9 Certified Safety Investigators to assist, as needed and appropriate, to meet the audit goals.

MnDOT plans to hire 2 full-time New Entrant Auditors in 2017 as 2 of the current employees will be moved to perform MCSAP investigations. These 2 new hires will obtain their NAST certification and New Entrant training offered by the National Training Center (NTC).

All 4 full-time New Entrant Auditors are CVSA certified inspectors (non-sworn) that perform CVSA inspections to maintain certification to conduct new entrant audits. In addition, all 4 are also certified to perform Basic HazMat inspections, 3 Passenger Certified, and 1 is Cargo Tank HazMat certified.

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.

MnDOT will conduct 600 New Entrant safety audits within the required deadline; approximately 35 percent (35%) of these audits will be conducted at the carrier's place of business; 55 percent (55%) will be conducted offsite; with the remaining 10 percent (10%) will be conducted at a central location, by appointment.

Historically there has been an average of 50%-60% of New Entrant Audits that resulted in a non-audit resolution. As such, it is anticipated that there will be slightly more non-audit resolutions as the number of audits actually performed, which will be approximately 700.

The 4 full-time New Entrant Auditors will conduct their required CVSA inspections to maintain their certification. Their inspection goals are as follows:

Inspection level	2017 Inspection Goals -NESAP			
	Non-Hazmat	Hazmat	Passenger	Total
Level 1	100	30	0	130
Level 2	5	10	0	15
Level 5	0	0	16	16
	105	40	16	161

During the course of the year, New Entrant related meetings, webinars and in-service training sessions are held. These meetings and training sessions may include updates in the audit program, changes in regulations, regulatory guidance, and/or discussions on issues within the program.

MnDOT, when interacting with motor carriers and the general public, respond to requests for information. Employees answering these requests code their time according to whether it was a New Entrant related conversation, or a state program related conversation. Only New Entrant eligible requests are coded and charged to the grant.

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.

MnDOT's Team Leader will review all inspection and audit reports for quality, completeness, timeliness and accuracy throughout the month. Regular meetings will be held to monitor progress toward program goals. The Team Leader will coordinate with FMCSA and MnDOT's Transportation Program Supervisor and will use FMCSA reports to monitor the timeline requirements to prevent overdue carriers appearing in the inventory.

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)	200	0
# of Safety Audits (Offsite)	400	0
TOTAL Safety Audits	600	0
# of Non-Audit Resolutions	700	0

Border Enforcement

1 - Border Enforcement Focus Area

Instructions:

The FAST Act consolidated several FMCSA grant programs. Border related activities, which previously were a separate FMCSA grant program, are now a component of the MCSAP grant. The FAST Act states that in the case of a State that shares a land border with another country, the State will conduct a border commercial motor vehicle safety program focusing on international commerce that includes enforcement and related projects. If a State sharing a land border with another country declines to participate in border related activities, it will forfeit all border enforcement funds the State may be eligible to receive.

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

Goal: For States to conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects, to ensure that motor carriers and drivers operating CMVs primarily those entering the United States from a foreign country are in compliance with U.S. CMV safety standards and regulations, financial responsibility regulations, registration requirements, and that the drivers of those vehicles are qualified and properly licensed to operate a CMV in the United States.

☐ Your State is assumed to be participating in border related activities in Fiscal Year 2017. If your State is not participating, please check the box.

Enter Border Enforcement Agency:

Minnesota State Patrol

Check all objectives that apply (minimum of 1):

☒ **Objective 1: International Motorcoach Inspections** - Facilitate the conduct of inspections of motorcoaches engaged in international commerce at bus stations, terminals, border crossings, maintenance facilities, destination locations or other locations where a motor carrier may make a planned stop (excluding a weigh station). For FY 2017, FMCSA encourages States to examine their data on international motorcoach activity and to use that data to establish reasonable goals that will result in an appropriate level of motorcoach-focused activities. States must justify the goals set and provide the data or data source references.

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

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

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.

Minnesota, as a border state, desires to continue a partnership with the FMCSA to establish effective strategies in the Border Enforcement Program to increase the number of commercial motor vehicle (CMV) safety inspections and commercial driver license (CDL)/operating authority/financial responsibility checks focusing on international traffic that will or has crossed the physical borders of Canada.

The following seven Minnesota counties border Canada: Kittson, Roseau, Lake of the Woods, Koochiching, St. Louis, Lake and Cook. Minnesota has 8 highway-accessible border crossings along the 540 mile border with Canada. Two crossings in Kittson County, Noyes and Lancaster, are not open 24 hours. Roseau County has three crossings: Pine Creek and Roseau are not open 24 hours, and Warroad is open 24-hours. Lake of the Woods County has one 24 hour crossing at Baudette. The International Falls crossing in Koochiching County is also open 24 hours. Cook County has one 24 hour crossing north of Grand Portage. Two other counties, St. Louis and Lake, have no highway-accessible crossings but St. Louis County is traversed by two major highways leading to/from the border crossing at International Falls and Grand Portage.

The bulk of international traffic in the western portion of the state travels into eastern North Dakota, utilizing the Pembina crossing on Interstate 29 versus the crossing in our own Kittson County. From Pembina, CMVs travel south to Hwy 2 (the first East-West thoroughfare) and to Interstate 94 (more so than Highway 2) where they can continue on the Interstate system eastward across Minnesota.

Much of the international traffic in the eastern portion of the state passes through either Grand Portage or International Falls, continuing south to Interstate 35 where they also can stay on the Interstate system. Both Interstate 94 and Interstate 35 will take them into the Twin Cities area, and beyond. The Twin Cities serves as a major hub for international travel and consequently, also have a third of the CMV crashes involving an international load.

As a part of Minnesota's Border program strategy, all border crossings will be heavily targeted. Additionally, to aid in the successfulness of this Border program, we also intend to include four of our five fixed scale sites (Red River, Erskine, Saginaw, and St. Croix). These scales are located on Minnesota's corridors where CMV traffic engaged in international commerce exists. This is especially true for the Red River Scale, located in Clay County outside of Moorhead, and the St. Croix, located in Washington County outside of St Paul. Our data indicates that the majority of crashes involving a driver and load actively engaged in international commerce are more likely to be involved in a motor vehicle crash along our Interstate 94 corridor than in any other location in the state.

The North Dakota Department of Transportation reports annually on the average annual daily traffic for commercial truck traffic on certain roadways. On Interstate 29 north of Fargo, their records report approximately 3,000 CMV trucks daily. South of Fargo, the number drops substantially to less than 1,500. Minnesota's Interstate 94 leaves the state and bisects Interstate 29 in the city of Fargo in North Dakota. International traffic in the Midwest utilizes the trunk highway systems of Minnesota, traveling across our state. Minnesota believes one of the best strategies to increase safety of the nation's international traffic is to interdict this traffic before it gets to the border.

Activity Plan: A description of the activities the applicant believes will help mitigate the problem. Include an estimate of the number of group audits planned.

Minnesota's activity plan includes:

- 1) Conduct CMV safety inspections at remote sites at the physical border.

Minnesota will conduct various weekly to monthly mobile strike force groups of CVSA inspectors to improve the capability to conduct safety inspections focusing in our Northern Region. These mobile saturations will be taking place along the physical border of Canada. Saturations will be set up at alternating ports of entry with Canada, as well as roads along the northern border that lead up to those ports of entry.

- 2) Conduct targeted inspections of CMVs to reduce crashes on corridors where there is significant amount of international traffic.

Minnesota will conduct everyday recordings of international traffic and safety issues stemming from inspections by all our mobile officers over the course of the year across the state. This will include monthly strike force type details, peak and off peak, along the Interstate 94 corridor where over 75 percent of the crashes involving international traffic are taking place.

- 3) Perform targeted border inspections at fixed scale facilities.

All of our personnel who have assignments in each of the four aforementioned fixed scale sites will conduct safety inspections and commercial driver license (CDL)/operating authority/financial responsibility checks on any driver who is actively engaged in international commerce. In addition; periodically throughout each quarter, the scale supervisors will arrange for random border strike-force events at the scales, outside of the normal working hours, utilizing assigned scale and mobile personnel from their region with anywhere from 1 to 10 personnel performing these inspections. This will especially allow Minnesota to interdict and inspect the international traffic entering the Interstate 94 corridor both west bound (St. Croix) and east bound (Red River). This is vital, as our data shows over 75 percent of the crashes are happening on the Interstate 94 corridor, both west and east bound. Although previously

mentioned, it is important to note that the only time spent conducting an inspection on driver/vehicle that meets the definition of a border eligible inspection will be charged to Minnesota's border grant.

- 4) Continue to Monitor passenger carrying CMVs and CMVs shipping hazardous materials that have or will cross the physical borders. This will be done through probable cause traffic enforcement or at destination locations.

Minnesota will conduct every-day recordings of international traffic and safety issues stemming from inspections by all of our inspectors over the course of the year involving hazardous materials or motor coach transportation (Note: MN will only conduct probable cause stops on motor-coach traffic and will conduct inspections on these stops and destination locations. MN does not require this traffic to enter fixed scale sites).

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

Performance Measurement Plan:

Mobile Border	
Level	Inspections
1	50
2	500
3	100
Total	650

Fixed Border	
Level	Inspections
1	50
2	200
3	200
Total	450

HazMat	
Level	Inspections
1	10

Motorcoach	
Level	Inspections
1	1

2	50	2	5
3	0	3	4
Total	60	Total	10

Critical Information Table: The following Critical Information Table is provided below for your use to summarize the anticipated border enforcement activities. All non-international commerce inspections conducted should be included in the Basic and Incentive focus area of the CVSP and should not be indicated as BEG inspections on the inspection report which is uploaded into ASPEN.

