

VIRGIN ISLANDS

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

Date of Approval: May 23, 2017

Final CVSP

Basic and Incentive Program Overview

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

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

Instructions:

Briefly describe the mission or goal of the lead State commercial motor vehicle safety agency responsible for administering this Commercial Vehicle Safety Plan (CVSP) throughout the State.

NOTE: Please do not include a discussion of any safety activities conducted under any other FMCSA focus areas such as New Entrant and Border Enforcement or the High Priority grant program. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.

The mission of the US Virgin Islands Police Department (VIPD) Office of Highway Safety's Motor Carrier Assistance Program is to reduce crash fatalities and injuries involving large commercial trucks and buses; as well as to increase the number of Commercial Motor Vehicle (CMV) inspections that are conducted annually; thus decreasing the number of incidents or potential risk of death or injuries in accordance with FMCSA's National CMV reduction fatality goals in order to maintain zero (0) crash fatalities in Fiscal Year 2017.

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 Virgin Islands Office of Highway Safety (VIOHS) is the lead agency for the US Virgin Islands Motor Carrier Safety Assistance Program (MCSAP). Coordination and enforcement of all commercial vehicle activities is achieved through the US Virgin Islands Police Department.

The MCSAP program in the US Virgin Islands has been an educational conduit from its inception in 1995. The drivers are still being educated on the requirements of the MCSAP Program; however, enforcement occurs with local laws as it relates to traffic safety. Commercial Motor Vehicles deemed unsafe are placed out-of-service and the drivers are notified to make all necessary repairs prior to placing the commercial motor vehicles back on the public roadways. The US Virgin Islands Office of Highway Safety/MCSAP will continue to participate in all national activities.

The Territory currently has a vacant position for a Territorial MCSAP Coordinator. A Coordinator was selected on July 7, 2016. However, the employee must go through an extensive background check can slow the hiring process. In the interim, the Director of the VI Office of Highway Safety has assumed the responsibility as the Coordinator. The VIOHS Director is paid 100 % from local funds and is responsible for fulfilling the duties of vacant positions. During this time the Director will dedicate .10% of time to the Motor Carrier program. The Coordinator is expected to be on board at the beginning of the fiscal year. This would defer from the Territory having the position for the Coordinator prorated during the grant period. The MCSAP program in the past had listed two (2) full-time MCSAP Supervisors, and eight (8) inspectors and a Data Collection and Quality Controller. However, fiscal restraints of the general fund budget, has made this unachievable. The USVI MCSAP program has four (4) certified full-time inspectors that are assigned to the newly created MCSAP Program Unit, to operate just as other specialized units within the Department. The VI Police Department is under a consent decree. Unfortunately, the full-time inspectors do have commitments to fulfill under the consent decree such as weekly meetings, in-service training, conferences, and routine travel. A MCSAP Compliance and Enforcement Commander, a Supervisor and four (4) certified inspectors are what the program currently has. As an effort to build the amount of inspectors to generate the needed results the USVI MCSAP will collaborate with the National Training Center to bring the training to the USVI to recruit and certify new inspectors that will increase efficiency in the VI Police Department with added value. Of those certified, through a selection criteria, four (4) (two (2) on each island) more will be added under the hierarchy chart under the MCSAP program. The other certified inspectors will be utilized for scheduled enforcement activities throughout the Territory, and will also be able to stop CMVs and conduct inspections. In anticipation of recruiting new inspectors, the hierarchy chart below shows, one (1) Commander, one (1) Supervisor, and eight (8) certified inspectors. The Commander and Supervisor are certified as inspectors as well. The Territory will continue to access the training and re-certification standards needed for the inspectors.

Traditionally, most States uses inspection activities to be charged under Overtime. However, the USVI MCSAP program pay stipends (an allowable cost) to the Inspectors under the Hierarchy chart. For accountability, stipends are only paid after the verification from the VI Office of Highway Safety Director based on conducting inspections and other motor carrier related enforcement activities, including but not limited to carrier safety talks, presentations to trucking companies, weekly inspections (without setting a quota) and participation in community public education events, etc.. Stipends are paid on a bi-weekly basis. If no activity can be verified as being done, stipends are not authorized or paid. The VIOHS recognizes that other states may use inspectors salaries for cost sharing. However, with a limited budget and the need for training and equipment due to critical needs to augment the effectiveness of inspections and the detection of violations through the purchasing of equipment. The VIOHS currently doesn't have an inspection site or locations throughout the Territory and requires the supplying of other resources to conduct inspections as per recommendations from the Regional Administration during the May 2016 site visits and technical assistance.

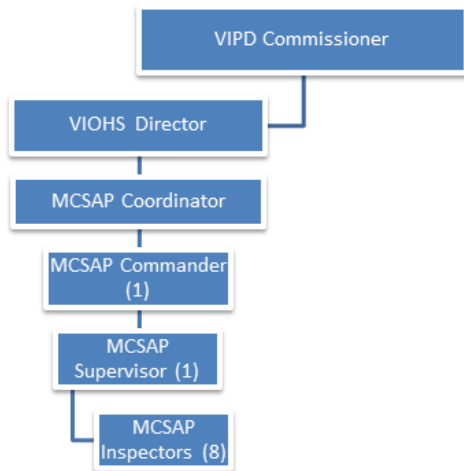
The US Virgin Islands MCSAP program is equipped with laptops and printers, and vehicles that are needed to assist in enhancing the inspector's job. Unfortunately, the Territory does not have size and weight stations in comparison to other States and Territories. Therefore, the Territory intends to purchase and acquire portable axle scales with printer scoreboard indicators to help supplement the program's inspection process. The scales will be used on all three islands (St. Croix, St. Thomas, and St. John) respectively.

The USVI MCSAP program will coordinate with the National Highway Transportation Safety Administration (NHTSA) to make signs, radio, and television spots with safety messages to remind all vehicular traffic that safety is our primary concern. Although the MCSAP Program will coordinate with NHTSA to promote "all vehicle safety," the MCSAP program will use funds solely for the activities of the

Public Information and Education Plan geared towards commercial vehicles. As such, there will be no funds jointly spent with NHTSA to conduct these activities.

Safety procedures are constantly being replaced in different businesses in the Territory. It is the intention of this office to provide all training required for inspectors and to continue offering specialized training to inspectors on an ongoing basis.

The US Virgin Islands Police Department Office of Highway Safety has the following organizational structure:



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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Provide training for roadside officers and inspectors to detect indicators of controlled substance trafficking.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ensure drug interdiction officers are available as a resource if an officer/inspector suspects controlled substance trafficking.
<input type="radio"/>	<input checked="" 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 USVI MCSAP Program will coordinate with the Traffic Bureaus within the VIPD to accompany them during DUI checkpoints to ensure that commercial vehicle drivers are not driving under the influence of alcohol or other controlled substances.

The USVI MCSAP Program will coordinate with the national mobilization initiatives aimed at removing impaired drivers. Enforcement officers from the VIPD's traffic units are trained in the use of Intoximeters. The Motor Carrier inspectors were previously a part of the Traffic Divisions in St. Croix and St. Thomas respectively that required them to be trained with effectively using intoxicimeters. 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 will also be done. Additional training will be acquired through the American Association of Motor Vehicle Administrators (AAMVA); Commercial Vehicle Safety Association (CVSA); the University of Massachusetts and best practices site visits of other agencies within the FMCSA Regions. Trainings will aid in the revamping of resource and manpower deployment, to augment the dire need for officers/inspectors to receive specific trainings to ensure that they are competent and equipped to perform Motor Carrier related tasks.

With a focus shift and expansion efforts, officers will not only be trained from the Motor Carrier Program, but from the other bureaus of the VIPD eliminating officers inability to intervene when offenses are encountered through the utilizations of train-trainer opportunities. Upon receipt of the Intoximeter Instructor Training Course the MCSAP Commander will provide additional training to other officers in the territory on the proper use of intoxicimeters. Once training is received the enforcement activities will take place throughout the Territory based on the establishment of the Department's enforcement calendar. To ensure that the detection of impaired driving is done with fidelity and accuracy, activities will be conducted under the supervision of the certified MCSAP Commander for the first two (2) enforcement activities. This process will aid for any corrections or on-site technical assistance to be given ensuring that all steps are followed for accurate detection. Full and unsupervised implementation of this initiative is expected by the end of Fiscal Year 2017, although activities will be conducted throughout the year.

The inspectors operate as per Title 20 VI Code 493c. The full implementation of this initiative is expected to commence and continue through Fiscal Year 2017.

The USVI Motor Carrier Program, through the VIPD, will liaise with our Federal law enforcement partners to obtain the most suitable training for roadside inspectors and other VIPD officers, to enable them to detect indicators of controlled substance trafficking. Instances may occur of trainings being conducted as refreshers and enhancements. Conversations have started to shed light on the importance of establishing a working relationship to have joint efforts for the carrying out of interdiction activities. The USVI MCSAP program will seek training opportunities, if available, to have them received by the end of the fourth (4th) quarter of Fiscal Year 2017.

The current inspectors are trained on the correct protocol that is in place when controlled substance trafficking is suspected. As such, they will liaise with local High Intensity Drug Trafficking Agency (HIDTA) units, under the US Customs and Border Patrol (CBP) and provide the opportunity for inspectors under the MCSAP program to attend training and conferences that addresses Drug Evaluation and Classification when they become available. This training will be done through MOU agreements and completed and implemented fully by the end of Fiscal Year 2017, if the opportunity permits.

Interdiction activities that affects the transportation of controlled substances by CMV drivers and training on appropriate strategies for carrying out those interdiction activities. This activity will be performed jointly with US Customs and Border Patrol personnel and the VI Police Department K9 and Narcotics Units. These activities will be completed and implemented fully throughout Fiscal Year 2017. To support drug interdiction activities, the USVI MCSAP programs will acquire technology and equipment. This will aid in the support and detection of drug interdiction activities throughout the Territory in which 98% of commerce are imported.

4 - Basic & Incentive Minimum Requirements - Federal Registration & Financial Responsibility 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 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" 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:

The above requirement is not applicable to the Territory of the US Virgin Islands. However, the Office of Highway Safety previously started conversations with the VI Bureau of Motor Vehicles (BMV) and the VI Department of Licensing and Consumer Affairs (DLCA) to review the current policies and requirements which are in place for commercial operators and to explore the feasibility of having similar requirements applicable in US Virgin Islands.

The BMV is currently responsible for the inspection of vehicles to have them registered on an annual basis. However, with the current size of the BMV sites on all three (3) islands, CMV's are not able to be accommodated at the current sites. Hence, inspections on vehicles as a resolution, occurs for all vehicles. During Fiscal Year 2017, the USVI VIOHS will work with the BMV to acquire a listing of all commercial vehicles registered and company names (if applicable) to ensure the inspections are done on all registered calls to meet the North American Inspections Standards to have vehicles in compliance.

