

# **MISSOURI**

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

**Date of Approval: Jan 26, 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.**

#### MISSION

The mission of the Missouri Department of Transportation, Traffic and Highway Safety Division - Motor Carrier Safety Assistance Program (MCSAP) is to reduce the number of commercial motor vehicle involved crash related fatalities, injuries, and property damage. Fulfilling this mission requires strong partnerships with the Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department, and Missouri Department of Transportation - Motor Carrier Services Division.

#### GOALS

Missouri's MCSAP team contributed to the successful Missouri Blueprint to Arrive Alive goal of 850 or fewer fatalities by 2012 (850 or fewer fatalities included all vehicle and crash types). Missouri's MCSAP agencies will participate and contribute toward the current strategic highway safety plan (Missouri's Blueprint to Save More Lives) goal of 700 or fewer fatalities by 2016. Missouri experienced the below listed CMV fatalities -

2010 - 103 Fatalities

2011 - 119 Fatalities

2012 - 113 Fatalities

2013 - 99 Fatalities

2014 - 113 Fatalities

2015 - 120 Fatalities

Through June 30, 2016 - 58 Fatalities

Maintain a heightened level of motor carrier compliance of the FMCSA regulations by conducting roadside inspections, compliance investigations, and outreach activities. Improve and maintain existing efforts in data collection and reporting processes of Missouri's Safety Data Quality system (timely and accurate inspection, accident, carrier and traffic enforcement data).



## 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 agencies involved in Missouri's commercial motor vehicle enforcement program include: Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metropolitan Police Department, Franklin County Sheriff's Office, St. Louis County Police Department, Missouri Department of Transportation – Motor Carrier Services Division, and Missouri Department of Transportation – Traffic and Highway Safety Division.

#### Missouri State Highway Patrol:

There are three divisions within the Missouri State Highway Patrol (MSHP) with roles in CMV safety/enforcement:

1. Commercial Vehicle Enforcement Division. This division is responsible for CMV roadside inspections and includes 133 allotted full-time CVSA certified officers and 40-80 part-time CVSA certified officers. None of the enforcement positions are MCSAP funded full-time equivalents (FTEs). This division also employs six positions that are MCSAP funded, three quality control clerks and three computer information technicians. The three quality control clerks conduct data entry of CMV inspection reports and CMV involved crash reports. They also certify any returned CMV inspection reports verifying repairs have been made to the CMV. Additionally, they upload crash and inspection reports daily to FMCSA and conduct quality assurance of these reports. The three computer information technician FTEs perform maintenance of the electronic systems and databases that support CMV inspections and CMV crashes. They also maintain approximately 160 mobile computers and 33 desktop computers used for CMV inspections. These personnel also provide 24 hours tech support for computer and other electronic systems.
2. Patrol Records Division. This division is responsible for records and data management of crash reports. This division has one MCSAP dedicated FTE that is state funded.
3. Field Operations Bureau. This division is responsible for traffic enforcement of CMVs and non-CMV's and criminal interdiction in and around commercial motor vehicles and includes 32 Commercial Vehicle Enforcement Troopers (CVETs). None of these positions are MCSAP funded FTEs.

#### Kansas City Missouri Police Department:

The Kansas City Police Department has eight full-time and 10 part-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. Seven of the eight full-time officers are MCSAP funded. The eighth full-time officer's salary is paid from local funds. The part-time officers will utilize MCSAP funds when conducting truck inspections on an overtime basis.

#### St. Louis Metropolitan Police Department:

The St. Louis Metropolitan Police Department has six full-time and two part-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. The six full-time officers and two part-time officers are MCSAP funded. The two part-time are only funded through overtime when conducting CMV enforcement activities.

#### Franklin County Sheriff's Office -

Missouri will be adding an additional MCSAP unit at the Franklin County Sheriff's Office which will consist of two full-time and two part-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. The two full-time and two part-time officers are MCSAP funded. The two part-time are only funded through overtime when conducting CMV enforcement activities.

#### St. Louis County Police Department -

Missouri will be adding an additional MCSAP unit at the St. Louis County Police Department which will consist of two full-time and two part-time CVSA certified officers responsible for CMV roadside inspections and traffic enforcement. The two full-time and two part-time officers are MCSAP funded. The two part-time are only funded through overtime when conducting CMV enforcement activities.

Missouri Department of Transportation (MoDOT):

There are two divisions within the Missouri Department of Transportation with roles in CMV safety.

1. The MoDOT - Motor Carrier Services Division is responsible for carrier compliance investigations and new entrant safety audits and includes 32 CVSA certified investigators. These positions are partially funded with MCSAP funds though none are 100% MCSAP dedicated FTE's.
2. The MoDOT - Traffic and Highway Safety Division is the designated lead agency/division for planning, implementing, and administering Missouri's Commercial Vehicle Safety Plan, including the MCSAP program, and includes one MCSAP funded FTE.

### 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:

The Missouri State Highway Patrol provides the very basic drug recognition and and impaired driver training (8 hours) to all roadside inspectors. These inspectors are also provided portable breath testers (PBTs). If the inspector suspects a driver is impaired they will call a trooper to conduct Standard Field Sobriety Testing and make the arrest. The inspectors within the Kansas City and St. Louis Metro Police Departments are sworn officers and have received extensive training in detecting and apprehending substance impaired drivers, including those in commercial motor vehicles.

Troopers going through the Missouri State Highway Patrol Academy receive 16 hours of training in drug interdiction. Commercial Vehicle Officers and Inspectors receive approximately 8 hours of criminal and drug interdiction training. The Commercial Vehicle Inspectors also receive training and are instructed to contact a trooper when encountering criminal activity (including signs of trafficking/possession of contraband, as well as drug/alcohol impairment). Each year the Missouri State Highway Patrol encounters several large scale interdictions that begin with a CVO or CVI contact, often times at a scale facility. During these encounters troopers are contacted to assist and it's not uncommon to seize a large amount of contraband or currency. Please also note within the CVSP the Missouri State Highway Patrol annually commits to and conducts ten criminal interdiction operations. These interdiction operations focus on commercial motor vehicles and routinely lead to numerous inspections.

<b>4 - Basic &amp; Incentive Minimum Requirements - Federal Registration &amp; Financial Responsibility Activities</b>
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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:**

Missouri's roadside inspector enforcement agencies are members of CVSA and as such, adopt their policies. Step seven of the North American Standard Inspection Procedure indicates the inspector should identify the carrier and check for information such as: vehicle ID, vehicle registration, insurance, operating authority, etc. Not having the proper operating authority is an OOS violation per the 2016 OOS criteria, so Missouri inspectors would place the driver OOS. The Missouri State Highway Patrol provides training on operating authority to Missouri CVE inspectors during the NASI courses as well as through in-service training. Missouri inspectors are currently also utilizing the query central app on their smart phones to verify OOS as well. If a trend is observed where a particular officer is missing OOS violations, remedial training and counseling are provided.

## Basic and Incentive Program Effectiveness Summary - Past Performance

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

### 1 - State Fatality Reduction Trend Analysis: 2011 - 2015

#### Instructions:

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

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

**Goal measurement as defined by your State:** Actual # Fatalities

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	120	98	120
01/01/2014	12/31/2014	113	82	113
01/01/2013	12/31/2013	99	83	99
01/01/2012	12/31/2012	113	84	113
01/01/2011	12/31/2011	119	86	119

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

The figures listed above are a compilation of data provided by the Missouri Department of Transportation – Traffic Management System database (TMS), of which all statistical information is generated from crash reports submitted to the Missouri State Highway Patrol – Statewide Accident Reporting System (STARS).



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

In 2014 the State of Missouri completed their five-year plan to annually reduce fatalities involving commercial motor vehicles. The five year plan approved by FMCSA in 2009 called for an annual decrease in fatalities in CMV involved crashes by two percent (2%) in the top twenty crash counties, top crash locations (seven or more crashes), and overall statewide CMV involved fatalities. The chart above shows the goals and actual outcomes of the overall statewide CMV involved fatalities.

In 2015 the State of Missouri started a year to year fatality reduction goal. The State of Missouri worked to decrease fatality and injury crashes by 2% in the top 10 crash counties although for the past few years has experienced a increase in crashes statewide. Below are the results.

2012 - 2014

	Fatal	Disabling Injury	Minor Injury	Total
St. Louis	25	108	845	978
Jackson	24	95	786	905
St. Louis City	10	44	716	770
Greene	10	38	230	278
St. Charles	6	22	184	212
Clay	9	21	174	204
Boone	10	16	116	142
Jefferson	7	20	92	119
Franklin	10	20	79	109
Jasper	3	13	90	106

2012 - 2014

Injury Crashes - 3,709

Fatal Crashes - 114

Total Injury and Fatal Crashes 3,823

**Top 10 Counties  
with CMV Involved Fatal and Injury Crashes  
2013-2015**

	Fatal	Disabling Injury	Minor Injury	Total
1 St. Louis	21	108	885	1,014
2 Jackson	25	90	870	985
3 St. Louis City	11	43	765	819
4 Greene	8	34	232	274
5 St. Charles	5	21	188	214
6 Clay	8	26	169	193
7 Boone	10	19	109	138
8 Jefferson	8	23	105	136
9 Franklin	12	19	77	108
10 Jasper	6	11	96	113

2013 - 2015

Injury Crashes - 3,890

Fatal Crashes - 114

Total Injury and Fatal Crashes - 4,014



## 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
10/01/2015	12/31/2015	1		
10/01/2014	09/30/2015	0		
10/01/2013	09/30/2014	0		
10/01/2012	09/30/2013	0		
10/01/2011	09/30/2012	2		

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

The figures listed above are a compilation of data provided by the Missouri Department of Transportation – Traffic Management System database (TMS), of which all statistical information is generated from crash reports submitted to the Missouri State Highway Patrol – Statewide Accident Reporting System (STARS).

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

The State of Missouri did not have a Motorcoach/Passenger Carrier fatality reduction goal set in the FMCSA-approved year to year plan for 2016-2017.

### 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
10/01/2015	12/31/2015	4		
10/01/2014	09/30/2015	0		
10/01/2013	09/30/2014	4		
10/01/2012	09/30/2013	11		
10/01/2011	09/30/2012	4		

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

The figures listed above are a compilation of data provided to the State of Missouri by the Federal Motor Carrier Safety Administration (FMCSA) from the Motor Carrier Management Information System (MCMIS).

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

The State of Missouri did not have a Hazardous Material involved fatality crash reduction goal set in the FMCSA-approved year to year for 2016-2017.

**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	1439	
01/01/2014	12/31/2014	1157	
01/01/2013	12/31/2013	1147	
01/01/2012	12/31/2012	1169	
01/01/2011	12/31/2011	815	



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		
01/01/2014	12/31/2014		
01/01/2013	12/31/2013		
01/01/2012	12/31/2012		
01/01/2011	12/31/2011		

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

Missouri does capture the number of CMV stops with an inspection but does not capture the number of citations and warnings issued during those stops. Missouri does conduct Non-CMV traffic enforcement stops although those figures are not tracked. The Missouri State Highway Patrol (MSHP) conducts and tracks CMV and Non-CMV operations. The specific projects statistics are tracked separately. MSHP works a large amount of overtime NHTSA projects and reports those statistics specifically to MoDOT Highway Safety Office.

## 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:**

Statewide CMV Awareness Campaign

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

Conduct a statewide media campaign aimed at drivers of passenger vehicles to "Share the Road" with commercial motor vehicles.

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

The Missouri Department of Transportation, Traffic and Highway Safety Division conducted a statewide media campaign October 11 - October 24, 2015 targeting passenger vehicles. The 2015 media campaign experienced 13,720,658 social media impressions through banner ads, Mobile and Digital Ads, Traditional Radio, and the Crave Network. The campaign received 13,720,658 impressions which tells us that the CMV message was reaching an engaged audience.

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

A rather active and lengthy media campaign was conducted using diverse mediums to reach the target audience of adult male drivers ages 40-49. This age group was one of the top fatality age groups involved in commercial motor vehicle crashes in Missouri. The campaign consisted mainly of Digital online advertising included ads on websites frequently visited by the target audience, mobile banner ads, Facebook ads, and Twitter ads. Finally, the State of Missouri also used it's statewide messages boards on the interstate highways and metropolitan areas to promote the CMV awareness message.

#### Activity #2

**Activity: Describe Outreach and Education activity conducted:**

Safety Exhibits and Training Programs

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

12 Safety Exhibits/Outreach Activities: reaching a very large amount of people at each activity (examples include the Missouri State Fair, Motor Carrier Trade Shows, and annual conferences) 60 Training Programs/Safety Presentations: reaching an average of 18 people at each program.

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

The Missouri State Highway Patrol conducted 62 training/outreach events reaching 5779 people. The Kansas City Police Department conducted seven training/outreach events reaching 198 people. The St. Louis Metropolitan Police Department conducted three training/outreach events reaching 47 people. The Missouri Department of Transportation, Motor Carrier Services Division conducted twenty-one (21) training/outreach events reaching approximately 580 people.

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

## 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.**

Roadside Truck Checks (CMV Inspections)

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

The Missouri State Highway Patrol will conduct five Truck Checks in regions with the high crash counties and locations identified as high crash corridors. These truck checks will be three days in length with 10-20 officers working eight hours per day for a total of 240 hours in manpower.

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

The Missouri State Highway Patrol conducted five truck checks. During the five truck checks officers worked a total of 720 hours with 931 inspections. Please also note that there were 293 arrests/citations made during these truck checks. ACTIVITIES Totals All Non-HM Inspections - 857 Non-HM Drivers Placed OOS - 44 Non-Hm Vehicles Placed OOS - 167 Total Violations - 1656 All HM Inspections - 74 HM Drivers Placed OOS - 8 HM Vehicles Placed OOS - 10 Total Violations - 121 TOTALS Total Drivers Placed OOS - 52 Total Vehicles Placed OOS - 177 Total of All Violations - 1777 Total Inspections - 931 ARREST INFORMATION Overweight - 24 Log Book - 5 Driver's License - 15 Vehicle License - 42 Equipment - 79 Haz-Mat - 0 Seat Belt - 61 Other - 67 TOTAL ARRESTS - 293

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

#### Activity #2

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

CMV Seatbelt Usage and Enforcement

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

The Missouri State Highway Patrol, Kansas City Police Department, and St. Louis Metro Police Department will maintain a zero tolerance policy on seatbelt enforcement involving commercial vehicle drivers on all CMV stops and inspections. The Motor Carrier Services Division of the Missouri Department of Transportation will send letters to carriers who have drivers that receive safety belt violation citations.

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

Seatbelt Citations Issued: Missouri State Highway Patrol - 345 Kansas City Police Department - 380 St. Louis Metro Police Department - 220. There were also 3000 letters sent by the Motor Carrier Services Division of the Missouri Department of Transportation to carriers that had a driver who received a seatbelt violation.

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

#### Activity #3

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

Drug Interdiction

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

The Missouri State Highway Patrol will conduct ten (10) CMV drug interdiction operations. Each operation will be three days in length and include a minimum of four Commercial Vehicle Officers (CVOs) and a canine officer. Each operation should last a minimum of 96 manpower hours.

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

The Missouri State Highway Patrol conducted eleven (11) CMV drug interdiction operations with troopers working a total of 692 hours of overtime. Enforcement Efforts: Vehicle Stops - 384 CMVs - 310 Non-CMV's Misdemeanor/ infraction arrests - 121 Misdemeanor drug

arrests - 41 Felony drug arrest - 11 Other felony arrests - 4 DWI- 9 Warnings - 841 OOS violations - 30

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

#### Activity #4

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

Traffic Enforcement

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

The Missouri State Highway Patrol will focus on the identified Top Counties and Top Crash Locations. A minimum of 40 enforcement/inspection operations (SAFETE Operations) will occur, with 2 to 4 Commercial Vehicle Enforcement Troopers (CVETs), Patrol Officers and/or Commercial Vehicle Officers (CVOs) present. The operations will be at least 2 hours in length but can last up to 8 hours. Coordination with other traffic enforcement projects will occur in the top ten (10) CMV crash counties where jurisdiction is retained by the participating agency.

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

The Missouri State Highway Patrol conducted 51 enforcement/inspection operations (SAFETE) in counties and on roadways with a high volume of CMV crashes. A total of 157 troopers worked 1419 overtime hours during these operations making 369 arrests and issuing 1416 warnings. Other results include: CMV Inspections - 745 Driver Out of Service Orders - 30 Vehicle Out of Service Orders - 83 Speed Citations - 73 Seatbelt Citations - 71 CVE Arrests - 147

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

#### Activity #5

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

Passenger Vehicle / Motorcoach Transportation Safety

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

The State of Missouri plans to conduct a total of 690 passenger vehicle inspections at various terminal and destination locations.

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

A total of 989 passenger vehicle inspections were conducted during the reporting period, June 2015 to June 2016.

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



## 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:**

Historically, Missouri's Strategic Highway Safety Plans have set fatality reduction goals. In the 2012 plan, an interim fatality reduction goal of 700 or fewer fatalities was established for 2016. The 2012 fatality reduction goal of 850 was used as the baseline number. The interim years (2014, 2015, and 2016) were calculated using a trend line starting from the 850 baseline. Missouri's overall fatality reduction goals are as follows:

- 850 by 2012

- 813 by 2013

- 775 by 2014

- 738 by 2015

- 700 by 2016

The commercial motor vehicle fatality reduction goal going forward for 2015 and 2016 will be based on the CMV fatality contribution to the overall statewide fatalities. The percent of CMV involved fatality contribution of 13.3% was applied to the 2012 baseline of 850 fatalities. From this point the interim fatality goals (2015 and 2016) were calculated using a trend line aimed at reaching the 700 or fewer fatalities by 2016.

Based on the current crash picture Missouri will regrettably not reach its 700 or fewer fatalities by 2016. Missouri will continue their year to year fatality reduction goal. The State of Missouri will work to decrease CMV fatality and injury crashes by one percent (1%) in the top ten counties. *Missouri reduced their crash reduction goals to 1% in order to reflect a more realistic expectation because of the increase in crash numbers over the past few years. Please see chart listed below.*

Top 10 Counties					
with CMV Involved Fatal and Injury Crashes					
2013 - 2015					
		Fatal	Disabling Injury	Minor Injury	Total
1	ST. LOUIS	21	108	885	1014
2	JACKSON	25	90	871	986
3	ST. LOUIS CITY	11	43	765	819
4	GREENE	8	34	232	274
5	ST. CHARLES	5	21	188	214
6	CLAY	8	26	169	203
7	BOONE	10	13	109	132
8	JEFFERSON	8	23	105	136
9	BUCHANAN	7	10	100	117
10	JASPER	6	11	96	113

*Top crash corridors based on 2013-2015 CMV involved fatal and serious injury crashes:*

*St. Louis County (includes St. Louis City):*

I-270 - 27 (EB – 12 crashes, WB – 15 crashes)

I-44 – 20 (EB – 12 crashes, WB – 8 crashes)

I-64 – 10 (EB – 5 crashes, WB – 5 crashes)

Jackson County:

I-70 – 21 (EB – 8 crashes, WB – 13 crashes)

I-435 – 9 (NB – 2 crashes, SB – 7 crashes )

US 24 – 5 (EB – 4 crashes, WB - 1 crash)

St. Louis City:

I-44 – 9 (EB – 7 crashes, WB – 2 crashes)

I-55 – 6 (NB – 3 crashes, SB – 3 crashes)

Greene County:

I-44 – 11 (EB – 6 crashes, WB – 5 crashes)

MO 13 – 8 (NB – 2 crashes, SB – 6 crashes )

US 60 – 5 (EB – 4 crashes, WB - 1 crash)

St. Charles County:

I-70 -12 (EB – 3 crashes, WB – 9 crashes)

Clay County:

I-35 -6 (NB – 4 crashes, SB – 2 crashes)

Boone County:

I-70 -12 (EB – 4 crashes, WB – 8 crashes)

MO 124 – 4 (EB – 4 crashes)

Jefferson County:

MO 30 -7 (EB – 3 crashes, WB – 4 crashes)

US 67 – 4 (NB - 2 crashes, SB – 2 crashes)

Buchanan County:

CST 6TH - 2

MO 759 –2 (NB - 1 crashes, SB – 1 crashes)

RT FF – 2

US 36 – 2 (WB -2)

Jasper County:

MO 249 – 2 (NB – 1 crashes, SB – 1 crashes)

MO 96 –2 (EB – 2 crashes)

**Enter Data Source Capture Date:**

06/30/2015

**Enter Data Source:**

The figures listed above are a compilation of data provided by the Missouri Department of Transportation – Traffic Management System database (TMS), of which all statistical information is generated from crash reports submitted to the Missouri State Highway Patrol – Statewide Accident Reporting System (STARS).

**Enter Crash Reduction Goal**

To decrease CMV involved fatalities to 92 by 2017: • 93 by 2016 Performance Measure: • Number of CMV involved fatalities  
Benchmarks: • Number of 2013 CMV fatalities = 99

**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 activities listed in Part 4 are planned to address the fatality reduction goal. Missouri anticipates it will conduct 91,992 inspections, of which a minimum of 30,357 or 34% will be Level 3 inspections. Missouri anticipates it will conduct 450 carrier investigations. Traffic enforcement will be conducted and Missouri anticipates making 1000 CMV stops and 300 non-CMV stops. A statewide media campaign targeting drivers of passenger vehicles will be conducted in FY2017.

**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.**

Missouri will monitor the number of CMV involved fatalities and include these figures in the quarterly and annual reports.