Anticipated Summary of Activities	
Number of International Commerce Regular CMV	1100
Number of International Commerce HM	60
Number of International Commerce Passenger	10
Total International Commerce Inspections	1170
Number of Fixed Facility International Inspections	450
Number of non-Fixed Facility International Inspections	650

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): \$1,068,225.00

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
Trooper-Lieutenant	5	65	1900	\$43.76	\$270,218.00	\$270,218.00	\$0.00	\$0.00
SB Trooper - TSgt	3	28	1900	\$37.40	\$59,690.40	\$59,690.40	\$0.00	\$0.00
Office Supervisor/SafetyNet Manager	1	65	1900	\$26.54	\$32,776.90	\$0.00	\$0.00	\$32,776.90
Trooper-Captain	1	65	1900	\$46.86	\$57,872.10	\$57,872.10	\$0.00	\$0.00
Commercial Vehicle Inspector III	4	65	1900	\$29.70	\$146,718.00	\$0.00	\$0.00	\$146,718.00
Commercial Vehicle Inspector II	16	65	1900	\$27.36	\$540,633.60	\$181,534.48	\$359,099.12	\$0.00
Office/Administrative Specialist	1	65	1900	\$19.77	\$24,415.95	\$0.00	\$0.00	\$24,415.95
PT Office/Administrative Specialist	1	65	900	\$19.25	\$11,261.25	\$0.00	\$0.00	\$11,261.25
Trooper-Lt.-Grant Coordinator	1	65	1900	\$38.72	\$47,819.20	\$47,819.20	\$0.00	\$0.00
Trooper-Technical Sergeant	24	65	1900	\$37.40	\$1,108,536.00	\$1,108,536.00	\$0.00	\$0.00
SB CVI II	12	28	1900	\$27.36	\$174,666.24	\$0.00	\$144,477.82	\$30,188.42
SB Lieutenant	1	28	1900	\$43.76	\$23,280.32	\$23,280.32	\$0.00	\$0.00
SB CVI III	1	28	1900	\$29.70	\$15,800.40	\$0.00	\$0.00	\$15,800.40
Trooper Lieutenant	1	65	1900	\$42.92	\$53,006.20	\$53,006.20	\$0.00	\$0.00
Office/Administrative Specialist	1	65	1900	\$17.30	\$21,365.50	\$0.00	\$0.00	\$21,365.50
Office/Administrative Specialist	1	65	1900	\$21.42	\$26,453.70	\$0.00	\$0.00	\$26,453.70
SB CVI II	1	28	1900	\$24.47	\$13,018.04	\$0.00	\$0.00	\$13,018.04
CVI II	4	65	1900	\$23.79	\$117,522.60	\$0.00	\$0.00	\$117,522.60
CVI II	5	65	1900	\$24.47	\$151,102.25	\$0.00	\$0.00	\$151,102.25
Trooper TSgt.	4	65	1900	\$35.99	\$177,790.60	\$177,790.60	\$0.00	\$0.00
CVI II	2	65	1900	\$26.64	\$65,800.80	\$0.00	\$0.00	\$65,800.80
CVI II	2	65	1900	\$23.09	\$57,032.30	\$0.00	\$0.00	\$57,032.30
Trooper TSgt.	2	65	1900	\$34.58	\$85,412.60	\$85,412.60	\$0.00	\$0.00
CVI II	2	65	1900	\$25.19	\$62,219.30	\$0.00	\$0.00	\$62,219.30
CVI II	1	65	1900	\$24.18	\$29,862.30	\$0.00	\$0.00	\$29,862.30
CVI II	1	65	1900	\$19.46	\$24,033.10	\$0.00	\$0.00	\$24,033.10
Sub-Total Salary					\$3,398,307.65	\$2,065,159.90	\$503,576.94	\$829,570.81
Overtime Information								
Overtime		100	2080		\$0.00	\$25,000.00	\$0.00	\$0.00
Sub-Total Overtime					\$0.00	\$25,000.00	\$0.00	\$0.00
TOTAL PERSONNEL					\$3,398,307.65	\$2,090,159.90	\$503,576.94	\$829,570.81

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

The line item salaries listed above includes the 98 Minnesota State Patrol personnel that are currently assigned to the Commercial Vehicle Section. The number of hours worked by our full time employees was based on an average after vacation, sick and compensatory hours are used.

Minnesota does not have one employee of the Commercial Vehicle District that is funded solely by one grant, including our own state funding. Our personnel are given explicit instructions on the coding of their time, and each are required to complete a weekly report that is a true and accurate record of what they accomplished each day. These reports are reviewed by their supervisor and our time keeper to ensure the weekly report is completed accurately. The report not only dictates what the employee did for activity, but also which grant or fund the activity completed is associated with.

The Minnesota State Patrol utilizes all of our required Match and MOE funds towards personnel salaries, as it is the majority of the grant expenditure in executing our safety plan.

We have used their position's actual rate, and used their average hours worked to calculate the closest estimate to actual cost.

We currently have 19 personnel assigned to School Bus enforcement. We have used actual performance data to conclude that these employees spend an average of 28% of their time conducting MCSAP grant eligible activities. Their line item labels will show them as "SB" (school bus) employees.

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
Trooper-Lieutenant	40	\$270,218.00	\$108,087.20	\$108,087.20	\$0.00	\$0.00
SB Trooper - TSgt	40	\$59,690.40	\$23,876.16	\$23,876.16	\$0.00	\$0.00
Office Supervisor/SafetyNet Manager	40	\$32,776.90	\$13,110.76	\$0.00	\$0.00	\$13,110.76
Trooper-Captain	40	\$57,872.10	\$23,148.84	\$23,148.84	\$0.00	\$0.00
Commercial Vehicle Inspector III	40	\$146,718.00	\$58,687.20	\$0.00	\$0.00	\$58,687.20
Commercial Vehicle Inspector II	40	\$540,633.60	\$216,253.44	\$106,778.91	\$109,474.53	\$0.00
Office/Administrative Specialist	40	\$24,415.95	\$9,766.38	\$0.00	\$0.00	\$9,766.38
PT Office/Administrative Specialist	40	\$11,261.25	\$4,504.50	\$0.00	\$0.00	\$4,504.50
Trooper-Lt.-Grant Coordinator	40	\$47,819.20	\$19,127.68	\$19,127.68	\$0.00	\$0.00
Trooper-Technical Sergeant	40	\$1,108,536.00	\$443,414.40	\$443,414.40	\$0.00	\$0.00
SB CVI II	40	\$174,666.24	\$69,866.50	\$0.00	\$31,515.28	\$38,351.22
SB Lieutenant	40	\$23,280.32	\$9,312.13	\$9,312.13	\$0.00	\$0.00
SB CVI III	40	\$15,800.40	\$6,320.16	\$0.00	\$0.00	\$6,320.16
Overtime	40	\$25,000.00	\$10,000.00	\$5,000.00	\$0.00	\$0.00
Trooper Lieutenant	40	\$53,006.20	\$21,202.48	\$21,202.48	\$0.00	\$0.00
Office/Administrative Specialist	40	\$21,365.50	\$8,546.20	\$0.00	\$0.00	\$8,546.20
Office/Administrative Specialist	40	\$26,453.70	\$10,581.48	\$0.00	\$0.00	\$10,581.48
SB CVI II	40	\$13,018.04	\$5,207.22	\$0.00	\$0.00	\$5,207.22
CVI II	40	\$117,522.60	\$47,009.04	\$0.00	\$0.00	\$47,009.04
CVI II	40	\$151,102.25	\$60,440.90	\$0.00	\$60,440.71	\$0.00
Trooper TSgt.	40	\$177,790.60	\$71,116.24	\$71,116.24	\$0.00	\$0.00
CVI II	40	\$65,800.80	\$26,320.32	\$0.00	\$0.00	\$26,320.32
CVI II	40	\$57,032.30	\$22,812.92	\$0.00	\$0.00	\$22,812.92
CVI II	40	\$85,412.60	\$34,165.04	\$0.00	\$0.00	\$34,165.04
Trooper TSgt	40	\$62,219.30	\$24,887.72	\$0.00	\$0.00	\$24,887.72
CVI II	40	\$29,862.30	\$11,944.92	\$0.00	\$0.00	\$11,944.92
CVI II	40	\$24,033.10	\$9,613.24	\$0.00	\$0.00	\$9,613.24
Sub-Total Fringe Benefits			\$1,369,323.07	\$831,064.04	\$201,430.52	\$331,828.32

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

Minnesota does not use a rate to calculate fringe costs. Our percentage is based on and derived from actual costs for State fiscal year 2015. A total including the FICA Tax, Health Insurance, Employer retirement, and "Other" (including but not limited to premium pay, severance pay, vacation liquidation, worker's compensation, insurance for early retirees, and unemployment compensation) is added together and divided by regular pay totals for each position. This gives us our working percentage rate for each position, but may not be an accurate reflection of the elective coverage costs incurred by each individual employee. Each percentage is then multiplied by the projected total costs for each position.

Minnesota is anticipating a fringe expenditure of \$836,064.04 based on the \$2,090,159.90 designated for salaries. This amount is

established from historical data. The actual fringe amount has been around 40% of the total salary expense depending on the employee classification. This fringe amount is only applicable to those employees previously listed as having their MCSAP related salary reimbursed with the 85% (federal) grant money.

This is the current breakdown of fringe expenditures. It is important to note that some are based on a percentage, while others are a flat rate regardless of the amount earned.

**Additional Information: Minnesota does include fringe in MOE. When we report our MOE, it includes fringe costs, but is not separated out.

*Semi-monthly rates

Category	Rate / Amount
FICA	6.2%
Medicare Tax	1.45%
Retirement	21.6%
Health (employee coverage)	\$268.01*
Health (employee & dependent coverage)	\$733.38*
Dental (employee coverage)	\$12.35*
Dental (employee & dependent coverage)	\$26.89*
Basic Life	\$5.08*

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
In-State Travel (Identify training courses in Budget Narrative)			\$44,000.00	\$44,000.00	\$0.00	\$0.00
CVSP Planning Conference	1	4	\$1,500.00	\$1,500.00	\$0.00	\$0.00
CVSA Fall Conference	3	4	\$5,000.00	\$5,000.00	\$0.00	\$0.00
CVSA Spring Conference	3	4	\$5,000.00	\$5,000.00	\$0.00	\$0.00
COHMED Conference	1	5	\$1,600.00	\$1,600.00	\$0.00	\$0.00
Out-of-State Travel			\$11,500.00	\$11,500.00	\$0.00	\$0.00
Sub-Total Travel			\$68,600.00	\$68,600.00	\$0.00	\$0.00

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

In the FFY15 performance period, Minnesota spent \$61,156.58 from Oct.1, 2014 to June 14, 2016. We anticipate adding positions to our commercial vehicle section during the performance period and we anticipate the full year's travel expenses for in and out-of-state travel to be \$68,600.

Minnesota anticipates spending 11,500 dollars on out-of-state travel in FFY2016. Historically, every outstate travel event has an associated cost of approximately 1,500 dollars per employee. This covers the cost of the airfare, lodging, meals, and all other applicable expenditures associated with travel. Minnesota sends our Captain, Office Manager, and one lieutenant to the semi-annual CVSA Conference. Our Grants Coordinator Lieutenant attends the yearly CVSP planning meeting with FMCSA.

Regarding In-State travel, Minnesota is budgeting for 44,000 dollars in expenditures. A majority of our personnel live and work outside of the Metropolitan area, where our district office is located. Most of our meetings and training sessions take place at our district office; this requires all of our personnel who live more than an hour away to stay at our contract hotel. The hotel rate is currently 55 dollars a night. Per their union contracts, our employees are allowed to seek reimbursement for meals when they travel outside of their assigned work area. Uniformed Troopers currently have their reimbursement rate set at 36 dollars a day. Our civilian CVIs and Supervisors have their meal reimbursement rate also at 36 dollars a day. Most meetings and training sessions are not planned out far in advance, therefore the 44,000 dollars budgeted for Minnesota's in-state travel is based off historical data. We can't provide any specific, detailed information regarding this area of travel as things are not planned that far out in advance.