Activities to cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139, and 49 CFR Part 387 is not applicable to the Territory of the US Virgin Islands. However, the Territory plans to conduct reviews, follow legislation, implement standard operating procedures to include inspection requirements for inspectors and train inspectors, as it applies to the Territory.

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 # Fatal Crashes

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	0	0	0
01/01/2012	12/31/2012	0	0	0
01/01/2011	12/31/2011	1	0	1

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

The US Virgin Islands Traffic Statistic Report 2011-2015 compiled from the VI Police Department's Report Beam system as of July 18, 2016.

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

The Territory did meet its goal of maintaining zero (0) commercial vehicle fatalities. The USVI MCSAP program will continue to conduct enforcement activities and education. Additionally, data is now being collected to look at all contributing factors, time of day, and location of crashes that may lead to fatalities for commercial and non-commercial vehicles.

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

Instructions:

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

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

Goal measurement as defined by your State: Actual # Fatalities

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

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

Traffic Statistics Report 2011-2015.

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

The Territory, for the past five (5) years, have not had any commercial motorcoach/passenger fatalities. Maintenance of this continues to occur through continued education and enforcement activities conducted. The USVI doesn't have any motorcoach within the Territory. Moreover, the Territory doesn't record VMT's as the islands are 86 square miles; 34 square miles; and 19 square miles respectively.

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

Instructions:

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

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

Goal measurement as defined by your State: Actual # Fatalities

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

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

Traffic Statistics Report 2011-2015.

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

For the past five (5) years, the Territory have not had any hazardous materials fatalities. Through partnership from the Puerto Rico Division to conduct and ensure HM comply the Territory will continue its HAZMAT efforts to ensure fatalities continue to remain at zero (0).

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		
06/01/2016	07/31/2016	83	12
04/01/2016	05/31/2016	48	9
02/01/2016	03/31/2016	35	15
12/31/2015	01/31/2016	35	8
10/01/2015	11/30/2015	0	0

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

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
06/01/2016	07/31/2016	10	7
04/01/2016	05/31/2016	2	0
02/01/2016	03/31/2016	6	6
12/31/2015	01/31/2016	7	2
10/01/2015	11/30/2015	0	0

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

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

The Territory conducts non-CMV traffic enforcement stops as part of the requirements of the US Virgin Islands Police Department Traffic Bureau requirements, where roadblocks, enforcement initiative, and random checks are done throughout the Territory. The stops yield citations for seat belt; registration; insurance; tint; unlicensed driver; etc Although the US Virgin Island Police Department conducts non-CMV enforcement stops, if the data is required for these citations they will have to be obtained from each Command centers within the Territory as a database is not present to store this information. There are several traffic enforcement activities conducted annually. The Territory has increased traffic enforcement for commercial vehicles during this fiscal year.

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:

- Create the Public Information and Education Plan
- Coordinate the activities of the plan according to the stated timeline
- Print/Disseminate Brochures
- Develop PSAs
- Conduct Satisfaction Surveys

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

- Implementation of Public Information and Education Plan
- Determine effectiveness of Public Information and Education Plan based on the number of infractions/violations/crashes
- Number of brochures that are disseminated to CMVs
- Number of times the PSAs are aired compared to projections
- Results of satisfaction survey

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

A Public Information and Education Plan was not developed during this fiscal year. However, the program conduct several outreach initiatives. There were four (4) Saturdays in which the Office of Highway Safety MCSAP program was on the radio to discuss the importance of pre-trip inspections; wearing safety belts; driving within speed limits and the importance of sharing the road safely. All trucking companies throughout the Territory were visited and information related to the inspection process and procedures; doing pre-check inspections; and the importance of maintaining compliant speed and distance. Distribution of approximately four-hundred (400) "Understanding the North American Standard Inspection Program" brochure provided by the Commercial Vehicle Safety Alliance (CVSA); (325) "Air Brake PushRod Stroke...Why is it so important" and (201)"Wear Your Safety Belt" were disseminated to drivers during the inspection process for each inspections done.

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

The development of a comprehensive media plan requires the full buy in and participation of stakeholders. This plan was drafted, but was not fully implemented. However, the VIPD has hired a Public Information Officer that has been assigned to help with the roll-out of this project. This project is expected to be completed by the second quarter of the 2017 Fiscal Year. The Territory realizes that this goal can only be achieved with the collaboration between the VIOHS and other agencies. The MCSAP Coordinator when on board will join the Traffic Records Coordinating Committee that holds monthly meetings. Meeting are held with agencies such as the Virgin Islands Police Department (VIPD); Virgin Islands Office of Highway Safety (VIOHS); Superior Court of the Virgin Islands; Office of the Attorney General; Office of the Lieutenant Governor Division of Geographical Information Systems; Virgin Islands Bureau of Motor Vehicles (BMV); Virgin Islands Bureau of Information and Technology (BIT); VI Department of Public Works; and VI Department of Health/Emergency Medical Services. Several lessons have been learned. Partnership between the NHTSA programs that shares some of the common goals, except MCSAP catering mainly to commercial vehicles have occurred. The 2017 Highway Safety Plan discusses joint efforts in achieving more quantifiable goals. On-going monitoring to conduct the re-enforcement of strategies and realizing that progress will occur in increments. The MCSAP Commander have drafted a Standard Operating Procedure Manual that discusses the daily functions of the program. This will help to curtail and address the shortfalls and lapses that currently exists to meet all program goals.

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.

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:

According to data retrieved from the VI Police Department's Report Beam Data System, the fatality rate of zero (0) is expected to be maintained in the future.

Enter Data Source Capture Date:**Enter Data Source:**

The US Virgin Islands Traffic Statistic Report 2011-2015 compiled from the VI Police Department's Report Beam system as of July 28, 2016.

Enter Crash Reduction Goal

0

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.

- Increase roadside inspections and traffic enforcement activities by 10 % targeting the CMV drivers to reduce the number of crashes thereby decreasing the potential for fatalities.
- Monitor results of enforcement activities to include analysis of traffic and crash data on a monthly basis.
- Conduct inspections on a weekly basis by four (4) full-time; two (2) part-time; and four (4) potential new part-time inspections.
- Conduct traffic enforcement stops on a quarterly basis

Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the required SF-PPRs. Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.

- The MCSAP Coordinator will analyze the number of inspections with traffic enforcement activities and compare the data to the percentage of the crashes using the latest baseline crash data.
- Monthly program meetings will be held with the VIOHS Director; Traffic Records Coordinators; MCSAP Coordinator and Inspection team to monitor progress on goals and objectives.

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			
Fatal Crash Completeness			
Crash Timeliness			
Crash Accuracy			
Crash Consistency			
Inspection Record Completeness			
Inspection VIN Accuracy			
Inspection Timeliness			
Inspection Accuracy			

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

The Territory’s information is not accurately being recorded in this system. However, with the attendance and participation in the Technology conference being held in November 2016, this problem will be alleviated, and the Territory would begin capturing this data.

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	Not Active	186
PRISM	Not Active	186
SSDQ	Not Active	186

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.

As of September 8, 2014 SAFETYNET has been updated for the Territory. Unfortunately, the USVI MCSAP has not been successful in recording the data needed to capture this information. Insufficient data, is being recorded as a result of lack of training to the Territory the data quality collection is compromised. As a corrective action the USVI Office of Highway Safety and the VIPD's System's Analyst who deals with the SAFETYNET software will attend the 2016 Technology Conference. Additionally, the USVI MCSAP Program will participate in the Commerical Vehicle Safety Research Sumiit that will help us to bridge some of the gaps by using external partners to help with the collection and recording of specific data.

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.

N/A

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

N/A

3 - Passenger Carrier Enforcement**Instructions:**

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

Check this box if:

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

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

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

Check this box if:

As evidenced by the data provided by FMCSA, the State identifies at least 85% of carriers operating under a federal Out-of-Service (OOS) order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities. If this box is checked, no additional narrative is necessary..

5 - Hazardous Materials Transportation Safety**Instructions:**

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

Check this box if:

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

6 - State-Identified Objective (Optional)**Instructions:**

Describe any other identified State-specific objectives.

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 USVI MCSAP inspection program consists of one (1) Commander, one (1) Supervisor and two (2) full-time Inspectors. The MCSAP Commander arranges the overall coordination and oversight of enforcement and compliance activities and carrier safety talks requirements of the program, while the Supervisor is the one that schedules the days and types of inspections to be conducted. Inspectors are employed with the VI Police Department under a specialized unit created by the Commissioner of the VI Police Department. Inspectors are dispersed in two (2) Districts of the Territory; St. Thomas/St. John District has a Commander (who is an inspector); one (1) full time inspector; in the St. Croix District has one (1) Supervisor (who is an inspector) and one (1) full-time inspector respectively. The Territory conducts inspections using both paper and electronic methods. Therefore, quality is often measured based on verification of accuracy of violations issued. Violations are issued to drivers. Sanctions will be issued to drivers during inspections. The MCSAP Coordinator when on board, will follow-up on violations issued within 30 days to ensure compliance and resolution of violations; until that happens, it will be the responsibility of the VIOHS Director.

The USVI Virgin Islands just as any state and or Territory has a Bureau of Motor Vehicles Division. Under this Bureau all vehicles are inspected with a standard inspection process that checks for the following: operational brake lights, operational windshield wipers, working reverse lights, operational vehicle horn, and operational indicators. This is done with commercial and non-commercial vehicles respectively. All vehicles that pass the general inspection requirements receives a registration sticker that must be renewed on an annual basis. The VIOHS will partner with the VI Bureau of Motor Vehicle to receive the listing of all the Commercial Vehicles registered within the Territory are inspected. The Territory is require to do the general inspection process as described above. However, the inspections that are conducted under the USVI MCSAP program are that of the North American Inspection Standards that the inspectors are certified to conduct. There are no expenses for the VI Bureau of Motor Vehicle inspection program that are associate with the USVI MCSAP program. As stated above the Bureau is only providing a listing to the USVI MCSAP program for the inspector to make sure all Commercial Vehicles are captured by the certified inspectors.

The individual inspection reports (hard copies) were shared with the State Director. A summary of 2015 and 2016 inspections will be provided as an attachment. The inspection reports are being done and uploaded. However, they are not being viewed in MCMIS. The Acting MIS Director is working on access to have an updated VPN for the inspections to be downloaded. The registration and update for the VPN has been requested and is awaiting approval. In the interim, hard copies of the inspections will continue to be collected to match and verify the amounts that were reported by the inspectors based on verification by the USVI MCSAP Coordinator.