## 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	Fair	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:

June 2016 We are requesting CVISN operation and maintenance costs in this FY17 application. These costs will be expended during MCSAP FY17 based on the below listed due date for the fees. Operation/Maintenance Cost 2017 CVISN Membership Fees & Dues IFTA Clearinghouse Membership \$17,000 Due 7/1/2018

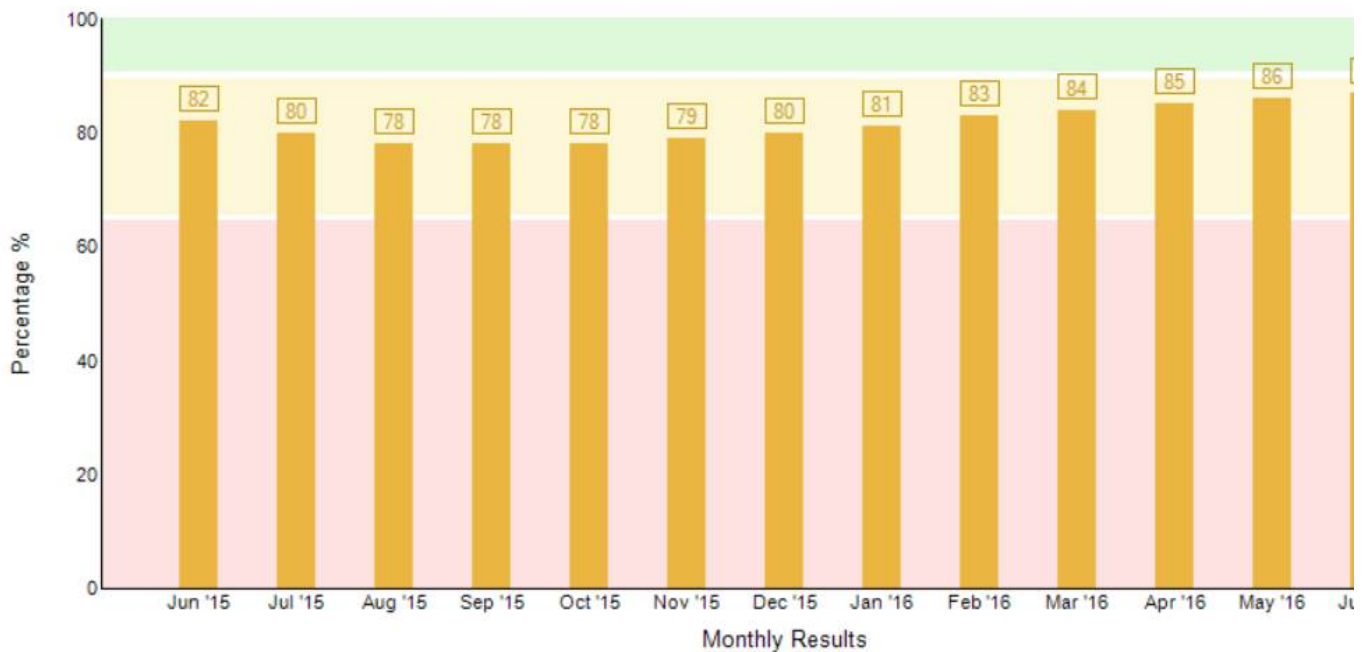
**Compliance table: Please verify the level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs, details must be in this section and in your Spending Plan. If 'no' is indicated in the verification column, please provide an explanation in the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

Technology Program	Current Compliance Level according to FMCSA	Verification by State of Current Compliance Level
ITD	Core CVISN Compliant	Yes
PRISM	step 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.**



Missouri currently has a Good overall rating in Data Quality (June 2016 SSDQ Rating). Please note that for the past few years Missouri has hovered between 82-91% (Please see chart above) in crash timeliness and has tirelessly worked toward improving this rating.

The reduction in the timeliness of crash reporting has been caused by several different factors.

- The Missouri State Highway Patrol's Commercial Motor Vehicle Division and Traffic Records Division both have replaced long term employees over the past year and are still in the process of training those new hires.
  - Missouri also does not have any substantial sanctions that can be placed against municipalities that fail to timely report.
- These are the most substantial reasons for the decrease in timeliness of crash reporting.

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

***implement full PRISM compliance.***

The Missouri Department of Transportation and Missouri State Highway Patrol will continue to work with Missouri's Traffic Records Coordinating Committee to identify and work with law enforcement agencies that do not report their crash data in a timely manner. The Traffic and Highway Safety Office within the Missouri Department of Transportation will also continue to encourage law enforcement agencies to convert from a manual process to an electronic submission of crash reports. Missouri will also work with vendors to create interfaces that will allow electronic crash report submission directly from the police departments record management system.

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

The Missouri State Highway Patrol (MSHP) will monitor and evaluate on a monthly basis its CMV Safety Program Data Quality. MSHP will track CMV crash upload times and work toward maintaining or improving on the June 2016 87% rating in Crash Timeliness.

As of March 2016 approximately 47% of crash reports were submitted electronically to the statewide crash repository (STARS). Between April 1, 2015 to March 30, 2016 local law enforcement agencies electronically submitted 43,047 crash reports to STARS. Currently the Missouri Department of Transportation has contracted with a local records management system vendor to build a interface between their crash reporting module and STARS. This interface is anticipated to increase electronic crash report submission to 60% statewide and be completed by September 2016. The Missouri State Highway Patrol and Missouri Department of Transportation will continue to encourage law enforcement agencies to submit crash reports electronically to STARS. The Missouri Traffic Records Coordinating Committee will monitor and report any changes.

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**3 - Passenger Carrier Enforcement**

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**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.**



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

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**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..

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**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.**

Drug Interdiction

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

Missouri is centrally located in the United States and includes some heavily traveled roadways with a history of drug smuggling. Interstates 70, 44, 55, and 35 are major corridors for illegal contraband being transported by commercial motor vehicles. Drug interdiction efforts in conjunction with commercial motor vehicle roadside enforcement is necessary to reduce this risk.

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

The objective of the Drug Interdiction effort is to provide heightened enforcement on the roadways commonly used to transport and distribute illegal drugs. The Missouri State Highway Patrol will use shared intelligence to arrest and convict those who transport and distribute illegal drugs on Missouri roadways.

***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).**

During 2017 the Missouri State Highway Patrol Field Operations Bureau and Commercial Vehicle Enforcement Division will coordinate drug interdiction enforcement and education activities. The Missouri State Highway Patrol plans to conduct 10 CMV drug interdiction operations. Each operation will be three days in length, with a minimum of 4 officers, each working 8 hours per day. The effort provides a total of 96 manpower hours per operation. These operations will be planned in strategic locations designed to increase the likelihood that commercial motor vehicles stopped are involved in drug/contraband smuggling. The Field Operations Bureau will participate in four drug/criminal interdiction-training activities.

##### **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.**

The number of drug interdiction saturations and selective troop enforcement projects and their outcomes will be reported on a quarterly and annual basis.

#### State Objective #2

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

Traffic Enforcement

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

Traffic enforcement activities have proven to be effective countermeasures in deterring unsafe driving behavior among commercial motor vehicle operators as well as passenger vehicle operators. Concentrated high visibility enforcement contributes significantly in preventing crashes and removing

unsafe drivers and vehicles from the roadway. The Missouri State Highway Patrol will conduct comprehensive and highly visible traffic enforcement in high crash counties and adjacent corridors, with a focus on commercial motor vehicle and non-commercial motor vehicle traffic violations. Non-commercial violations focus will be on violations occurring around commercial motor vehicles. Commercial motor vehicle inspections will be conducted during stops when a North American Standard inspector is present.

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

Conduct traffic enforcement activities with a focus on both CMVs and non CMVs. Missouri is specifically precluded from setting what could be construed as a quota. Please see below listed statutory language. TRAFFIC CITATION QUOTAS - 304.125 & 575.320 This act prohibits a political subdivision or law enforcement agency from having a policy requiring or encouraging an employee to issue a certain number of traffic citations on a quota basis. Under current law, a public servant commits the Class A misdemeanor of misconduct in administration of justice if he or she orders a St. Louis County employee to issue a certain number of traffic citations except when the employee is assigned exclusively to traffic control and has no other responsibilities or duties. This act expands the provision to make it apply to employees of any political subdivision, not just St. Louis County. In addition, the act removes the exception for employees assigned exclusively to traffic control and specifies that a public servant also commits the misdemeanor by ordering an employee to increase the number of tickets the employee is issuing.

**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).**

The Missouri State Highway Patrol will focus on high CMV-involved crash corridors. A minimum of 40 enforcement/inspection operations will occur, with 2 to 4 Commercial Vehicle Enforcement Troopers (CVETs), Patrol Officers and/or Commercial Vehicle Officers (CVOs) present. The operations will be at least 2 hours in length but can last up to 8 hours. Coordination with other traffic enforcement projects will occur.

**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.**

The Missouri State Highway Patrol will track the number of operations that occur, the number of officers involved in the operations, the number of hours worked, and the number of citations issued. These figures will be reported quarterly and annually.

### State Objective #3

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

CMV Seatbelt Enforcement

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

Missouri's last CMV seatbelt usage survey occurred in 2014, with a safety belt usage rate for commercial motor vehicle drivers of 81%. Missouri has seen a steady increase in CMV safety belt usage since 2004, when the survey results showed a usage rate of 59%. Though the usage rate has been increasing with each survey, we continue to see unbuckled fatalities in CMV crashes. Of the 323 fatalities occurring between 2012 and 2014 where at least one of the vehicles involved in the crash was a commercial motor vehicle, 56 fatalities were the CMV drivers. Of those CMV drivers, 24 drivers, were not wearing their seatbelt at the time of the crash. Missouri's seatbelt survey identified dump truck operators as a high risk group. Missouri's dump truck drivers have a 45% seatbelt use rate. Missouri's commercial motor vehicle seatbelt use survey is conducted on a every other year basis and will be conducted again in August 2016.

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

Increase the CMV seatbelt usage rate and decrease the number of unbelted CMV involved fatalities.

Missouri will reach out to the Missouri Dump Truck Association as well as attend their annual conference and provide additional outreach to this high risk group.

**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).**

The Missouri State Highway Patrol, Kansas City Police Department, and St. Louis Metro Police Department, St. Louis County Police Department, and Franklin County Sheriff's Office will issue citations to unbuckled drivers and passengers of commercial motor vehicles. The Missouri Department of Transportation - Motor Carrier Services Division (MoDOT-MCS) will send letters to carrier firms who have drivers that were issued a citation for non-use of a safety belt. MoDOT Motor Carrier Services Division will continue to send letters to carriers with drivers who receive seat belt citations during roadside inspections. The letter reminds carriers to encourage their drivers to buckle up and provides an indicator to the carrier of CSA and other consequences of not wearing a seat belt. MCS receives the data from FMCSA Volpe Center.

**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.**

The number of seatbelt citations issued by law enforcement agencies to CMV drivers will be submitted quarterly and annually. The number of letters the Missouri Department of Transportation sends to carriers who have drivers that were issued a citation for non-use of a safety belt will be reported quarterly and annually.

#### State Objective #4

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

Intrastate Safety Audits

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

Missouri has approximately 5600 known intrastate and 12,000 interstate CMV carriers operating on public roadways. Many of the intrastate carriers have not been contacted or educated on economic and/or safety regulations. Upon contact, many intrastate carriers are operating in non-compliance and an unsafe manner. In addition, in 2015 there were a total of 8,231 Missouri based carriers involved in Missouri crashes. We believe there is a strong correlation between the number of carriers operating without upfront education and the number of carrier crashes within the state.

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

Intrastate carriers are involved in crashes and need to be educated the same as interstate carriers. Our goal is to provide education on regulatory compliance early in the stage of a carrier's operation to help create safer roadways and reduce crashes. Missouri Motor Carrier Services believes that by providing this additional education and contact with the carrier it will prepare them to operate in a safer manner which in turn should reduce the carrier's risk for crash. Between the years of 2013-2015 Missouri had an average of 450 carriers that applied for MO intrastate authority and are operating without the same education provided to interstate carriers through the federal new entrant safety audit program. Missouri has a goal to conduct 300 intrastate safety audits in FFY17.

**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).**

MoDOT Motor Carrier Services, upon the application for Missouri intrastate authority (MO1 Application), will contact the carrier and conduct a safety audit. The intrastate safety audit program will supplement the Federal interstate program and will allow carriers only operating in Missouri to receive the same educational instruction from MCS trained investigators as interstate carriers. The investigators will explain the regulations and verify compliance with Drug and Alcohol regulations. If the carrier fails the intrastate safety audit they can be placed on the State's Top Priority Program (STP) list. Once placed on the STP list further monitoring will occur. It is anticipated that with the additional contact with intrastate carriers will allow for companies understand and follow CMV regulations in a more effective manner. The plan is to mirror the Federal Safety Audit process by utilizing the Field Operations Training Manual Safety Audit manual.

**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.**

Missouri will continue to track NE Interstate and Intrastate audits to ensure that our commitment to our interstate carriers continues at or above its current level while also conducting intrastate audits. Missouri will track the number of intrastate carrier audits conducted and report results to FMCSA. This program will be a new program and the costs associated have been based on a estimate of the projected activities. MISSOURI WILL NOT REDUCE THE INTERSTATE PROGRAM WHILE PERFORMING INTRASTATE ACTIVITIES.

#### State Objective #5

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

Law Enforcement Liaison Program (LEL)

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

Missouri is a very rural state which makes it difficult for our CMV safety education and enforcement programs to flourish. Missouri utilizes St. Louis Metropolitan Police Department, St. Louis County Police Department, Kansas City Police Department, Franklin County Sheriff's Office, and the Missouri State Highway Patrol to conduct both traffic enforcement and inspections on CMV's operating in Missouri. These agencies combined still only provide the state with approximately 300 law enforcement personnel to enforce laws and regulations on CMVs. Our office during a tour of the state met with over 200 of the approximately 600+ agencies statewide and specifically asked how many of those agencies actively did traffic enforcement on CMVs. During these meetings only five (5) agencies indicated they did any type of traffic enforcement on CMVs.

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

Increase awareness, education, and enforcement of CMV related regulations and laws.

**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).***

- Increase local law enforcement knowledge of CMV enforcement procedures - Educate local law enforcement of National and State enforcement campaigns - Work with media outlets to promote CMV education and awareness

***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.***

Missouri will monitor and report training events hosted and number of attendees. Missouri will report the number of media presentations conducted and number of agencies contacted to promote CMV enforcement.

## 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 Missouri State Highway Patrol conducts roadside CMV inspections on roadways throughout the State of Missouri. They also man, operate and conduct inspections at 23 fixed facilities throughout the State. The Kansas City Police Department and St. Louis Metro Police Department conduct roadside CMV inspections in their respective cities. The Missouri State Highway Patrol has a goal to conduct 70,000 inspections in 2017. The Missouri Department of Transportation-Motor Carrier Services Division (MCS) will conduct driver/vehicle inspections at both motor carrier terminals and destinations. MCS has a goal to conduct 992 Driver/Vehicle inspections in conjunction with compliance investigations in accordance with FMCSA E-FOTM recommendations. Other vehicle inspections will also be conducted through unannounced random checks and passenger vehicle destination checks. The Kansas City Police Department has a goal to conduct 9000 inspections in 2017. These inspections will be conducted by both MCSAP funded and non-MCSAP funded officers. The MCSAP officers and other CMV-trained officers will conduct inspections during their normal work shifts as well as during overtime enforcement projects. The St. Louis Metro Police Department has a goal to conduct 8000 inspections in 2017. The St. Louis County Police Department and Franklin County Sheriff's Office have a goal to conduct 2000 inspections each in 2017. These inspections will be conducted by both MCSAP funded officers working normal shifts and overtime.

#### 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:** MISSOURI DEPT. OF TRANSPORTATION - TRAFFIC AND HIGHWAY SAFETY DIVISION

**Enter the total number of certified officers in the Lead agency:** 0



FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1				0	%
Level 2				0	%
Level 3				0	%
Level 4				0	%
Level 5				0	%
Level 6				0	%
<b>Sub-Total Lead Agency</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**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.**

ST. LOUIS METROPOLITAN

**Enter the name of the Funded Agency:** POLICE DEPARTMENT

**Enter the total number of certified officers in this funded agency:** 8

FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	2516	100	50	2666	33.33%
Level 2	2666			2666	33.33%
Level 3	2666			2666	33.33%
Level 4				0	0.00%
Level 5				0	0.00%
Level 6				0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>7848</b>	<b>100</b>	<b>50</b>	<b>7998</b>	

**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.**

MISSOURI DEPARTMENT OF  
TRANSPORTATION - MOTOR

**Enter the name of the Funded Agency:** CARRIER SERVICES DIVISION

**Enter the total number of certified officers in this funded agency:** 32

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1				0	0.00%
Level 2				0	0.00%
Level 3				0	0.00%
Level 4				0	0.00%
Level 5	496	248	248	992	100.00%
Level 6				0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>496</b>	<b>248</b>	<b>248</b>	<b>992</b>	

**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.**

MISSOURI STATE HIGHWAY

**Enter the name of the Funded Agency:** PATROL

**Enter the total number of certified officers in this funded agency:** 166

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	20550	2500	200	23250	33.21%
Level 2	19850	3500	10	23360	33.37%
Level 3	23280	50	10	23340	33.34%
Level 4				0	0.00%
Level 5			50	50	0.07%
Level 6				0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>63680</b>	<b>6050</b>	<b>270</b>	<b>70000</b>	

**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.**

KANSAS CITY POLICE

**Enter the name of the Funded Agency:** DEPARTMENT

**Enter the total number of certified officers in this funded agency:** 23

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	2940	50	10	3000	33.33%
Level 2	2900	100		3000	33.33%
Level 3	2960			2960	32.89%
Level 4				0	0.00%
Level 5	40			40	0.44%
Level 6				0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>8840</b>	<b>150</b>	<b>10</b>	<b>9000</b>	

**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.**

ST. LOUIS COUNTY POLICE

**Enter the name of the Funded Agency:** DEPARTMENT

**Enter the total number of certified officers in this funded agency:** 4

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	516	100	50	666	33.33%
Level 2	666			666	33.33%
Level 3	666			666	33.33%
Level 4				0	0.00%
Level 5				0	0.00%
Level 6				0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>1848</b>	<b>100</b>	<b>50</b>	<b>1998</b>	

**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.**

FRANKLIN COUNTY SHERIFF'S

**Enter the name of the Funded Agency:** OFFICE

**Enter the total number of certified officers in this funded agency:** 4

FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	516	100	50	666	33.33%
Level 2	666			666	33.33%
Level 3	666			666	33.33%
Level 4				0	0.00%
Level 5				0	0.00%
Level 6				0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>1848</b>	<b>100</b>	<b>50</b>	<b>1998</b>	





**Non-Funded Agencies**

Enter the number of non-funded agencies:	3
Enter the total number of non-funded certified officers:	6

**Summary**

Total FY 2017 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies					
MCSAP Lead Agency: MISSOURI DEPT. OF TRANSPORTATION - TRAFFIC AND HIGHWAY SAFETY DIVISION # certified officers: 0					
Funded Agencies: FRANKLIN COUNTY SHERIFF'S OFFICE, KANSAS CITY POLICE DEPARTMENT, MISSOURI DEPARTMENT OF TRANSPORTATION - MOTOR CARRIER SERVICES DIVISION, MISSOURI STATE HIGHWAY PATROL, ST. LOUIS COUNTY POLICE DEPARTMENT, ST. LOUIS METROPOLITAN POLICE DEPARTMENT # certified officers: 237					
Number of Non-Funded Agencies: 3 # certified officers: 6					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	27038	2850	360	30248	32.88%
Level 2	26748	3600	10	30358	33.00%
Level 3	30238	50	10	30298	32.94%
Level 4				0	0.00%
Level 5	536	248	298	1082	1.18%
Level 6				0	0.00%
<b>Total ALL Agencies</b>	<b>84560</b>	<b>6748</b>	<b>678</b>	<b>91986</b>	

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

## 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.*

Please see section 3.6 for the traffic enforcement activities.

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	1157
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	254
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	

**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.**

The Missouri State Highway Patrol estimates it will maintain the number of traffic enforcement activities based on historical activities funded with MCSAP grants. The figures listed above are an average of traffic stops made during SAFETE operations during MCSAP Years' FY2011, FY2012 and FY2013. Please also note that MCSAP funded enforcement agencies in Missouri have policies that require them to conduct an inspection on CMV's that are stopped roadside. Therefore, there are no CMV traffic stops without an inspection. The Missouri State Highway Patrol (MSHP) conducts and tracks CMV and Non-CMV operations. The specific projects statistics are tracked separately. MSHP works a large amount of overtime NHTSA projects and reports those statistics specifically to MoDOT Highway Safety Office.

### 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**

The Motor Carrier Services Division at the Missouri Department of Transportation follows CSA program rules to conduct investigations on carriers involved in crashes or with poor inspection ratings. In regard to intrastate investigations, Missouri has a system similar to the CSA process and targets carriers with poor roadside inspection and crash histories. Please also note that this agency gleans crash data in search of any patterns specific to locations within the state, roadway corridors, or problem carriers. The Motor Carrier Services Division has a committed focus on passenger carriers. Fully trained investigators participate in passenger carrier investigations during FMCSA passenger strike force operations. Passenger carrier performance/histories are monitored and reviewed and any unsafe carrier will be investigated. For the MCSAP FY2017 period, the Motor Carrier Services Division anticipates conducting 450 interventions/investigations (see chart below). Currently, this division has 32 positions responsible for conducting carrier investigations, though none of these FTE conduct them on a full-time basis. During the MCSAP FY2015 reporting period which began on August 15, 2015 the Motor Carrier Services Division conducted 503 interventions/investigations as of July 10, 2016. Missouri will not finish utilizing FY15 MCSAP funds until after August 1, 2016; therefore there will not be any figures to report for FY2016.