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
SB EATI outfitting SUV	1	\$11,000.00	\$11,000.00	\$3,080.00	\$0.00	\$0.00
SB Watchguard camera system	1	\$3,500.00	\$3,500.00	\$980.00	\$0.00	\$0.00
SB SUV	1	\$26,832.00	\$26,832.00	\$7,512.96	\$0.00	\$0.00
Watchguard Camera system	11	\$3,500.00	\$38,500.00	\$25,025.00	\$0.00	\$0.00
EATI - Outfitting SUV	11	\$11,000.00	\$121,000.00	\$78,650.00	\$0.00	\$0.00
SUVs	11	\$26,832.00	\$295,152.00	\$191,848.80	\$0.00	\$0.00
SB EATI outfitting pickup	3	\$6,000.00	\$18,000.00	\$5,040.00	\$0.00	\$0.00
SB Pickup	3	\$24,000.00	\$72,000.00	\$20,160.00	\$0.00	\$0.00
SB Topper	3	\$2,200.00	\$6,600.00	\$1,848.00	\$0.00	\$0.00
Sub-Total Equipment			\$592,584.00	\$334,144.76	\$0.00	\$0.00

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

Currently, Minnesota has 12 SUVs and 3 pickups that are in most need of replacement. All 15 off these vehicles have repair/maintenance costs and downtime that are continuing to increase. These vehicles are necessary in order to fulfill the proposed activities detailed in Minnesota's Commercial Vehicle Safety Plan.

**Because Minnesota does not have any personnel tied 100% to particular program, Federal or State, a funding split is utilized for equipment purchases that are not 100% associated with MCSAP eligible work. Minnesota has provided justification to our FMCSA State Program Manager to show the funding split justification, and it has been approved. For the vehicles that are assigned to our regular Troopers and CVIs who conduct CMV inspections, 65% of the cost is expensed to our MCSAP budget. The vehicles that are designated for our School Bus Inspectors will have 28% of the cost paid with MCSAP funds. The remaining funds for the purchase will be paid with our own State funding. This approved funding split, 65% MCSAP grant, and 33% State funding, 2% Border grant, is based on a review of the total number of regular hours each category of employee worked for a year. All regular hours for each type of employee are tabulated in a spread sheet, with the exact percentage of time to each grant or funding calculated. These calculations produce the 65% and 33% funding split that has been approved. As a continued example, our School Bus Inspectors, despite having their primary focus on school bus inspections as part of the MN's mandatory inspection program, still spend 28% of their total time conducting MCSAP eligible work, so 28% of the purchase of their vehicles will be charged to the MCSAP grant. Their MCSAP eligible time includes, but is not limited to, POST crash inspections, regular random inspections on CMVs, and motorcoach inspections.

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
Uniforms, Vehicle Parts				\$0.00	\$65,932.80	\$0.00	\$0.00
Office Supplies				\$0.00	\$8,800.00	\$0.00	\$0.00
Sub-Total Supplies				\$0.00	\$74,732.80	\$0.00	\$0.00

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

For 2017, Minnesota is basing the estimated expenditures for office supplies at 74,732.80 dollars. This amount is based on historical data for our agency. The office supply category will be used for paper, printer cartridges, and other typical/necessary items for our offices.

Minnesota's internal accounting system classifies uniforms and vehicle parts as "supplies." The limitations of the accounting system does not allow us to break these costs down into further defined categories.

Minnesota only charges supply expenditures based on the approved funding appropriation with our state's Program Manager, which is 65% of the total cost.

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:

MnDOT is a sub-grantee in Minnesota and is awarded 30% of the MCSAP Grant, for a total of \$1,815,982.80. They are required to match their grant award amount; 320,467.50 dollars. As explained in the CVSP, MnDOT personnel are assigned to complete Compliance Reviews, conduct the minimum required inspections to maintain certification in North American Standard, and conduct inspections in Passenger Carrier and Haz-Mat Carriers. Their budget is reviewable under their tab.

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	\$220,929.92	\$220,929.92	\$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
Misc Printing			\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Lease	1	year	\$148,476.13	\$148,476.13	\$148,476.13	\$0.00	\$0.00
Postage			\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Communications (aircards, mobile phones, etc.)			\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00
Maintenance of MCSAP vehicles Not Under Contract			\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00
Fuel Costs			\$112,175.69	\$0.00	\$112,175.69	\$0.00	\$0.00
Other (unforeseen expenses)			\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$0.00
CVSA Decals/printing	7000		\$0.28	\$1,960.00	\$1,960.00	\$0.00	\$0.00
Sub-Total Other Costs				\$150,436.13	\$375,411.82	\$0.00	\$0.00

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

Minnesota spends approximately 10,000 dollars per month on fuel, supporting the vehicles we currently have in our fleet. This estimate is for MCSAP only, utilizing the same justified funding split of 65 percent. Overall, our CVIs and Troopers spend close to 17,250.00 dollars a month on fuel. This does not include the vehicles that are assigned to our personnel who have their primary focus on school bus type vehicles. Their fuel is not paid with MCSAP related funds.

We are planning on an 80,000 dollar budget for 2017 for repairs. The 80,000 dollars allotted for repairs and maintenance is only taking into consideration the 65 percent funding split. The total amount needed to repair our fleet in 2017 will be close to 125,000 dollars.

Though Minnesota is planning on replacing as many high mileage vehicles as possible in 2017, the lead time needed to procure and outfit these vehicles will not allow us to have these vehicles on the road until the spring of 2017. Fleet contracts are currently out for bid in the state. Once the bidding process is closed this fall, a dealership has 90 days to fulfill an order for vehicles. The emergency lights and other miscellaneous vehicle outfitting generally takes one to two months. This is the reason our repair and maintenance costs are estimated to be high despite budgeting for new vehicles.

Our wireless communication expense, estimated at 16,000 dollars for 2017, includes the cost of utilizing air cards for our laptops and cell phones for our personnel. Minnesota uses mobile service from Verizon and Sprint. Air cards are necessary for the CVIs and Troopers in field as it gives them access to upload and download information on updated inspections and carrier information. Cell phone use is also necessary for several reasons: all our personnel field questions from carriers on regulations and inspections,

conduct public outreach events, and are needed to be available for call-outs on post-crash inspections.

Our Commercial Vehicle District, being statewide in area, relies heavily on postage for things that are not suitable for email. All of our employees also do not access to document scanners, forcing them to mail in certain forms and documents they are required to complete and submit. In the previous year, Minnesota spent 2,000 dollars on postage fees.

The Commercial Vehicle District presently has a lease expense of 12,373.08 dollars per month for our main District Office. Per year, the lease expenditure is estimated to be 148,476.13 dollars for fiscal year 2017. This estimate is for MCSAP only, utilizing the same justified funding split of 65 percent. Again, this 65 percent is exact percentage of time the MN State Patrol Commercial Vehicle District as whole spends on MCSAP activities. Overall, the lease expenditure for federal fiscal year 2017 is estimated to be over 220,000 dollars. Minnesota does not pay lease for any other space used by our employees.

Minnesota knows that our CVSA membership is \$9,800. Due to the structure of our state accounting system, this expense is classified as "other."

Due to cost savings, Minnesota prints our own out of service book. The budget for this printing cost is \$5000.

8 - Spending Plan**Instructions:**

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,053,276.00	\$1,068,225.00	\$7,121,501.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,068,225.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$500,648.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Trooper-Lieutenant	\$270,218.00	\$0.00	\$270,218.00	\$0.00
SB Trooper - TSgt	\$59,690.40	\$0.00	\$59,690.40	\$0.00
Office Supervisor/SafetyNet Manager	\$0.00	\$0.00	\$0.00	\$32,776.90
Trooper-Captain	\$57,872.10	\$0.00	\$57,872.10	\$0.00
Commercial Vehicle Inspector III	\$0.00	\$0.00	\$0.00	\$146,718.00
Commercial Vehicle Inspector II	\$181,534.48	\$359,099.12	\$540,633.60	\$0.00
Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$24,415.95
PT Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$11,261.25
Trooper-Lt.-Grant Coordinator	\$47,819.20	\$0.00	\$47,819.20	\$0.00
Trooper-Technical Sergeant	\$1,108,536.00	\$0.00	\$1,108,536.00	\$0.00
SB CVI II	\$0.00	\$144,477.82	\$144,477.82	\$30,188.42
SB Lieutenant	\$23,280.32	\$0.00	\$23,280.32	\$0.00
SB CVI III	\$0.00	\$0.00	\$0.00	\$15,800.40
Overtime	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Trooper Lieutenant	\$53,006.20	\$0.00	\$53,006.20	\$0.00
Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$21,365.50
Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$26,453.70
SB CVI II	\$0.00	\$0.00	\$0.00	\$13,018.04
CVI II	\$0.00	\$0.00	\$0.00	\$117,522.60
CVI II	\$0.00	\$0.00	\$0.00	\$151,102.25
Trooper TSgt.	\$177,790.60	\$0.00	\$177,790.60	\$0.00
CVI II	\$0.00	\$0.00	\$0.00	\$65,800.80
CVI II	\$0.00	\$0.00	\$0.00	\$57,032.30
Trooper TSgt.	\$85,412.60	\$0.00	\$85,412.60	\$0.00
CVI II	\$0.00	\$0.00	\$0.00	\$62,219.30
CVI II	\$0.00	\$0.00	\$0.00	\$29,862.30
CVI II	\$0.00	\$0.00	\$0.00	\$24,033.10
Subtotal for Personnel	\$2,090,159.90	\$503,576.94	\$2,593,736.84	\$829,570.81

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Trooper-Lieutenant	\$108,087.20	\$0.00	\$108,087.20	\$0.00
SB Trooper - TSgt	\$23,876.16	\$0.00	\$23,876.16	\$0.00
Office Supervisor/SafetyNet Manager	\$0.00	\$0.00	\$0.00	\$13,110.76
Trooper-Captain	\$23,148.84	\$0.00	\$23,148.84	\$0.00
Commercial Vehicle Inspector III	\$0.00	\$0.00	\$0.00	\$58,687.20
Commercial Vehicle Inspector II	\$106,778.91	\$109,474.53	\$216,253.44	\$0.00
Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$9,766.38
PT Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$4,504.50
Trooper-Lt.-Grant Coordinator	\$19,127.68	\$0.00	\$19,127.68	\$0.00
Trooper-Technical Sergeant	\$443,414.40	\$0.00	\$443,414.40	\$0.00
SB CVI II	\$0.00	\$31,515.28	\$31,515.28	\$38,351.22
SB Lieutenant	\$9,312.13	\$0.00	\$9,312.13	\$0.00
SB CVI III	\$0.00	\$0.00	\$0.00	\$6,320.16
Overtime	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Trooper Lieutenant	\$21,202.48	\$0.00	\$21,202.48	\$0.00
Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$8,546.20
Office/Administrative Specialist	\$0.00	\$0.00	\$0.00	\$10,581.48
SB CVI II	\$0.00	\$0.00	\$0.00	\$5,207.22
CVI II	\$0.00	\$0.00	\$0.00	\$47,009.04
CVI II	\$0.00	\$60,440.71	\$60,440.71	\$0.00
Trooper TSgt.	\$71,116.24	\$0.00	\$71,116.24	\$0.00
CVI II	\$0.00	\$0.00	\$0.00	\$22,812.92
CVI II	\$0.00	\$0.00	\$0.00	\$34,165.04
Trooper TSgt	\$0.00	\$0.00	\$0.00	\$24,887.72
CVI II	\$0.00	\$0.00	\$0.00	\$11,944.92
CVI II	\$0.00	\$0.00	\$0.00	\$9,613.24
CVI II	\$0.00	\$0.00	\$0.00	\$26,320.32
Subtotal for Fringe Benefits	\$831,064.04	\$201,430.52	\$1,032,494.56	\$331,828.32