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: US VIRGIN ISLANDS OFFICE OF HIGHWAY SAFETY

Enter the total number of certified officers in the Lead agency: 4

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	150	56	12	218	24.22%
Level 2	50	25	7	82	9.11%
Level 3	255	25	20	300	33.33%
Level 4	50	25	7	82	9.11%
Level 5	150	56	12	218	24.22%
Level 6	0	0	0	0	0.00%
Sub-Total Lead Agency	655	187	58	900	

Funded Agencies

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

Enter the name of the Funded Agency: N/A

Enter the total number of certified officers in this funded agency: 0

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

Non-Funded Agencies

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

Summary

Total FY 2017 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies					
MCSAP Lead Agency: US VIRGIN ISLANDS OFFICE OF HIGHWAY SAFETY					
# certified officers: 4					
Funded Agencies: N/A					
# certified officers: 0					
Number of Non-Funded Agencies: 0					
# certified officers: 0					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	150	56	12	218	24.22%
Level 2	50	25	7	82	9.11%
Level 3	255	25	20	300	33.33%
Level 4	50	25	7	82	9.11%
Level 5	150	56	12	218	24.22%
Level 6	0	0	0	0	0.00%
Total ALL Agencies	655	187	58	900	

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.

In order to implement a Territory-wide CMV and non-CMV traffic enforcement program the Territory will conduct four (4) planned high-visibility traffic enforcement initiatives with inspection by the end of FY 2017 including a combined effort with: •Air/brake Inspections •Hazardous Materials Inspections •Load Securement Inspections •DUI Initiatives.

These will be done by the four (4) currently certified inspector, and four (4) potentially new inspectors (if feasible). To ensure safety and sufficient coverage, officers from the Traffic Bureau will accompany inspectors in a joint effort to conduct enforcement on non-CMV's. MCSAP Inspectors in the Territory (who will be the lead) on a quarterly basis will be conducting initiatives between the hours of 8:00am – 4:00 pm. The locations of the initiatives would be: St. Croix 1.Container Port Road 2.Melvin Evans Highway 3.Grove Quarry 4.Aggregate Quarry North Shore Road St. Thomas 1.Charlotte Amalie Harbor 2.Sub Base Roads 3.Red Hook Road 4.Rhymer Highway St. John 1.Cruz Bay 2.Coral Bay. The quarterly activities mentioned above will be done as a group activity with the inspectors jointly. These activities are not reflective of the only activity that will be conducted in the Territory, but wanted to have this highlighted as our major initiatives that will be conducted.

Technical assistance has been sought to ensure that the effective upload of traffic enforcement data that are now being conducted on a daily basis to ensure that they are recorded and visible within A&I. Citations for speeding, reckless driving, seatbelts, etc are recorded. The Territory continues to struggle with these technical issues, and have reached out for possible resolution to ensure that the Territory is in full compliance. Proof of citations (through the means of hard copies) that are issued within the Territory are housed in the VI Office of Highway Safety. The Motor Coordinator will work with the Grant Manager to ensure that upload of this information occurs on a quarterly basis. A possible solution would be to scan and email as supporting documentation with the quarterly reports of proof that these activities have occurred.

The USVI MCSAP program through the FMCSA cloud portal would ensure that data collection of enforcement activities is reported on a quarterly basis with the upload of required documentation to the FMCSA Division Office in each PPR for the Division staff to upload the information to A&I. The copies of the citations that are issued within the quarter will be provided as an attachment as part of the reports that will be forwarded for review and approval.

The US Virgin Islands Police Department as part of its daily activities do conduct non-CMV enforcement activities. The activities include but are not limited to saturation patrol, checkpoints and other enforcement activities. Non-CMV enforcements are done for seatbelt, speeding, impaired driving, and distracted driving. As a result of high crash corridors and the Territory not having a designated and safe inspection pit, these activities are done to enforce the importance of sharing the road safely in retrospect to the CMV driving population.

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	25
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	25
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	150
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	4

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.

- Number of inspections conducted and entered into ASPEN and uploaded.
- Number and type of violations identified and citations issued or vehicles placed OOS
- Number of officers who participate in initiatives and inspections
- Number of interventions
- Percentage of CMV drivers in compliance as compared to the number of vehicles stopped

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 USVI MCSAP Inspectors Carrier Investigations participation will be as on the job training (OJT) to assist on federal enforcement action. The Carrier Interventions will be done jointly as other FMCSA agencies, including but not limited to the Commonwealth of Puerto Rico, being identified as the lead of the initiatives.

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).

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

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

Our State does not conduct reviews/investigations.

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

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

The USVI is considered as interstate as everything is imported into the Territory from other Caribbean Islands, States, and Countries in the world. With joint effort with the Puerto Rico Division HM Specialist through HM educational outreach and training, the expectation is that HM activities on Off-site Investigations; On-Site Focused Investigations; Cargo Tank Facility Reviews; and Shipper Reviews will be

conducted jointly.

4 - Public Education & Awareness

Instructions:

A public education and awareness program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's which operate around large trucks and buses. Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives. Include the number of FTE that will be participating in this effort.

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

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

Complete and implement a comprehensive Public Information and Education Plan that will be used as a guide to ensure that the message of safety is disseminated and received by the motoring public.

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	4
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	2
<input type="radio"/>	<input checked="" type="radio"/>	State Trucking Association Meetings	0
<input checked="" type="radio"/>	<input type="radio"/>	State-sponsored outreach events	4
<input checked="" type="radio"/>	<input type="radio"/>	Local educational safety events	2
<input type="radio"/>	<input checked="" type="radio"/>	Teen safety events	0

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

- Create the Public Information and Education Plan

- Coordinate the activities of the plan according to the state timeline

- Print/ Disseminate Brochures

- Develop PSAs

- Conduct satisfaction surveys

- Attend radio and television talk shows

NOTE: The numbers may be small for these activities, but with a population of 150,000 between all three (3) islands, activities slated to be conducted are in conjunction with annual community fairs and public outreach events.

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):

- Implementation of Public Information and Education Plan
- Determine effectiveness of Public Information and Education Plan based on the number of infractions/violations/crashes
- Number of brochures that are disseminated to CMVs
- Number of times the PSAs are aired compared to projections
- Results of satisfaction survey
- Evidence of calls received and feedback provided.

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): \$52,500.00

Personnel Spending Plan Narrative							
Salary Information							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Eligible Costs	100% Federal Share	Planned MOE Expenditures
MOTOR CARRIER COORDINATOR	1	100	2080	23.83	\$49,566.40	\$49,567.00	\$0.00
INSPECTORS	4	100	2080	3.75	\$31,200.00	\$31,200.00	\$0.00
Sub-Total Salary					\$80,766.40	\$80,767.00	\$0.00
Overtime Information							
Overtime	0	0	0	0	\$0.00	\$0.00	\$15,000.00
Sub-Total Overtime					\$0.00	\$0.00	\$15,000.00
TOTAL PERSONNEL					\$80,766.40	\$80,767.00	\$15,000.00

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

Personnel services are required to manage and provide administrative service for the Federal Motor Carrier Safety Programs.

Motor Carrier Coordinator: The employee reports directly to the Office of Highway Safety Director and is responsible for overseeing the certification of inspectors, the operational plans for enforcement initiatives, implementation of portions of the CVSP, attending

Traffic Records Committee meetings and maintaining the equipment inventory of the Federal Motor Carrier program in the Territory, and preparing monthly, quarterly and annual reports for submission to Puerto Rico Division. The employee also prepares the annual CVSP.

Inspectors: Inspectors are paid to the USVI MCSAP Commanders (1), Supervisor (1) and Inspectors (2) for carrying out the day-to-day enforcement aspect of the grant. The Commander is responsible for coordination and oversight of enforcement and compliance activities, while the Supervisor is responsible for scheduling the days and types of inspections and partnership development with external partners and agencies. Stipends are also paid the MCSAP Inspectors/Officers who are employed with the VIPD that conducts the inspections. The VIPD continues to have limited staff, and is also under the mandates of a consent decree. As such, the inspectors who are senior and ranking staff within the VIPD and are part of committees as a requirement of the consent decree. Hence, weekly meetings, and routine travel is required. Therefore, stipends will only be paid based on the verification of motor carrier activities being conducted by the Motor Carrier Coordinator (when on board) and the VIOHS Director respectively. Incentives should reflect \$10,000.00 for the Commander. \$7,500 for the Supervisor and \$5,200.00 per Inspector.

See payment chart below:

Position Title/Incumbent	Hourly Wage	No. of Hours Per Week	No. of Weeks	Salary
Motor Carrier Coordinator	\$23.83	40	52	\$49,567.00
Inspectors (2)	\$250.00 per pay period	*Varies	26	\$13,000.00
Superivsor (1)	\$300.00 per pay period	*Varies	26	\$7,800.00
Commander (1)	\$400.00 per pay period	*Varies	26	\$10,400.00

TOTAL: \$31,200 X 7.65% fringe benefits = \$33,586.68

*The number of hours varies per week, as a result of Commanders and Inspectors being assigned to conduct other police related tasks as a part of the consent decree.

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	100% Federal Share	Planned MOE Expenditures
MOTOR CARRIER COORDINATOR	100	20172.78	\$20,172.78	\$20,172.78	\$0.00
INSPECTORS	100	2386.8	\$2,386.80	\$2,386.80	\$0.00
Overtime	0	0	\$0.00	\$0.00	\$0.00
Sub-Total Fringe Benefits			\$22,559.58	\$22,559.58	\$0.00

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

MOTOR CARRIER COORDINATOR

ITEM	FORMULA	CALCULATION	TOTAL
FICA	7.65% of salary	49567 *.0765	\$3,791.87
RETIREMENT	20.5% of salary	49567 *.205	\$10,161.23
WORKMEN'S COMPENSATION	\$320.00 per person	320 *1	\$320.00
HEALTH INSURANCE	\$5,899.68 single/vacant	5899.68 * 1	\$5,899.68
TOTAL:			\$20,172.78

STIPENDS

ITEM	FORMULA	CALCULATION	TOTAL
FICA	7.65% of salary	31,200 *.0765	\$2,386.80
TOTAL:			\$2,386.80

NOTE: Fringe benefits are calculated based on what is provide to us from the Department of Finance. Fringer benefits include FICA; Retirement; Workmen's Compensation; and Health Insurance for each full-time employee. In the case of stipends, only FICA is calculated, as reflected above.