#### **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).**

Supervisors review motor carrier investigator activities and reports for quality, completeness and accuracy throughout the month as completed. Errors are tracked and addressed with the investigator to ensure correction is made and understood for the future. Monthly reports are created to monitor the progress towards the program goals and reports to prevent overdue carriers appearing in the inventory are created weekly. Also, quarterly reports are submitted to the Missouri MCSAP coordinator, who in turns submits it to FMCSA.

**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
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs)</b>		
Non-HM Cargo		
Passenger		
HM		
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs) Total</b>	<b>0</b>	<b>0</b>
<b>CSA Off-Site Investigations</b>		
Non-HM Cargo CSA Off-Site	5	5
Passenger CSA Off-Site		
HM CSA Off-Site	0	0
<b>CSA Off-Site Investigations Sub-total</b>	<b>5</b>	<b>5</b>
<b>CSA On-Site Focused Investigations</b>		
Non-HM Cargo CSA On-Site Focused	183	80
Passenger CSA On-Site Focused	5	5
HM CSA On-Site Focused	70	10
<b>CSA On-Site Focused Investigations Sub-total</b>	<b>258</b>	<b>95</b>
<b>CSA On-Site Comprehensive</b>		
Non-HM Cargo CSA On-Site Comprehensive	30	15
Passenger CSA On-Site Comprehensive	10	5
HM CSA On-Site Comprehensive	15	5
<b>CSA On-Site Comprehensive Sub-total</b>	<b>55</b>	<b>25</b>
<b>CSA Investigations (all Types) Total</b>	<b>318</b>	<b>125</b>
<b>HM-Related Review Types</b>		
Security Contact Reviews (SCRs)	5	2
Cargo Tank Facility Reviews		
Shipper Reviews		
<b>HM-Related Review Types Total</b>	<b>5</b>	<b>2</b>
<b>ALL REVIEW TYPES GRAND TOTAL</b>	<b>323</b>	<b>127</b>

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

The Missouri Motor Carrier Services Division has had a comprehensive intrastate compliance review program since 1985. The intrastate program includes oversight of both for-hire and private motor carriers. However Missouri only requires for-hire intrastate motor carriers to possess a USDOT number. Private intrastate carriers are not required to have a USDOT number making it difficult to

upload into the federal system. Missouri would need legislative change to require private intrastate carriers to obtain a USDOT number which is unlikely to be supported by the State Legislature. Missouri will inform private intrastate carriers on the benefits of obtaining a USDOT number during outreach sessions and safety investigations. FMCSA has provided a waiver for Missouri to continue to conduct compliance reviews on private carriers without USDOT numbers while investigating avenues on how to get the private motor carrier data into the federal system. Missouri will partner with FMCSA to find amicable solutions.

#### 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	30
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	10
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	7
<input checked="" type="radio"/>	<input type="radio"/>	State-sponsored outreach events	1
<input checked="" type="radio"/>	<input type="radio"/>	Local educational safety events	8
<input checked="" type="radio"/>	<input type="radio"/>	Teen safety events	8

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

The State of Missouri will perform the following: Two statewide media campaigns aimed at drivers of other vehicles to "Share the Road" with commercial motor vehicles. The tagline for this campaign may be "Operation Safe Driver", "Avoid the No Zone", "Don't Make A Rookie Mistake" or similar slogans used in past campaigns. The Missouri Department of Transportation will utilize a media company with an existing state contract. Other Activities Performed through daily business:

- Brochures will be distributed to the motor carrier industry to include CMV rules and regulations, size and weight limitations, permit and fees for hire carriers, general regulations and safety laws.
- Participation in activities sponsored by the Missouri Trucking Association.
- Provide information on CMV rules and regulations via the MCSAP agencies websites.
- Issuance of the "News on Wheels" newsletter.
- Monthly participation at the Missouri Trucking Association's Council of Safety Supervisors Meetings.

The Missouri State Highway Patrol, Kansas City Police Department, St. Louis Metro Police Department, St. Louis County Police Department, Franklin County Sheriff's Office, and Missouri Department of Transportation will be available to provide educational and promotional activities upon request.

**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):**

Outreach will be reported to the MCSAP coordinator and sent to FMCSA through quarterly reports.

<b>New Entrant</b>
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<b>1 - New Entrant Focus Area</b>
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**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:**

MoDOT Motor Carrier Services

**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.**

The Missouri Department of Transportation Division of Motor Carrier Services' goal is to assist FMCSA in their mission of reducing the number of crashes and fatalities involving commercial motor vehicles and commercial buses. MCS' objective is to perform New Entrant safety audits on each new entrant interstate carrier within 12 months of entering the program to ensure new entrant carriers are educated and compliant. MCS has designated 28 part-time investigators to the delivery of the New Entrant program using 100% federal funds. Investigators are dual trained which greatly increases the productivity and efficiency of the program by preparing investigators to complete any action needed (Chameleon, Covered Farm Vehicle, Inactivation, CSA Mandatory) for the new entrant carrier.

An average safety audit includes pre-investigative work; establishing contact with the carrier to set dates and times; travel to and from the carrier's principle place of business; educating the carrier and finalizing the SA report; supervisory review; and uploading the report to MCMIS. In addition, there is also the time incurred for the carriers that fall outside of the average routine audit. That additional time includes an investigator researching and determining a chameleon carrier; determining a carrier meets the definition of a farmer and obtaining a signed Covered Farm Vehicle (CFV) statement; a carrier decides he does not wish or need to have interstate authority and time is spent inactivating the carrier or obtaining a letter to switch the carrier to intrastate.



**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.**

The Missouri Department of Transportation Division of Motor Carrier Services proposes to complete 800 New Entrant safety audits within 3 to 12 months of the carrier's entry date meeting New Entrant program and the Fast Act expectations. The completion of the safety audit is to ensure that New Entrant carriers are educated and are in compliance with all CMV safety and hazardous material regulations to ultimately reduce crashes and fatalities.

**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.**

Missouri Department of Transportation Division of Motor Carrier Services Transportation Enforcement Investigations Supervisors will review safety audit reports upon completion for quality and accuracy as they are completed throughout the month. The Administrator of Motor Carrier Investigations will provide safety audit staff a monthly progress report informing audit staff's advancement toward meeting the yearly goal. Supervisors will track and address errors with investigators to ensure corrections are made and understood for the future. Supervisors will monitor FMCSA new entrant reports weekly to prevent overdue carriers appearing in the new entrant inventory. Also, quarterly progress reports will be submitted to the Missouri MCSAP coordinator for submission to FMCSA.

**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)	80	270
# of Safety Audits (Offsite)	720	30
<b>TOTAL Safety Audits</b>	<b>800</b>	<b>300</b>
# of Non-Audit Resolutions	0	0

## Spending Plan

### **B&I Spending Plan**

#### **What is a Spending Plan?**

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

#### **What does a Spending Plan do?**

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

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

*The spending plan serves a number of critical functions:*

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

## 1 - Spending Plan: Personnel

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

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

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

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

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

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

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

Identify the method of accounting used by the State: ☒ Cash ☐ Accrual

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

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
CMV Program Manager	1	100	2080	\$30.37	\$63,169.60	\$53,694.16	\$9,475.44	\$0.00
MC Investigations Administrator	1	69	2080	\$34.17	\$49,040.78	\$41,684.66	\$7,356.12	\$0.00
MC Investigations Specialist	4	68	2080	\$24.88	\$140,761.09	\$119,646.92	\$21,114.17	\$0.00
Program Manager	1	58	2080	\$29.39	\$35,456.10	\$30,137.69	\$5,318.41	\$0.00
Project Manager	1	10	2080	\$27.28	\$5,674.24	\$4,823.10	\$851.14	\$0.00
MC Technician	2	35	2080	\$14.39	\$20,951.84	\$17,809.06	\$3,142.78	\$0.00
Trans Enforcement Inv. Supervisor	4	46	2080	\$23.90	\$91,470.08	\$77,749.57	\$13,720.51	\$0.00
Sr. Trans Enforcement Investigator	22	50	2080	\$21.14	\$483,683.20	\$411,130.72	\$72,552.48	\$0.00
Transportation Enforcement Investigator	2	46	2080	\$18.54	\$35,478.14	\$30,156.42	\$5,321.72	\$0.00
Sr. Financial Services Specialist MCS	1	10	2080	\$28.85	\$6,000.80	\$5,100.68	\$900.12	\$0.00
MCS Director	1	5.5	2080	\$50.97	\$5,830.97	\$1,802.30	\$318.05	\$3,710.70
Senior Financial Services Specialist HS	1	3	2080	\$31.70	\$1,978.08	\$0.00	\$0.00	\$1,977.84
MC Compliance Supervisor	1	12	2080	\$24.40	\$6,090.24	\$0.00	\$0.00	\$6,089.76
MCS Assistant Director	1	12	2080	\$3.87	\$965.95	\$0.00	\$0.00	\$9,201.60
<b>Sub-Total Salary</b>					<b>\$946,551.11</b>	<b>\$793,735.28</b>	<b>\$140,070.94</b>	<b>\$20,979.90</b>
Overtime Information								
Overtime		100	2080		\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total Overtime</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$946,551.11</b>	<b>\$793,735.28</b>	<b>\$140,070.94</b>	<b>\$20,979.90</b>

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

Title	# of Staff	% of Time	Work Year	Hourly Salary/Wag	Total Personal	Average Fringe	Total Fringe Benefit
MC Investigations Administrator	1	69%	2080	34.17	49,040.78	77.00%	37,761.40
MC Investigations Specialist	4	68%	2080	24.88	140,761.09	77.00%	108,386.04
Program Manager	1	58%	2080	29.39	35,456.10	77.00%	27,301.19
Project Manager	1	10%	2080	27.28	5,674.24	77.00%	4,369.16
MC Technician	2	35%	2080	14.39	20,951.84	77.00%	16,132.92
Trans Enforcement Inv Supervisor	4	46%	2080	23.90	91,470.08	77.00%	70,431.96
Sr Trans Enforcement Investigator	22	50%	2080	21.14	483,683.20	77.00%	372,436.06
Transportation Enforcement Investigator	2	46%	2080	18.54	35,478.14	77.00%	27,318.17
Sr Financial Services Specialist	1	10%	2080	28.85	6,000.80	77.00%	4,620.62
MCS Director	1	2%	2080	50.97	2,120.35	77.00%	1,632.67
	39.00				870,636.62		670,390.19

- **MC Investigations Administrator:** Supervises the planning, analysis, and project implementation activities necessary for commercial motor vehicle safety and hazardous materials programs.
- **MC Investigations Specialist:** Researches, develops, and administers motor carrier programs and policies; interprets related statutes and regulations and serves in an advisory/training capacity to unit supervisors, employees, and motor carriers.
- **Program Manager:** Identifies and assigns state and federal activities, monitors state and federal programs, directs the statewide planning, coordination and implementation of activities and special programs for motor carrier safety, oversees field offices and supports field investigative staff and serves as a liaison between FMCSA and field investigators.
- **Project Manager:** Leads the development of motor carrier special projects, and provides guidance in motor carrier services operations, regulatory activities, compliance, and audit programs.
- **MC Technician:** Provides advanced administrative and paraprofessional support in motor carrier services functions such as registration, regulatory activities, and compliance and audit programs, including resolving standard issues and minor non-standard issues with a high degree of independence.
- **Trans Enforcement Investigative Supervisor:** Supervises and/or conducts economic and safety enforcement investigations, compliance reviews, educational briefings, safety audits, and motor carrier vehicle inspections, identifies violators within a region of the state and develops prosecution cases.
- **Sr Tran Enforcement Investigator:** Conducts compliance reviews, educational briefings, safety audits, inspections of vehicles, and investigations of suspected safety and economic violations within an assigned region of the state, and develops prosecution cases.
- **Transportation Enforcement Investigator:** Conducts routine compliance reviews, educational briefings, safety audits, inspections of vehicles, and investigations of suspected safety and economic violations within a region of the state, and assists in the development of prosecution cases.
- **Sr Financial Services Specialist MCS:** Performs financial accounting, reporting, and support service activities for Safety and Compliance. Prepares grant budget requests and prepares/documents monthly vouchers.
- **Sr. Financial Services Specialist HS:** Duties: Accounting and financial support of the statewide program.
- **MCS Director Retired October 31, 2013:** Duties: Conducts and receives "cold calls". Contacting or receiving calls from carriers for discussions and concerns with all MCS activities including calls, visits to or from carriers pertaining to compliance, safety and enforcement. Attends conferences and meetings. Responsible for operation of enforcement staff.
- **MCS Director effective November 1, 2013:** Duties: Conducts and receives "cold calls". Contacting or receiving calls from carriers for discussions and concerns with all MCS activities including calls, visits to or from carriers pertaining to compliance, safety and enforcement. Attends conferences and meetings. Responsible for operation of enforcement staff.
- **Motor Carrier Compliance Supervisor:** Duties: Provides supervision of Safety & Compliance technical staff. Supervised, tested and implemented MCS Safety and Compliance module. Assists with MCE data retrieval and reporting requirements.
- **MCS Assistant Director:** Supervisors Safety and Compliance Administrator. Conducts and receives "cold calls". Contacting or receiving calls from carriers for discussions and concerns with all MCS activities including calls, visits to or from carriers pertaining to compliance, safety and enforcement. Attends conferences and meetings. Responsible for operation of enforcement staff.
- **Commercial Motor Vehicle Program Manager:** Creates, implements, and oversees Missouri's Commercial Vehicle Safety Plan (CVSP), responsible for oversight of Missouri's MCSAP grant programs, including reporting back progress to FMCSA. Salary: \$63,162.07 Fringe: \$55,751.33

Missouri Motor Carrier Services has allotted 3% of the budget listed above to be used on intrastate safety audits. Since the intrastate safety audit program is new the 3% is an estimate and it is anticipated over the next few years a more finite percentage will be developed.

**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
CMV Program Manager	88	\$63,162.07	\$55,582.62	\$47,245.23	\$8,337.39	\$0.00
MC Investigations Administrator	77	\$49,040.78	\$37,761.40	\$32,097.19	\$5,664.21	\$0.00
MC Investigations Specialist	77	\$140,761.09	\$108,386.04	\$92,128.13	\$16,257.91	\$0.00
Program Manager	77	\$35,456.10	\$27,301.20	\$23,206.02	\$4,095.18	\$0.00
Project Manager	77	\$5,674.24	\$4,369.16	\$3,713.79	\$655.37	\$0.00
MC Technician	77	\$20,951.84	\$16,132.92	\$13,712.98	\$2,419.94	\$0.00
Trans Enforcement Inv. Supervisor	77	\$91,470.08	\$70,431.96	\$59,867.17	\$10,564.79	\$0.00
Sr. Trans Enforcement Investigator	77	\$483,683.20	\$372,436.06	\$316,570.65	\$55,865.41	\$0.00
Transportation Enforcement Investigator	77	\$35,478.14	\$27,318.17	\$23,220.44	\$4,097.73	\$0.00
Sr. Financial Services Specialist MCS	77	\$6,000.80	\$4,620.62	\$3,927.53	\$693.09	\$0.00
MCS Director	83.06	\$5,831.10	\$4,843.31	\$1,387.77	\$244.90	\$3,082.11
Senior Financial Services Specialist HS	83.06	\$1,977.84	\$1,642.79	\$0.00	\$0.00	\$1,642.79
MC Compliance Supervisor	83.06	\$6,089.76	\$5,058.15	\$0.00	\$0.00	\$5,058.15
MCS Assistant Director	83.06	\$9,201.60	\$7,642.85	\$0.00	\$0.00	\$7,642.85
<b>Sub-Total Fringe Benefits</b>			<b>\$743,527.25</b>	<b>\$617,076.90</b>	<b>\$108,895.92</b>	<b>\$17,425.90</b>

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

Position(s)	Benefits	Rate	Base Amount	Total Cost
Commercial Motor Vehicle Program Manager	Health/Life Insurance, Retirement, Social Security	88%	\$63,162.07	\$55,582.62
Motor Carrier Investigations Administrator	Health/Life Insurance, Retirement, Social Security	77%	\$49,040.78	\$37,761.40
Motor Carrier Investigations Specialist	Health/Life Insurance, Retirement, Social Security	77%	\$140,761.09	\$108,386.04
Motor Carrier Program Manager	Health/Life Insurance, Retirement, Social Security	77%	\$35,456.10	\$27,301.19
Motor Carrier Project Manager	Health/Life Insurance, Retirement, Social Security	77%	\$5,674.24	\$4,369.16
Senior Motor Carrier Technician	Health/Life Insurance, Retirement, Social Security	77%	\$20,951.84	\$16,132.92
Transportation Enforcement Investigations Supervisor	Health/Life Insurance, Retirement, Social Security	77%	\$91,470.08	\$70,431.96
Senior Financial Services Specialist	Health/Life Insurance, Retirement, Social	83.06%	\$6,000.80	\$4,620.62

	Security			
Motor Carrier Services Director	Health/Life Insurance, Retirement, Social Security	83.06%	\$2,120.35	\$1,632.67
Senior Transportation Enforcement Investigator	Health/Life Insurance, Retirement, Social Security	77%	\$483,683.20	\$372,436.06
Transportation Enforcement Investigator	Health/Life Insurance, Retirement, Social Security	77%	\$35,478.14	\$27,318.17

The rates listed above for all positions are based on the fringe benefit items listed below. The fringe benefits costs are multiplied by the annual salary and the percentage of time spent conducting MCSAP eligible activities on an annual basis.

The fringe rates were determined by average rates for all employees in each MoDOT division. The CMV program manager's fringe rate is 88% because this position is part of a different MoDOT division than the other employees listed above.

Health and Life Insurance - 17.76%

Retirement - 58%

Social Security - 7.3%

Total - 83.06% (MCS staff historically lower average than department-wide, estimated at 77.00%)

A description of the activities for each position can be found in the Personnel section.

Missouri Motor Carrier Services has allotted 3% of the budget listed above to be used on intrastate safety audits. Since the intrastate safety audit program is new the 3% is an estimate and it is anticipated over the next few years a more finite percentage will be developed.



**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
MCSAP In Service Training	30	4	\$8,745.00	\$7,433.25	\$1,311.75	\$0.00
St. Louis Bus Checks	2	2	\$289.00	\$245.65	\$43.35	\$0.00
Kansas City Bus Checks	2	3	\$798.00	\$678.30	\$119.70	\$0.00
Branson Bus Checks	6	9	\$6,642.00	\$5,645.70	\$996.30	\$0.00
Skill Performance Evaluations	1	3	\$369.00	\$313.65	\$55.35	\$0.00
MCSAP Coordinator In-State Travel	1	15	\$2,550.00	\$2,167.50	\$382.50	\$0.00
Mid-West Service Center CVSP Meeting	2	4	\$2,940.00	\$2,499.00	\$441.00	\$0.00
Two CVSA Conferences	3	8	\$10,110.00	\$8,593.50	\$1,516.50	\$0.00
COHMED Conference	1	4	\$1,510.00	\$1,283.50	\$225.50	\$0.00
Missouri Dump Truck Association Conference	1	1	\$117.00	\$99.45	\$17.55	\$0.00
Three Missouri Trucking Association Conferences	10	6	\$3,122.00	\$2,653.70	\$468.30	\$0.00
Internal Training To District Investigators	3	12	\$1,036.80	\$881.28	\$155.52	\$0.00
NASI Part A	2	5	\$1,875.20	\$1,593.92	\$281.28	\$0.00
NASI Part B	2	5	\$1,875.20	\$1,593.92	\$281.28	\$0.00
Two Week Compliance Review Training	2	10	\$4,860.00	\$4,131.00	\$729.00	\$0.00
General Non-Bulk HazMat Training	2	4	\$1,628.16	\$1,383.94	\$244.22	\$0.00
Cargo Tank HazMat Training	2	4	\$2,544.00	\$2,162.40	\$381.60	\$0.00
Other Bulk Packaging Training	2	4	\$2,544.00	\$2,162.40	\$381.60	\$0.00
Passenger Vehicle Inspection Training	2	4	\$2,544.00	\$2,162.40	\$381.60	\$0.00
Outreach Specialist Travel	1	78	\$7,280.00	\$6,188.00	\$1,092.00	\$0.00
CBI Refresher	27	3	\$3,915.00	\$3,327.75	\$587.25	\$0.00
CVISN Conference	2	4	\$3,800.00	\$3,230.00	\$570.00	\$0.00
<b>Sub-Total Travel</b>			<b>\$71,094.36</b>	<b>\$60,430.21</b>	<b>\$10,663.15</b>	<b>\$0.00</b>

**Enter detailed explanation of how you came up with the travel costs:****Program Travel****Routine:**

- MCSAP In Service Training. 2 meetings for two days training for all staff (27 staff x 2 nights x \$89 per night hotel) + (27 staff x 4 days x \$34 per day meals) + (3 staff x 1 night x \$89 per night hotel) = \$8,745.00
- St. Louis Bus check. (1 staff x \$37 per day x 3 days for meals) + (1 staff x \$89 per night x 2 nights for hotel) = \$289.00
- KC Bus Check. (2 staff x \$44 per day x 3 days for meals) + (2 staff x \$89 per night x 3 nights for hotel) = \$798.00
- Branson Bus Checks. (6 staff x \$34 per day x 9 days for meals) + (6 staff x \$89 per night x 9 nights) = \$6,642.00

- Skill Performance Evaluations (SPE). (1 staff x \$34 per day x 3 days for meals) + (1 staff x \$89 per night x 3 nights) = \$369.00
- Outreach Specialist Travel. (1 staff x \$34 per day x 78 days for meals) + (1 staff x \$89 per night for hotel x 52 nights) = \$7,280.00
- MCSAP Coordinator Instate Travel to monitor, review, meet with MCSAP partner/subgrantee agencies. 15 trips X \$50 per day for meals and 15 trips X \$120 per night lodging = \$2550
- Mid-West Service Center CVSP Meeting. (2 Staff x \$45 per day x 4 days for meals) + (2 staff x \$170 per night for hotel x 4 nights) + (2 staff x \$550 Airfare, baggage and taxi) + (2 staff x \$15.00 per day x 4 days for Airport Parking) = \$2,940.00