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
In-State Travel (Identify training courses in Budget Narrative)	\$44,000.00	\$0.00	\$44,000.00	\$0.00
CVSP Planning Conference	\$1,500.00	\$0.00	\$1,500.00	\$0.00
CVSA Fall Conference	\$5,000.00	\$0.00	\$5,000.00	\$0.00
CVSA Spring Conference	\$5,000.00	\$0.00	\$5,000.00	\$0.00
COHMED Conference	\$1,600.00	\$0.00	\$1,600.00	\$0.00
Out-of-State Travel	\$11,500.00	\$0.00	\$11,500.00	\$0.00
Subtotal for Program Travel	\$68,600.00	\$0.00	\$68,600.00	\$0.00

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
SB EATI outfitting SUV	\$3,080.00	\$0.00	\$3,080.00	\$0.00
SB Watchguard camera system	\$980.00	\$0.00	\$980.00	\$0.00
SB SUV	\$7,512.96	\$0.00	\$7,512.96	\$0.00
Watchguard Camera system	\$25,025.00	\$0.00	\$25,025.00	\$0.00
EATI - Outfitting SUV	\$78,650.00	\$0.00	\$78,650.00	\$0.00
SUVs	\$191,848.80	\$0.00	\$191,848.80	\$0.00
SB EATI outfitting pickup	\$5,040.00	\$0.00	\$5,040.00	\$0.00
SB Pickup	\$20,160.00	\$0.00	\$20,160.00	\$0.00
SB Topper	\$1,848.00	\$0.00	\$1,848.00	\$0.00
Subtotal for Equipment	\$334,144.76	\$0.00	\$334,144.76	\$0.00

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Uniforms, Vehicle Parts	\$65,932.80	\$0.00	\$65,932.80	\$0.00
Office Supplies	\$8,800.00	\$0.00	\$8,800.00	\$0.00
Subtotal for Supplies	\$74,732.80	\$0.00	\$74,732.80	\$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
Misc Printing	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Lease	\$148,476.13	\$0.00	\$148,476.13	\$0.00
Postage	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Communications (aircards, mobile phones, etc.)	\$16,000.00	\$0.00	\$16,000.00	\$0.00
Maintenance of MCSAP vehicles Not Under Contract	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Fuel Costs	\$112,175.69	\$0.00	\$112,175.69	\$0.00
Other (unforeseen expenses)	\$9,800.00	\$0.00	\$9,800.00	\$0.00
CVSA Decals/printing	\$1,960.00	\$0.00	\$1,960.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$375,411.82	\$0.00	\$375,411.82	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$3,774,113.32	\$705,007.46	\$4,479,120.78	\$1,161,399.13
Indirect Cost	\$220,929.92	\$0.00	\$220,929.92	\$0.00
Total Costs Budgeted	\$3,995,043.24	\$705,007.46	\$4,700,050.70	\$1,161,399.13

Spending Plan (Sub-Grantee: MNDOT BUDGET NARRATIVE)
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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): \$1,068,225.00

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
Supervisor - Freight	1	75	2080	\$43.20	\$67,392.00	\$57,283.20	\$10,108.80	\$0.00
Team Leader - Freight	1	100	2080	\$38.64	\$80,371.20	\$68,315.52	\$12,055.68	\$0.00
TPS - HazMat	4	60	2080	\$35.00	\$174,720.00	\$148,512.00	\$26,208.00	\$0.00
TPS - Freight	6	85	2080	\$33.00	\$350,064.00	\$297,554.40	\$52,509.60	\$0.00
Grants Coordinator/Supv	1	55	2080	\$35.80	\$40,955.20	\$34,811.92	\$6,143.28	\$0.00
E-learning/Print Communications Support	2	2.5	2080	\$30.00	\$3,120.00	\$2,652.00	\$468.00	\$0.00
Director/Attorney	2	2.5	2080	\$40.54	\$4,216.16	\$3,583.74	\$632.42	\$0.00
Supervisor - Passenger	1	30	2080	\$45.96	\$28,679.04	\$24,377.18	\$4,301.86	\$0.00
Team Leader - Passenger	1	30	2080	\$31.50	\$19,656.00	\$16,707.60	\$2,948.40	\$0.00
TPS - Passenger	7	20	2080	\$32.86	\$95,688.32	\$81,335.07	\$14,353.25	\$0.00
Sub-Total Salary					\$864,861.92	\$735,132.63	\$129,729.29	\$0.00
Overtime Information								
Overtime	10	1	2080	\$33.00	\$6,864.00	\$5,834.40	\$1,029.60	\$0.00
Sub-Total Overtime					\$6,864.00	\$5,834.40	\$1,029.60	\$0.00
TOTAL PERSONNEL					\$871,725.92	\$740,967.03	\$130,758.89	\$0.00

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

The MnDOT line item salaries listed above include a total of 26 employees that will be utilized in performing MCSAP eligible activities as detailed in the this eCVSP. Specifically, carrier reviews/investigations, inspections to maintain certification, CMV saturations, outreach and education. In addition, MnDOT will utilize: a) 1 freight/hazmat section supervisor and 1 passenger supervisor that direct and support their respective employees; (b) 1 grants coordinator to support the MCSAP B&I program and minimal time by her supervisor; c) 1 staff attorney for legal questions as they pertain to FMCSR's and any in-service training that certified investigators may need as a result of regulation changes (e.g. FAST Act); d) 1 office director for time spent in MCSAP related meetings and activities, and for executive decisions that are needed; e) 1 E-learning technical support person to update and maintain E-learning modules; f) 1 person to provide support for our print communications, including updating and maintaining fact sheets, the Minnesota Commercial Truck and Passenger Regulations book, and our CVO website.

The Transportation Program Specialists (TPS's), Team Leaders and Supervisors in the above spending plan table have been separated between the freight and passenger sections. The freight TPS's primarily spend full-time in performing MCSAP eligible activities, other than conducting New Entrant audits when needed. The passenger TPS's spend part-time in MCSAP eligible activities.

The number of hours worked is based on the average in CY 2015, as well as the addition of 2 full-time certified investigators. The average hourly wage was used in calculating the salaries of those positions/classifications that have more than one staff member.

CMV saturations will be conducted for overtime pay. These saturations are scheduled and coordinated by the lead agency.

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
Supervisor - Freight	36.30	\$67,392.00	\$24,463.30	\$20,793.80	\$3,669.50	\$0.00
Team Leader - Freight	36.30	\$80,371.20	\$29,174.75	\$24,798.54	\$4,376.21	\$0.00
TPS - HazMat	36.30	\$174,720.00	\$63,423.36	\$53,909.86	\$9,513.50	\$0.00
TPS - Freight	36.30	\$350,064.00	\$127,073.23	\$108,012.24	\$19,060.99	\$0.00
Grants Coordinator/Supv	36.30	\$40,955.20	\$14,866.74	\$12,636.73	\$2,230.01	\$0.00
E-learning/Print Communications Support	36.30	\$3,120.00	\$1,132.56	\$962.68	\$169.88	\$0.00
Director/Attorney	36.30	\$4,216.16	\$1,530.47	\$1,300.90	\$229.57	\$0.00
Supervisor - Passenger	36.30	\$28,679.04	\$10,410.49	\$8,848.92	\$1,561.57	\$0.00
Team Leader - Passenger	36.30	\$19,656.00	\$7,135.13	\$6,064.86	\$1,070.27	\$0.00
TPS - Passenger	36.30	\$95,688.32	\$34,734.86	\$29,524.63	\$5,210.23	\$0.00
Overtime	36.30	\$11,668.80	\$4,235.77	\$3,600.40	\$635.37	\$0.00
Sub-Total Fringe Benefits			\$318,180.66	\$270,453.56	\$47,727.10	\$0.00

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

MnDOT's fringe benefit rate is based on an average . The rate for FY2017 is 36.3% and it includes FICA at 7.65%, retirement at 5.5% and insurance at 23.15%.

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
COHMED	1	7	\$2,000.00	\$1,700.00	\$300.00	\$0.00
CVSA - Spring	1	7	\$2,000.00	\$1,700.00	\$300.00	\$0.00
CVSA - Fall	1	7	\$2,000.00	\$1,700.00	\$300.00	\$0.00
Compliance Review Training (CSA)	2	14	\$6,000.00	\$5,100.00	\$900.00	\$0.00
FMCSA/MCSAP Leadership Meeting	1	4	\$1,500.00	\$1,275.00	\$225.00	\$0.00
Mileage and Vehicle Usage			\$49,000.00	\$41,650.00	\$7,350.00	\$0.00
Instate Travel Expenses (meals/lodging)			\$8,500.00	\$7,225.00	\$1,275.00	\$0.00
NAST Part A Inspection Certification Training	2	7	\$4,400.00	\$3,740.00	\$660.00	\$0.00
NAST Part B Inspection Certification Training	2	7	\$4,400.00	\$3,740.00	\$660.00	\$0.00
General HazMat Inspection Training	2	7	\$4,400.00	\$3,740.00	\$660.00	\$0.00
Passenger Inspection Training	2	7	\$4,400.00	\$3,740.00	\$660.00	\$0.00
Sub-Total Travel			\$88,600.00	\$75,310.00	\$13,290.00	\$0.00

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

MnDOT staff will attend FMCSA and CVSA sponsored conferences/training/meeting events in 2017. Specifically, these will be the COHMED and CVSA conferences, FMCSA's Leadership Meeting, and Compliance Review Training. These events are related directly to enforcement activity and standardization of the MCSAP program.

MnDOT's travel expenses for attending FMCSA sponsored out of state conferences/training/meeting events is based on last years average travel costs times the number of employees attending. These costs include air travel, checked baggage, lodging, meals, and taxi cab, shuttle and/or rental car fees if applicable.

MnDOT intends to send 3 staff members to attend the FMCSA sponsored NAST Parts A & B, and 2 staff members to General HazMat and Passenger Inspection Certification Training. This training is related directly to enforcement activity and standardization.

Instate travel expenses include meals and lodging for travel within the state, to and from MCSAP related activities, and are based on last years spending.

Mileage and vehicle usage expenses are for vehicle travel to and from MCSAP related activities. The rate charged per mile is dependent on the class of vehicle being operated. A full list of MnDOT vehicle classes and rates are attached to the eCVSP. The fair rates are calculated taking into account last year's rates, and full costs divided by usage. The full cost is the sum of fuel/fuel inflation, operating costs/operating inflation, depreciation, and over/under carry forward. There are also private vehicle mileage charges for those who drive to and from MCSAP related activities but do not have a state issued vehicle unit. This mileage charge is based on the IRS mileage rate, which is currently at .54 cents per mile.

4 - Spending Plan: Equipment

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

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

Indicate if your State's equipment threshold is below \$5,000: ☐ Yes ☒ No

If threshold is below \$5,000, enter threshold level:

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

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

5 - Spending Plan: Supplies

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

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

Supplies Cost Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Vehicle Inspection Equipment	1		\$1,500.00	\$1,500.00	\$1,275.00	\$225.00	\$0.00
Uniforms	1		\$4,500.00	\$4,500.00	\$3,825.00	\$675.00	\$0.00
General Office Supplies/Materials	1		\$10,999.99	\$10,999.99	\$9,350.00	\$1,649.99	\$0.00
Cell Phones w/holsters and chargers	5	each	\$350.00	\$1,750.00	\$1,487.50	\$262.50	\$0.00
Laptop and Docking Station	4	each	\$1,500.00	\$6,000.00	\$5,100.00	\$900.00	\$0.00
Sub-Total Supplies				\$24,749.99	\$21,037.50	\$3,712.49	\$0.00

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

General office supplies and materials includes paper, ink/toner for printers, pens, etc. The general office supplies/materials line item would also include electronic office supplies such as a portable printer, cell phone, computer case, etc in the event an item needs to be replaced. The uniform line item is for uniforms for new staff as well as general uniform replacements such as pants, jackets, boots, etc. The vehicle inspection equipment includes creepers, chausks, and various other general inspection equipment.