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	100% Federal Share	Planned MOE Expenditures
Monthly Program Monitoring/Puerto Rico other FMCSA Divisions	2	26	\$18,070.00	\$18,070.00	\$1,200.00
CVSA Workshop (April)	7	6	\$18,900.00	\$18,900.00	\$0.00
CVSA Annual Conference & Exhibition (September)	7	6	\$18,900.00	\$18,900.00	\$0.00
MCSAP Planning Meeting	5	5	\$13,200.00	\$13,200.00	\$0.00
2016 Commercial Vehicle Safety Research Summit (November 2016)	5	3	\$9,750.00	\$9,750.00	\$0.00
USVI MCSAP Joint Enforcement Initiatives	4	8	\$14,240.00	\$14,240.00	\$0.00
2017 Best Practices Site Visits	7	4	\$13,200.00	\$13,200.00	\$0.00
CVSA DATA MANAGEMENT, QUALITY AND FMCSA SYSTEMS WORKSHOP	5	4	\$11,000.00	\$11,000.00	\$0.00
Sub-Total Travel			\$117,260.00	\$117,260.00	\$1,200.00

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

Monthly Program Monitoring/Puerto Rico Visit

AIRFARE	\$195.00 per person (MCSAP Coordinator & VIOHS Director)	X 13 trips	x 2 persons	Total: \$5,070.00
HOTEL	\$175 per night	X 26 nights	X 2 persons	Total: \$9,100.00
PER DIEM	\$75 per night	X 26 nights	X 2 persons	Total: \$3,900.00

Total: \$18,070

Justification for Travel Above: The Territory consists of three islands where inspections and enforcement activities takes place. Those islands are St. Croix, St. Thomas, St. John. The MCSAP Coordinator is a Territorial position in which the Coordinator resides on the island of St. Croix. The only way to get to the other islands, is through air travel. The MCSAP program in the Territory is working on using best practices to improve program effectiveness. One of these ways is through detailed monitoring visits. In the past, the MCSAP program in the Territory has placed vehicles out-of-service, or required areas of improvement for the vehicles that are inspected. As such for the FY 2017 the MCSAP Coordinator and the VIOHS Director (since the Coordinator will be new to the program) will monitor the quality of the inspections conducted. Quality will be measured based on verification of accuracy of violations issued. Violations are issued to drivers. Sanctions will be issued to the drivers during inspections. The MCSAP Coordinator and the VIOHS Director will follow-up on violations issued within 30 days to ensure compliance and resolution of violations through the visitations of each trucking company with violations on St. Croix, St. Thomas, and St. John. In addition, monthly program monitoring will provide project management, on-site technical assistance if necessary, capacity building to get the word out about program initiatives, monitor the type and quantity of citations issued as compared to other officers to ensure program quality and effectiveness during on-site inspection monitoring.

Additionally, the US Virgin Islands Police Department and the Commonwealth of Puerto Rico Service Commission will work on a revised and updated Memorandum of Understanding (MOU) that establishes an operation of joint training/education program to raise competency in FMCSA's Commercial Vehicle Safety programs; and assistance in the instruction and use of data and technology resources related to inspection standardization conforming FMCSA's procedures; and to work together to coordinate pertinent public information activities. Best practices are reviewed to identify and communicate any future trends, developments or programs in the

MCSAP program areas that may have a positive impact on the general safety of the motorist population through the development of strategic planning. This will take place in the form of a development and improvement retreat. Hence, travel to Puerto Rico is required.

CVSA Workshop (April)

AIRFARE	\$1,200.00 per person (MCSAP Coordinator/ MCSAP Commander/ MCSAP Supervisor/ MCSAP Inspectors (2)/Fiscal Officer/ VIOHS Director)	X 1 trip	x 7 persons	Total: \$8,400.00
HOTEL	\$175 per night	X 6 nights	X 7 persons	Total: \$7,350.00
PER DIEM	\$75 per night	X 6 nights	X 7 persons	Total: \$3,150.00

Total: \$18,900

CVSA Annual Conference & Exhibition (April)

AIRFARE	\$1,200.00 per person (MCSAP Coordinator/ MCSAP Commander/ MCSAP Supervisor/ MCSAP Inspectors (2)/Fiscal Officer/ VIOHS Director)	X 1 trip	x 7 persons	Total: \$8,400.00
HOTEL	\$175 per night	X 6 nights	X 7 persons	Total: \$7,350.00
PER DIEM	\$75 per night	X 6 nights	X 7 persons	Total: \$3,150.00

Total: \$18,900

MCSAP Planning Meeting

AIRFARE	\$1,200.00 per person (MCSAP Coordinator/ MCSAP Commander/ MCSAP Supervisor/ Fiscal Officer/ VIOHS Director/ VIPD Grants Manager)	X 1 trip	x 6 persons	Total: \$7,200.00
HOTEL	\$175 per night	X 4 nights	X 6 persons	Total: \$4,200.00
PER DIEM	\$75 per night	X 4 nights	X 6 persons	Total: \$1,800.00

Total: \$13,200.00

2016 Commercial Vehicle Safety Research Summit (November 2016)

AIRFARE	\$1,200.00 per person (VIPD Commissioner/ MCSAP Coordinator/ MCSAP Commander/ MCSAP Supervisor/ VIOHS Director)	X 1 trip	x 5 persons	Total: \$6,000.00
HOTEL	\$175 per night	X 3 nights	X 5 persons	Total: \$2,625.00
PER DIEM	\$75 per night	X 3 nights	X 5 persons	Total: \$1,125.00

Total: \$9,750.00

Justification for Travel Above: With the building and improvement of the Motor Carrier Program the MCSAP Coordinator (when on board), MCSAP Commander, MCSAP Supervisor, and the VIOHS Director will travel to seek best practices of other States that have a similar population and goals as the USVI. This Summit will help to shape and implement performance-based activities, including deployment of technology to enhance the efficiency and effectiveness of the program to augment unpreventable shortfalls that these visits will help the Territory to be more compliant.

USVI MCSAP Joint Enforcement Initiatives

AIRFARE	\$195.00 per person (MCSAP Inspection Team)	X 8 trips	x 4 persons	Total: \$6,240.00
HOTEL	\$175 per night	X 8 nights	X 4 persons	Total: \$5,600.00
PER DIEM	\$75 per night	X 8 nights	X 4 persons	Total: \$2,400.00

Total: \$14,240.00

Justification for Travel Above: Working together towards a common goal, is a phrase that may be overused, but the adage is put regularly into practice in the VIPD, where inter-island enforcement activities are conducted. The spirit of collaboration is not

happenstance but rather a concentrated move to address roadway safety and improve the safety of the motoring public. Therefore, there is a need for inter-island travel to occur to carry out the four (4) identified enforcement activities within the Territory. This will allow for the Commander, Supervisor, and Inspectors to work together as a unified body to ensure that results are gathered to determine the effectiveness of the activities that will be conducted.

2017 Best Practices Site Visits (Locations TBD)

AIRFARE	\$1,200.00 per person (MCSAP Coordinator/ MCSAP Commander/ MCSAP Supervisor/ MCSAP Inspector (1)/ VIOHS Director)	X 1 trip	x 6 persons	Total: \$7,200.00
HOTEL	\$175 per night	X 4 nights	X 6 persons	Total: \$4,200.00
PER DIEM	\$75 per night	X 4 nights	X 6 persons	Total: \$1,800.00
Total: \$13,200.00				

Justification for Travel Above: The visits will provide an opportunity for the USVI MCSAP team to visit States and/or Universities that are providing data analysis for other Motor Carrier Programs. While on these visits, visitation with State partners to look at the best practices on critical areas of improvements needed for the territory. This will provide the USVI with the ability to network, and gather valuable interactive learning opportunities. The visits will help the team learn about the successes and challenges of others, share ideas, build relationships, to help the USVI MCSAP program to achieve its mission.

CVSA DATA MANAGEMENT, QUALITY AND FMCSA SYSTEM WORKSHOP (AUGUST)

AIRFARE	\$1,200 per person (MCSAP Coordinator/MCSAP Commander/MCSAP Supervisor/ MCSAP Inspectors (2)/Director)	X 1 trip	X 5 persons	Total: \$6,000.00
HOTEL	\$175 per night	X 4 nights	X 5 persons	Total: \$3,500.00
PER DIEM	\$75 per night	X 4 nights	X 5 persons	\$1,500.00
Total: \$11,000.00				

Justification for Travel Above: The 2017 CVSA Data Management, Quality and FMCSA Systems Workshop is a three-day event designed to fulfill the state users' training needs on FMCSA software systems. This three-day workshop is packed with hands-on training and guidance on SAFETYNET, DataQs, Portal and other FMCSA systems.

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	100% Federal Share	Planned MOE Expenditures
PORTABLE TRUCK AXLE with PRINTER SCOREBOARD INDICATOR	2	\$12,800.00	\$25,600.00	\$25,600.00	\$0.00
Sub-Total Equipment			\$25,600.00	\$25,600.00	\$0.00

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

The USVI does not have inspection sites. Hence, weighing stations are not available. To aid with this process, the VIOHS will purchase portable axle scales. The scales that are being sought will be used off road, to accommodate the current road conditions in the Territory that are built to weigh on compacted earth or gravel foundations. Scales will be used on all three islands singly, and will be stored in the splice trailers that was purchased during Fiscal Year 2015. When the ramps are purchased the USVI MCSAP program will ensure that a warranty is part of the package to guarantee longevity.

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	100% Federal Share	Planned MOE Expenditures
OFFICE AND OPERATING SUPPLIES	1	1	\$14,975.05	\$14,975.05	\$14,975.05	\$5,100.00
Sub-Total Supplies				\$14,975.05	\$14,975.05	\$5,100.00

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

Office Supplies will vary as far as the supplies that are deemed necessary for the function of the day-to-day operations of the USVI MCSAP program. Supplies includes but are not limited to:

- Pens
- Wireless Cards
- Markers
- Portfolios
- Paper
- Ink
- Chairs
- Desktop Computer (2) (One for St. Thomas/St. John District and one for St. Croix) to be used in office space
- Polo Shirts
- Coveralls
- Chalk Sticks
- Other Inspection related supplies
- North American Standards Out-of-Service Criteria
- Brake Inspection Tool
- CVSA Brochures
- CVSA Schematics
- Laptop Computer (Coordinator)
- Uniforms (Inspectors/ Coordinator)

6 - Spending Plan: Contractual

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

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

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

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

Contractual Cost Spending Plan Narrative			
Description of Services	Total Eligible Costs	100% Federal Share	Planned MOE Expenditures
North American Standard Inspection Certification Training Part A	\$4,000.00	\$4,000.00	\$500.00
Drug Interdiction Training	\$10,000.00	\$10,000.00	\$0.00
North American Standard Inspection Certification Training Part B	\$4,000.00	\$4,000.00	\$500.00
Sub-Total Contractual	\$18,000.00	\$18,000.00	\$1,000.00