**Total Routine Travel = \$29,613.00**

#### Conference Travel:

- Two CVSA Conferences. (3 staff x \$45 per day x 8 days for meals) + (3 staff x \$170 per night for hotel x 8 nights) + (3 staff x \$1650 Airfare, baggage and Taxi) (Excludes Registration) = \$10,110.00
- CVISN Conference. (2 staff x \$45 per day x 4 days for meals) + (2 staff x \$170 per night for hotel x 4 nights) + (2 staff x 1040 Airfare, baggage, and taxi) = \$3800.00
  - COMED Conference. (1 Staff x \$45 per day x 4 days for meals) + (1 staff x \$170 per night for hotel x 4 nights) + (1 staff x \$650 Airfare, baggage, shuttle, etc.) = \$1,510.00
  - Mo Dump Truck Association (MDTA). (1 staff x \$28 per day x 1 day for meals) + (1 staff x \$89 for 1 day hotel) = \$117.00
  - Missouri Trucking Association (MOTA). = \$3,122.00
    - Spring Conference with Booth. (3 staff x \$34 per day x 3 days for meals) + (3 staff x \$125 per night x 2 nights for hotel) = \$1,056.00
    - Trucking Conference. (5 staff x \$18 per day x 2 days for meals) + (5 staff x \$125 per night x 2 nights for hotel) = \$1,430.00
    - Fall Conference. (2 staff x \$34 per day x 2 days for meals) + (2 staff x \$125 per night x 2 nights for hotel) = \$636.00

**Total Conference Travel = \$18,659.00**

#### Training Travel

- Internal Training to District by Specialist (64.0% MCSAP and 36.0% New Entrant) = \$1,036.80
  - KC: (1 staff x \$44 per day x 4 days for meals) + (1 staff x \$89 per day x 4 nights for hotel) = \$532.00 x 64.0% = \$340.48
  - Southwest: (1 staff x \$34 per day x 4 days for meals) + (1 staff x \$89 per day x 4 nights for hotel) = \$492.00 x 64.0% = \$314.88
  - St L: (1 staff x \$37 per day x 4 days for meals) + (1 staff x \$112 per day x 4 nights for hotel) = \$596.00 x 64.0% = \$381.44
- CBI Refresher (27 staff x \$28 per day x 2 days for meals) + (27 staff x \$89 per night for hotel x 1 nights) = \$3,915.00
- NASI Part A (64.0% MCSAP and 36.0% New Entrant). (2 staff x \$50 per day x 5 days for meals) + (2 staff x \$128 per night for hotel x 5 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 5 days for Airport Parking) = \$2,930.00 x 64.0% = \$1,875.20
- NASI Part B (64.0% MCSAP and 36.0% New Entrant). (2 staff x \$50 per day x 5 days for meals) + (2 staff x \$128 per night for hotel x 5 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 5 days for Airport Parking) = \$2,930.00 x 64.0% = \$1,875.20
- Two Weeks of Compliance Review Training. (2 staff x \$50 per day x 10 days for meals) + (2 staff x \$128 per night for hotel x 10 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 10 days for Airport Parking) = \$4,860.00
- General non-bulk hazmat Training (64.0% MCSAP and 36.0% New Entrant). (2 staff x \$50 per day x 4 days for meals) + (2 staff x \$128 per night for hotel x 4 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 4 days for Airport Parking) = \$2,544.00 x 64.0% = \$1,628.16
- Cargo Tank Hazmat Training. (2 staff x \$50 per day x 4 days for meals) + (2 staff x \$128 per night for hotel x 4 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 4 days for Airport Parking) = \$2,544.00
- Other Bulk Packaging Training. (2 staff x \$50 per day x 4 days for meals) + (2 staff x \$128 per night for hotel x 4 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 4 days for Airport Parking) = \$2,544.00
- Passenger Vehicle Inspection Training. (2 staff x \$50 per day x 4 days for meals) + (2 staff x \$128 per night for hotel x 4 nights) + (2 staff x \$500 Airfare, baggage and Taxi) + (2 staff x \$15 per day x 4 days for Airport Parking) = \$2,544.00

**Total Training Travel = \$22,822.36**

**Total Program Travel = \$71,094.36**

#### 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: \$1,000

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

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
Office Supplies	1	1	\$12,000.00	\$12,000.00	\$10,200.00	\$1,800.00	\$0.00
Uniforms and Other Related Supplies	1	1	\$9,000.00	\$9,000.00	\$7,650.00	\$1,350.00	\$0.00
Computers	5	unit	\$440.00	\$2,200.00	\$1,870.00	\$330.00	\$0.00
Portable Printers	5	unit	\$126.50	\$632.50	\$537.63	\$98.87	\$0.00
Headset/Adapters	5	unit	\$11.00	\$55.00	\$46.75	\$8.25	\$0.00
Inspector Supplies	1	1	\$3,000.00	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Lexmark Printers	5	1	\$110.00	\$550.00	\$467.50	\$82.50	\$0.00
<b>Sub-Total Supplies</b>				<b>\$27,437.50</b>	<b>\$23,321.88</b>	<b>\$4,119.62</b>	<b>\$0.00</b>

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

#### Supplies

- Various Office Supplies, Printer Ink, toner, paper, files, background checks, misc. etc. Based on Historical Actual Expenses = \$12,000.00
- Uniform Cleaning and replacement. Based on Historical Actual Expenses and anticipated uniform replacement = \$9,000.00
- 5 Laptops (Replacement). 5 laptops x \$800 x 55.0% (New Entrant & State funding also) = \$2,200.00
- 5 replacement portable printers x \$230.00 x 55.0% (New Entrant & State funding also) = \$632.50
- 5 Lexmark printers x \$200.00 x 55.0% (New Entrant & State funding also) = \$550.00
- 5 Headsets and adaptors x \$20.00 x 55.0% (New Entrant & State funding also) = \$55.00
- Inspector supplies such as creepers, flashlights, brake caliper with case, air pressure gauge, etc. = \$3,000.00

**Total for Supplies = \$27,437.50**

The above listed figures are based on a historical average of expenditures. The above listed percentages indicate what the average costs are allocated to each program.

Missouri Motor Carrier Services has allotted 3% of the budget listed above to be used on intrastate safety audits. Since the intrastate safety audit program is new the 3% is an estimate and it is anticipated over the next few years a more finite percentage will be developed.

**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.*

<b>Contractual Cost Spending Plan Narrative</b>				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVISN IFTA Clearinghouse Membership	\$17,000.00	\$14,450.00	\$2,550.00	\$0.00
CMV Awareness/Media Campaign	\$150,000.00	\$127,500.00	\$22,500.00	\$0.00
CMV Media Match	\$26,475.00	\$22,503.75	\$3,971.25	\$0.00
<b>Sub-Total Contractual</b>	<b>\$193,475.00</b>	<b>\$164,453.75</b>	<b>\$29,021.25</b>	<b>\$0.00</b>

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

Description of Services	Total Cost
Missouri State Highway Patrol – Inspections/ Enforcement	\$2,362,481.22
Kansas City Police Department: Inspections/ Enforcement	\$1,240,677.06
St. Louis Metro Police Department: Inspections/ Enforcement	\$833,332.27
Franklin County Sheriff's Office Inspections/ Enforcement	\$339,806.92
St. Louis County Police Department Inspections/ Enforcement	\$307,451.44

The total budget for the five subgrantee agencies: \$4,803,837.08

The above listed subgrantees historically have been considered contractual although once they are entered into the ECVSP system it inputs their line item budgets into the complete comprehensive budget.

CVISN Budget: - *The below listed fees are not duplicative (please see attached fee timeline)*

IFTA Clearinghouse Membership - \$17,000 - Due July 1, 2018

Total CVISN Costs - \$17,000

CMV Awareness/Media Campaign: These costs are based on historical week-long campaign expenses that include radio, online ads, television, and print. \$150,000

Match for CMV Awareness Media Campaign: \$26,475.00

## 7 - Spending Plan: Other Costs

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

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

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

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

Other Costs Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVSA Decals (Enter Quantity and unit cost in Budget Narrative)	1200	1	\$0.28	\$336.00	\$285.60	\$50.40	\$0.00
Conference Costs (Registration fees, etc.)	7	1	\$700.00	\$4,900.00	\$4,165.00	\$735.00	\$0.00
Fleet Costs (Mileage/Repairs)	12	monthly	\$3,750.00	\$45,000.00	\$38,250.00	\$6,750.00	\$0.00
Communications (aircards, mobile phones, etc.)	12	monthly	\$1,500.00	\$18,000.00	\$15,300.00	\$2,700.00	\$0.00
Office Space	12	monthly	\$1,083.33	\$12,999.96	\$11,050.00	\$1,950.00	\$0.00
Subpoena Services	3	1	\$80.00	\$240.00	\$204.00	\$36.00	\$0.00
CVSA State Membership	1	1	\$9,800.00	\$9,800.00	\$8,330.00	\$1,470.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$91,275.96</b>	<b>\$77,584.60</b>	<b>\$13,691.40</b>	<b>\$0.00</b>

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

\*Other Expenses

- CVSA Decals for MCSAP program inspections based on projection. 1,200 decals x \$0.28 = \$336.00
- 2 CVSA Conferences (Registration fees, etc.) \$725 x 6 = \$4,350.00
- COHMED Conference (Registration fees, etc.) \$550 x 1 staff = \$550.00
- Vehicle Maintenance/Repair/Fuel Costs. MCSAP eligible activities for 33 cars for 12 months = \$45,000.00. The estimate is based off the previous 12 months MCSAP eligible enforcement activity.
- Communications (MiFi, mobile phones, postage). The estimate is based off the previous 12 months MCSAP eligible enforcement activity = \$18,000.00
- Office Space (covers utilities and office space). Seven office locations statewide. The estimate is based off the previous 12 months MCSAP eligible enforcement activity = \$13,000.00
- Subpoena third party service. Historical use 3 times yearly. (\$80.00 x 3 uses) = \$240.00

\* CVSA State Membership - \$9,800

- Law Enforcement Liaison Program - \$50,000

**Total Other Expenses = \$438,776.42**

Missouri Motor Carrier Services has allotted 3% of the budget listed above to be used on intrastate safety audits. Since the intrastate safety audit program is new the 3% is an estimate and it is anticipated over the next few years a more finite percentage will be developed.

**\*\*Missourir does not charge a indirect cost. The above listed costs are based on historical expenditures.**



**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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$574,127.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CMV Program Manager	\$53,694.16	\$9,475.44	\$63,169.60	\$0.00
MC Investigations Administrator	\$41,684.66	\$7,356.12	\$49,040.78	\$0.00
MC Investigations Specialist	\$119,646.92	\$21,114.17	\$140,761.09	\$0.00
Program Manager	\$30,137.69	\$5,318.41	\$35,456.10	\$0.00
Project Manager	\$4,823.10	\$851.14	\$5,674.24	\$0.00
MC Technician	\$17,809.06	\$3,142.78	\$20,951.84	\$0.00
Trans Enforcement Inv. Supervisor	\$77,749.57	\$13,720.51	\$91,470.08	\$0.00
Sr. Trans Enforcement Investigator	\$411,130.72	\$72,552.48	\$483,683.20	\$0.00
Transportation Enforcement Investigator	\$30,156.42	\$5,321.72	\$35,478.14	\$0.00
Sr. Financial Services Specialist MCS	\$5,100.68	\$900.12	\$6,000.80	\$0.00
MCS Director	\$1,802.30	\$318.05	\$2,120.35	\$3,710.70
Senior Financial Services Specialist HS	\$0.00	\$0.00	\$0.00	\$1,977.84
MC Compliance Supervisor	\$0.00	\$0.00	\$0.00	\$6,089.76
MCS Assistant Director	\$0.00	\$0.00	\$0.00	\$9,201.60
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal for Personnel</b>	<b>\$793,735.28</b>	<b>\$140,070.94</b>	<b>\$933,806.22</b>	<b>\$20,979.90</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CMV Program Manager	\$47,245.23	\$8,337.39	\$55,582.62	\$0.00
MC Investigations Administrator	\$32,097.19	\$5,664.21	\$37,761.40	\$0.00
MC Investigations Specialist	\$92,128.13	\$16,257.91	\$108,386.04	\$0.00
Program Manager	\$23,206.02	\$4,095.18	\$27,301.20	\$0.00
Project Manager	\$3,713.79	\$655.37	\$4,369.16	\$0.00
MC Technician	\$13,712.98	\$2,419.94	\$16,132.92	\$0.00
Trans Enforcement Inv. Supervisor	\$59,867.17	\$10,564.79	\$70,431.96	\$0.00
Sr. Trans Enforcement Investigator	\$316,570.65	\$55,865.41	\$372,436.06	\$0.00
Transportation Enforcement Investigator	\$23,220.44	\$4,097.73	\$27,318.17	\$0.00
Sr. Financial Services Specialist MCS	\$3,927.53	\$693.09	\$4,620.62	\$0.00
MCS Director	\$1,387.77	\$244.90	\$1,632.67	\$3,082.11
Senior Financial Services Specialist HS	\$0.00	\$0.00	\$0.00	\$1,642.79
MC Compliance Supervisor	\$0.00	\$0.00	\$0.00	\$5,058.15
MCS Assistant Director	\$0.00	\$0.00	\$0.00	\$7,642.85
<b>Subtotal for Fringe Benefits</b>	<b>\$617,076.90</b>	<b>\$108,895.92</b>	<b>\$725,972.82</b>	<b>\$17,425.90</b>

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP In Service Training	\$7,433.25	\$1,311.75	\$8,745.00	\$0.00
St. Louis Bus Checks	\$245.65	\$43.35	\$289.00	\$0.00
Kansas City Bus Checks	\$678.30	\$119.70	\$798.00	\$0.00
Branson Bus Checks	\$5,645.70	\$996.30	\$6,642.00	\$0.00
Skill Performance Evaluations	\$313.65	\$55.35	\$369.00	\$0.00
MCSAP Coordinator In-State Travel	\$2,167.50	\$382.50	\$2,550.00	\$0.00
Mid-West Service Center CVSP Meeting	\$2,499.00	\$441.00	\$2,940.00	\$0.00
Two CVSA Conferences	\$8,593.50	\$1,516.50	\$10,110.00	\$0.00
COHMED Conference	\$1,283.50	\$225.50	\$1,509.00	\$0.00
Missouri Dump Truck Association Conference	\$99.45	\$17.55	\$117.00	\$0.00
Three Missouri Trucking Association Conferences	\$2,653.70	\$468.30	\$3,122.00	\$0.00
Internal Training To District Investigators	\$881.28	\$155.52	\$1,036.80	\$0.00
NASI Part A	\$1,593.92	\$281.28	\$1,875.20	\$0.00
NASI Part B	\$1,593.92	\$281.28	\$1,875.20	\$0.00
Two Week Compliance Review Training	\$4,131.00	\$729.00	\$4,860.00	\$0.00
General Non-Bulk HazMat Training	\$1,383.94	\$244.22	\$1,628.16	\$0.00
Cargo Tank HazMat Training	\$2,162.40	\$381.60	\$2,544.00	\$0.00
Other Bulk Packaging Training	\$2,162.40	\$381.60	\$2,544.00	\$0.00
Passenger Vehicle Inspection Training	\$2,162.40	\$381.60	\$2,544.00	\$0.00
Outreach Specialist Travel	\$6,188.00	\$1,092.00	\$7,280.00	\$0.00
CBI Refresher	\$3,327.75	\$587.25	\$3,915.00	\$0.00
CVISN Conference	\$3,230.00	\$570.00	\$3,800.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$60,430.21</b>	<b>\$10,663.15</b>	<b>\$71,093.36</b>	<b>\$0.00</b>

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

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Office Supplies	\$10,200.00	\$1,800.00	\$12,000.00	\$0.00
Uniforms and Other Related Supplies	\$7,650.00	\$1,350.00	\$9,000.00	\$0.00
Computers	\$1,870.00	\$330.00	\$2,200.00	\$0.00
Portable Printers	\$537.63	\$98.87	\$636.50	\$0.00
Headset/Adapters	\$46.75	\$8.25	\$55.00	\$0.00
Inspector Supplies	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Lexmark Printers	\$467.50	\$82.50	\$550.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$23,321.88</b>	<b>\$4,119.62</b>	<b>\$27,441.50</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVISN IFTA Clearinghouse Membership	\$14,450.00	\$2,550.00	\$17,000.00	\$0.00
CMV Awareness/Media Campaign	\$127,500.00	\$22,500.00	\$150,000.00	\$0.00
CMV Media Match	\$22,503.75	\$3,971.25	\$26,475.00	\$0.00
<b>Subtotal for Contractual</b>	<b>\$164,453.75</b>	<b>\$29,021.25</b>	<b>\$193,475.00</b>	<b>\$0.00</b>

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Decals (Enter Quantity and unit cost in Budget Narrative)	\$285.60	\$50.40	\$336.00	\$0.00
Conference Costs (Registration fees, etc.)	\$4,165.00	\$735.00	\$4,900.00	\$0.00
Fleet Costs (Mileage/Repairs)	\$38,250.00	\$6,750.00	\$45,000.00	\$0.00
Communications (aircards, mobile phones, etc.)	\$15,300.00	\$2,700.00	\$18,000.00	\$0.00
Office Space	\$11,050.00	\$1,950.00	\$13,000.00	\$0.00
Subpeona Services	\$204.00	\$36.00	\$240.00	\$0.00
CVSA State Membership	\$8,330.00	\$1,470.00	\$9,800.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$77,584.60</b>	<b>\$13,691.40</b>	<b>\$91,276.00</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$1,736,602.62</b>	<b>\$306,462.28</b>	<b>\$2,043,064.90</b>	<b>\$38,405.80</b>
<b>Total Costs Budgeted</b>	<b>\$1,736,602.62</b>	<b>\$306,462.28</b>	<b>\$2,043,064.90</b>	<b>\$38,405.80</b>

**Spending Plan (Sub-Grantee: ST. LOUIS METROPOLITAN POLICE DEPARTMENT)****B&I Spending Plan****What is a Spending Plan?**

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

**What does a Spending Plan do?**

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

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

*The spending plan serves a number of critical functions:*

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

**1 - Spending Plan: Personnel****What different types of costs do I need to put in my Spending Plan?**

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

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

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

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

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

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

Identify the method of accounting used by the State: ☒ Cash ☐ Accrual

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

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
MCSAP Officers	6	100	2080	\$29.52	\$368,409.60	\$313,148.16	\$55,261.44	\$0.00
<b>Sub-Total Salary</b>					<b>\$368,409.60</b>	<b>\$313,148.16</b>	<b>\$55,261.44</b>	<b>\$0.00</b>
Overtime Information								
Overtime	8	100	647	\$41.68	\$215,735.68	\$183,375.32	\$32,360.36	\$0.00
<b>Sub-Total Overtime</b>					<b>\$215,735.68</b>	<b>\$183,375.32</b>	<b>\$32,360.36</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$584,145.28</b>	<b>\$496,523.48</b>	<b>\$87,621.80</b>	<b>\$0.00</b>

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

Position(s)	# of	% of	Work	Hourly	Total Cost

	Staff	Time	Year Hours	Salary/Wage	
MCSAP Unit Sergeant	1	100	2,080	33.19	\$71,684.19
MCSAP Unit Officers	5	100	2,080	28.53	\$296,701.91
MCSAP Unit Sergeant Overtime	1	100	602	49.78	\$29,967.56
MCSAP Unit Officer Overtime	7	100	3944	39.75	\$156,768.52
MCSAP Civilian Overtime	2	100	832	35.52	29,552.64
<p>The St. Louis Metropolitan Police Department has a six-man commercial vehicle enforcement unit (6 FTEs) responsible for roadside CMV inspections as well as two part time officers working enforcement. SLMPD anticipates conducting over 8000 inspections in FY2017. There are three civilians who conduct MCSAP functions on an overtime basis (an accountant, an information technology person, and a statistician). The accountant manages the MCSAP grant finances and prepares budgets and reimbursement vouchers. The information technology person works on the MCSAP unit computers and ensures there is timely sharing and uploading of inspection data to the appropriate databases. The statistician prepares the performance activities of the MCSAP unit and provides quarterly and annual report information to the state MCSAP coordinator. The total requested in the table above is the accurate amount requested. The line items entered into the CVSP could not be corrected to reflect this amount because of rounding.</p> <p>Total Cost for Personnel: \$584,478.72</p>					

**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
MCSAP Officers	100	\$70,670.05	\$70,670.05	\$60,069.54	\$10,600.51	\$0.00
<b>Sub-Total Fringe Benefits</b>			<b>\$70,670.05</b>	<b>\$60,069.54</b>	<b>\$10,600.51</b>	<b>\$0.00</b>

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

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost
MCSAP Unit	Medicare	0.0145	608,233.66	8,819.39
MCSAP Unit	Life Insurance (MCSAP Unit salary only)	0.00373763	608,233.66	2,273.35
MCSAP Unit	Workers Comp Insurance	0.0375	637,786.30	23,916.99
MCSAP Civilians	Social Security (civilian overtime only)	0.0765	29,552.64	2,260.78
MCSAP Unit	Medical Insurance (annual expense per employee)	5,214.51	6	31,287.06
MCSAP Unit	Dental Insurance (annual expense per employee)	352.08	6	2,112.48
<p>The Workers Comp Insurance rate of \$0.0375 is multiplied by the salary and overtime budgets for both officers and civilians. This amount is \$637,786.30. The Medicare rate of \$0.0145 and Life Insurance rate of \$0.00373763 are multiplied by the salary and overtime budgets for officers. This amount is \$608,233.66. The Life Insurance expense is calculated on only the salaries of the MCSAP officers. This amount is \$608,233.66. Social Security expenses are only calculated on the civilian overtime budget of \$29,552.64. Medical and Dental fringe expenses are annual fees multiplied by the six MCSAP FTEs.</p> <p>Total Cost for Fringe: \$70,670.05</p>				





**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
CVSA Fall Workshop	3	4	\$6,487.40	\$5,514.29	\$973.11	\$0.00
CVSA Spring Conference	3	4	\$6,487.40	\$5,514.29	\$973.11	\$0.00
COHMED Conference	2	4	\$4,393.00	\$3,734.05	\$658.95	\$0.00
In State Training/Meetings	2	8	\$1,657.00	\$1,408.45	\$248.55	\$0.00
<b>Sub-Total Travel</b>			<b>\$19,024.80</b>	<b>\$16,171.08</b>	<b>\$2,853.72</b>	<b>\$0.00</b>

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

Purpose	# of Staff	Method of Travel	Days	Total Cost
CVSA Fall Workshop	3	Airfare	4	1610.40
CVSA Workshop	3	Per Diem	4	1171.50
CVSA Workshop	3	Lodging	4	3205.50
CVSA Workshop	3	Ground Transport	4	200.00
CVSA Workshop	3	Baggage Fee	4	300.00
CVSA Annual Spring Conference	3	Airfare	4	1610.40
CVSA Annual Conference	3	Per Diem	4	1171.50
CVSA Annual Conference	3	Lodging	4	3205.50
CVSA Annual Conference	3	Ground Transport	4	200.00
CVSA Annual Conference	3	Baggage Fee	4	300.00
COHMED Conference	2	Airfare		1075.00
COHMED Conference	2	Per Diem		781.00
COHMED Conference	2	Lodging		2137.00
COHMED Conference	2	Ground Transport		200.00
COHMED Conference	2	Baggage Fee	4	200.00
Various In-State Trainings or Meetings	2	Per Diem	4	663.00
Various In-State Trainings or Meetings	2	Lodging	4	994.00

The St. Louis Metro Police Department plans to send three officers to the CVSA Fall Workshop and Annual Spring Conference and two officers to the annual COHMED conference. Travel funds will be required for in-state training such as in-service training at the Missouri State Highway Patrol as well as meetings with the Missouri Department of Transportation, the Missouri State Highway Patrol, and the Federal Motor Carrier Safety Administration.