MnDOT plans to purchase 5 smart phones with holsters and chargers. These smart phones will replace some of the old flip phones. MnDOT also plans to purchase 4 laptops with docking stations. These electronics will be utilized by MCSAP staff.

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
Consultant contract to conduct CMV outreach sessions	\$63,453.17	\$53,935.19	\$9,517.98	\$0.00
Sub-Total Contractual	\$63,453.17	\$53,935.19	\$9,517.98	\$0.00

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

Using MCSAP grant funding, MnDOT will hire a consultant to conduct outreach sessions to include a wide range of CMV stakeholders. These CMV outreach sessions will identify and define: CMV safety related content; best methods to present CMV safety information; preferred formats for retrieving information, including on mobile devices; and most requested information, which should be featured prominently.

Upon securing MCSAP funds: Within 90 days, contracting process will begin and a consultant selected/retained; Within 5 months, CMV stakeholders will be selected, interview questions will be prepared, and consultant will begin scheduling interviews; and within 7 months, interviews will take place, findings tabulated and presented to MnDOT and DPS.

The anticipated MCSAP funding to be used to hire a consultant is between \$50-55,000, and actual costs will be incurred.

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	\$167,538.85	\$142,408.02	\$25,130.83	\$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
Communications (postage/phones)	1	misc	\$5,500.00	\$5,500.00	\$4,675.00	\$825.00	\$0.00
COHMED Conference Registration	1	each	\$600.00	\$600.00	\$510.00	\$90.00	\$0.00
CVSA Conference Registration (Spring and Fall)	2	each	\$600.00	\$1,200.00	\$1,020.00	\$180.00	\$0.00
Sub-Total Other Costs				\$7,300.00	\$6,205.00	\$1,095.00	\$0.00

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

Indirect costs are calculated with a rate approved by MnDOT's Federal Cognizant Agency (FHWA). The approved rate for FY2017 is 14.08% and equals \$190,507.61. The current and fully executed Indirect Cost Rate Agreement is attached to this eCVSP.

MnDOT will be sending 1 person to the CVSA Spring Conference, 1 person to the CVSA Fall Conference, and 1 person to the COHMED conference.

Communication costs include postal mailing and phone costs for MCSAP eligible employees.

8 - Spending Plan**Instructions:**

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,053,276.00	\$1,068,225.00	\$7,121,501.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,068,225.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$500,648.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Supervisor - Freight	\$57,283.20	\$10,108.80	\$67,392.00	\$0.00
Team Leader - Freight	\$68,315.52	\$12,055.68	\$80,371.20	\$0.00
TPS - HazMat	\$148,512.00	\$26,208.00	\$174,720.00	\$0.00
TPS - Freight	\$297,554.40	\$52,509.60	\$350,064.00	\$0.00
Grants Coordinator/Supv	\$34,811.92	\$6,143.28	\$40,955.20	\$0.00
E-learning/Print Communications Support	\$2,652.00	\$468.00	\$3,120.00	\$0.00
Director/Attorney	\$3,583.74	\$632.42	\$4,216.16	\$0.00
Overtime	\$5,834.40	\$1,029.60	\$6,864.00	\$0.00
Supervisor - Passenger	\$24,377.18	\$4,301.86	\$28,679.04	\$0.00
Team Leader - Passenger	\$16,707.60	\$2,948.40	\$19,656.00	\$0.00
TPS - Passenger	\$81,335.07	\$14,353.25	\$95,688.32	\$0.00
Subtotal for Personnel	\$740,967.03	\$130,758.89	\$871,725.92	\$0.00

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Supervisor - Freight	\$20,793.80	\$3,669.50	\$24,463.30	\$0.00
Team Leader - Freight	\$24,798.54	\$4,376.21	\$29,174.75	\$0.00
TPS - HazMat	\$53,909.86	\$9,513.50	\$63,423.36	\$0.00
TPS - Freight	\$108,012.24	\$19,060.99	\$127,073.23	\$0.00
Grants Coordinator/Supv	\$12,636.73	\$2,230.01	\$14,866.74	\$0.00
E-learning/Print Communications Support	\$962.68	\$169.88	\$1,132.56	\$0.00
Director/Attorney	\$1,300.90	\$229.57	\$1,530.47	\$0.00
Supervisor - Passenger	\$8,848.92	\$1,561.57	\$10,410.49	\$0.00
Team Leader - Passenger	\$6,064.86	\$1,070.27	\$7,135.13	\$0.00
TPS - Passenger	\$29,524.63	\$5,210.23	\$34,734.86	\$0.00
Overtime	\$3,600.40	\$635.37	\$4,235.77	\$0.00
Subtotal for Fringe Benefits	\$270,453.56	\$47,727.10	\$318,180.66	\$0.00

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
COHMED	\$1,700.00	\$300.00	\$2,000.00	\$0.00
CVSA - Spring	\$1,700.00	\$300.00	\$2,000.00	\$0.00
CVSA - Fall	\$1,700.00	\$300.00	\$2,000.00	\$0.00
Compliance Review Training (CSA)	\$5,100.00	\$900.00	\$6,000.00	\$0.00
FMCSA/MCSAP Leadership Meeting	\$1,275.00	\$225.00	\$1,500.00	\$0.00
Mileage and Vehicle Usage	\$41,650.00	\$7,350.00	\$49,000.00	\$0.00
Instate Travel Expenses (meals/lodging)	\$7,225.00	\$1,275.00	\$8,500.00	\$0.00
NAST Part A Inspection Certification Training	\$3,740.00	\$660.00	\$4,400.00	\$0.00
NAST Part B Inspection Certification Training	\$3,740.00	\$660.00	\$4,400.00	\$0.00
General HazMat Inspection Training	\$3,740.00	\$660.00	\$4,400.00	\$0.00
Passenger Inspection Training	\$3,740.00	\$660.00	\$4,400.00	\$0.00
Subtotal for Program Travel	\$75,310.00	\$13,290.00	\$88,600.00	\$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
Vehicle Inspection Equipment	\$1,275.00	\$225.00	\$1,500.00	\$0.00
Uniforms	\$3,825.00	\$675.00	\$4,500.00	\$0.00
General Office Supplies/Materials	\$9,350.00	\$1,649.99	\$10,999.99	\$0.00
Cell Phones w/holsters and chargers	\$1,487.50	\$262.50	\$1,750.00	\$0.00
Laptop and Docking Station	\$5,100.00	\$900.00	\$6,000.00	\$0.00
Subtotal for Supplies	\$21,037.50	\$3,712.49	\$24,749.99	\$0.00

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Consultant contract to conduct CMV outreach sessions	\$53,935.19	\$9,517.98	\$63,453.17	\$0.00
Subtotal for Contractual	\$53,935.19	\$9,517.98	\$63,453.17	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Communications (postage/phones)	\$4,675.00	\$825.00	\$5,500.00	\$0.00
COHMED Conference Registration	\$510.00	\$90.00	\$600.00	\$0.00
CVSA Conference Registration (Spring and Fall)	\$1,020.00	\$180.00	\$1,200.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$6,205.00	\$1,095.00	\$7,300.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$1,167,908.28	\$206,101.46	\$1,374,009.74	\$0.00
Indirect Cost	\$142,408.02	\$25,130.83	\$167,538.85	\$0.00
Total Costs Budgeted	\$1,310,316.30	\$231,232.29	\$1,541,548.59	\$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	\$6,053,276.00	\$1,068,225.00	\$7,121,501.00

- 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	\$3,244,173.00	\$711,309.44	\$3,955,482.44	\$829,570.81
Fringe Benefit Total	\$1,263,088.32	\$285,063.86	\$1,548,152.18	\$331,828.32
Program Travel Total	\$201,180.00	\$20,220.00	\$221,400.00	\$0.00
Equipment Total	\$344,144.76	\$0.00	\$344,144.76	\$0.00
Supplies Total	\$123,706.45	\$5,857.49	\$129,563.94	\$0.00
Contractual Total	\$53,935.19	\$9,517.98	\$63,453.17	\$0.00
Other Expenses Total	\$390,256.71	\$1,230.00	\$391,486.71	\$0.00
Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$5,620,484.43	\$1,033,198.77	\$6,653,683.20	\$1,161,399.13
Indirect Costs	\$432,791.57	\$35,026.23	\$467,817.80	\$0.00
Total Costs Budgeted	\$6,053,276	\$1,068,225	\$7,121,501	\$1,161,399

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%.

Minnesota Regulatory Compatibility Review

Pursuant to 49 CFR Part 355, the State of Minnesota has reviewed its laws and rules for compatibility with applicable federal regulations. The Minnesota Department of Transportation (MnDOT), Office of Freight and Commercial Vehicle Operations (OFCVO), monitors the issue of compatibility between the laws and rules of Minnesota and the Federal Motor Carrier Safety Regulations (FMCSR) and Hazardous Materials Regulations (HMR). OFCVO and the Minnesota Department of Public Safety (DPS) are charged with administration of Minnesota Statutes Chapters 168, 169, 171, and 221. These agencies will continue to work with the USDOT and the Minnesota Legislature to address the issue of incompatible laws, rules, and regulations.

The 2016 legislative session did not impact the regulations governing motor carriers. HF 3067/SF2741 would have amended Minnesota Statutes, section 171.12, subdivision 6, to include certain speed limit violations that are committed by holders of commercial driver learner's permits among those convictions that are kept on the record of drivers. This change will bring Minnesota law into compatibility with Part 383 of the FMCSR. As these bills were not passed into law, MnDOT will work to move this initiative forward next session.