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

DESCRIPTION OF SERVICES	TOTAL COST
<p>North American Standard Inspection Certification Training Part A: The VIPD will expand the Motor Carrier program as far as obtaining more certified technicians. As such, the VIPD will render the services of the NTC to conduct training within the Territory. The training will provide the basic knowledge, skills, practices, and procedures necessary for performing driver inspections under the MCSAP Program. Participants will learn how to conduct a complete North American Standard driver inspection in accordance with the North American Standard Inspection Procedure. The trainings will cover 40 hours of training.</p>	<p>\$4,000.00 <u>Conference Cost</u> <u>Breakdown:</u> · Meeting Space: \$400.00 per day for 10 days = \$4,000.00 (5 days St. Croix District; 5 days St. Thomas/St. John)</p>
<p>North American Standard Inspection Certification Training Part B: The VIPD will expand the Motor Carrier program as far as obtaining more certified technicians. As such, the VIPD will render the services of the NTC to conduct training within the Territory. The training will provide the basic knowledge, skills, practices, and procedures necessary for performing driver inspections under the MCSAP Program. Participants will learn how to conduct a complete North American Standard driver inspection in accordance with the North American Standard Inspection Procedure. The trainings will cover 40 hours of training.</p>	<p>\$4,000.00 <u>Conference Cost</u> <u>Breakdown:</u> · Meeting Space: \$400.00 per day for 10 days = \$4,000.00 (5 days St. Croix District; 5 days St. Thomas/St. John)</p>
<p>Drug Interdiction Training: To be conducted for meeting the requirements of drug interdiction activities Territory-wide. The training will help officers to conduct roadside interviews with traffic violators by effectively communicating with those persons throughout a traffic stop and to be able to detect deception and/or indication of concealed criminal activity if present. The objective will be to educate law enforcement officers in proper techniques and procedures to successfully and lawfully conduct</p>	<p>\$10,000.00 <u>Conference Cost</u> <u>Breakdown:</u> · Meeting Space : \$1000.00</p>

criminal/drug interdiction patrol stops.

per day for 10 days =
\$10,000.00 (St. Croix District
& St. Thomas/ St. John
District 5 days for District)

Prices for training are estimates based on quotations that were received. As part of the bidding process, the MCSAP program must solicit three vendors to go through the correct procurement procedures as required by the law. Vendors to include but not limited to businesses, venues, etc. are selected based on the ability to meet the needs of programs or activities. Prices vary base on the room sizes to accomodate the estimated training population.

NOTE: Although this is not reflective of hiring a contractor to conduct services, these encumbrances must be listed under Contractual serivces based on the Government of the USVI guidance.

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	100% Federal Share	Planned MOE Expenditures
Indirect Costs	\$47,208.37	\$47,208.37	\$0.00

Other Costs Spending Plan Narrative						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	100% Federal Share	Planned MOE Expenditures
CVSA DECAL	1000	PIECE	\$0.28	\$280.00	\$280.00	\$0.00
CVSA WORKSHOP REGISTRATION FEE	7	COST PER TRAVELER	\$575.00	\$4,025.00	\$4,025.00	\$0.00
CVSA ANNUAL CONFERENCE & EXHIBITION	7	COST PER PARTICIPANT	\$575.00	\$4,025.00	\$4,025.00	\$0.00
CVSA ANNUAL MEMBERSHIP DUES	1	COST PER MEMBERSHIP	\$5,300.00	\$5,300.00	\$5,300.00	\$0.00
FUEL COST	100	COST PER BOOK	\$100.00	\$10,000.00	\$10,000.00	\$6,500.00
Sub-Total Other Costs				\$23,630.00	\$23,630.00	\$6,500.00

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

ITEM NAME	# OF UNIT	COST PER UNIT	TOTAL COST
CVSA Decal	1000	\$0.28	\$280.00
CVSA Workshop Registration Fee	7	\$575.00	\$4025.00
CVSA Annual Conference & Exhibition Registration	7	\$575.00	\$4025.00
CVSA Membership Dues	1	\$5,300.00	\$5,300.00
Fuel Cost (Gasoline Coupon Books)	100	\$100.00	\$10,000.00

NOTE: Costs are reflective based on estimates of quotations that were received. Most of the registration fees are set from year to year and remains the same.

Indirect cost rates are negotiated and determined by the Government of the Virgin Islands Office of Management and Budget. This is updated based on when there is an identified need. The indirect cost are calculated against all expenses with the exception of "Stipends" and "equipment." The Indirect Cost rate for the VI Police Department under which the VI Office of Highway Safety USVI MCSAP program falls under is 16.79%. The Indirect Cost Memorandum has been updated as of December 8, 2016. This memorandum is not updated on a annual basis but is done based on when the Office of Management and Budget of the US Virgin Islands provides the departments of such. The breakdown is as follows:

Departmental: 10.09%
 Central: 6.70%

The Indirect Cost Memorandum is attached.

8 - Spending Plan

Instructions:

The spending plan will be auto-populated from the relevant tables in the narrative. The Territory will only enter data into the "Maintenance of Effort (MOE) Expenditures" column. The Total Grant Expenditures column is automatically calculated based on the auto-populated Federal share amounts entered in the narrative tables.

ESTIMATED Fiscal Year Funding Amounts for MCSAP	
100% Federal Share	0% Territory Share
\$350,000.00	\$0.00

Allowable amount for Overtime (15% of total award amount without justification):

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount):

Allowable amount for Overtime (15% of award amount without justification): \$52,500.00

Maximum amount for Non-CMV Traffic Enforcement (10% of award amounts): \$35,000.00

Personnel (Payroll Costs)			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
MOTOR CARRIER COORDINATOR	\$49,567.00	\$49,567.00	\$0.00
INSPECTORS	\$31,200.00	\$31,200.00	\$0.00
Overtime	\$0.00	\$0.00	\$15,000.00
Subtotal for Personnel	\$80,767.00	\$80,767.00	\$15,000.00

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
MOTOR CARRIER COORDINATOR	\$20,172.78	\$20,172.78	\$0.00
INSPECTORS	\$2,386.80	\$2,386.80	\$0.00
Overtime	\$0.00	\$0.00	\$0.00
Subtotal for Fringe Benefits	\$22,559.58	\$22,559.58	\$0.00

Program Travel			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
Monthly Program Monitoring/Puerto Rico other FMCSA Divisions	\$18,070.00	\$18,070.00	\$1,200.00
CVSA Workshop (April)	\$18,900.00	\$18,900.00	\$0.00
CVSA Annual Conference & Exhibition (September)	\$18,900.00	\$18,900.00	\$0.00
MCSAP Planning Meeting	\$13,200.00	\$13,200.00	\$0.00
2016 Commercial Vehicle Safety Research Summit (November 2016)	\$9,750.00	\$9,750.00	\$0.00
USVI MCSAP Joint Enforcement Initiatives	\$14,240.00	\$14,240.00	\$0.00
2017 Best Practices Site Visits	\$13,200.00	\$13,200.00	\$0.00
CVSA DATA MANAGEMENT, QUALITY AND FMCSA SYSTEMS WORKSHOP	\$11,000.00	\$11,000.00	\$0.00
Subtotal for Program Travel	\$117,260.00	\$117,260.00	\$1,200.00

Equipment			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
PORTABLE TRUCK AXLE with PRINTER SCOREBOARD INDICATOR	\$25,600.00	\$25,600.00	\$0.00
Subtotal for Equipment	\$25,600.00	\$25,600.00	\$0.00

Supplies			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
OFFICE AND OPERATING SUPPLIES	\$14,975.05	\$14,975.05	\$5,100.00
Subtotal for Supplies	\$14,975.05	\$14,975.05	\$5,100.00

Contractual (Subgrantees, Consultant Services, etc.)			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
North American Standard Inspection Certification Training Part A	\$4,000.00	\$4,000.00	\$500.00
Drug Interdiction Training	\$10,000.00	\$10,000.00	\$0.00
North American Standard Inspection Certification Training Part B	\$4,000.00	\$4,000.00	\$500.00
Subtotal for Contractual	\$18,000.00	\$18,000.00	\$1,000.00

Other Expenses			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
CVSA DECAL	\$280.00	\$280.00	\$0.00
CVSA WORKSHOP REGISTRATION FEE	\$4,025.00	\$4,025.00	\$0.00
CVSA ANNUAL CONFERENCE & EXHIBITION	\$4,025.00	\$4,025.00	\$0.00
CVSA ANNUAL MEMBERSHIP DUES	\$5,300.00	\$5,300.00	\$0.00
FUEL COST	\$10,000.00	\$10,000.00	\$6,500.00
Subtotal for Other Expenses including Training & Conferences	\$23,630.00	\$23,630.00	\$6,500.00

Total Costs			
	100% Federal Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$302,791.63	\$302,791.63	\$28,800.00
Indirect Cost	\$47,208.37	\$47,208.37	\$0.00
Total Costs Budgeted	\$350,000.00	\$350,000.00	\$28,800.00

Comprehensive Budget

ESTIMATED Fiscal Year Funding Amounts for MCSAP	
100% Federal Share	0% Territory Share
\$350,000.00	\$0.00

Cost Summary by Budget Category		
	100% Federal Share	Planned MOE Expenditures
Personnel Total	\$80,767.00	\$15,000.00
Fringe Benefit Total	\$22,559.58	\$0.00
Program Travel Total	\$117,260.00	\$1,200.00
Equipment Total	\$25,600.00	\$0.00
Supplies Total	\$14,975.05	\$5,100.00
Contractual Total	\$18,000.00	\$1,000.00
Other Expenses Total	\$23,630.00	\$6,500.00
Total Costs		
	100% Federal Share	Planned MOE Expenditures
Subtotal for Direct Costs	\$302,791.63	\$28,800.00
Indirect Costs	\$47,208.37	\$0.00
Total Costs Budgeted	\$350,000	\$28,800

Key Contacts Form

* Applicant Organization Name:

VIRGIN ISLANDS POLICE DEPARTMENT

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

* Contact 1 Project Role: AUTHORIZED REPRESENTATIVE

Prefix: Mr.

* First Name: DELROY

Middle Name:

* Last Name: RICHARDS

Suffix: Sr.

Title: COMMISSIONER

Organizational Affiliation:

* Street1: 5400 VETERANS DRIVE

Street2: ALEXANDER A FARELLELY JUSTICE COMPLEX

* City: ST. THOMAS

County:

* State: VI: Virgin Islands of the U.S.

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 00802-0000

* Telephone Number: 340-715-5500

Fax: 340-715-5517

* Email: DELROY.RICHARDS@VIPD.GOV.VI

Delete Entry

Next Person

Key Contacts Form

* Applicant Organization Name:

VIRGIN ISLANDS POLICE DEPARTMENT

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

* Contact 2 Project Role: PROJECT MANAGER

Prefix: Mr.

* First Name: AKIL

Middle Name:

* Last Name: JOHNSON

Suffix:

Title: DIRECTOR

Organizational Affiliation:

* Street1: #45 MARS HILL

Street2:

* City: FREDERIKSTED

County: ST. CROIX

* State: VI: Virgin Islands of the U.S.