\*The ECVSP Program will not allow me to clean up the chart listed above so please refer to the

budget narrative attached.

Total Cost for Travel: \$19,024.80

#### 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: \$1,000

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
MCSAP Vehicle	2	\$33,000.00	\$66,000.00	\$56,100.00	\$9,900.00	\$0.00
MCSAP Vehicle Equipment	2	\$2,734.00	\$5,468.00	\$4,647.80	\$1,640.40	\$0.00
<b>Sub-Total Equipment</b>			<b>\$71,468.00</b>	<b>\$60,747.80</b>	<b>\$11,540.40</b>	<b>\$0.00</b>

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

Item Name	# of Items	Cost per Item	Total Cost
CMV Enforcement Vehicles	2	33,000	66,000
Emergency Vehicle Equipment (lighting, graphics, siren, etc)	2	2,734	5,468
<p>Following department policy, the St. Louis Metro Police Department will replace one older commercial motor vehicle enforcement vehicle that has reached the end of their useful life. The one new vehicle will cost approximately \$38,000. The older vehicle will be traded or sold at an estimated value of \$10,000. <math>\\$38,000 - \\$10,000 = \\$28,000</math>.</p> <p>The St. Louis Metro Police Department will purchase one new commercial motor vehicle enforcement vehicle that will cost approximately \$38,000.</p> <p>The CMV Enforcement Vehicles also require to be outfitted with necessary equipment for enforcement use at a rate of \$2,734 per vehicle.</p> <p>Total Cost for Vehicle and Equipment: \$71,468.00</p>			

**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.*

<b>Supplies Cost Spending Plan Narrative</b>							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Office Supplies	12	1	\$167.00	\$2,004.00	\$1,703.40	\$300.60	\$0.00
Uniform and Other Related Supplies	12	1	\$358.33	\$4,299.96	\$3,654.97	\$644.99	\$0.00
Vehicle Inspection Supplies	1	1	\$3,500.00	\$3,500.00	\$2,975.00	\$525.00	\$0.00
Laptop	7	1	\$3,200.00	\$22,400.00	\$19,040.00	\$3,360.00	\$0.00
<b>Sub-Total Supplies</b>				<b>\$32,203.96</b>	<b>\$27,373.37</b>	<b>\$4,830.59</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
Office Supplies	12	167	2004.00
Uniform and Other Related Supplies	12	358.33	4300.00
Vehicle Inspection Supplies	1	3500	3500.00
Laptop	7	3200	22,400
<p>Office supplies include paper, toner, and general office supplies. Uniform supplies include such items as shirts, jackets, pants, boots, etc. Vehicle inspection supplies include items such as emergency lighting, flashlights, tool boxes, cones, radios, etc. The laptops will be used in the enforcement vehicles to complete reports.</p> <p>Total Cost for Supplies: \$32,204.00</p>			

**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.*

<b>Contractual Cost Spending Plan Narrative</b>				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
<b>Sub-Total Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**7 - Spending Plan: Other Costs**

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

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

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

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

**Other Costs Spending Plan Narrative**

Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVSA Conference Registration Fees	6	1	\$725.00	\$4,350.00	\$3,697.50	\$652.50	\$0.00
CVSA Decals	4	1	\$187.50	\$750.00	\$637.50	\$112.50	\$0.00
Fuel Expenses	12	monthly	\$2,500.00	\$30,000.00	\$25,500.00	\$4,500.00	\$0.00
Vehicle Repair/Maintenance	12	monthly	\$750.00	\$9,000.00	\$7,650.00	\$1,350.00	\$0.00
Communication/Phone Expense	12	monthly	\$816.66	\$9,799.92	\$8,329.93	\$1,469.99	\$0.00
COHMED Conference	2	1	\$550.00	\$1,100.00	\$935.00	\$165.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$54,999.92</b>	<b>\$46,749.93</b>	<b>\$8,249.99</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
CVSA Conference: Registration Fees	6 people	725	4350.00
COHMED Conference Registrattion Fees	2 people	550	1100.00
CVSA Decals	4 (qtrs.)	187.50	750.00
Fuel Expenses	12 (months)	2500.00	30,000.00
Vehicle Repair/Maintenance	12 (months)	750.00	9000.00
Communication/Phone Expense	12 (months)	816.66	9800.00
Conference registration is needed for three people to attend the CVSA Workshop, three to attend the CVSA Annual Conference, and two to attend the COHMED Conference. CVSA decals are based on historical usage. Vehicle fuel and maintenance and communication expenses are all based on historical figures. Total Cost for Other: \$55,000.00			

**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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$574,127.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP Officers	\$313,148.16	\$55,261.44	\$368,409.60	\$0.00
Overtime	\$183,375.32	\$32,360.36	\$215,735.68	\$0.00
<b>Subtotal for Personnel</b>	<b>\$496,523.48</b>	<b>\$87,621.80</b>	<b>\$584,145.28</b>	<b>\$0.00</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP Officers	\$60,069.54	\$10,600.51	\$70,670.05	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$60,069.54</b>	<b>\$10,600.51</b>	<b>\$70,670.05</b>	<b>\$0.00</b>



Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Fall Workshop	\$5,514.29	\$973.11	\$6,487.40	\$0.00
CVSA Spring Conference	\$5,514.29	\$973.11	\$6,487.40	\$0.00
COHMED Conference	\$3,734.05	\$658.95	\$4,393.00	\$0.00
In State Training/Meetings	\$1,408.45	\$248.55	\$1,657.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$16,171.08</b>	<b>\$2,853.72</b>	<b>\$19,024.80</b>	<b>\$0.00</b>

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP Vehicle	\$56,100.00	\$9,900.00	\$66,000.00	\$0.00
MCSAP Vehicle Equipment	\$4,647.80	\$1,640.40	\$6,288.20	\$0.00
<b>Subtotal for Equipment</b>	<b>\$60,747.80</b>	<b>\$11,540.40</b>	<b>\$72,288.20</b>	<b>\$0.00</b>

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Office Supplies	\$1,703.40	\$300.60	\$2,004.00	\$0.00
Uniform and Other Related Supplies	\$3,654.97	\$644.99	\$4,299.96	\$0.00
Vehicle Inspection Supplies	\$2,975.00	\$525.00	\$3,500.00	\$0.00
Laptop	\$19,040.00	\$3,360.00	\$22,400.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$27,373.37</b>	<b>\$4,830.59</b>	<b>\$32,203.96</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Conference Registration Fees	\$3,697.50	\$652.50	\$4,350.00	\$0.00
CVSA Decals	\$637.50	\$112.50	\$750.00	\$0.00
Fuel Expenses	\$25,500.00	\$4,500.00	\$30,000.00	\$0.00
Vehicle Repair/Maintenance	\$7,650.00	\$1,350.00	\$9,000.00	\$0.00
Communication/Phone Expense	\$8,329.93	\$1,469.99	\$9,799.92	\$0.00
COHMED Conference	\$935.00	\$165.00	\$1,100.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$46,749.93</b>	<b>\$8,249.99</b>	<b>\$54,999.92</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$707,635.20</b>	<b>\$125,697.01</b>	<b>\$833,332.21</b>	<b>\$0.00</b>
<b>Total Costs Budgeted</b>	<b>\$707,635.20</b>	<b>\$125,697.01</b>	<b>\$833,332.21</b>	<b>\$0.00</b>

**Spending Plan (Sub-Grantee: KANSAS CITY POLICE DEPARTMENT)****B&I Spending Plan****What is a Spending Plan?**

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

**What does a Spending Plan do?**

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

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

*The spending plan serves a number of critical functions:*

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

**1 - Spending Plan: Personnel****What different types of costs do I need to put in my Spending Plan?**

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

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

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

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

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

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

Identify the method of accounting used by the State: ☐ Cash ☒ Accrual

**Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00**

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
Salary	7	100	2080	\$35.87	\$522,267.20	\$443,927.12	\$78,340.08	\$0.00
<b>Sub-Total Salary</b>					<b>\$522,267.20</b>	<b>\$443,927.12</b>	<b>\$78,340.08</b>	<b>\$0.00</b>
Overtime Information								
Overtime	18	100	200	\$55.84	\$201,024.00	\$170,870.40	\$30,153.60	\$0.00
<b>Sub-Total Overtime</b>					<b>\$201,024.00</b>	<b>\$170,870.40</b>	<b>\$30,153.60</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$723,291.20</b>	<b>\$614,797.52</b>	<b>\$108,493.68</b>	<b>\$0.00</b>

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

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost

MCSAP Unit Sergeant	1	100	2,080	\$42.32	\$88,025.60
MCSAP Unit Officers	6	100	2,080	\$34.80	\$434,304.00
MCSAP Unit Sergeant Overtime	1	100	346	\$63.48	\$21,964.08
MCSAP Unit Officer Overtime	1	100	378	\$55.49	\$20,972.22
MCSAP Unit Officer Overtime	6	100	233	\$52.20	\$73,262.70
Part-Time Inspectors Overtime	10	100	153	\$52.20	\$79,866
Part-Time Data and Budget Analysts	1	100	95	\$52.20	\$4,959
<p>KCMO PD has an eight-person commercial vehicle enforcement section responsible for roadside CMV inspections. KCMO employees one individual that will assist with data analysis, budgeting, and submission of necessary information. The salary and fringe cost of one officer position is funded by KCMO PD, but overtime for that position is grant funded. KCPD anticipates conducting 9,000 inspections during FY 2017. Total Cost for Personnel: \$723,291.20</p>					

## 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
Salary	100	\$283,636.86	\$283,636.86	\$241,091.33	\$42,545.53	\$0.00
Overtime			\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total Fringe Benefits</b>			<b>\$283,636.86</b>	<b>\$241,091.33</b>	<b>\$42,545.53</b>	<b>\$0.00</b>

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

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost
MCSAP Unit Sergeant	Pension	27.1	\$88,025.60	\$24,057.39
MCSAP Unit Officers	Pension	27.1	\$434,304	\$120,345.64
MCSAP Unit Sergeant	FICA	.014	\$88,025.60	\$1,267.37
MCSAP Unit Officers	FICA	.014	\$434,304	\$6,080.26
MCSAP Unit Sergeant	Health Insurance	100%	\$88,025.60	\$18,000
MCSAP Unit Officers	Health Insurance	Per Officer	\$18,000	\$108,000
MCSAP Unit Sergeant	Life Insurance	100%	\$129.63	\$129.63
MCSAP Unit Officers	Life Insurance	Per Officer	\$109.43	\$656.57
MCSAP Unit Sergeant	Clothing Allowance	100%	\$600	\$600
MCSAP Unit Officers	Clothing Allowance	Per Officer	\$600	\$3,000
MCSAP Unit Sergeant	Education Allow.	100%	900	\$900

The above fringe benefits figures are FY 2017 projections. Total Cost for Fringe: \$283,636.86

**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.*

<b>Travel Cost Spending Plan Narrative</b>						
Purpose	# of Staff	Days	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVSA Fall Workshop	2	4	\$4,000.00	\$3,400.00	\$600.00	\$0.00
COHMED Conference	2	4	\$4,000.00	\$3,400.00	\$600.00	\$0.00
Drug Interdiction Conference (DIAP)	4	4	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00
CVSA Spring Conference	2	4	\$4,000.00	\$3,400.00	\$600.00	\$0.00
Other MCSAP Related Training and Conferences	18	4	\$36,000.00	\$30,600.00	\$5,400.00	\$0.00
2017 Fall Inspectors Championship	2	4	\$4,000.00	\$3,400.00	\$600.00	\$0.00
<b>Sub-Total Travel</b>			<b>\$60,000.00</b>	<b>\$51,000.00</b>	<b>\$9,000.00</b>	<b>\$0.00</b>

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

Purpose	# of Staff	Method of Travel	Days	Total Cost
2017 Fall CVSA Conference	2	Air	4	\$4,000
2017 COHMED Conference	2	Air	4	\$4,000
2017 Drug Interdiction Conference (DIAP)	4	Air	4	\$8,000
2018 Spring CVSA Conference	2	Air	4	\$4,000
Other training/conferences as identified	18	Air	4	\$36,000
2017 Fall Inspectors Championships	2	Air	4	\$4,000
<p>The listed conferences/training is critical for our unit to remain current with changes in the industry and regulations. KCPD is requesting to send four officers to the FMCSA sponsored DIAP training. This course will train the officers to be more cognizant of terroristic activity and drug smuggling tactics while conducting their CMV enforcement operations and inspections. The figures were obtained from recent travel costs including; airfare, per diem, lodging, registration fees, rental car and ground transportation fees.</p> <p>The other training/ conferences line item will include training for the full-time and part-time MCSAP unit officers to receive their crash reconstruction certification as well as attend continuing education courses to retain their certification.</p> <p>Total Cost for Travel: \$60,000</p>				



#### 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: \$1,000

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Vehicle	3	\$29,333.00	\$87,999.00	\$74,799.15	\$13,199.85	\$0.00
Vehicle Equipment	3	\$6,500.00	\$19,500.00	\$16,575.00	\$2,925.00	\$0.00
<b>Sub-Total Equipment</b>			<b>\$107,499.00</b>	<b>\$91,374.15</b>	<b>\$16,124.85</b>	<b>\$0.00</b>

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

Item Name	# of Items	Cost per Item	Total Cost
Vehicles (trading in vehicles being replaced)	3	\$38,000	\$88,000
Vehicle Equipment (emergency equip, communication equip, storage units)	3	\$6,500	\$19,500
Three new vehicles will be purchased at a rate of \$38,000 a piece - \$13,000 trade in value for the two vehicles being traded = \$88,000			
Vehicle Equipment (emergency equip, communication equip, storage units) for 3 new vehicles will be purchased at a rate of \$6,500 per vehicle = \$19,500			
Vehicle and vehicle equipment costs are estimates based on previous purchases and trade-in values. The majority of the vehicle equipment costs will be moving equipment from the old vehicles to the new vehicles. The vehicles and equipment are necessary to provide our inspectors with reliable work platforms that provide adequate room for the inspector and equipment. Total cost for vehicles and equipment \$107,500			

**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
Office Supplies	1	1	\$1,000.00	\$1,000.00	\$850.00	\$150.00	\$0.00
Printers	5	1	\$200.00	\$1,000.00	\$850.00	\$150.00	\$0.00
Uniforms - purchase of uniforms and related items worn by inspectors.	12	1	\$416.66	\$4,999.92	\$4,250.00	\$750.00	\$0.00
Tools/equipment - wheel chocks, jacks, creepers, portable scales	12	1	\$250.00	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Synercon Technologies Forensic Link Adapter	1	1	\$2,000.00	\$2,000.00	\$1,700.00	\$300.00	\$0.00
<b>Sub-Total Supplies</b>				<b>\$11,999.92</b>	<b>\$10,200.00</b>	<b>\$1,800.00</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
Office Supplies	1	\$1000	\$1000
Purchase of 10 new printers	5	\$200	\$1,000
Uniforms - purchase of uniforms and related items worn by inspectors.	12	\$416.66	\$5,000
Synercon Technologies Forensic Link Adapter	1	\$2000.00	\$2000.00
Tools/equipment - wheel chocks, jacks, creepers, portable scales	12	\$250	\$3,000

The estimated costs in this section are based on previous expenditures in these areas. Funding in this area is necessary to purchase office supplies, printers, uniforms, and equipment. The seven full-time and three part-time officers are each assigned a specific computer. A total of ten printers are needed in order to provide a printer for each part-time and full-time officer's assigned computer.

The Forensic Link Adapter is a universal device for downloading digital data from heavy vehicles. It contains an embedded computer specifically designed to produce forensically sound records from heavy vehicle event data recorders. This item will allow crash reconstructionist to better evaluate the crash characteristics which will in turn allow the state

to better evaluate CMV crashes.

Total Cost for Supplies: \$12,000

**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.*

<b>Contractual Cost Spending Plan Narrative</b>				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
<b>Sub-Total Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**7 - Spending Plan: Other Costs**

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

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

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

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

Other Costs Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVSA Decals	2000	1	\$0.50	\$1,000.00	\$850.00	\$150.00	\$0.00
Regscan Haz Mat Enforcer Software - Annual Renewal	1	1	\$4,500.00	\$4,500.00	\$3,825.00	\$675.00	\$0.00
Communication/Phone Expense	12	1	\$416.66	\$4,999.92	\$4,250.00	\$750.00	\$0.00
Registration Fees for COHMED, CVSA, DITEP and other trainings	30	1	\$725.00	\$21,750.00	\$18,487.50	\$3,262.50	\$0.00
Vehicle Fuel/Maintenance	12	1	\$1,666.66	\$19,999.92	\$17,000.00	\$3,000.00	\$0.00
Computer Software (TruckCRYPT)	1	1	\$2,000.00	\$2,000.00	\$1,700.00	\$300.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$54,249.84</b>	<b>\$46,112.50</b>	<b>\$8,137.50</b>	<b>\$0.00</b>

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

**Other Cost Budget Narrative**

Purpose	# of Units	Cost per Unit	Total Cost
Vehicle Fuel/ Maintenance	12	\$1666.66	\$20,000
CVSA Decals	2000	\$.50	\$1000.00
Registration fees for CVSA, COHMED, DIAP, Crash Reconstruction training and conferences	30	\$725	\$21,750
Regscan Haz Mat Enforcer software renewal – annual renewal for Haz Mat software used during hazardous materials inspections	1	\$4,500	\$4,500

Communications – for purchase of and re-occurring costs for cell phones assigned to the MCSAP unit	12	\$416.66	\$5,000
Computer Software (TRUCKCRYPT)	1	\$2,000	\$2,000

The estimated costs in this section are based on previous expenditures in these areas. Funding in this area is necessary to maintain vehicles, purchase CVSA decals, renew Regscan HazMat Enforcer Software, Computer Software (TruckCRYPT), pay communications charges(cell phones), and pay conference registrations.

The TruckCRYPT software is a system of programs that run on the Forensic Link Adapter (FLA)(which is included under the supplies line item budget) and links to our Synercon server thereby securing all critical digital forensic data in a heavy vehicle incident for interpretation.