- Existing areas of incompatibility that have previously been reported are listed in the chart below:

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 169.781, subd. 1, Annual Commercial Vehicle Inspection, definition of commercial motor vehicle. Minn. Stat. § 169.011, subd. 16, definition of CMV	49 CFR Section 396.17	<p>Minnesota Laws 2008, Ch. 287, Art. 1, Sec. 48 updated the inspections statute to eliminate lower inspection standards for certain vehicles, including farm trucks under 57,000 pounds, storage semi-trailers, and building mover vehicles. The state statute remains inconsistent with 49 CFR Section 396.17 as it does not apply to motor carriers engaged in intrastate transportation when the vehicle is 26,000 lbs or less gross vehicle weight.</p> <p>Per Policy memo SP-91-001-GF dated October 26, 1990, states unable to adopt 49 CFR Section 396.17 will not have their MCSAP funding eligibility affected.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.033, subd. 2, Regulation of Hazardous Materials	49 CFR Sections 172.200, 177.817, and 397.7(b),	<p>The state statute is inconsistent with 49 CFR Sections 172.200 and 177.817 because Minnesota Statutes provides an exemption from shipping paper requirements for farmers or their employees transporting diesel fuel, gasoline, agricultural chemicals, or agricultural fertilizers for use on the transporter's farm when; (1) transporting diesel fuel or gasoline in motorized tank truck vehicles of less than 10,000 lbs., and owned by the transporter; or (2) transporting agricultural chemicals and agricultural fertilizers.</p> <p>The exception for shipping papers for farmers is allowed per 49 CFR Section 173.5(a)(2), since this law was in effect before October 1, 1998.</p> <p>The exception from 397.7(b) allows farmers to park hazmat vehicles on public roads.</p> <p>Industry exemption existed prior to April 1, 1988.</p>
Minn. Stat. § 169.67, subd. 3	49 CFR Section 393.43(d)	<p>Minn. Stat. § 169.67, subd. 3(b) was amended by Minnesota Laws 2008, Ch. 350, Art. 1, Sec. 39 to read: "no trailer or semitrailer with a gross weight of more than 3,000 pounds may be drawn on a highway unless it is equipped with brakes that are so constructed that they are adequate to stop and hold the trailer or semitrailer whenever it becomes detached from the towing vehicle." The 3,000 pound weight is consistent with federal regulations. Minn. Stat. § 169.67, subd. 1 was amended by Minnesota Laws 2010, Ch. 382, Sec. 40 to eliminate some confusing language about emergency brakes. Minn. Stat. § 169.801, subd. 10, was amended by Minnesota Laws 2010, Ch. 320, Art. 1, Sec. 2, to require breakaway brakes for towed implements of husbandry that weigh more than 3,000 pounds and are required to have service brakes only if they were manufactured after Jan. 1, 2011. Otherwise breakaways are required for towed implements of husbandry that weigh more than 6,000 pounds and are required to have service brakes. Minn. Stat. § 169.801, subd. 10, was amended by Minnesota Laws 2012, Ch. 172, Sec. 1 to remove specific weights at which brakes are required on towed implements of husbandry and instead requires brakes on towed implements of husbandry unless the implement is part of a combination of vehicles that meets the general braking performance standards in section 169.67, subd. 5.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.033, subd. 2a	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11(b)(1) because the statute does not require intrastate drivers employed by fertilizer and agricultural chemical retailers to be 21 years of age, when (1) the retailer or its employee is transporting fertilizer or agricultural chemicals directly to a farm for on-farm use within a radius of 50 miles of the retailer's business location; and (2) the driver employed by the retailer is at least 18 years of age.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.033, subd. 2c	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11 (b) (1) as it allows intrastate drivers of motorized petroleum tank trucks with a capacity of less than 3,500 gallons to be at least 18 years of age, not 21 as required in the federal regulation.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.033, subd. 2d	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11(b)(1) for vehicles over 10,000 pounds. The statute allows a driver carrying materials of trade <i>intrastate</i> to be 18 years of age and places no restrictions on the size of the vehicle, while drivers of vehicles 10,001 pounds or greater are required to be 21 years of age by the federal regulations.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.0314, subd. 4	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11(b) (1) because Minnesota Statutes requires drivers to be at least 18 years of age, unless subject to the Hazardous Materials Regulations.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.031, subd. 2a (b)	49 CFR Section 393.86	<p>The state statute is inconsistent with 49 CFR Section 393.86 because Minnesota Statutes provides an exemption for private carriers engaged in intrastate commerce while operating a rear-end dump truck or other rear-unloading truck while being used for hauling agricultural and other farm products from a place of production or on-farm storage site to a place of processing or storage.</p> <p>Industry exemption approved on August 26, 1994 therefore variance allowed per 49 CFR Section 350.341.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.031, subd. 3 Minn. Stat. § 221.025, subds. 5, 7, 8 and 9	Federal Motor Carrier Safety Regulations	<p>The state statutes are inconsistent with the Federal Motor Carrier Safety Regulations because Minnesota Statutes makes the following vehicles over 10,000 pounds subject to 49 CFR 392 and 393 : (1) the transportation of grain samples under prescribed conditions; (2) the transportation of dirt and sod within an area having a 50-mile radius from the home post office of the person performing the transportation; (3) the transportation of sand, gravel, bituminous asphalt mix, concrete ready mix, concrete blocks of tile and mortar mix to be used with concrete blocks of tile, or crushed rock to or from the point of loading or a place of gathering within an area having a 50-mile radius from that person's home post office or a 50-mile radius from the site of construction or maintenance of public roads and streets; and (4) the transportation of pulpwood, cordwood, mining timber, poles, posts decorator evergreens, wood chips, sawdust, shavings, and bark from the place where the products are produced to the point where they are to be used of shipped.</p> <p>Variance allowed because industry exemption existed prior to 1988. See 49 CFR Section 350.341(c).</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.031, subd. 3 Minn. Stat. § 221.025 subds. 6, 10, 12, 13 and 14	Federal Motor Carrier Safety Regulations	<p>The state statutes are inconsistent with the Federal Motor Carrier Safety Regulations because Minnesota Statutes make the following vehicles over 10,000 pounds subject to 49 CFR 392, 393, and 391 adopted driver qualification regulations: (1) the delivery of agricultural lime; (2) the transportation of fresh vegetables from farms to canneries or viner stations, from viner stations to canneries, or from canneries to canneries during the harvesting, canning, or packing season, or transporting sugar beets, wild rice, or rutabagas from the field of production to the first place of delivery or unloading, including a processing plant, warehouse, or railroad siding; (3) the transportation of unprocessed dairy products in bulk within an area having a 100-mile radius from the home post office of the person providing the transportation; (4) the transportation of agricultural, horticultural, dairy, livestock, or other farm products within an area having a 100-mile radius from the person's home post office and the carrier may transport other commodities within the 100-mile radius if the destination of each haul is a farm; and (5) transportation of potatoes from the field of production, or a storage site owned or otherwise controlled by the producer, to the first place of processing.</p> <p>Note: the exemption does not include vehicles transporting hazardous materials.</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988. See 49 CFR Section 350.341(c).</p>
Minn. Stat. § 221.031, subd. 2 (d)	49 CFR Part 391 49 CFR Part 395	<p>The state statute is inconsistent with 49 CFR Parts 391 and 395 because Minnesota Statutes provide an exemption for private carriers engaged in intrastate transportation of vehicles controlled by a farmer and operated by a farmer or farm employee to transport agricultural products, farm machinery, or supplies to or from a farm if the vehicle is not used in the operations of a motor carrier and not carrying hazardous materials of a type or quantity that requires the vehicle to be marked or placarded.</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.031, subd. 2 (c)	49 CFR Part 395	<p>The state statutes are inconsistent with 49 CFR Part 395 because Minnesota Statutes provide an exemption for private carriers engaged in intrastate transportation who are engaged in the transportation of construction materials, tools and equipment from shop to job site or job site to job site, for use by the private carrier in the new construction, remodeling, or repair of buildings, structures, or their appurtenances. Other Minnesota exemptions for public utilities, cooperative electric associations, and telephone companies are consistent with 49 CFR Section 395.1(n).</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988.</p>
Minn. Stat. § 221.031, subd. 2a(a)	49 CFR Part 395 49 CFR Part 396	<p>The state statute is inconsistent with 49 CFR Parts 395 and 396 because Minnesota Statutes provide an exemption for persons engaged in intrastate transportation and operating vehicles transporting agricultural and other farm products within an area having a 50-mile radius from the business location of the private carrier.</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988.</p>

Indirect Cost Rate Agreement

Date: July 1, 2015

Department/Agency:

Minnesota Department of Transportation

The rates approved by this agreement are for use on grants, contracts, and other agreements with the Federal Government, subject to the conditions in Section III.

Section I: INDIRECT COST RATES

Rate Type: **Predetermined**

EFFECTIVE PERIOD:

<u>FROM:</u>	<u>TO:</u>	<u>RATE (%)</u>	<u>LOCATIONS</u>	<u>APPLICABLE TO:</u>
July 1, 2015	June 30, 2018	14.08%	All	Entire Agency
(Breakdown of 11.46% Agency IDC + 2.62% Statewide IDC)				

BASE:

Direct salaries and fringe benefits for all agency employees

AGREEMENT DATE: July 1, 2015

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits are specifically identified to each employee and are charged individually as direct costs using a predetermined overhead rate. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay, and other paid absences are included in salaries and are claimed on grants, contracts, and other agreements as part of the normal costs for salaries and wages using a predetermined overhead rate. Separate claims for the costs of these paid absences are not made.

FRINGE BENEFITS:

FICA

Retirement

Group Insurance

Workers Compensation (not a direct cost; included in indirect cost amounts)

Unemployment Compensation (not a direct cost; included in indirect cost amounts)

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the agency were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded similar accounting treatment; and (4) The information provided by the agency which was used to establish the rate is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This agreement is based on the accounting system purported by the agency to be in effect during the Agreement period. Changes to the method of accounting for costs, which affect the amount of reimbursement resulting from the use of this agreement, require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

Not applicable-no fixed rates are being requested.

D. USE BY OTHER FEDERAL AGENCIES:

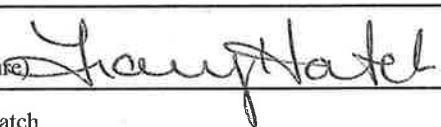
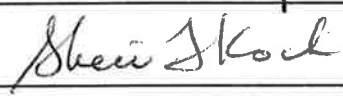
The rates in this agreement were approved in accordance with the authority of the Office of Management and Budget Super Circular, section 200.57, and should be applied to grants, contracts, and other agreements covered by this circular, subject to any limitations in A above. The agency may provide copies of the agreement to other Federal Agencies to give them early notification of this agreement.