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 00840-0000

* Telephone Number: 340-772-3025

Fax: 340-772-2626

* Email: AKIL.JOHNSON@VIPD.GOV.VI

Delete Entry

Previous Person

Next Person

Key Contacts Form

*** Applicant Organization Name:**

VIRGIN ISLANDS POLICE DEPARTMENT

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

*** Contact 3 Project Role:** FISCAL CONTACT

Prefix: Ms.

*** First Name:** SANDRA

Middle Name:

*** Last Name:** WEBSTER

Suffix:

Title: CHIEF FINANCIAL OFFICER

Organizational Affiliation:

*** Street1:** #45 MARS HILL

Street2:

*** City:** FREDERIKSTED

County: ST. CROIX

*** State:** VI: Virgin Islands of the U.S.

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 00840-0000

*** Telephone Number:** 340-712-6030

Fax: 340-778-1369

*** Email:** SANDRA.WEBSTER@VIPD.GOV.VI

Delete Entry

Previous Person

Next Person



GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS



THE OFFICE OF MANAGEMENT AND BUDGET

No. 5041 Norre Gade
Emancipation Gardens Station, 2nd Floor
Charlotte Amalie, St. Thomas, V.I. 00802

Tel: 340-774-0750
Fax: 340-776-0069

August 13, 2015

Mr. Delroy Richards
Commissioner
Virgin Islands Police Department
Alexander A. Farrelly Criminal Justice Complex, 2nd Floor
St. Thomas, VI 00802

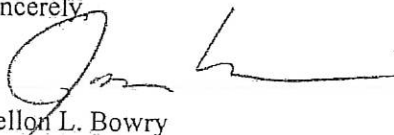
Dear Commissioner Richards:

As a follow-up to the previous memorandum from the Office of Management and Budget (OMB) dated August 7, 2015, with a signed copy of the Indirect Cost Negotiation Agreement (ICNA) for Fiscal Years (FYs) 2014-2015 attached thereto, this correspondence provides the breakdown of the total Indirect Cost Rate between the Departmental and Central Services Rates for FYs 2014-2015, for the Virgin Islands Police Department (VIPD). A summary of the rates is provided below for your information and guidance.

Program	Fiscal Year	Department Rate	Central Service Rate	Combined Rate
All	2014	12.20%	8.02%	20.22%
All	2015	12.53%	9.27%	21.80%

If you have any questions, please contact Dr. Anita Roberts or Mr. Vincent Thomas, Deputy Director and Associate Director, respectively of the Federal Grants Management Unit at (340) 774-0750, or your Senior Grants Analyst at the same telephone number.

Sincerely,


for Nelson L. Bowry
Director Designee

NLB/AR/VT/HH

VIPD FY 2014-2015 IDC

Enclosure: ICNA FYs 2014-2015



GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS



THE OFFICE OF MANAGEMENT AND BUDGET

No.5041 Norre Gade

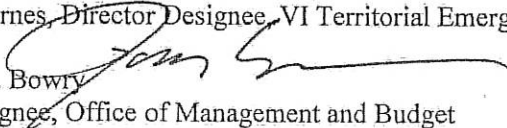
Emancipation Gardens Station, 2nd Floor
Charlotte Amalie, St. Thomas, V.I. 00802

Tel: 340-774-0750
Fax 340-776-0069

MEMORANDUM

TO: Mr. Carlos Robles, Commissioner Designee, Department of Agriculture
Ms. Sharon McCollum, Ph.D., Commissioner, Department of Education
Ms. Phyllis Wallace, Ed.D, MS, Acting Commissioner, Department of Health
Ms. Vivian I. Ebbesen-Fludd, MS, RN, BSN, Commissioner Designee, Department of Human Services
Mr. Claude Walker, Acting Attorney General, Department of Justice
Ms. Catherine Hendry, Commissioner Designee, Department of Labor
Ms. Dawn Henry, Esquire, Commissioner Designee, Department of Planning and Natural Resources
Mr. Gustav James, P.E., Commissioner Designee, Department of Public Works
Mr. Delroy Richards, Commissioner, Virgin Islands Police Department
Ms. Mona Barnes, Director Designee, VI Territorial Emergency Management Agency

FOR

FROM: Mr. Nellon L. Bowry 
Director Designee, Office of Management and Budget

DATE: August 7, 2015

SUBJECT: Indirect Cost Negotiation Agreement – FYs 2014 & 2015

Attached for your information, records, and necessary action is a signed copy of the Indirect Cost Negotiation Agreement for FYs 2014 and 2015. Kindly communicate this information to your Federal grantor agencies.

As FY 2016 approaches, it will become necessary to request permission from your grantor agencies to use the latest negotiated indirect cost rate for your department. The request must be in writing and the Office of Management and Budget (OMB) should be copied on any such correspondence or request to the grantor. Subsequently, OMB should be provided with a copy of the written response received from the Federal grantor.

OMB will forward separate correspondence to each department/agency with notification of the allocation of the total indirect cost rate into its component parts of the departmental indirect cost rate and the central services indirect cost rate.

If you have any questions, please contact Dr. Anita Roberts or Mr. Vincent Thomas, Deputy Director and Associate Director, respectively of the Federal Grants Management Unit (FGMU) at (340)774-0750 or your Senior Grants Analyst at the same telephone number.

Thank you for your attention to this matter.

Attachments

**State and Local Governments
Indirect Cost Negotiation Agreement**

EIN: 66-0431678

Organization:

Government of the U.S. Virgin Islands
c/o Office of Management and Budget
No. 5041 Norre Gade
Emancipation Gardens Station, 2nd Floor
Charlotte Amalie, St. Thomas, VI 00802

Date: July 27, 2015

Report No(s) : 15-A-0936 14
15-A-0937 15

Filing Ref.:
Last Negotiation Agreement
dated June 12, 2014

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies for fiscal years beginning on or after December 26, 2014 subject to the limitations in Section II.A. of this agreement. Applicable OMB Circulars and the regulations at 2 CFR 225 will continue to apply to federal funds awarded prior to December 26, 2014. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rates

Page 1 of 2

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Fixed Carryforward	10/01/13	09/30/14	35.40%	All	Agriculture
Fixed Carryforward	10/01/13	09/30/14	10.05%	All	Education 1/
Fixed Carryforward	10/01/13	09/30/14	17.67%	All	Health 1/
Fixed Carryforward	10/01/13	09/30/14	19.16%	All	Human Services
Fixed Carryforward	10/01/13	09/30/14	40.27%	All	Justice
Fixed Carryforward	10/01/13	09/30/14	22.48%	All	Labor
Fixed Carryforward	10/01/13	09/30/14	12.25%	All	Planning & Natural Resources (PR/DJ)
Fixed Carryforward	10/01/13	09/30/14	20.22%	All	Police
Fixed Carryforward	10/01/13	09/30/14	14.94%	All	Public Works
Fixed Carryforward	10/01/13	09/30/14	27.41%	All	VITEMA
Fixed Carryforward	10/01/14	09/30/15	30.58%	All	Agriculture
Fixed Carryforward	10/01/14	09/30/15	17.24%	All	Education 1/
Fixed Carryforward	10/01/14	09/30/15	18.40%	All	Health 1/
Fixed Carryforward	10/01/14	09/30/15	21.77%	All	Human Services
Fixed Carryforward	10/01/14	09/30/15	32.57%	All	Justice
Fixed Carryforward	10/01/14	09/30/15	24.05%	All	Labor
Fixed Carryforward	10/01/14	09/30/15	17.81%	All	Planning & Natural Resources (PR/DJ)
Fixed Carryforward	10/01/14	09/30/15	21.80%	All	Police
Fixed Carryforward	10/01/14	09/30/15	7.21%	All	Public Works
Fixed Carryforward	10/01/14	09/30/15	33.09%	All	VITEMA

Section I: Rates (continued)

<u>Department of Education</u>		<u>Restricted Rates 2/</u>			
Predetermined	10/01/11	09/30/15	4.60%	All	Central Services 2/
Predetermined	10/01/11	09/30/15	2.50%	All	Departmental 2/
			7.10%		
<u>Department of Health</u>					
Predetermined	10/01/11	09/30/15	4.61%	All	Central Services 2/
Predetermined	10/01/11	09/30/15	3.95%	All	Departmental 2/
			8.56%		

1/ Applicable to all programs except as noted in 2/.

2/ Applicable to all Federal programs which require the use of a restricted rate as defined by 34 CFR 75.563 and CFR 76.563.

*Base: Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as payments to participants, stipends to eligible recipients, subcontracts and subgrants, all of which normally require minimal administrative effort.

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

Section II: General

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. Changes: The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Rate Type:

1. Fixed Carryforward Rate: A fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such periods have been determined, an adjustment will be made to the rate for future periods, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
 2. Provisional/Final Rates: Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
 3. Predetermined Rate: A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment. (Because of legal constraints, predetermined rates are not permitted for Federal contracts; they may, however, be used for grants or cooperative agreements.)
 4. Rate Extension: Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- E. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- F. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- G. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rates in Section I of this agreement, the negotiated rates will be used to determine the maximum allowable indirect cost.
- H. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

I. Central Service Costs: If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

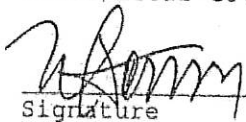
3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the State & Local Government:

Government of the U.S. Virgin Islands
c/o Office of Management and Budget
State/Local Government

 /s/

Signature
Name (Type or Print)
Nelson L. Bowry

Director Designee
Title

7/22/2015
Date

By the Cognizant Federal Government Agency:

U.S. Department of the Interior
Agency

 /s/

Signature
Name
Deborah A. Moberly

Office Chief
Office of Indirect Cost Services
Title

U.S. Department of the Interior
Interior Business Center
Agency

Date
Negotiated by Sujoy Mukhopadhyay
Telephone (916) 566-7009

JUL 27 2015

Restricted Rates Negotiated by
Nelda Barnes of USDOE
Telephone (202) 245-8005

Indirect Cost Calculations
MCSAP 2016
Fiscal Year 2016

Total Awrd Amt:	\$	350,000.00
Capital Outlay	\$	66,829.95
Allowable Amt	\$	283,170.05
Rate		21.80%
Indirect Charges	\$	50,682.32
Dept Rate		12.53%
Central Serv. Rate		9.27%

87,867	Personnel	
25,600	CapitalOutlay	
23,103	Fringe Ben.	
3,858	Supplies	
158,890	Other	
299,318	Total Direct	
50,682	Total Indirect	
350,000	Grand Total	

Other	
Other Services	27,630
Professional Services	25,000
Travel-Off Islands	106,260
Travel - Inter-Islands	
	<u><u>158,890</u></u>