Total cost of supplies - \$54,250.00

**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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$574,127.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Salary	\$443,927.12	\$78,340.08	\$522,267.20	\$0.00
Overtime	\$170,870.40	\$30,153.60	\$201,024.00	\$0.00
<b>Subtotal for Personnel</b>	<b>\$614,797.52</b>	<b>\$108,493.68</b>	<b>\$723,291.20</b>	<b>\$0.00</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Salary	\$241,091.33	\$42,545.53	\$283,636.86	\$0.00
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$241,091.33</b>	<b>\$42,545.53</b>	<b>\$283,636.86</b>	<b>\$0.00</b>

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Fall Workshop	\$3,400.00	\$600.00	\$4,000.00	\$0.00
COHMED Conference	\$3,400.00	\$600.00	\$4,000.00	\$0.00
Drug Interdiction Conference (DIAP)	\$6,800.00	\$1,200.00	\$8,000.00	\$0.00
CVSA Spring Conference	\$3,400.00	\$600.00	\$4,000.00	\$0.00
Other MCSAP Related Training and Conferences	\$30,600.00	\$5,400.00	\$36,000.00	\$0.00
2017 Fall Inspectors Championship	\$3,400.00	\$600.00	\$4,000.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$51,000.00</b>	<b>\$9,000.00</b>	<b>\$60,000.00</b>	<b>\$0.00</b>

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Vehicle	\$74,799.15	\$13,199.85	\$87,999.00	\$0.00
Vehicle Equipment	\$16,575.00	\$2,925.00	\$19,500.00	\$0.00
<b>Subtotal for Equipment</b>	<b>\$91,374.15</b>	<b>\$16,124.85</b>	<b>\$107,499.00</b>	<b>\$0.00</b>

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Office Supplies	\$850.00	\$150.00	\$1,000.00	\$0.00
Printers	\$850.00	\$150.00	\$1,000.00	\$0.00
Uniforms - purchase of uniforms and related items worn by inspectors.	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Tools/equipment - wheel chocks, jacks, creepers, portable scales	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Synercon Technologies Forensic Link Adapter	\$1,700.00	\$300.00	\$2,000.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$10,200.00</b>	<b>\$1,800.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Decals	\$850.00	\$150.00	\$1,000.00	\$0.00
Regscan Haz Mat Enforcer Software - Annual Renewal	\$3,825.00	\$675.00	\$4,500.00	\$0.00
Communication/Phone Expense	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Registration Fees for COHMED, CVSA, DITEP and other trainings	\$18,487.50	\$3,262.50	\$21,750.00	\$0.00
Vehicle Fuel/Maintenance	\$17,000.00	\$3,000.00	\$20,000.00	\$0.00
Computer Software (TruckCRYPT)	\$1,700.00	\$300.00	\$2,000.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$46,112.50</b>	<b>\$8,137.50</b>	<b>\$54,250.00</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$1,054,575.50</b>	<b>\$186,101.56</b>	<b>\$1,240,677.06</b>	<b>\$0.00</b>
<b>Total Costs Budgeted</b>	<b>\$1,054,575.50</b>	<b>\$186,101.56</b>	<b>\$1,240,677.06</b>	<b>\$0.00</b>

**Spending Plan (Sub-Grantee: MISSOURI STATE HIGHWAY PATROL)****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): \$1,178,359.00

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
Reimbursement for Inspections	1	100	70000	\$22.97	\$1,607,900.00	\$1,366,715.00	\$241,185.00	\$0.00
Quality Control Clerk	3	100	2080	\$13.67	\$85,300.80	\$72,505.68	\$12,795.12	\$0.00
Computer Information Techs	3	100	2080	\$23.23	\$144,955.20	\$123,211.92	\$21,743.28	\$0.00
Soft Match for Reimbursement of Inspections	1	100	12353	\$22.97	\$283,748.41	\$241,186.14	\$42,562.27	\$0.00
<b>Sub-Total Salary</b>					<b>\$2,121,904.41</b>	<b>\$1,803,618.74</b>	<b>\$318,285.67</b>	<b>\$0.00</b>
Overtime Information								
Overtime		100	2080		\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total Overtime</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$2,121,904.41</b>	<b>\$1,803,618.74</b>	<b>\$318,285.67</b>	<b>\$0.00</b>

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

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost																														
Quality Control Clerk	3	100	2,080	\$13.67	85,312.80																														
Computer Information Techs	3	100	2,080	\$23.23	144,970.56																														
Inspection Reimbursement					1,607,900																														
Soft Match for Reimbursement of Inspections	1	100	12353	22.97	\$283,748.41																														
<p>Three Quality Control Clerks conduct data entry of inspection reports and CMV involved crash reports. They also certify any returned inspection reports verifying repairs have been made to the CMV. Additionally, they upload crash and inspection reports daily to FMCSA and conduct quality assurance of these reports.</p> <p>Three Computer Information Technician FTEs perform maintenance of the electronic systems and databases that support CMV inspections and CMV crashes. They also maintain approximately 160 mobile computers and 33 desktop computers used for CMV inspections. These personnel also provide 24 hours tech support for computer and other electronic systems.</p> <p>The Missouri State Highway Patrol will be reimbursed for the CMV roadside inspections they conduct at a rate of \$45.72 per hour. This rate was approved in 2012 by the Missouri FMCSA Division Office and represents an average salary and fringe benefit package for each officer that performs commercial motor vehicle inspections. Level 1, 2, and 3 inspections will be reimbursed for the average amount of time required to perform the inspection. Historical data in SAFETYNET shows it takes on average 51.15 minutes to conduct a Level 1 inspection, 34.42 minutes to conduct a Level 2 inspection, and 24.28 minutes to conduct a Level 3 inspection. Reimbursement will occur based on the figures in the table below. Please note all inspections as forecasted in the 2017 CVSP are accounted for in the table below though MSHP will only receive reimbursement for the budgeted amount of \$1,607,346.00.</p> <table border="1"> <thead> <tr> <th>Inspection Level</th><th>Time per Inspection (minutes)</th><th>Time as Percentage</th><th>Cost per Hour</th><th>Number of Inspections</th><th>Inspection Cost</th></tr> </thead> <tbody> <tr> <td>Level 1</td><td>51.15</td><td>85.25%</td><td>\$45.72</td><td>23,250</td><td>\$1,062,990</td></tr> <tr> <td>Level 2</td><td>34.42</td><td>57.36%</td><td>\$45.72</td><td>23,360</td><td>\$1,068,019.20</td></tr> <tr> <td>Level 3</td><td>24.28</td><td>40.46%</td><td>\$45.72+</td><td>23,340</td><td>\$1,067,104.80</td></tr> <tr> <td colspan="4"><b>TOTALS</b></td><td><b>70,000</b></td><td><b>\$3,198,114</b></td></tr> </tbody> </table> <p>Total Cost for Personnel: <b>\$1,838,182.50</b></p>						Inspection Level	Time per Inspection (minutes)	Time as Percentage	Cost per Hour	Number of Inspections	Inspection Cost	Level 1	51.15	85.25%	\$45.72	23,250	\$1,062,990	Level 2	34.42	57.36%	\$45.72	23,360	\$1,068,019.20	Level 3	24.28	40.46%	\$45.72+	23,340	\$1,067,104.80	<b>TOTALS</b>				<b>70,000</b>	<b>\$3,198,114</b>
Inspection Level	Time per Inspection (minutes)	Time as Percentage	Cost per Hour	Number of Inspections	Inspection Cost																														
Level 1	51.15	85.25%	\$45.72	23,250	\$1,062,990																														
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Level 3	24.28	40.46%	\$45.72+	23,340	\$1,067,104.80																														
<b>TOTALS</b>				<b>70,000</b>	<b>\$3,198,114</b>																														

## 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
Reimbursement for Inspections			\$0.00	\$0.00	\$0.00	\$0.00
Quality Control Clerk	87.10	\$85,312.80	\$74,307.45	\$63,161.33	\$11,146.12	\$0.00
Computer Information Techs	87.10	\$144,970.56	\$126,269.36	\$107,328.95	\$18,940.41	\$0.00
Overtime			\$0.00	\$0.00	\$0.00	\$0.00
Soft Match for Reimbursement of Inspections			\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total Fringe Benefits</b>			<b>\$200,576.81</b>	<b>\$170,490.28</b>	<b>\$30,086.53</b>	<b>\$0.00</b>

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

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost
Quality Control Clerk	Retirement, Insurance, Social Security, Workers Comp, Retire Insurance, Deferred Comp Match, Employee Assistance	87.10	\$85,312.80	74,307.454
Computer Information Techs	Retirement, Insurance, Social Security, Workers Comp,	87.10	\$144,970.56	\$126,269.36

	Retire Insurance, Deferred Comp Match, Employee Assistance			
<p>The FY2017 fringe benefit rate for Missouri State Highway Patrol civilian employees is 87.10% It is broken out as follows:</p> <p>Retirement: 58.05%</p> <p>Health/Life Insurance: 15.74%</p> <p>Social Security: 7.65%</p> <p>Workers Comp: 1.97%</p> <p>Retiree Health Insurance: 3.65%</p> <p>Employee Assistance Program: 0.04%</p> <p>Total Cost for Fringe: <b>\$200,576.81</b></p>				

**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
<b>Sub-Total Travel</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

#### 4 - Spending Plan: Equipment

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

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

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

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

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

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



<b>5 - Spending Plan: Supplies</b>
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*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
<b>Sub-Total Supplies</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**6 - Spending Plan: Contractual**

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

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.*

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

<b>Contractual Cost Spending Plan Narrative</b>				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
<b>Sub-Total Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**7 - Spending Plan: Other Costs**

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

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

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

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

**Other Costs Spending Plan Narrative**

Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
NASI Training	22	5	\$1,818.18	\$39,999.96	\$34,000.00	\$6,000.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$39,999.96</b>	<b>\$34,000.00</b>	<b>\$6,000.00</b>	<b>\$0.00</b>

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

**Other Cost Budget Narrative**  
 (SF-424A, Line 6h)

# of Units	Cost per Unit	Total Cost
22 students for 5 weeks (25 days)	\$73.00	\$40,000

The Missouri State Highway Patrol will host North American Standard Inspection (NASI) commercial vehicle enforcement training. Thirty students will attend five weeks of training. The daily cost per student is \$73.00 and is broken out as follows:  
 Meals: \$17.00  
 Lodging: \$36.00  
 Classroom: \$20.00

The five weeks of NASI training include the following components:

Week 1: NASI Part A  
 Week 2: NASI Part B  
 Week 3: General Hazardous Materials  
 Week 4: Cargo Tank Inspection  
 Week 5: Other Bulk Packages

Total Cost for Training: **\$40,000.00**

**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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$574,127.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Reimbursement for Inspections	\$1,366,715.00	\$241,185.00	\$1,607,900.00	\$0.00
Quality Control Clerk	\$72,505.68	\$12,795.12	\$85,300.80	\$0.00
Computer Information Techs	\$123,211.92	\$21,743.28	\$144,955.20	\$0.00
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Soft Match for Reimbursement of Inspections	\$241,186.14	\$42,562.27	\$283,748.41	\$0.00
<b>Subtotal for Personnel</b>	<b>\$1,803,618.74</b>	<b>\$318,285.67</b>	<b>\$2,121,904.41</b>	<b>\$0.00</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Reimbursement for Inspections	\$0.00	\$0.00	\$0.00	\$0.00
Quality Control Clerk	\$63,161.33	\$11,146.12	\$74,307.45	\$0.00
Computer Information Techs	\$107,328.95	\$18,940.41	\$126,269.36	\$0.00
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Soft Match for Reimbursement of Inspections	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$170,490.28</b>	<b>\$30,086.53</b>	<b>\$200,576.81</b>	<b>\$0.00</b>

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Program Travel</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
NASI Training	\$34,000.00	\$6,000.00	\$40,000.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$34,000.00</b>	<b>\$6,000.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$2,008,109.02</b>	<b>\$354,372.20</b>	<b>\$2,362,481.22</b>	<b>\$0.00</b>
<b>Total Costs Budgeted</b>	<b>\$2,008,109.02</b>	<b>\$354,372.20</b>	<b>\$2,362,481.22</b>	<b>\$0.00</b>

**Spending Plan (Sub-Grantee: FRANKLIN COUNTY SHERIFF'S OFFICE)****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): \$1,178,359.00

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
MCSAP Officers Salary	2	100	2080	\$22.68	\$94,348.80	\$80,196.48	\$14,152.32	\$0.00
<b>Sub-Total Salary</b>					<b>\$94,348.80</b>	<b>\$80,196.48</b>	<b>\$14,152.32</b>	<b>\$0.00</b>
Overtime Information								
Overtime	2	100	439	\$33.58	\$29,483.24	\$25,060.75	\$4,422.49	\$0.00
<b>Sub-Total Overtime</b>					<b>\$29,483.24</b>	<b>\$25,060.75</b>	<b>\$4,422.49</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$123,832.04</b>	<b>\$105,257.23</b>	<b>\$18,574.81</b>	<b>\$0.00</b>

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

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost
MCSAP Unit Supervisor	1	100	2,080	23.61	49,108.80
MCSAP Unit Officer	1	100	2,080	21.75	45,240

MCSAP Unit Supervisor Overtime	1		300	35.42	10,626
MCSAP Unit Officer Overtime	3		578	32.63	18,860.14
<p>The Franklin County Sheriff's Office has a two-man commercial vehicle enforcement unit (2 FTEs) responsible for roadside CMV inspections as well as two part time officers working enforcement. FCSO anticipates conducting over 2000 inspections in FY2017.</p> <p>Total Cost for Personnel: \$123,832.04</p>					



## 2 - Spending Plan: Fringe Benefits

*Fringe costs are benefits paid to your employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-federal grantees that have an accrual basis of accounting may have a separate line item for leave, which will be entered as the projected leave expected to be accrued by the personnel listed within Narrative Section 1 – Personnel. Reference 2 CFR 200.431(b) for the proper management of leave expenditures. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.*

*The costs of fringe benefits are allowable if they are provided under established written leave policies; the costs are equitably allocated to all related activities, including Federal awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees. Depending on the state, there are set employer taxes that are paid as a percentage of the salary, such as Social Security, Federal Unemployment Tax Assessment, Medicare, State Unemployment Tax, and State Disability Insurance. For each of these standard employer taxes, under Position you may list "All Positions"; the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Narrative Section 1 and the base multiplied by the respective rate would give the total for each standard employer taxes. Workers' Compensation is rated by risk area. It would be permissible to enter this as an average, usually between sworn and unsworn, but any grouping that is reasonable and clearly explained in the narrative is allowable. Health Insurance and Pensions can vary greatly and it too can be averaged and like Workers' Compensation, can sometimes be broken into sworn and unsworn.*

Fringe Benefits Spending Plan Narrative						
Position(s)	Fringe Benefit Rate	Base Amount	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Overtime			\$0.00	\$0.00	\$0.00	\$0.00
MCSAP Officers Salary	42.8380	\$94,348.80	\$40,417.14	\$34,354.57	\$6,063.32	\$0.00
<b>Sub-Total Fringe Benefits</b>			<b>\$40,417.14</b>	<b>\$34,354.57</b>	<b>\$6,063.32</b>	<b>\$0.00</b>

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

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost
MCSAP Unit	Medicare	0.0145	94,348.80	1,368.46
MCSAP Unit	Workers Comp Insurance	0.0315	94,348.80	2,971.99
MCSAP Civilians	Social Security (civilian overtime only)	0.062	94,348.80	2,260.78
MCSAP Unit	Medical Insurance (annual expense per employee)	9,999.36	2	19,998.72
MCSAP Unit	Dental Insurance (annual expense per employee)	369.60	2	739.20
MCSAP Unit	Vision Insurance (annual expense per employee)	118.08	2	236.16
MCSAP Unit	Life Insurance (annual expense per employee)	52.80	2	105.60
MCSAP Unit	Lagers Retirement	6,368.49	2	12,736.98

The Workers Comp Insurance rate of \$0.0315 is multiplied by the salary and overtime budgets for deputies. This amount is \$94,348.80. The Medicare rate of \$0.0145 a rate is multiplied by the salary for deputies. This amount is \$94,348.80. Social Security expenses are calculated on the deputy annual salary of \$94,348.80. *Lagers Retirement*, Medical, Dental, Vision, and Life insurance fringe expenses are annual fees multiplied by the two MCSAP FTEs.

Total Cost for Fringe: \$40,417.89
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**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
CVSA Spring Conference	2	4	\$3,243.65	\$2,757.10	\$486.55	\$0.00
In State Training/Meetings	4	4	\$2,880.00	\$2,448.00	\$432.00	\$0.00
<b>Sub-Total Travel</b>			<b>\$6,123.65</b>	<b>\$5,205.10</b>	<b>\$918.55</b>	<b>\$0.00</b>

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

Purpose	# of Staff	Method of Travel	Days	Total Cost
CVSA Annual Spring Conference	2	Airfare	4	805.20
CVSA Annual Conference	2	Per Diem	4	585.70
CVSA Annual Conference	2	Lodging	4	1,602.75
CVSA Annual Conference	2	Ground Transport	4	100.00
CVSA Annual Conference	2	Baggage Fee	4	150.00
Various In-State Trainings or Meetings	4	Per Diem	4	960.00
Various In-State Trainings or Meetings	4	Lodging	4	1,920.00
<p>The Franklin County Sheriff's Office plans to send two officers to the CVSA Annual Spring Conference. Travel funds will be required for in-state training such as in-service training at the Missouri State Highway Patrol as well as meetings with the Missouri Department of Transportation, the Missouri State Highway Patrol, and the Federal Motor Carrier Safety Administration.</p> <p>Total Cost for Travel: \$6,123.65</p>				

#### 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
MCSAP Vehicle	2	\$38,000.00	\$76,000.00	\$64,600.00	\$13,400.00	\$0.00
MCSAP Vehicle Equipment and Installation	2	\$22,964.15	\$45,928.30	\$39,039.06	\$6,889.25	\$0.00
<b>Sub-Total Equipment</b>			<b>\$121,928.30</b>	<b>\$103,639.06</b>	<b>\$20,289.25</b>	<b>\$0.00</b>

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

##### Vehicle & equipment

##### Totals

2- 2017 Chevrolet Tahoe (SPV 4x4)	\$38,000.00	\$76000.00
<b>Electronics</b>		
radio (Kenwood 100 watt)	\$1,339.63	
radar	\$3,129.30	
console	\$298.00	
siren/control	\$907.40	
camera (Watchguard)	\$5,000.00	
license yearly	\$1,900.00	\$15,150.33
warranty	\$235.00	
dock	\$1,055.00	
base plate and stand	\$553.00	
printer/mount	\$400.00	
license scanner	\$333.00	
<b>Installation &amp; Emergency Lights</b>	equip and install	<b>\$5,344.74</b>
<b>Misc. Items</b>		
push bumper	\$257.62	
cargo barrier	\$361.46	
decal package	\$350.00	\$2,469.08
misc. tools	\$1,000.00	
long gun lock	\$500.00	Total \$121,928.30



**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
Office Supplies	12	1	\$75.00	\$900.00	\$765.00	\$135.00	\$0.00
Uniforms and other related supplies	12	1	\$1,004.00	\$12,048.00	\$10,240.80	\$1,807.20	\$0.00
Vehicle Inspection Supplies	1	1	\$1,500.00	\$1,500.00	\$1,275.00	\$225.00	\$0.00
Laptop	2	1	\$3,747.00	\$7,494.00	\$6,369.90	\$1,124.10	\$0.00
Printers, scanners, and other related supplies	2	1	\$2,576.00	\$5,152.00	\$4,379.20	\$772.80	\$0.00
<b>Sub-Total Supplies</b>				<b>\$27,094.00</b>	<b>\$23,029.90</b>	<b>\$4,064.10</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
Office Supplies	12	75	900.00
Uniform and Other Related Supplies	12	1004	12,048.00
Vehicle Inspection Supplies	1	1500	1500.00
Laptop	2	3747	7,494.00
Printers, Scanners, and other related supplies	2	2576	5,152.00
Office supplies include paper, toner, and general office supplies. Uniform supplies include such items as shirts, jackets, pants, boots, etc. Vehicle inspection supplies include items such as emergency lighting, flashlights, tool boxes, cones, radios, etc. The laptops, printers, scanners, and other related supplies will be used in the enforcement vehicles to complete reports.			
Total Cost for Supplies: \$27,094.00			

**\*\*The uniform costs are allocated to the two proposed full-time employees as well as inspection uniforms for 2-4 part-time inspectors.**

**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.*

<b>Contractual Cost Spending Plan Narrative</b>				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
<b>Sub-Total Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**7 - Spending Plan: Other Costs**

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

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

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

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

**Other Costs Spending Plan Narrative**

Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVSA Conference Registration	2	1	\$725.00	\$1,450.00	\$1,232.50	\$217.50	\$0.00
CVSA Decals	800	1	\$0.50	\$400.00	\$340.00	\$60.00	\$0.00
Fuel Expenses	12	2	\$1,300.00	\$15,600.00	\$13,260.00	\$2,340.00	\$0.00
Communication/Phone Expense	2	Yearly	\$480.00	\$960.00	\$816.00	\$144.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$18,410.00</b>	<b>\$15,648.50</b>	<b>\$2,761.50</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
CVSA Conferences: Registration Fees	2 people	725.00	1450.00
CVSA Decals	4 (qtrs.)	100.00	400.00
Fuel Expenses	12 (months)	1300.00	15,600.00
Communication/Phone Expense	yearly	480.00	960.00
Conference registration is needed for two people to attend the CVSA Annual Conference. Vehicle fuel and communication expenses are all based on historical figures. Total Cost for Other: \$18,410.00			



**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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$574,127.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$25,060.75	\$4,422.49	\$29,483.24	\$0.00
MCSAP Officers Salary	\$80,196.48	\$14,152.32	\$94,348.80	\$0.00
<b>Subtotal for Personnel</b>	<b>\$105,257.23</b>	<b>\$18,574.81</b>	<b>\$123,832.04</b>	<b>\$0.00</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
MCSAP Officers Salary	\$34,354.57	\$6,063.32	\$40,417.89	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$34,354.57</b>	<b>\$6,063.32</b>	<b>\$40,417.89</b>	<b>\$0.00</b>

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Spring Conference	\$2,757.10	\$486.55	\$3,243.65	\$0.00
In State Training/Meetings	\$2,448.00	\$432.00	\$2,880.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$5,205.10</b>	<b>\$918.55</b>	<b>\$6,123.65</b>	<b>\$0.00</b>

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP Vehicle	\$64,600.00	\$13,400.00	\$78,000.00	\$0.00
MCSAP Vehicle Equipment and Installation	\$39,039.06	\$6,889.25	\$45,928.31	\$0.00
<b>Subtotal for Equipment</b>	<b>\$103,639.06</b>	<b>\$20,289.25</b>	<b>\$123,928.31</b>	<b>\$0.00</b>