E. OTHER:

If any Federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the agency should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE AGENCY:

**BY THE COGNIZANT AGENCY
ON BEHALF OF THE FEDERAL GOVERNMENT:**

State of Minnesota Department of Transportation	(AGENCY) FEDERAL HIGHWAY ADMINISTRATION
(Signature) 	(SIGNATURE) 
Tracy Hatch Chief Financial Officer	(NAME) SHERI T. KOCH
(Date) 7/14/15	(TITLE) FINANCIAL MANAGER
	(DATE) 9/4/15
	HHS Representative:
	Telephone:

**MINNESOTA DEPARTMENT OF TRANSPORTATION
EQUIPMENT COST RECOVERY RATES FOR FISCAL YEAR 2017**

	CHARGE CLASS	CHARGE CLASS NAME	STANDARD RATE	UNIT OF MEASURE
CARS	080	Car, Compact or Mid Size	0.45	MILE
	090	Car, Full Size	0.49	MILE
TRUCKS	130	Crossover, All Drive Types	0.69	MILE
	140	Van, Step/Parcel	2.82	MILE
	150	Van, Full-Size Cargo, 1/2, 3/4 & 1 Ton	0.67	MILE
	151	Van, Full-Size Passenger 1/2, 3/4 or 1 Ton	0.74	MILE
	152	Van, Minivan	0.54	MILE
	160	SUV, Full-Size, 2 Wheel Drive	0.91	MILE
	161	SUV, Full-Size, 4 Wheel Drive	0.72	MILE
	170	SUV, Compact/ Mid-Size, 2 Wheel Drive	1.57	MILE
	171	SUV, Compact/ Mid-Size, 4 Wheel Drive	0.57	MILE
	180	Pickup, ½ Ton, Standard Cab, 2 Wheel Drive	0.77	MILE
	182	Pickup, ½ Ton, Standard Cab, 4 Wheel Drive	0.66	MILE
	183	Pickup, ½ Ton, Extended or Crew Cab, 2 WD	0.76	MILE
	184	Pickup, ½ Ton Extended or Crew Cab, 4 WD	0.68	MILE
	190	Pickup, ¾ Ton, Any Cab, 2 Wheel Drive	0.82	MILE
	191	Pickup ¾ Ton, Any Cab, 4 Wheel Drive	0.72	MILE
	200	Pickup, Compact or Mid-size	0.87	MILE
	250	Truck 1 Ton Dump	1.28	MILE
	254	Truck 1 Ton Utility	1.29	MILE
	255	Truck 1 Ton 4 Wheel Drive	1.25	MILE
	280	Truck 1-1/2 Ton With Aerial Ladder	2.15	MILE
	282	Truck Aerial Lift	2.73	MILE
	284	Truck Aerial Bucket Lift	2.30	MILE
	286	Truck Tandem Axle With Under Bridge Unit	3.98	MILE
	300	Truck 1-1/2 Ton - 2 Ton	2.64	MILE
	310	Truck 1-1/2 Ton - 2 Ton Dump	0.96	MILE
	320	Truck 1-1/2 Ton - 3 Ton with Spec Equip. (Sign T)	4.14	MILE
	330	Truck 2-1/2 Ton - 3 Ton Dump	3.68	MILE
	332	Truck 2-1/2 Ton - 3 Ton Stake	1.99	MILE
	344	Truck 4 Wheel Drive 8-10 Ton	22.49	MILE
	346	Truck I M Gal Dist. Tilt Cab	13.80	MILE
	350	Truck 57M LB Chassis Cab Tandem Axle	3.28	MILE
	352	Truck Tandem Alex Tractor	2.22	MILE
	354	Truck Tandem Diesel With Log Loader	4.34	MILE
	360	Truck Foundation Service -Units	3.48	MILE
	361	Center Line Marker	6.49	MILE
	372	Soil Auger Truck Mounted	2.44	MILE
	373	Found Explor Core Rig-Truck Mounted	31.03	MILE
	382	Skid Testing Unit (FHWA)	1.05	MILE

STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: 41-6007162

DATE: 11/05/2015

ORGANIZATION:

Minnesota Department of Public Safety
444 Cedar St., Suite 126
St. Paul, MN 55101-5126

FILING REF.: The preceding
agreement was dated
01/14/2015

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2017	7.55	On Site	All Programs
PROV.	07/01/2017	06/30/2019	7.55	On Site	All Programs

*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Minnesota Department of Public Safety

AGREEMENT DATE: 11/5/2015

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Equipment Definition -

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

Fringe Benefits -

FICA

Retirement

Group Health Insurance

Worker's Compensation

This rate is not applicable to pass-through or disaster funds.

Performed in accordance with Interagency Agreement with the Federal Emergency Management Agency.

Your next proposal for FYE 6/30/16 is due to FEMA by 12/31/16.

ORGANIZATION: Minnesota Department of Public Safety

AGREEMENT DATE: 11/5/2015

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such cost are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar type of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED AMOUNTS:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:


The rates in this Agreement were approved in accordance with the authority in the Office of Management and Budget Uniform Guidance (2 CFR 200), and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Minnesota Department of Public Safety
(INSTITUTION)


(SIGNATURE)


Larry Freund
(NAME)

CFO
(TITLE)

12/8/15
(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

FEDERAL EMERGENCY MANAGEMENT AGENCY
(AGENCY)


(SIGNATURE)

Gregory L. Tests
(NAME)

Director, Financial Management Division
(TITLE)

November 5, 2015
(DATE) 7599

Pamela Page
HHS REPRESENTATIVE

(214) 767-6505
Telephone

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**FMCSA Administrative Capability Questionnaire (Self Certification Form)
For State and Local Governments and Non-Profit Organizations
(Fiscal Year 2017)**

OVERVIEW

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

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

PURPOSE

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

SUBMISSION INSTRUCTIONS

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

By E-mail:

FMCSA GrantMgmtHelpdesk@dot.gov, or

By Telephone:

(202) 366-0621

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

**FMCSA Administrative Capability Questionnaire (Self Certification Form)
For State and Local Governments and Non-Profit Organizations
(Fiscal Year 2017)**

PART I – Contact Information		
1.	Dun and Bradstreet Data Universal Numbering System (DUNS) Number for your Organization	804886729
2.	Organization legal name associated with the DUNS	Minnesota State Patrol
3.	Address associated with your DUNS Number	445 Minnesota Street, Suite 130 Saint Paul, MN 55101-5130
4.	Name of the primary application point of contact (POC) for the information contained in the ACQ	Lieutenant Arthur Gear
5.	POC Phone Number	(651)405-6185
6.	POC E-mail Address	Arthur.gear@state.mn.us

PART II – General Information and Assurances		
1.	Is your organization in compliance with applicable Anti-Lobbying Policies included in Lobbying Form GG and, if applicable, the SF-LLL Disclosure of Lobbying Activities?	Yes
2.	Have any key personnel listed in the application for your organization been debarred or suspended from participation in Federal assistance programs?	No
3.	Please identify any court judgment, compliance review deficiency, and/or complaint investigation finding relating to Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities (to include the Federal-Aid Highway Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Order #12898 (Environmental Justice) and Executive Order #13166 (Limited English Proficiency)) within the last five years from the beginning of the Federal fiscal year (October 1) under the announcement in which you are applying.	None
4.	Does your organization maintain a Drug-Free Workplace (<u>41 U.S.C. Sec. 701 et seq.</u>) and implementing regulations (<u>49 CFR Part 32</u>)?	Yes

**FMCSA Administrative Capability Questionnaire (Self Certification Form)
For State and Local Governments and Non-Profit Organizations
(Fiscal Year 2017)**

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

**FMCSA Administrative Capability Questionnaire (Self Certification Form)
For State and Local Governments and Non-Profit Organizations
(Fiscal Year 2017)**

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

**FMCSA Administrative Capability Questionnaire (Self Certification Form)
For State and Local Governments and Non-Profit Organizations
(Fiscal Year 2017)**

PART IV – Administrative Capability			
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Capability Title		Yes	No/Explain
7.	Does your organization have an approved indirect cost rate with the Federal Government that covers the entire proposed period of performance for the grant application?	X	

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

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

PART IV – Administrative Capability		
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	Capability Title	Yes No/Explain
Personnel		

**FMCSA Administrative Capability Questionnaire (Self Certification Form)
For State and Local Governments and Non-Profit Organizations
(Fiscal Year 2017)**

PART IV – Administrative Capability			
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Capability Title		Yes	No/Explain
1.	Does your organization maintain written standards of conduct governing the performance of employees engaged in the award and administration of contracts (e.g., conflict of interest forms)? (2 CFR Part 200.318)?	X	
2.	Does your organization maintain a personnel system which provides for the submission of personnel activity reports on the activities of each employee whose compensation is charged to an assistance agreement? (<u>2 CFR Part 200.430</u> , <u>2 CFR 225 Appendix B, 8.h.(5)</u> and <u>2 CFR 230 Appendix B, Section 8.m</u> as applicable)?	X	
3.	Are your organization’s fringe benefits applied reasonably and consistently to all grants and identified by individual employee or allotted by a fringe benefit rate?	X	

PART IV – Administrative Capability
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**FMCSA Administrative Capability Questionnaire (Self Certification Form)
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(Fiscal Year 2017)**

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

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

PART V - CERTIFICATION AND SUBMISSION

CERTIFICATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE (REQUIRED):

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

Name Arthur Gear

Title Lieutenant

Signature 

Date 8/9/16

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

ARMER/911
Program

Bureau of Criminal
Apprehension

Driver
and Vehicle
Services

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire Marshal
and
Pipeline Safety



Minnesota State Patrol-District 4700

Commercial Vehicle Section

1110 Centre Pointe Curve Suite 410, Mendota Heights, MN 55120

Phone: 651/405-6196 • Fax: 651/405-6199 • TTY: 651/282-6555

<http://msp.dps.mn.gov>

August 9, 2016

Mr. Daniel Drexler
Division Administrator
Federal Motor Carrier Safety Administration
380 Jackson Street
Suite 500
St. Paul, MN 55101

Subject: Annual regulatory Compliance Certification

Dear Mr. Drexler,

The Department of Public Safety's statutes (Minnesota Chapters 169 & 171) are compatible with the federal regulations except for those statutes as identified by the State Variance Evaluation performed by FMCSA and contained herein.

The Department proposes to make a good-faith effort to amend those statutes and rules so identified, and to attempt to bring them into compliance with the FMCSRs.

This certification applies only to the Minnesota Department of Public Safety's statutes and rules (M.S. Chapters 168, 169, and 171). The Department of Transportation administers other statutes and rules pertaining to commercial vehicle transportation. The Department of Transportation will submit a separate certification of their statutes and rules.

Respectfully,

Jonathan Olsen
Commander, Commercial Vehicle Section
Minnesota State Patrol

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www.dps.state.mn.us/patrol/comveh/index.htm

August 9, 2016

Mr. Daniel Drexler
Division Administrator
Federal Motor Carrier Safety Administration
380 Jackson Street
Suite 500
St. Paul, MN 55101

Subject: New Laws and Regulations

Dear Mr. Drexler,

Since the last CVSP there have been no new laws, regulations, or policies affecting CMV safety adopted by Minnesota, as required to be reported by 49 CFR 350.213.

Respectfully,

A handwritten signature in black ink, appearing to read "Jonathan Olsen".

Jonathan Olsen
Commander, Commercial Vehicle Section
Minnesota State Patrol

Certification of MCSAP Conformance (State Certification)

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

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

bus station, terminal, border crossing, maintenance facility, destination, or other location where motor carriers may make planned stops (excluding a weigh station).

22. The State will transmit to its roadside inspectors the notice of each Federal exemption granted pursuant to 49 U.S.C. § 31315(b) and 49 CFR 390.32 and 390.25 as provided to the State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.

23. Except for a territory of the United States, the State will conduct safety audits of interstate and, at the State's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The State must verify the quality of the work conducted by a third party authorized to conduct safety audits under 49 U.S.C. § 31144(g) on its behalf, and the State remains solely responsible for the management and oversight of the activities.

24. The State will fully participate in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.

25. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.

26. In the case that a State meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the State agrees to comply with the requirements established in 49 CFR 350.319 and 350.329

Date 8/9/16

Signature 

Minnesota Department of Public Safety
TITLE VI PROGRAM COMPLIANCE PLAN

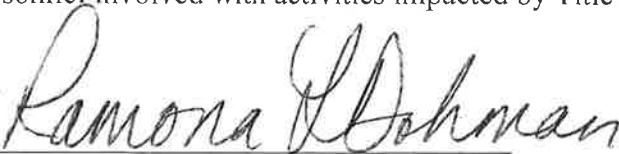
POLICY STATEMENT

MnDPS is committed to ensuring that no person in the State of Minnesota, on the basis of race, color, national origin, sex, age, disability, limited English proficiency (LEP), or income status, is excluded from participation in, denied benefits of, or otherwise is subjected to discrimination under any and all programs, services, or activities administered by the department, its recipients, sub-recipients, and contractors. For this reason, MnDPS adopts this Title VI Compliance Program ("Program").