Departmental IDC
Total IDC * Dept Rate / Total IDC Rate
\$ 29,131

Central Services IDC
Total IDC * Central Services Rate / Total IDC Rate
\$ 21,552

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. FM-MCG-17-001	20.218	\$	\$	\$ 350,000.00	\$	\$ 350,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 350,000.00	\$	\$ 350,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	EM-MCG-17-001				
a. Personnel	\$ 87,867.00	\$	\$	\$	87,867.00
b. Fringe Benefits	23,102.73				23,102.73
c. Travel	106,260.00				106,260.00
d. Equipment	25,600.00				25,600.00
e. Supplies	3,857.95				3,857.95
f. Contractual	25,000.00				25,000.00
g. Construction					
h. Other	27,630.00				27,630.00
i. Total Direct Charges (sum of 6a-6h)	299,317.68			\$	299,317.68
j. Indirect Charges	50,682.32			\$	50,682.32
k. TOTALS (sum of 6i and 6j)	\$ 350,000.00	\$	\$	\$	350,000.00
7. Program Income	\$	\$	\$	\$	

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. FM-MCG-17-001	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. FM-MCG-17-001	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

4. Name and Address of Reporting Entity:
 Prime SubAwardee

* Name: VIRGIN ISLANDS POLICE DEPARTMENT- OFFICE OF HIGHWAY SAFETY

* Street 1: 5400 VETERANS DRIVE Street 2: ALEXANDER A FARRELLY JUSTICE COMPLEX

* City: ST. THOMAS State: VI: Virgin Islands of the U.S. Zip: 00802-0000

Congressional District, if known: _____

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: USDOT/EMCSA	7. * Federal Program Name/Description: DOT/ FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
	CFDA Number, if applicable: 20.218

8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ 350,000.00
-----------------------------------------------------	----------------------------------------------------

10. a. Name and Address of Lobbying Registrant:

Prefix _____ * First Name _____ Middle Name _____

* Last Name _____ Suffix _____

* Street 1 _____ Street 2 _____

* City _____ State _____ Zip _____

b. Individual Performing Services (including address if different from No. 10a)

Prefix _____ * First Name _____ Middle Name _____

* Last Name _____ Suffix _____

* Street 1 _____ Street 2 _____

* City _____ State _____ Zip _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature: _____

* Name: Prefix MR. _____ * First Name DELROY _____ Middle Name _____

* Last Name RICHARDS _____ Suffix SR. _____

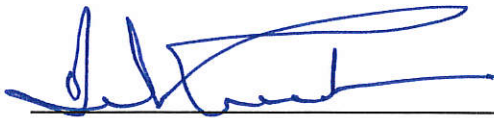
Title: COMMISSIONER Telephone No.: 340-715-5500 Date: 08/16/2016

ANNUAL CERTIFICATION OF COMPATIBILITY

In accordance with 49 C.F.R., Parts 350.213, I **DELROY RICHARDS, Sr.**, as the Virgin Islands Police Commissioner, do certify the U.S. Virgin Islands Government compatibility with appropriate parts of the Federal Motor Carrier Safety Regulations (FMCSA) and the Federal Hazardous Materials Regulations (FHMR) as follows:

INTERSTATE/INTRASTATE MOTOR CARRIERS:

49 CFR, Subtitle B, Parts 107, subpart F and G only, Parts 171, 172, 173, 177, 178, 180, and Parts 390, 391, 392, 393, 395, 396, and 397, as currently Codified in Title 20, Virgin Islands Code, Chapter 51, subchapter II, sections 900 through 902, as added sections 11, 12, and 13 of Act No. 7307.



Signature

8/16/16

Date

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="08/16/2016"/>	4. Applicant Identifier: <input type="text" value="USVI829897268"/>	
5a. Federal Entity Identifier: <input type="text" value="USDOT FMCSA"/>	5b. Federal Award Identifier: <input type="text" value="FM-MCG-17-001"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="VIRGIN ISLANDS POLICE DEPARTMENT - OFFICE OF HIGHWAY SAFETY"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="66-0431678"/>	* c. Organizational DUNS: <input type="text" value="1314419820000"/>	
d. Address:		
* Street1: <input type="text" value="5400 VETERANS DRIVE"/>	Street2: <input type="text" value="ALEXANDER A. FARRELY JUSTICE COMPLEX"/>	
* City: <input type="text" value="ST. THOMAS"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="VI: Virgin Islands of the U.S."/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="00802-0000"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="USVI POLICE DEPARTMENT"/>	Division Name: <input type="text" value="OFFICE OF HIGHWAY SAFETY"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="DELOY"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="RICHARDS"/>	
Suffix: <input type="text" value="SR."/>	Title: <input type="text" value="COMMISSIONER"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="340-715-5500"/>	Fax Number: <input type="text" value="340-715-5517"/>	
* Email: <input type="text" value="DELOY.RICHARDS@VIPD.GOV.VI"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

F: U.S. Territory or Possession

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

DOT/FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.218

CFDA Title:

NATIONAL MOTOR CARRIER SAFETY

*** 12. Funding Opportunity Number:**

FM-MCG-17-001

* Title:

FISCAL YEAR 2017 MOTOR CARRIER SAFETY ASSISTANCE PROGRAM BASIC/INCENTIVE GRANT NOTICE OF FUNDING

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

TERRITORY OF THE US VIRGIN ISLANDS MOTOR CARRIER ASSISTANCE PROGRAM CVSP FY 2017

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="350,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="350,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

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

OVERVIEW

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

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

PURPOSE

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

SUBMISSION INSTRUCTIONS

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

By E-mail:

FMCSA_GrantMgmtHelpdesk@dot.gov, or

By Telephone:

(202) 366-0621

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

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

PART I – Contact Information		
1.	Dun and Bradstreet Data Universal Numbering System (DUNS) Number for your Organization	131441982
2.	Organization legal name associated with the DUNS	VIRGIN ISLANDS POLICE DEPARTMENT/ OFFICE OF HIGHWAY SAFETY
3.	Address associated with your DUNS Number	5400 VETERANS DRIVE AAF JUSTICE COMPLEX ST THOMAS, VI 00802
4.	Name of the primary application point of contact (POC) for the information contained in the ACQ	DELROY RICHARDS, SR.
5.	POC Phone Number	340-715-5500
6.	POC E-mail Address	DELROY.RICHARDS@VIPD.GOV.VI

PART II – General Information and Assurances		
1.	Is your organization in compliance with applicable Anti-Lobbying Policies included in Lobbying Form GG and, if applicable, the SF-LLL Disclosure of Lobbying Activities?	YES
2.	Have any key personnel listed in the application for your organization been debarred or suspended from participation in Federal assistance programs?	NO
3.	Please identify any court judgment, compliance review deficiency, and/or complaint investigation finding relating to Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities (to include the Federal-Aid Highway Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Order #12898 (Environmental Justice) and Executive Order #13166 (Limited English Proficiency)) within the last five years from the beginning of the Federal fiscal year (October 1) under the announcement in which you are applying.	N/A

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

PART II – General Information and Assurances		
4.	Does your organization maintain a Drug-Free Workplace (41 U.S.C. Sec. 701 et seq.) and implementing regulations (49 CFR Part 32)?	YES

PART III – Audit History		
1.	Is your accounting system accrual based or cash based?	ACCRUAL
2.	Is your accounting system manual, automated, or a combination?	COMBINATION
3.	Has an audit been performed on the organization's financial statement?	NO
4.	What was the audit opinion?	N/A
5.	If your organization has expended more than \$500,000 in Federal grant funds within the last year, has OMB A-133 Audit been performed?	N/A
6.	If yes, were there any major findings?	N/A
7.	In no, please explain why an audit was not performed.	N/A

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

8.	If your organization was subject to any other audits in the last two years (e.g., Office of Inspector General (OIG), programmatic, State) please describe whether or not there were audit findings.	NO
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PART IV – Administrative Capability			
Instructions: Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.			
Capability Title		Yes	No/Explain
Financial Management (2 CFR Part 200 Subpart E Cost Principles)			
1.	Does your organization provide procedures for determining the reasonableness, allocability and allowability of costs in accordance with the applicable cost principles?	YES	
2.	Does your organization provide for effective control and accountability for all grant cash, real and personal property, and other assets?	YES	
3.	Does your organization provide accurate, current, and complete disclosure of the financial results of the financially assisted activities required by the financial reporting requirements of the grant?	YES	
4.	Does your organization permit preparation of reports required by the applicable statutes and regulations?	YES	

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

PART IV – Administrative Capability			
Instructions: Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.			
Capability Title		Yes	No/Explain
5.	Does your organization permit the documentation of funds to a level of expenditure adequate to establish that funds have not been expended in violation?	YES	
6.	Does your organization contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and income sufficient to identify the source and application of funds provided for financially-assisted activities?	YES	
7.	Does your organization have an approved indirect cost rate with the Federal Government that covers the entire proposed period of performance for the grant application?	YES	

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

PART IV – Administrative Capability			
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Capability Title		Yes	No/Explain
Procurement Standards 2 CFR § 200.317 through § 200.326 (as applicable to entity type)			
1.	When procuring property, including equipment and services under grants, does your organization’s contract administration system thoroughly document and inventory all equipment purchased with grant funds?	YES	
2.	Does your organization provide controls to ensure safeguards against loss, damage, or theft of the property?	YES	
3.	Does your organization provide adequate maintenance of the property?	YES	
4.	Does your organization follow written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services that maximizes competition to obtain good value?	YES	
5.	Does your organization define equipment as property that is non-expendable, tangible personal property having a useful life of more than one year and is an acquisition cost valued at \$5,000 or the lesser of the capitalization level established by the State or local government?	YES	

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

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

PART IV – Administrative Capability		
Instructions: Mark the appropriate box to the right for each item. If your organization meets the requirement, mark the box in the “Yes” column. If your organization does not meet the requirement described, mark the box in the “No/Explain” column. If applicable, provide explanations in the “No/Explain” column or in an attachment.		
Capability Title	Yes	No/Explain
Sub-Award System (2 CFR §200.92, §200.201)		
1. Does your organization’s sub-award administration system meet Federal requirements?	YES	
2. Does your organization maintain written procedures outlining sub-grantee responsibilities and include clauses required by Federal statute and EO’s and their implementing regulations?	YES	


PART V - CERTIFICATION AND SUBMISSION

CERTIFICATION OF APPLICANT’S AUTHORIZED REPRESENTATIVE (REQUIRED):

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

Name **DELROY RICHARDS, SR.**

Title **COMMISSIONER**

Signature 

Date **8/16/16**

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI,

to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm

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

General Assurances

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

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

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

Specific Assurances

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

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

*“The **Virgin Islands Police Department** in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract*

entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, [Name of the recipient] also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Virgin Islands Police Department gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

DELROY RICHARDS, SR.