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Office Supplies	\$765.00	\$135.00	\$900.00	\$0.00
Uniforms and other related supplies	\$10,240.80	\$1,807.20	\$12,048.00	\$0.00
Vehicle Inspection Supplies	\$1,275.00	\$225.00	\$1,500.00	\$0.00
Laptop	\$6,369.90	\$1,124.10	\$7,494.00	\$0.00
Printers, scanners, and other related supplies	\$4,379.20	\$772.80	\$5,152.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$23,029.90</b>	<b>\$4,064.10</b>	<b>\$27,094.00</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Conference Registration	\$1,232.50	\$217.50	\$1,450.00	\$0.00
CVSA Decals	\$340.00	\$60.00	\$400.00	\$0.00
Fuel Expenses	\$13,260.00	\$2,340.00	\$15,600.00	\$0.00
Communication/ Phone Expense	\$816.00	\$144.00	\$960.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$15,648.50</b>	<b>\$2,761.50</b>	<b>\$18,410.00</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$287,134.36</b>	<b>\$52,671.53</b>	<b>\$339,805.89</b>	<b>\$0.00</b>
<b>Total Costs Budgeted</b>	<b>\$287,134.36</b>	<b>\$52,671.53</b>	<b>\$339,805.89</b>	<b>\$0.00</b>

**Spending Plan (Sub-Grantee: ST. LOUIS COUNTY POLICE DEPARTMENT)****B&I Spending Plan****What is a Spending Plan?**

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

**What does a Spending Plan do?**

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

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

*The spending plan serves a number of critical functions:*

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

**1 - Spending Plan: Personnel****What different types of costs do I need to put in my Spending Plan?**

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

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

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

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

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

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

Identify the method of accounting used by the State: ☒ Cash ☐ Accrual

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

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
Salary	2	100	2080	\$24.91	\$103,625.60	\$88,082.10	\$15,543.90	\$0.00
<b>Sub-Total Salary</b>					<b>\$103,625.60</b>	<b>\$88,082.10</b>	<b>\$15,543.90</b>	<b>\$0.00</b>
Overtime Information								
Overtime	4	25	802	\$37.37	\$29,970.74	\$25,475.13	\$4,495.61	\$0.00
<b>Sub-Total Overtime</b>					<b>\$29,970.74</b>	<b>\$25,475.13</b>	<b>\$4,495.61</b>	<b>\$0.00</b>
<b>TOTAL PERSONNEL</b>					<b>\$133,596.34</b>	<b>\$113,557.23</b>	<b>\$20,039.51</b>	<b>\$0.00</b>

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

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost
MCSAP Unit Officers	2	100	2,080	24.91	103,625.60
MCSAP Unit Officer Overtime	4	25	802	37.37	29,970.74

The St. Louis County Police Department has a two-man commercial vehicle enforcement unit (2 FTEs) responsible for roadside CMV inspections as well as two part time officers working enforcement. SLCPD anticipates conducting over 2000 inspections in FY2017.  
Total Cost for Personnel: \$133,596.34

## 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
Salary	50	\$106,626.00	\$53,313.00	\$44,442.25	\$7,841.75	\$0.00
Fringe for Overtime	34.22	\$29,970.74	\$10,255.99	\$8,717.59	\$1,538.40	\$0.00
<b>Sub-Total Fringe Benefits</b>			<b>\$63,568.99</b>	<b>\$53,159.84</b>	<b>\$9,380.15</b>	<b>\$0.00</b>

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

Average Officer

SALARY- TWO AVERAGE OFFICERS

Salary	\$51,813 avg rate per officer	103,626.00
Uniform Maintenance	\$300 per year per officer	600.00
Longevity	Avg \$1200 per officer	2,400.00
		<hr/>
		106,626.00
Social Security (6.2% + 1.45%)	7.65%	8,156.89
Retirement	24.54%	26,166.02
Worker's Comp	2.00%	2,132.52
Unemployment	0.03%	31.99
		<hr/>
Variable Fringes	34.22%	36,487.42
Health Insurance	\$8,000	16,000.00

Long Term Disability	\$135	270.00
Short Term Disability	\$116	232.00
Life Insurance	<u>\$161</u>	<u>322.00</u>
Fixed Fringes	\$8,412	16,824.00
Total Salary and Fringes		<div>159,937.42</div>

Any Overtime is charged  
34.22%

**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
CVSA Spring Conference	2	4	\$3,243.70	\$2,757.15	\$486.55	\$0.00
CVSA Fall Conference	2	4	\$3,243.70	\$2,757.15	\$486.55	\$0.00
Various In State Trainings or Meetings	4	4	\$2,880.00	\$2,448.00	\$432.00	\$0.00
<b>Sub-Total Travel</b>			<b>\$9,367.40</b>	<b>\$7,962.30</b>	<b>\$1,405.10</b>	<b>\$0.00</b>

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

Purpose	# of Staff	Method of Travel	Days	Total Cost
CVSA Annual Spring Conference	2	Airfare	4	805.20
CVSA Annual Conference	2	Per Diem	4	585.75
CVSA Annual Conference	2	Lodging	4	1602.75
CVSA Annual Conference	2	Ground Transport	4	100.00
CVSA Annual Conference	2	Baggage Fee	4	150.00
CVSA Annual Fall Conference	2	Airfare	4	805.20
CVSA Annual Conference	2	Per Diem	4	585.75
CVSA Annual Conference	2	Lodging	4	1602.75
CVSA Annual Conference	2	Ground Transport	4	100.00
CVSA Annual Conference	2	Baggage Fee	4	150.00
Various In-State Trainings or Meetings	4	Per Diem	4	960.00
Various In-State Trainings or Meetings	4	Lodging	4	1920.00
<p>The St. Louis County Police Department plans to send two officers to the CVSA Annual Spring and Fall Conferences. Travel funds will be required for in-state training such as in-service training at the Missouri State Highway Patrol as well as meetings with the Missouri Department of Transportation, the Missouri State Highway Patrol, and the Federal Motor Carrier Safety Administration.</p> <p>Total Cost for Travel: \$9,367.40</p>				



**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: \$1,000

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Vehicle	2	\$38,000.00	\$76,000.00	\$64,600.00	\$11,400.00	\$0.00
Vehicle Equipment	2	\$2,734.00	\$5,468.00	\$9,295.60	\$1,640.40	\$0.00
<b>Sub-Total Equipment</b>			<b>\$81,468.00</b>	<b>\$73,895.60</b>	<b>\$13,040.40</b>	<b>\$0.00</b>

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

Item Name	# of Items	Cost per Item	Total Cost
CMV Enforcement Vehicle	2	38,000	66,000
CMV Enforcement Vehicle Equipment (lights, siren, graphics, etc.)	2	2,734	5,468.00
<p>The St. Louis County Police Department will purchase two new commercial motor vehicle enforcement vehicles that will cost approximately \$38,000.</p> <p>The CMV Enforcement Vehicles will be outfitted with necessary equipment for enforcement use which is estimated to cost \$2,734 per vehicle.</p> <p>Total Cost for Vehicle and Equipment: \$81,468.00</p>			

## 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
Office Supplies	1	1000	\$1,000.00	\$1,000.00	\$850.00	\$150.00	\$0.00
Uniforms and other related supplies	1	2866	\$2,866.00	\$2,866.00	\$2,436.10	\$429.90	\$0.00
Vehicle Inspection Supplies	1	4000	\$4,000.00	\$4,000.00	\$3,400.00	\$600.00	\$0.00
Laptop	2	4267.5	\$4,267.50	\$8,535.00	\$7,254.75	\$1,280.25	\$0.00
<b>Sub-Total Supplies</b>				<b>\$16,401.00</b>	<b>\$13,940.85</b>	<b>\$2,460.15</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
Office Supplies	12	83.33	1,000.00
Uniform and Other Related Supplies	12	238.83	2,866.00
Vehicle Inspection Supplies	1	4000	4,000.00
Laptop	2	4267.50	8,535.00
Office supplies include paper, toner, and general office supplies. Uniform supplies include such items as shirts, jackets, pants, boots, etc. Vehicle inspection supplies include items such as emergency lighting, flashlights, tool boxes, cones, radios, etc. The laptops will be used in the enforcement vehicles to complete reports.			
Total Cost for Supplies: \$16,401.00			

**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.*

<b>Contractual Cost Spending Plan Narrative</b>				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
<b>Sub-Total Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**7 - Spending Plan: Other Costs**

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

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

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

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

**Other Costs Spending Plan Narrative**

Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
CVSA Conference Registration	4	1	\$725.00	\$2,900.00	\$2,465.00	\$435.00	\$0.00
CVSA Decals	800	1	\$0.50	\$400.00	\$340.00	\$60.00	\$0.00
Fuel Expenses	12	1	\$1,000.00	\$12,000.00	\$1,020.00	\$1,980.00	\$0.00
Vehicle Repair and Maintenance	12	1	\$250.00	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Communication/Phone Expense	12	1	\$275.00	\$3,300.00	\$2,805.00	\$495.00	\$0.00
<b>Sub-Total Other Costs</b>				<b>\$21,600.00</b>	<b>\$9,180.00</b>	<b>\$3,420.00</b>	<b>\$0.00</b>

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

Item Name	# of Units	Cost per Unit	Total Cost
CVSA Conference: Registration Fees	4 people	725.00	2900.00
CVSA Decals	4 (qtrs.)	100.00	400.00
Fuel Expenses	12 (months)	1000.00	12,000.00
Vehicle Repair/Maintenance	12 (months)	250.00	3000.00
Communication/Phone Expense	12 (months)	275	3300.00
Conference registration is needed for two people to attend the CVSA Annual Conference. CVSA decals are based on other local agency's historical usage. Vehicle fuel and maintenance and communication expenses are all based on historical figures. Total Cost for Other: \$21,600.00			

**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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

Allowable amount for Overtime (15% of total award amount without justification): \$1,178,359.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$574,127.00

<b>Personnel (Payroll Costs)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$25,475.13	\$4,495.61	\$29,970.74	\$0.00
Salary	\$88,082.10	\$15,543.90	\$103,626.00	\$0.00
<b>Subtotal for Personnel</b>	<b>\$113,557.23</b>	<b>\$20,039.51</b>	<b>\$133,596.74</b>	<b>\$0.00</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Salary	\$44,442.25	\$7,841.75	\$52,284.00	\$0.00
Fringe for Overtime	\$8,717.59	\$1,538.40	\$10,255.99	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$53,159.84</b>	<b>\$9,380.15</b>	<b>\$62,539.99</b>	<b>\$0.00</b>

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Spring Conference	\$2,757.15	\$486.55	\$3,243.70	\$0.00
CVSA Fall Conference	\$2,757.15	\$486.55	\$3,243.70	\$0.00
Various In State Trainings or Meetings	\$2,448.00	\$432.00	\$2,880.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$7,962.30</b>	<b>\$1,405.10</b>	<b>\$9,367.40</b>	<b>\$0.00</b>

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Vehicle	\$64,600.00	\$11,400.00	\$76,000.00	\$0.00
Vehicle Equipment	\$9,295.60	\$1,640.40	\$10,936.00	\$0.00
<b>Subtotal for Equipment</b>	<b>\$73,895.60</b>	<b>\$13,040.40</b>	<b>\$86,936.00</b>	<b>\$0.00</b>

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Office Supplies	\$850.00	\$150.00	\$1,000.00	\$0.00
Uniforms and other related supplies	\$2,436.10	\$429.90	\$2,866.00	\$0.00
Vehicle Inspection Supplies	\$3,400.00	\$600.00	\$4,000.00	\$0.00
Laptop	\$7,254.75	\$1,280.25	\$8,535.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$13,940.85</b>	<b>\$2,460.15</b>	<b>\$16,401.00</b>	<b>\$0.00</b>

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA Conference Registration	\$2,465.00	\$435.00	\$2,900.00	\$0.00
CVSA Decals	\$340.00	\$60.00	\$400.00	\$0.00
Fuel Expenses	\$1,020.00	\$1,980.00	\$3,000.00	\$0.00
Vehicle Repair and Maintenance	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Communication/ Phone Expense	\$2,805.00	\$495.00	\$3,300.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$9,180.00</b>	<b>\$3,420.00</b>	<b>\$12,600.00</b>	<b>\$0.00</b>

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$271,695.82</b>	<b>\$49,745.31</b>	<b>\$321,441.13</b>	<b>\$0.00</b>
<b>Total Costs Budgeted</b>	<b>\$271,695.82</b>	<b>\$49,745.31</b>	<b>\$321,441.13</b>	<b>\$0.00</b>

## 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	\$6,677,365.00	\$1,178,359.00	\$7,855,724.00

- The Total Grant Expenditures exceeds the Total Estimated Funding. Please revise spending plan(s) to reflect an amount that is equal to or less than the Estimated Funding 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%.
- The Total State Share budgeted does not equal 15% of the Total Grant Expenditures. Please revise the spending plan(s) to reflect an amount that is equal to 15%.

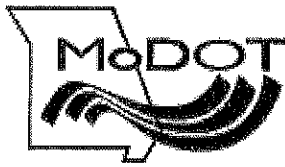
Cost Summary by Budget Category				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Personnel Total	\$4,259,747.77	\$751,720.23	\$5,011,468.00	\$20,979.90
Fringe Benefit Total	\$1,432,081.34	\$252,720.00	\$1,684,801.34	\$17,425.90
Program Travel Total	\$143,836.03	\$25,381.82	\$169,217.85	\$0.00
Equipment Total	\$329,656.61	\$60,994.90	\$390,651.51	\$0.00
Supplies Total	\$108,905.38	\$19,269.08	\$128,174.46	\$0.00
Contractual Total	\$164,453.75	\$29,021.25	\$193,475.00	\$0.00
Other Expenses Total	\$260,215.53	\$47,720.39	\$307,935.92	\$0.00
Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$6,698,896.41	\$1,186,827.67	\$7,885,724.08	\$38,405.80
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Costs Budgeted</b>	<b>\$6,698,896</b>	<b>\$1,186,828</b>	<b>\$7,885,724</b>	<b>\$38,406</b>

**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 Grant Expenditures exceeds the Total Estimated Funding. Please revise spending plan(s) to reflect an amount that is equal to or less than the Estimated Funding 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%.
- The Total State Share budgeted does not equal 15% of the Total Grant Expenditures. Please revise the spending plan(s) to reflect an amount that is equal to 15%.







## MEMORANDUM

Missouri Department of Transportation  
Traffic and Highway Safety  
830 MoDOT Dr., Jefferson City, MO 65109

---

**TO:** Federal Motor Carrier Administration

**CC:**

**FROM:** Missouri Department of Transportation – Highway Safety Division

**DATE:** July 26, 2016

**SUBJECT:** New Laws and Regulations affecting CMV Safety

Missouri has not passed any additional laws or regulations since the submission of the FY16 ECVSP that would affect CMV Safety.

Thank You,

Jeremy L. Hodges  
MCSAP Program Manager

## ANNUAL CERTIFICATION OF COMPATIBILITY

In accordance with 49 CFR, Parts 350-355, a Highway Safety Director for the Missouri Department of Transportation, Traffic and Highway Safety Division, I do hereby certify the State of Missouri's compatibility with appropriate parts of the Federal Motor Carrier Safety Regulations (FMCSR's) and the Federal Hazardous Material Regulations (FHMR's) as follows:

### INTERSTATE MOTOR CARRIERS:

**House Bill No. 371 Truly Agreed to and Finally Passed during the 2003 Legislative Session repealed the language which caused any variances to the FMCSR's relating to the following**

State statute 307.177, RSMo. Requires any vehicle transporting materials considered hazardous by the U. S. Department of Transportation to comply with all U.S. Department of Transportation regulations governing the transportation of hazardous materials. There are no interstate or intrastate variances with the Federal regulations in this statute.

State statute 307.400, RSMo. Requires all vehicles licensed for greater than 12,000 pound to comply with Parts 390-397 of the Federal Motor Carrier Safety Regulations. The statute contains variances with the Federal Motor Carrier Safety Regulations.

#### *Interstate Variance(s):*

- A. *The license weight of greater than 12,000 pounds is a variance with the 10,001 GVWR or GCWR standard in the FMCSR's. This variance has existed in this statute since its adoption in December, 1983.*

*This is the only variance that has been determined to be incompatible and not within the tolerance guidelines for interstate commerce. The Missouri Department of Public Safety will introduce legislation during the next session of the General Assembly of Missouri to amend 307.400, RSMo. in order to eliminate the variance and adopt the 10,001 GVWR standard for the definition of a commercial motor vehicle.*

State statute 390.063, RSMo. requires passenger carriers, both interstate and intrastate, to comply with Parts 390-397 of the Federal Motor Carrier Safety Regulations. The statute applies to interstate carriers of passengers if the motor vehicle is designed to transport more than 15 passengers, including the driver. This statute is in a section of the regulations relating to Missouri Division of Motor Carrier and Railroad Safety operations. This statute can be enforced by all other state and local agencies participating in the MCSAP.

#### Interstate Variance(s):

- A. The statute does not specifically exclude private transporters of passengers from compliance. Under the Missouri Division of Motor Carrier and Railroad Safety legislation, the carrier, even though considered a private carrier (as opposed to a "for-hire carrier) would still have to be considered "in commerce" to be subject to the regulations.

This appears to be a difference in semantics rather than a true variance with the FMCSR's. The following motor carrier operations are exempt from compliance with Parts 390-397 of the FMCSR's because they are exempt from the Division's regulatory authority:

1. *School buses. The courts in Missouri have determined that the school bus exemption applies to school buses while transporting students to and from authorized school activities.*
2. *Taxi cabs.*
3. *The transportation of passengers or property performed by a carrier pursuant to a contract between the carrier and the State of Missouri or any civil subdivision.*
4. *The transportation of passengers or property wholly within a municipality, or between contiguous municipalities, or within a commercial zone as defined in Section 390.020, RSMo., or within a commercial zone established by the division of motor carrier and railroad safety pursuant to the provisions of subdivisions (4) of section 390.041, RSMo., provided the exemption in this subdivision shall not apply to motor carriers of persons operating to, from or between points located wholly or in part in counties now or hereafter having a population of more than three hundred thousand persons, where such points are not within the same municipality and to motor carriers of commodities in bulk to include liquids, in tank or hopper type vehicles, and in a commercial zone as defined herein or by the division.*
5. *Street railroads and public utilities other than common carriers as defined in section 386.020, RSMo.*
6. *Motor vehicles whose operation in the State of Missouri are interstate in character and are limited exclusively to a municipality and its commercial zone.*
7. *Motor vehicles while being used solely by a group of employees to commute to and from their place or places of employment, except where the motor vehicle must be driven by a member of the group.*

*Kansas City, Missouri Ordinances contained in Chapter 34 of The Code of General Ordinances of Kansas City, Missouri entitled "Traffic Code". Included in Chapter 34 are sections adopting 1) Parts 390-397 of the FMCSR's, 2) Parts 171-181 of Title 49 relating to the transportation of hazardous material and 3) Parts 171-181 of Title 49 and Parts 262 and 263 of Title 40 relating to the transportation of hazardous waste.*

*Interstate Variances:*

- A. *Exempts school buses from compliance with Parts 390-397 of Title 49. School bus is defined in Chapter 34 as "every motor vehicle that complies with the provisions of this chapter and is used to transport pupils to or from school or in connection with school activities, but not including buses operated by common carriers in urban transportation of pupils".*

**INTRASTATE MOTOR CARRIERS:**

*State statute 307.177, RSMo. requires any vehicle transporting materials considered hazardous by the U. S. Department of Transportation to comply with all U.S. Department of Transportation regulations governing the transportation of hazardous materials. There are no interstate or intrastate variances in this statute with the Federal regulations.*

**State statute 307.400, RMSo. Requiring all vehicles licensed for greater than 12,000 pounds to comply with Parts 390-397 of the Federal Motor Carrier Safety Regulations was repealed with the passage of the attached House Bill No. 371. This should correct a variance that has existed with the Federal Motor Carrier Safety Regulations:**

*The following intrastate variances exist but it has been determined that there are not intrastate variances that are not within the tolerance guidelines for intrastate commerce.*

- A. *The statute exempts farm vehicles licensed for 42,000 pounds or less, operating intrastate, from compliance with Parts 390-397 of the FMCSR's. The statute requires this class of vehicle to be operated in a safe condition at all times, i.e. meet the state Motor Vehicle Inspection Standards.*
- B. *The statute exempts vehicles licensed for 60,000 pounds or less, used exclusively for the transportation of solid waste, operating intrastate, from compliance with Parts 390-397 of the FMCSR's. The statute requires these vehicles to be operated in a safe condition at all times, i.e., meet the state Motor Vehicle Inspection Standards.*
- C. *The statute allows intrastate drivers to operate commercial motor vehicles at age eighteen unless operating vehicles transporting a placarded amount of hazardous material. Those drivers are required to be twenty-one years of age or older. This is compatible with the state CDL law.*
- D. *The statute contains a "grandfather clause" which exempts intrastate drivers from complying with Subpart E of Part 391 (physical standards and medical certificate requirements) if the intrastate driver had a chauffeur license issued by the State of Missouri on or before May 13, 1988.*
- E. *The statute contains an exemption from Part 395, Hours of Service of Drivers, for any vehicle owned or operated by any public utility, to the driver of such vehicle, while providing restoration of essential utility services during emergencies and operating intrastate. Essential utility service means electric, gas, water, telephone and sewer services.*

*An informal opinion from the Division Administrator indicates that the following exemption is within the tolerance guidelines. It is also the opinion of the Division Administrator that the exemption may impose stricter requirements on the subject group of drivers than required by federal regulation.*

*Senate Bill 19 passed the 90<sup>th</sup> General Assembly with an effective date of August 28, 1999. This bill amends 307.400, RSMo as follows:*

- 5. *Part 395, Title 49, Code of Federal Regulations, relating to the hours of drivers, shall not apply to drivers transporting agricultural commodities or farm supplies for agricultural purposes in the state if such transportation:*
  - (1) *Is limited to an area within a one hundred air mile radius from the source of the commodities or the distribution point for the farm supplies; and*
  - (2) *Is conducted during the planting and harvesting season within the state, as defined by the department of public safety by regulation.*
- 6. *The provisions of Part 395.8, Title 49, Code of Federal Regulations, relating to recording of a driver's duty status, shall not apply to drivers engaged in agricultural operations referred to in subsection 5 of this section, if the motor carrier who employs the driver maintains and retains for a period of six months accurate and true records showing:*
  - (1) *The total number of hours the driver is on duty each day; and*
  - (2) *The time at which the driver reports for, and is released from, duty each day*

*State Statute 390.063, RSMo. requires passenger carriers, both interstate and intrastate, to comply with Parts 390-397 of the Federal Motor Carrier Safety Regulations. The statute applies to interstate carriers of passengers if the motor vehicle is designed to transport more than 15 passengers, including the driver. This statute is in a section of the regulations relating to Missouri Division of Transportation operations. This statute can be enforced by all other state and local agencies participating in the MCSAP.*

*Intrastate Variance(s):*

- A. *Same as B (1-7) above.*
- B. *Intrastate carriers are subject to Parts 390-397 of the FMCSR's if the capacity of the motor vehicle is more than five passengers, exclusive of the driver.*

*Kansas City, Missouri Ordinances contained in Chapter 34 of the Code of General Ordinances of Kansas City, Missouri entitled "Traffic Code". Included in Chapter 34 are sections adopting Parts 390-397 of the FMCSR's, 2) Parts 171-181 of Title 49 relating to the transportation of hazardous material and 3) Parts 171-181 of Title 49 and Parts 262 and 263 of Title 40 relating to the transportation of hazardous waste.*

*Intrastate variance(s):*

- A. *Exempts school buses from compliance with Parts 390-397 of Title 49. School bus is defined in Chapter 34 as “every motor vehicle that complies with the provisions of this chapter and is used to transport pupils to or from school or in connection with school activities, but not including buses operated by common carriers in urban transportation of pupils”.*

A handwritten signature in black ink, reading "William Whitfield". The signature is written in a cursive style with a large, stylized 'W' and 'H'.