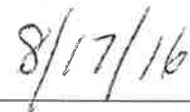
Through its Program, MnDPS will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 CFR Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 CFR Part 303; and related Nondiscrimination authorities, in accordance with the FMCSA Title VI Program Assurances included within this Program.

Each Division that receives funding subject to the nondiscrimination requirements of this Program shall appoint a Title VI Coordinator, who shall have authority to implement the Program and to oversee the personnel involved with activities impacted by Title VI and related statutes and regulations. All employees are responsible for assisting the Title VI Coordinator in implementing the Plan. Responsibility for the Complaint Disposition Process is delegated to the Director of Internal Affairs/Affirmative Action.

As Commissioner of the Minnesota Department of Public Safety, I delegate the responsibility and authority to assure implementation of the Title VI Program to the Title VI Program Coordinators of their respective Divisions, the Office of Internal Affairs/Affirmative Action, and to the other personnel involved with activities impacted by Title VI and related non-discrimination authorities.



Ramona L. Dohman
Commissioner, Minnesota Department of Public Safety



Date

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

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

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898, 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 FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: <http://www.fhwa.dot.gov/environment/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 Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The MnDPS, 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, MnDPS 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.

MnDPS 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 MnDPS, 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.

Minnesota Department of Public Safety
(Name of Recipient)
by Ramona A. Bohman
(Signature of Authorized Official)
DATED 8/17/16

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FMCSA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FMCSA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

APPENDIX B

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the MnDPS will accept title to the lands and maintain the project constructed thereon in accordance with Minnesota Bicameral Legislature, the Regulations for the Administration of **Federal Motor Carrier Safety Administration (FMCSA) Program**, and the policies and procedures prescribed by the **FMCSA** of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the MnDPS all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto MnDPS and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the MnDPS, its successors and assigns.

The MnDPS, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the MnDPS will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY OR PROGRAM

APPENDIX C

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **MnDPS** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **MnDPS** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the **MnDPS** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **MnDPS** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED
UNDER THE ACTIVITY, FACILITY OR PROGRAM**

APPENDIX D

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by **MnDPS** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, **MnDPS** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **MnDPS** will there upon revert to and vest in and become the absolute property of **MnDPS** and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- 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), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), ("...which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.");
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*), as implemented by 49 C.F.R. § 25.1 *et seq.*

Description of Federal Aid Programs

The MnDPS receives funding for the Minnesota State Patrol (MSP) Commercial Vehicle Section as it applies for federal funding from the U.S. Department of Transportation through the Federal Motor Carrier Safety Administration (FMCSA) annually. The funds provided by FMCSA are used by the MSP Commercial Vehicle Section to improve highway safety by reducing the number and severity of crashes involving commercial vehicles. The MSP is the lead MCSAP agency for the state.

Funds provided to the MSP Commercial Vehicle by FMCSA are used for commercial vehicle safety related activities. These activities include: commercial vehicle inspections, commercial vehicle safety investigations, commercial vehicle post-crash investigations, commercial vehicle safety education and awareness presentations, commercial vehicle and traffic enforcement in high crash areas and throughout the state, and passenger carrier inspections.

The MSP receives both discretionary and formula grant funding from FMCSA for different activities within its commercial vehicle safety program.

The MSP Commercial Vehicle Enforcement activities benefit all of the people traveling through the state of Minnesota which includes minority groups. Increasing the safety on Minnesota roadways benefits all.

If MnDPS receives additional funding in the future from other Federal Aid Programs, this Program will be amended to include a description of those programs.

Notification to Beneficiaries/Participants

The Minnesota Department of Public Safety (MnDPS) operates its programs and services without regard to race, color, national origin, sex, age, LEP, income, or disability in accordance with Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. Any person who believes that he or she has, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, LEP, income, or disability may file a confidential Title VI complaint with MnDPS.

The Title VI Program poster will be posted at public common areas of the MnDPS State Patrol Commercial Vehicle Division and Driver and Vehicle Services Division. The Title VI Program Compliance Plan may also be reviewed online at the MnDPS website.

For more information, or to file all complaints related to the Title VI program should be directed to:

Office of Internal Affairs/Affirmative Action

445 Minnesota Street, Suite 530
St. Paul, MN 55101-5530
Telephone: (651) 201-7173
TTY: (651) 282-6555
Fax: (651) 282-6873
Email: dps.ia@state.mn.us
<https://dps.mn.gov/divisions/ia/Pages/complaints.aspx>

*The website will be updated by January 1, 2017.

Sub-Recipient Compliance Reports

The MnDPS State Patrol Commercial Vehicle Division sub-grants federal funds to other agencies for MCSAP related activities. Currently, the only sub-grantee that the Minnesota State Patrol (MSP) works with is the Minnesota Department of Transportation (MnDOT). As a requirement of acceptance of the sub-grantee award, MnDOT will certify to the lead agency, annually, their compliance submitting a Title VI Program compliance plan including the signed Title VI Program assurances.

Training

It is the responsibility of the Title VI Coordinators of each Division to provide training both internal and external related to Title VI program requirements. They will work with the Office of Internal Affairs/Affirmative Action to provide training through annual in-service with the use of the Title VI Program Policy and power-point presentation provided by FMCSA.

Access to Records

Records regarding Title VI Program activities will be collected and maintained within the respective divisions they were generated in, while any investigation related records will be maintained at the Office of Internal Affairs/Affirmative Action. These records will be made available to FMCSA officials upon request.

Complaint Disposition Process

Members of the public or MnDPS employees who believe they have been discriminated against on the basis of a protected class status (race, color, sex, national origin, age, disability, limited English proficiency and low income status) may make a complaint to any MnDPS employee, who will forward the information to the Director of Internal Affairs/Affirmative Action. Members of the public or MnDPS employees may also report discrimination or harassment directly to the Internal Affairs/Affirmative Action Division by contacting:

Director of Internal Affairs/Affirmative Action
445 Minnesota Street, Suite 530
St. Paul, Minnesota 55101
651-201-7136
DPS.IA@state.mn.us

Form of Complaints

Complaints are accepted in any form; in writing, in person, by telephone, by email, by fax, and may be made anonymously. The Formal Complaint of Alleged Employee Misconduct form (DPS #1002-02) may be used as a convenient means of documenting a complaint alleging misconduct. It will be provided to any individual wishing to make such a complaint, but it is not required to be used.

Complaint Investigation Process

The investigative process will follow the Department of Public Safety's Investigation and Resolution of Employee Misconduct Policy (DPS #1002), which is implemented by the Director of Internal Affairs.

Reporting Obligations

The Internal Affairs/Affirmative Action Division will maintain a log of all complaints and investigations. The log will identify the complainant's protected class status under Title VI (race, color, sex, national origin, age, disability, limited English proficiency and low income status); the subject of the complaint; the complaint filing date; the investigation completion date; and the disposition, as well as other related information.

Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously Identified During a Title VI Program Compliance Review

MnDPS has had no Title VI Program deficiencies identified by any previous FMCSA OCR or other federal agency review.

If a program area is found to have deficiencies the Title VI Coordinator, along with other appropriate staff, will create a remedial action plan to be implemented within 90 days. The Title VI Coordinator will seek the cooperation of the program area and/or office in correcting deficiencies found during the review. The Title VI Coordinator will also provide the technical assistance and guidance needed to aid the program area and/or office.



U.S. Department
of Transportation

**Federal Motor Carrier
Safety Administration**

1200 New Jersey Avenue, SE
Washington, DC 20590

August 23, 2016

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

Ms. Ramona L. Dohman, Commissioner
Minnesota Department of Public Safety
445 Minnesota Street
St. Paul, MN 55101

Dear Ms. Dohman:

We are in receipt of the Minnesota Department of Public Safety's (DPS) 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 Minnesota DPS's Title VI Program Compliance Plan. We do request that the Minnesota DPS 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 Minnesota DPS to ensure that the Title VI Program Compliance Plan is updated with the additional information.

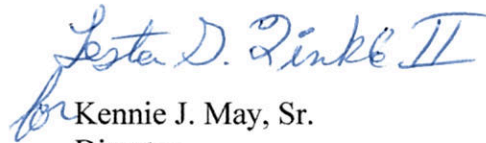
Regarding the future use of the Title VI Program Compliance Plan, the Minnesota DPS will be ready to submit the approved Plan with the applicable FY 2017 FMCSA Grant NOFA at the appropriate time. The only update that will be necessary to the approved Title VI Program Compliance Plan will be to update 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 Minnesota DPS 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 Minnesota DPS 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,


A handwritten signature in blue ink that reads "Lester D. Finkle II". The signature is written in a cursive style with a large, stylized "L" and "F".

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

cc: Arthur Gear, Commercial Vehicle District, Minnesota DPS/State Patrol
Daniel Drexler, Division Administrator, Minnesota Division Office
Matthew Marrin, State Programs Manager, Minnesota Division Office

**MCSAP MAINTENANCE OF EFFORT (MOE) SUBSTANTIATION TEMPLATE
FEDERAL FISCAL YEAR (FFY): 2015**

LEAD AGENCY MCSAP-ELIGIBLE EXPENDITURES for FFY 2015 (October 1, 2014 through September 30, 2015)		FFY 2015 TOTAL MCSAP ELIGIBLE EXPENDITURES¹
Personnel (Payroll Costs)		
Salary		\$3,579,681.16
Overtime (Allowed Basic and Incentive Funded)		\$24,000.00
Other Payroll Costs <i>(describe)</i>		
(Specify)		
Subtotal for Personnel		\$3,603,681.16
Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)		
(Specify)		\$603,815.60
Subtotal for Fringe Benefits		\$603,815.60
Program Travel		
Travel In-State/Out-State		\$61,156.58
employee development		\$3,273.18
Subtotal for Program Travel		\$64,429.76
Equipment		
Vehicles and Related Vehicle Equipment		
Equipment (Vehicles, etc.)		\$165,170.56
Other Inspection Vehicle Equipment (Radios, etc.)		
(Specify)		
Subtotal for Vehicles and Related Vehicle Equipment		\$165,170.56
Non-Vehicle Equipment		

TOTAL MOE BASELINE (MAP-21 Baseline years of 2004 and 2005)	\$1,161,399.13
TOTAL MOE EXPENDITURES	\$1,328,321.13
<p>I hereby certify as follows that the information included in this template is true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable federal law:</p> <p>(1) The State lead MCSAP agency has validated and met the minimum MOE baseline expenditure amount for FFY 2015.</p> <p>(2) All Lead Agency expenditures included in the template are MCSAP-eligible.</p> <p>(3) Supporting documents are available for review by the Federal Motor Carrier Safety Administration upon request.</p>	
NAME AND TITLE OF STATE OFFICIAL : Arthur Gear , Lieutenant 	DATE: 8/9/16
EMAIL ADDRESS FOR CERTIFYING OFFICIAL: arthur.gear@state.mn.us	PHONE NUMBER: (651) 405-6185