(Name of Recipient)

by 

(Signature of Authorized Official)

DATED 8/16/16

U.S. VIRGIN ISLANDS POLICE DEPARTMENT- OFFICE OF HIGHWAY SAFETY
FMCSA APPLICANT TITLE VI PROGRAM COMPLIANCE PLAN

Policy Statement

It is the policy of the U.S.V.I. Police Department- Office of Highway Safety (VIOHS), that no person in the United States Virgin Islands shall, on the basis of race, color, national origin, sex, age, disability, low-income, or Limited English Proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the VIOHS or its sub-recipients.

To comply with this policy, civil rights and division staff with civil rights responsibilities must work closely to oversee their shared Title VI nondiscrimination responsibilities. All VIOHS employees, including the Director, Coordinators, and Department's sub-recipients, will be responsible for making a good faith effort to ensure that this policy is carried out in their respective program areas.

To authority to develop, maintain, implement and monitor this policy is delegated to the Title VI Civil Rights Specialist.

The VIOHS is committed to ensuring compliance with 49 Code of Federal Regulations (CFR) Part 21, 49 CFR Part 303, 49 CFR 350.213 (b), and the FMCSA Standard Title VI Program Assurances.



Delroy Richards, Sr.
Commissioner

8/16/16

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE COMMISSIONER
APPLICANT ORGANIZATION VIRGIN ISLANDS POLICE DEPARTMENT- OFFICE OF HIGHWAY SAFETY	DATE SUBMITTED 08/16/2016

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.


(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
VIRGIN ISLANDS POLICE DEPARTMENT- OFFICE OF HIGHWAY SAFETY	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: Mr.	* First Name: DELROY Middle Name:
* Last Name: RICHARDS	Suffix: Sr.
* Title: COMMISSIONER	
* SIGNATURE: 	* DATE: 08/16/2016

FY 2017 Certification of MCSAP Conformance (State Certification)

I Delroy Richards, Sr., Commissioner of the Virgin Islands Police Department, on behalf of the Territory of the United States Virgin Islands (USVI), 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 USVI 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 USVI has designated Virgin Islands Police Department/Office of Highway Safety, as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought to perform defined functions under the CVSP. The Lead State Agency has the legal authority, resources, and qualified personnel necessary to enforce the USVI's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The USVI 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 USVI provide the USVI's enforcement officials right of entry (or other method a State may use that is adequate to obtain the necessary information) and inspection sufficient to carry out the purposes of the CVSP, as approved, and provide that the USVI 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 USVI 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 USVI has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The USVI 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 USVI 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 *USVI* 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 *USVI* 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 *USVI* will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
12. The *USVI* 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 *USVI* 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 **Delroy Richards, Sr.**
14. The *USVI* has undertaken efforts to emphasize and improve enforcement of State and local traffic laws as they pertain to CMV safety.
15. The *USVI* 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 *USVI* 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 *USVI* 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 *USVI* will cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139 and 49 CFR part 387.
19. The *USVI* 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 *USVI* will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.
21. The *USVI* 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 *USVI* 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 _____

Signature _____

8/16/16



Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

 Completed by Grants.gov upon submission.

4. Applicant Identifier:

 USVI829897268

5a. Federal Entity Identifier:

 USDOT FMCSA

5b. Federal Award Identifier:

 FM-MCG-17-001

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

 VIRGIN ISLANDS POLICE DEPARTMENT - OFFICE OF HIGHWAY SAFETY

* b. Employer/Taxpayer Identification Number (EIN/TIN):

 66-0431678

* c. Organizational DUNS:

 8298972680000

d. Address:

* Street1:

 5400 VETERANS DRIVE

Street2:

 ALEXANDER A FARRELLY JUSTICE CENTER

* City:

 ST. THOMAS

County/Parish:

* State:

 VI: Virgin Islands of the U.S.

Province:

* Country:

 USA: UNITED STATES

* Zip / Postal Code:

 00802-0000

e. Organizational Unit:

Department Name:

 USVI POLICE DEPARTMENT

Division Name:

 OFFICE OF HIGHWAY SAFETY

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

 Mr.

* First Name:

 DELROY

Middle Name:

* Last Name:

 RICHARDS

Suffix:

 Sr.

Title:

 COMMISSIONER

Organizational Affiliation:

* Telephone Number:

 340-715-5500

Fax Number:

 340-715-5517

* Email:

 DRICHARDS@VIPD.GOV.VI

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

F: U.S. Territory or Possession

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

DOT/Federal Motor Carrier Safety Administration

11. Catalog of Federal Domestic Assistance Number:

20.218

CFDA Title:

Motor Carrier Safety Assistance

*** 12. Funding Opportunity Number:**

FM-MCG-17-001

*** Title:**

FY 2017 MCSAP Notice of Funding Availability

13. Competition Identification Number:

FM-MCG-17-001-057539

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

TERRITORY OF THE US VIRGIN ISLANDS MOTOR CARRIER ASSISTANCE PROGRAM CVSP 2017

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="350,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="350,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="350,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="350,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

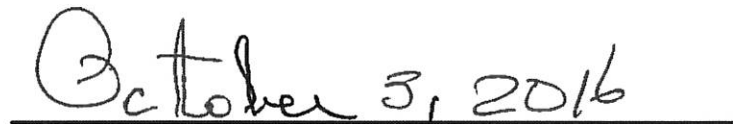
* Date Signed:

NEW LAWS AND REGULATIONS

In accordance with 49 C.F.R., Parts 350.213, I **DELROY RICHARDS, Sr.**, as the Virgin Islands Police Commissioner, do certify that the U.S. Virgin Islands Government currently does not have any new law, regulation, or policy affecting Commercial Motor Vehicle (CMV) safety that was adopted by the Territory since the last Commercial Vehicle Safety Plan (CVSP) was submitted.

A handwritten signature in black ink, appearing to read "Delroy Richards, Sr.", written over a horizontal line.

Signature

A handwritten date "October 3, 2016" in black ink, written over a horizontal line.

Date



**GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS**

□

OFFICE OF MANAGEMENT AND BUDGET

No. 5041 NORRE GADE
EMANCIPATION GARDEN STATION, 2ND FLOOR
ST. THOMAS, VI 00802
Telephone Number (340) 774-0750
Facsimile Number: (340) 776-0069

MEMORANDUM

TO: Mr. Carlos Robles, Commissioner, Department of Agriculture
Ms. Sharon McCollum, Ph.D., Commissioner, Department of Education
Ms. Michelle S. Davis, Ph.D., Commissioner, Department of Health
Ms. Anita Roberts, Ph.D., Commissioner Designee, Department of Human Services
Mr. Claude Walker, Attorney General, Department of Justice
Ms. Catherine Hendry, Commissioner, Department of Labor
Ms. Dawn Henry, Esquire, Commissioner, Department of Planning and Natural Resources
Mr. Gustav James, P.E., Commissioner, Department of Public Works
Mr. Delroy Richards, Commissioner, Virgin Islands Police Department
Ms. Mona Barnes, Director, VI Territorial Emergency Management Agency

FROM: *for* Mr. Nellon L. Bowry
Director, Office of Management and Budget

DATE: December 8, 2016

SUBJECT: **Indirect Cost Negotiation Agreement – FY 2017**

Attached for your information, records, and necessary action is a signed copy of the Indirect Cost Negotiation Agreement for FY 2017. Kindly communicate this information to your Federal grantor agencies.

OMB will forward separate correspondence to each department/agency with notification of the allocation of the total indirect cost rate into its component parts of the departmental indirect cost rate and the central services indirect cost rate.

If you have any questions, please contact Mr. Vincent Thomas, Associate Director, of the Federal Grants Management Unit (FGMU) at (340)774-0750 or your Senior Grants Analyst at the same telephone number.

Thank you for your attention to this matter.

Attachments

State and Local Governments
Indirect Cost Negotiation Agreement

EIN: 66-0431678

Organization:

Government of the U.S. Virgin Islands
c/o Office of Management and Budget
No. 5041 Norre Gade
Emancipation Gardens Station, 2nd Floor
Charlotte Amalie, St. Thomas, VI 00802

Date: December 2, 2016

Report No(s): 17-A-0259
Filing Ref.:
Last Negotiation Agreement
dated August 22, 2016

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies for fiscal years beginning on or after December 26, 2014 subject to the limitations in Section II.A. of this agreement. Applicable OMB Circulars and the regulations at 2 CFR 225 will continue to apply to federal funds awarded prior to December 26, 2014. The rates were negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rates

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Fixed Carryforward	10/01/16	09/30/17	21.59%	All	Agriculture
Fixed Carryforward	10/01/16	09/30/17	19.24%	All	Human Services
Fixed Carryforward	10/01/16	09/30/17	36.94%	All	Justice
Fixed Carryforward	10/01/16	09/30/17	15.59%	All	Labor
Fixed Carryforward	10/01/16	09/30/17	24.69%	All	Planning & Natural Resources (PR/DJ)
Fixed Carryforward	10/01/16	09/30/17	16.79%	All	Police
Fixed Carryforward	10/01/16	09/30/17	16.94%	All	Public Works
Fixed Carryforward	10/01/16	09/30/17	23.12%	All	VITEMA
Unrestricted Rates 1/					
Fixed Carryforward	10/01/16	09/30/17	25.14%	All	Education
Fixed Carryforward	10/01/16	09/30/17	26.55%	All	Health

*Base: Modified total direct costs: Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as payments to participants, stipends to eligible recipients, or subawards, all of which normally require minimal administrative effort.

1/ Applicable to all programs except Federal programs which require the use of a restricted rate as defined by 34 CFR 75.563 and CFR 76.563.

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

Section II: General

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to

herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. Changes: The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Rate Type:

1. **Fixed Carryforward Rate:** A fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such periods have been determined, an adjustment will be made to the rate for future periods, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

2. **Provisional/Final Rates:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment. (Because of legal constraints, predetermined rates are not permitted for Federal contracts; they may, however, be used for grants or cooperative agreements.)

E. Rate Extension: Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.

F. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

G. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

H. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rates in Section I of this agreement, the negotiated rates will be used to determine the maximum allowable indirect cost.

I. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Central Service Costs: If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.

K. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the State & Local Government:

Signature
State/Local Government
Nellon L. Bowry /s/

Name (Type or Print)
Nellon L. Bowry

Director
Title

November 30, 2016
Date

By the Cognizant Federal Government
Agency:

Signature
U.S. Department of the Interior
Agency

Signature
Deborah A. Moberly /s/

Name
Deborah A. Moberly
Office Chief
Title

Office of Indirect Cost Services
Title
U.S. Department of the Interior
Interior Business Center
Agency

DEC 02 2016

Date
Negotiated by Stacy Frost
Telephone (916) 930-3815