---

William Whitfield Highway Safety Program Administrator

07-26-2016

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Date

## **FY 2017 Certification of MCSAP Conformance (State Certification)**

I Bill Whitfield, Highway Safety Director, on behalf of the State of Missouri, 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 Missouri Department of Transportation as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought and Missouri Department of Transportation – MoDOT Motor Carrier Services, Missouri State Highway Patrol, St. Louis Metropolitan Police Department, Kansas City Police Department, St. Louis County Police Department, and Franklin County Sheriff's Office to perform defined functions under the CVSP. The Lead State Agency has the legal authority, resources, and qualified personnel necessary to enforce the State's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The State will obligate the funds or resources necessary to provide a matching share to the Federal assistance provided in the grant to administer the plan submitted and to enforce the State's commercial motor carrier safety, driver, and hazardous materials laws, regulations, standards, and orders in a manner consistent with the approved plan.
4. The laws of the State provide the State's enforcement officials right of entry and inspection sufficient to carry out the purposes of the CVSP, as approved, and provide that the State will grant maximum reciprocity for inspections conducted pursuant to the North American Standard Inspection procedure, through the use of a nationally accepted system allowing ready identification of previously inspected CMVs.
5. The State requires that all reports relating to the program be submitted to the appropriate State agency or agencies, and the State will make these reports available, in a timely manner, to the FMCSA on request.
6. The State has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The State has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable Federal or State CMV safety laws or regulations.
8. The State must ensure that the total expenditure of amounts of the Lead State Agency will be maintained at a level of effort each fiscal year in accordance with 49 CFR 350.301.

9. The State will ensure that MCSAP funded enforcement of activities under 49 CFR 350.309 will not diminish the effectiveness of the development and implementation of the programs to improve motor carrier, CMV, and driver safety.
10. The State will ensure that CMV size and weight enforcement activities funded with MCSAP funds will not diminish the effectiveness of other CMV safety enforcement programs.
11. The State will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
12. The State will (1) establish and dedicate sufficient resources to a program to provide FMCSA with accurate, complete, and timely reporting of motor carrier safety information that includes documenting the effects of the State's CMV safety programs; (2) participate in a national motor carrier safety data correction program (DataQs); (3) participate in appropriate FMCSA systems including information technology and data systems; and (4) ensure information is exchanged in a timely manner with other States.
13. The State will ensure that the CVSP, data collection, and information data systems are coordinated with the State highway safety improvement program under sec. 148(c) of title 23, U.S. Code. The name of the Governor's highway safety representative (or other authorized State official through whom coordination was accomplished) is Patrick McKenna.
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 07-26-2016

Signature Bill Whitfield





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

**Missouri Division**

2/3/2016

3220 W. Edgewood, Suite H  
Jefferson City, Missouri 65109  
(573) 636-7104  
Fax (573) 636-9283  
Missouri.FHWA@fhwa.dot.gov

In Reply Refer To: Sandra Moeller  
HDA-MO

Mr. Bill Whitfield, Director Office of Highway Safety  
Missouri Department of Transportation  
P.O. Box 270  
Jefferson City, Missouri 65102

Dear Mr. Whitfield:

**Subject: Approval of Highway Patrol's Narrative Cost Allocation Plan for Reimbursement.**

We have reviewed the Missouri Highway Patrol Narrative Cost Allocation Plan for Reimbursement, as requested. We approve a fixed rate of \$44.39 for the state FY16 MCSAP grant period for award number FM-MCG-0294-16-01-00 and it is effective with this letter. The approved rates should be applied directly to salaries and wages as specified in your Narrative Cost Allocation Plan.

We have completed and signed the attached agreement form. Please sign the agreement form and return one executed original to our office.

If you have any questions regarding this information, please contact Sandra Moeller, Transportation Finance Manager, at 573-638-2623.

Sincerely yours,  
Kevin W. Ward, P.E.  
Division Administrator

**Sandra  
Moeller**

Digitally signed by Sandra Moeller  
DN: cn=Sandra Moeller, o=FHWA,  
ou=Missouri Division,  
email=Sandra.Moeller@dot.gov,  
c=US  
Date: 2016.02.03 14:07:21 -06'00'

By: Sandra Moeller  
Transportation Finance Manager

Enclosure  
c: Lt. Kevin Kelly, MSHP  
Jeremy Hodges, MoDOT

**INDIRECT COST NEGOTIATION AGREEMENT  
BETWEEN THE  
MISSOURI STATE HIGHWAY PATROL  
AND THE  
MISSOURI DEPARTMENT OF TRANSPORTATION  
AND THE  
FEDERAL HIGHWAY ADMINISTRATION**

This agreement is made and entered into between the State of Missouri by and through its Missouri State Highway Patrol (MSHP) and Department of Transportation (MoDOT) and the United States Department of Transportation, Federal Highway Administration (FHWA), the cognizant Federal agency for indirect costs under government-wide Uniform Administrative Requirements and Cost Principles, 2 CFR 200, as defined by 2 CFR 200.19.

The indirect cost rates approved and contained herein are for use and may be charged to grant awards, cooperative agreements, and contracts with the Federal Government, to which 2 CFR 200 Subpart E and Appendix VII applies, subject to the limitations contained in Section II.A of this agreement.

The indirect cost rate was negotiated by MSHP, MoDOT and FHWA in accordance with the authority contained in Appendix VII, Section E of the regulation.

**Section I: Rate**

Type: *Fixed Rates with Carry Forward Adjustment*

Effective Period: *state FY16 MCSAP grant period for award number FM-MCG-0294-160-01-00*

Rate: *\$44.39*

Base: *Direct salaries and wages*

Applicable To: *Motor Carrier Safety Assistance Program (MCSAP) for the Commercial Vehicle Safety Plan (CVSP)*

**Section II: General**

**A. Limitations**

The rates contained in this agreement may be subject to statutory or administrative limitations and are reimbursable through grant, contract, or other agreement only to the extent that funds are available. Acceptance of these rates is predicated on these conditions: (1) Only costs incurred by the MSHP were included in its indirect cost pool as finally accepted; Such costs are legal obligations of the MSHP except for MSHP's share of the state of Missouri Indirect Cost Allocation, 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 consistent accounting treatment, and (4) The information provided by the MSHP 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 agreement will be subject to reopening, and the rate may be adjusted and refunds made if the proposal included unallowable costs.

#### B. Accounting Changes

This agreement is based on the accounting system to be in effect during the agreement period. Changes in the method of accounting for costs that affect the amount of reimbursement resulting from the use of the rate require prior concurrence of FHWA. 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 concurrence may result in cost disallowances.

#### C. Fixed Rate

This agreement and approval is for fixed indirect cost rate and is based on an estimate of the costs for the period covered by the rates. When the actual costs for this period are determined, an adjustment will be made to the rate for the subsequent State Fiscal Year to compensate for the difference between the costs used to establish the fixed rate and actual costs as required under 2 CFR 200 Appendix VII A.5.

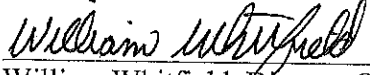
#### D. Use by Other Federal Agencies

The rates in this Agreement were approved in accordance with the authority in 2 CFR 200 Subpart E and Appendix VII, and should be applied to grants, contracts, and other agreements covered by this regulation, subject to any limitations in Section I or II A above. Copies of this document may be provided to other Federal Agencies as a means of notifying them of this agreement.

#### E. Other

If any Federal contract, grant, or other agreement is reimbursing indirect costs by means other than the approved rates in this agreement, MSHP and MoDOT shall notify FHWA.

#### Missouri Department of Transportation

  
William Whitfield, Director Office of Highway  
Safety Date: 2/3/2016  
Missouri State Highway Patrol

Colonel J. Bret Johnson, Superintendent  
Missouri State Highway Patrol  
Date: \_\_\_\_\_

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

Sandra Moeller

Digitally signed by Sandra Moeller  
DN: cn=Sandra Moeller, o=FHWA, ou=Missouri  
State, email=Sandra.Moeller@dot.gov, c=US  
Date: 2016.02.03 13:00:03 -0600

Sandra Moeller, Transportation  
Finance Manager

Date: February 3, 2016

2017 CVSP MOE - MCSAP

	Position	Annual Salary	MCSAP %	PS	Fringe Rate	Fringe
Bradley Scott Marion	Motor Carrier Services Director	106,020.00	3.5%	3,710.70	83.06%	3,082.11
TBD	Asst Motor Carrier Services Director	76,680.00	12.0%	9,201.60	83.06%	7,642.85
Michael Joy Prenger	Motor Carrier Compliance Supervisor	50,748.00	12.0%	6,089.76	83.06%	5,058.15
Deborah Kraus	Sr. Financial Services Specialist	65,928.00	3.0%	1,977.84	83.06%	1,642.79
				<u>20,979.90</u>		<u>17,425.90</u>
				Total		38,405.80
				MOE Needed		37,304.52

Fringe Rate: State FY 2017

Annual Salary: As of 7-31-2016, includes the 2% raise. Used OA accountability Portal.

Used step 1 for assistant motor carrier services director position.

MCSAP %: No change

Missouri Department of Transportation Lead Agency for Missouri  
MCSAP MAINTENANCE OF EFFORT (MOE) SUBSTANTIATION  
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 EXPENDITURES <sup>1</sup>
Personnel (Payroll Costs)		
Salary		\$843,146.09
Overtime (Allowed Basic and Incentive Funded)		
Other Payroll Costs ( <i>describe</i> )		
(Specify)		
Subtotal for Personnel		\$843,146.09
Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)		
Health, Life, Retirement		\$642,869.99
Subtotal for Fringe Benefits		\$642,869.99
Program Travel		
Routine MCSAP-related Travel (Lodging/Meal Allowance)		\$10,163.89
Conference Travel		\$6,794.51
Training Travel		\$37,436.59
(Specify)		
Subtotal for Program Travel		\$54,394.99
Equipment		
Vehicles and Related Vehicle Equipment		
Vehicles		
Other Inspection Vehicle Equipment (Radios, etc.)		
(Specify)		
Subtotal for Vehicles and Related Vehicle Equipment		\$0.00
Non-Vehicle Equipment		
Other Equipment (Not included above)		
(Specify)		
Subtotal for Non-Vehicle Equipment		\$0.00
Subtotal for Equipment		\$0.00
Supplies		
Office Supplies		\$23,568.61
Uniforms and Other Related Supplies		\$4,110.82
Computers & Printers		\$9,418.98
Canopies		\$816.78
Subtotal for Supplies		\$37,915.19
Contractual (Sub Grantees, Consultant Services, etc.)		
(Specify)		
Subtotal for Contractual		\$0.00
Other Expenses		
CVSA Decals, Conference & Meeting Costs		\$13,187.14
Fleet Cost (Mileage/Repairs)		\$43,862.51
Communications (air cards, mobile phones, etc.)		\$18,637.68
Office Space		\$12,872.02
Display/Education/Outreach Materials/Campaigns		\$100,062.66
Subtotal for Other Expenses including Training & Conferences		\$188,622.01
TOTAL DIRECT COSTS		\$1,766,948.27
TOTAL APPROVED INDIRECT COSTS		\$0.00
TOTAL MCSAP ELIGIBLE COSTS EXPENDED IN FFY 2015		\$1,766,948.27
Federal Grant Funds Expended in FFY 2015		\$1,383,683.78
Associated State Matching Funds Expended in FFY 2015		\$345,920.94
Total Grant Related Funds Expended in FFY 2015		\$1,729,604.72
Total MOE Funds Expended in FFY 2015		\$37,343.55
CERTIFICATION AND VALIDATION OF FFY 2015 MOE EXPENDITURES		
TOTAL MOE BASELINE FOR FFY 2015 (MAP-21 Baseline years of 2004 and 2005)		\$37,304.52
TOTAL MOE EXPENDITURES FOR FFY 2015		\$37,343.55
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:		
(1) The State lead MCSAP agency has validated and met the minimum MOE baseline expenditure amount for FFY 2015.		
(2) All Lead Agency expenditures included in the template are MCSAP-eligible.		
(3) Supporting documents are available for review by the Federal Motor Carrier Safety Administration upon request.		
NAME AND TITLE OF STATE OFFICIAL:		
SIGNATURE:		DATE:

Footnote:

<sup>1</sup> Per MAP-21, only the total MCSAP-eligible expenditures of the State Lead agency in FFY 2015 (10/1/2014 through 9/30/2015) are to be included in the MOE calculation. Do not include MCSAP-eligible expenditures of other State agencies or subgrantees.

**Missouri Department of Transportation**  
**Recap of Fringe Benefit and Salary Additive Percentages**  
**To be Used for Cost Estimates**

**Fiscal Year 2017**  
**(July 1, 2016 - June 30, 2017)**

**Full-Time and Permanent Part-Time**

**Salary Additive Rate (Fringe Benefits for which a rate is calculated):**  
*(allocated to jobs/projects, REGLR & OHW pay type codes only)*

Post-Employment Health Benefits	7.19%
Worker's Compensation	3.53%
Unemployment Compensation	0.10%
Paid Leave (I.e., annual leave, sick leave, etc.)	33.04% *
Under Applied Salary Additive Amount	-6.90% *
<b>Total Salary Additive Rate</b>	<b>36.96%</b>

**Fringe Benefits (the actual cost is allocated to the payroll line of coding and as a result, these costs are directly charged to the project or job; a rate is not necessary):**

	<b>Percent</b>
Retirement State Share	58.00%
Medical/Life Insurance State Share	17.76%
OASI/Medicare	7.30%
<b>Total Fringe Benefit Percentage</b>	<b>83.06%</b>

**Total Fringe Benefit & Salary Add. Rate allocated to jobs/projects** **120.03%**

*\*For calculations other than estimating billing and costs to a project, job or reporting category, these % are excluded (I.e., exclude when the estimate includes the employee's total gross full-time salary because paid leave is already included in the employee's base salary.)*

**Full-Time Overtime, Permanent Part-Time Overtime and Hourly, receiving benefits**

<b>Fringe Benefit:</b>	<b>Percent</b>
Retirement	58.00%
Medical/Life	17.76%
OASI/Medicare	7.30%
<b>Total Fringe Benefit Percentage</b>	<b>83.06%</b>

**Hourly Payroll, Regular and Overtime, not receiving benefits**

<b>Fringe Benefit:</b>	<b>Percent</b>
OASI/Medicare	<b>7.65%</b>



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

**Missouri Division**

2/3/2016

3220 W. Edgewood, Suite H  
Jefferson City, Missouri 65109  
(573) 636-7104  
Fax (573) 636-9283  
Missouri.FHWA@fhwa.dot.gov

In Reply Refer To: Sandra Moeller  
HDA-MO

Mr. Bill Whitfield, Director Office of Highway Safety  
Missouri Department of Transportation  
P.O. Box 270  
Jefferson City, Missouri 65102

Dear Mr. Whitfield:

**Subject: Approval of Highway Patrol's Narrative Cost Allocation Plan for Reimbursement.**

We have reviewed the Missouri Highway Patrol Narrative Cost Allocation Plan for Reimbursement, as requested. We approve a fixed rate of \$44.39 for the state FY16 MCSAP grant period for award number FM-MCG-0294-16-01-00 and it is effective with this letter. The approved rates should be applied directly to salaries and wages as specified in your Narrative Cost Allocation Plan.

We have completed and signed the attached agreement form. Please sign the agreement form and return one executed original to our office.

If you have any questions regarding this information, please contact Sandra Moeller, Transportation Finance Manager, at 573-638-2623.

Sincerely yours,  
Kevin W. Ward, P.E.  
Division Administrator

**Sandra  
Moeller**

Digitally signed by Sandra Moeller  
DN: cn=Sandra Moeller, o=FHWA,  
ou=Missouri Division,  
email=Sandra.Moeller@dot.gov,  
c=US  
Date: 2016.02.03 14:07:21 -06'00'

By: Sandra Moeller  
Transportation Finance Manager

Enclosure  
c: Lt. Kevin Kelly, MSHP  
Jeremy Hodges, MoDOT

**INDIRECT COST NEGOTIATION AGREEMENT  
BETWEEN THE  
MISSOURI STATE HIGHWAY PATROL  
AND THE  
MISSOURI DEPARTMENT OF TRANSPORTATION  
AND THE  
FEDERAL HIGHWAY ADMINISTRATION**

This agreement is made and entered into between the State of Missouri by and through its Missouri State Highway Patrol (MSHP) and Department of Transportation (MoDOT) and the United States Department of Transportation, Federal Highway Administration (FHWA), the cognizant Federal agency for indirect costs under government-wide Uniform Administrative Requirements and Cost Principles, 2 CFR 200, as defined by 2 CFR 200.19.

The indirect cost rates approved and contained herein are for use and may be charged to grant awards, cooperative agreements, and contracts with the Federal Government, to which 2 CFR 200 Subpart E and Appendix VII applies, subject to the limitations contained in Section II.A of this agreement.

The indirect cost rate was negotiated by MSHP, MoDOT and FHWA in accordance with the authority contained in Appendix VII, Section E of the regulation.

**Section I: Rate**

Type: *Fixed Rates with Carry Forward Adjustment*

Effective Period: *state FY16 MCSAP grant period for award number FM-MCG-0294-160-01-00*

Rate: *\$44.39*

Base: *Direct salaries and wages*

Applicable To: *Motor Carrier Safety Assistance Program (MCSAP) for the Commercial Vehicle Safety Plan (CVSP)*

**Section II: General**

**A. Limitations**

The rates contained in this agreement may be subject to statutory or administrative limitations and are reimbursable through grant, contract, or other agreement only to the extent that funds are available. Acceptance of these rates is predicated on these conditions: (1) Only costs incurred by the MSHP were included in its indirect cost pool as finally accepted; Such costs are legal obligations of the MSHP except for MSHP's share of the state of Missouri Indirect Cost Allocation, 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 consistent accounting treatment, and (4) The information provided by the MSHP 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 agreement will be subject to reopening, and the rate may be adjusted and refunds made if the proposal included unallowable costs.

#### B. Accounting Changes

This agreement is based on the accounting system to be in effect during the agreement period. Changes in the method of accounting for costs that affect the amount of reimbursement resulting from the use of the rate require prior concurrence of FHWA. 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 concurrence may result in cost disallowances.

#### C. Fixed Rate

This agreement and approval is for fixed indirect cost rate and is based on an estimate of the costs for the period covered by the rates. When the actual costs for this period are determined, an adjustment will be made to the rate for the subsequent State Fiscal Year to compensate for the difference between the costs used to establish the fixed rate and actual costs as required under 2 CFR 200 Appendix VII A.5.

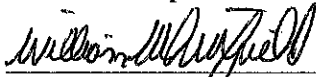
#### D. Use by Other Federal Agencies

The rates in this Agreement were approved in accordance with the authority in 2 CFR 200 Subpart E and Appendix VII, and should be applied to grants, contracts, and other agreements covered by this regulation, subject to any limitations in Section I or II A above. Copies of this document may be provided to other Federal Agencies as a means of notifying them of this agreement.

#### E. Other

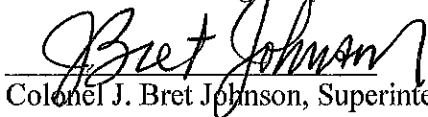
If any Federal contract, grant, or other agreement is reimbursing indirect costs by means other than the approved rates in this agreement, MSHP and MoDOT shall notify FHWA.

#### Missouri Department of Transportation



William Whitfield, Director Office of Highway  
Safety Date: 2-17-2016

#### Missouri State Highway Patrol



Colonel J. Bret Johnson, Superintendent  
Missouri State Highway Patrol  
Date: 2-4-2016

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

Sandra Moeller

Digitally signed by Sandra Moeller  
DN: cn=Sandra Moeller, o=FHWA, ou=Missouri  
Department of Transportation, email=Sandra.Moeller@doh.gov, c=US  
Date: 2016.02.03 13:40:03 -0600

Sandra Moeller, Transportation  
Finance Manager

Date: February 3, 2016