

**COMMERCIAL VEHICLE SAFETY PLAN (CVSP)
CHECKLIST WORKSHEET
FY 2010**

STATE: _____

Submitted by: _____

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
MISSION & GOAL STATEMENT			
213(a)(1)	Does the State describe the mission and goal of the State's lead agency and its program participants, including all participating agencies?		
	Does the statement include a CMV Fatality Reduction Goal, including annual performance targets, compatible with FMCSA's National CMV Fatality Reduction Goal of reducing the rate of large truck and bus-related fatalities to no more than 0.16 fatalities per 100 million vehicle miles traveled (VMT) by 2011 from a baseline of 0.184 fatalities per 100 million VMT in 2005? <i>Note: Having a goal consistent with the national goal does not mean identical to; however, it must achieve the same intended purpose of reducing CMV crashes and fatalities in a measurable and repeatable manner.</i>		
EXECUTIVE SUMMARY			
213(a)(2)	Does the State provide an Executive Summary?		
	<ul style="list-style-type: none"> • Does the State include a Program Evaluation Summary of the State's CMV safety trends, performance, and program effectiveness (3-5 year analysis)? 		
	<ul style="list-style-type: none"> • Did the State meet its performance goal set in the previous year in achieving reductions in crashes/fatalities and if not, why not? 		
	<ul style="list-style-type: none"> • Does the State include a summary of the State's current CMV safety or performance challenges/problems? 		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(b)	<ul style="list-style-type: none"> Does the State include highlights of planned FY 2010 State CMV Safety Objectives and National Program Elements? 		
	<ul style="list-style-type: none"> Does the State describe its rationale for resource allocation decisions? 		
	<ul style="list-style-type: none"> Does the State describe how it supports the activities identified in §350.201 (q) 1 through 3? 		
	<ul style="list-style-type: none"> Does the State describe how it supports the activities identified in §350.201 (t) 1 through 2? 		
PROGRAM DESCRIPTION			
213(b)	Does the State provide details of the State's program structure (i.e., identify all state and local participating agencies, number of personnel within each agency and/or number trained/certified)?		
	Does the State use Table 1 from the CSVP Template to identify the National Program Elements and FY 2010 National Emphasis Areas in the State's CMV Safety Program Objectives? <i>Note: The use of Table 1 is not required by regulation.</i>		
STATE CMV SAFETY PROGRAM OBJECTIVES <i>Note: The State must include at least one State CMV Safety Program Objective in its CVSP.</i>			
213(c)	CMV CRASH REDUCTION OBJECTIVE <i>(Recommended)</i>		
	<i>Problem Statement:</i>		
	<u>Division Questions:</u> <ul style="list-style-type: none"> Does the State identify and describe the problem as a multi-year problem that will be addressed over a period of time? If so, was the problem statement included in last year's CVSP? Has the description/scope of the problem statement changed from last year's CVSP? If so, did the State explain why the change occurred in this section or the status update section? 		If multi-year problem statement, and no changes have been made review check status update and move on.
	Does the State specify the year the problem statement was initiated and the year of planned completion?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
	Does the State describe and quantify the problem (e.g., number/percentage of crashes, fatalities, injuries, etc.) using performance data analyzed over a period of several years to establish a baseline for improvement?		
	Does the State include the data source, date of the data snapshot, and identify the agency and/or name of the person responsible for its collection, maintenance, and analysis?		
213(d)	<i>Performance Objective:</i>		
	Does the State describe and quantify the performance objective/outcome (e.g., reduction in the number/percentage of crashes, fatalities, injuries, etc.) that it anticipates will result by implementing the strategies and activities identified?		Does the performance objective logically address the stated problem?
	<u>Division Question:</u>		
	– Is the State's performance objective realistic?		
	Does the State include the target completion date or timeframe (e.g., months, years), including at least annual incremental benchmarks, for achieving the expected outcome/results?		Are the objectives S.M.A.R.T? (Specific, Measurable, Action Oriented, Realistic, & Time Bound)
213(g)	<i>Performance Measure:</i>		
	Does the State describe the measure/data it will use to monitor and evaluate the effectiveness of its strategies and activities in achieving its performance objective?		? (i.e. crash reduction goal/rate)
213 (i)	<i>Status Update:</i>		
	Was the problem statement initiated prior to the current year?		
	<ul style="list-style-type: none"> Does the State summarize its status toward achieving the performance objective from the previous year's CVSP? 		
	<ul style="list-style-type: none"> Does the State describe any problems/challenges encountered and adjustments made over the past 12-month period? 		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its stated performance objective?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(f)	<i>Program Activity(ies) Plan(s):</i>		
213(g)	Does the State describe the activity plan, including the specific activities to be performed, e.g., locations or assigned staff and the level of anticipated effort, to implement the program strategy?		
	<i>Program Activity(ies) Measure(s):</i>		
213(h)	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) identified in its program activity plan?		
	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor and evaluate the effectiveness of each activity measure against the planned program strategy(ies) and activity(ies)?		
213(c)	CMV SAFETY IMPROVEMENT OBJECTIVE <i>(Recommended)</i>		
	<i>Problem Statement:</i>		
	<u>Division Questions:</u> <ul style="list-style-type: none"> – Does the State identify and describe the problem as a multi-year problem that will be addressed over a period of time? If so, was the problem statement included in last year’s CVSP? – Has the description/scope of the problem statement changed from last year’s CVSP? If so, did the State explain why the change occurred in this section or the status update section? 		
	Does the State specify the year the problem statement was initiated and the year of planned completion?		
	Does the State describe and quantify the problem (e.g., number/percentage of crashes, fatalities, injuries, etc.) using performance data analyzed over a period of several years to establish a baseline for improvement?		
	Does the State include the data source, date of the data snapshot, and identify the agency and/or name of the person responsible for its collection, maintenance, and analysis?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(d)	<i>Performance Objective:</i>		
	Does the State describe and quantify the performance objective/outcome (e.g., reduction in the number/percentage of crashes, fatalities, injuries, etc.) that it anticipates will result by implementing the strategies and activities identified?		
	<u>Division Question:</u> – Is the State's performance objective realistic?		
	Does the State include the target completion date or timeframe (e.g., months, years), including at least annual incremental benchmarks, for achieving the expected outcome/results?		
213(g)	<i>Performance Measure:</i>		
	Does the State describe the measure/data it will use to monitor and evaluate the effectiveness of its strategies and activities in achieving its performance objective?		
213(i)	<i>Status Update:</i>		
	Was the problem statement initiated prior to the current year?		
	<ul style="list-style-type: none"> Does the State summarize its status toward achieving the performance objective? 		
	<ul style="list-style-type: none"> Does the State describe any problems/challenges encountered and adjustments made over the past 12-month period? 		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its stated performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) identified in its program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor and evaluate the effectiveness of each activity measure against the planned program strategy(ies) and activity(ies)?		
	CMV HM TRANSPORTATION SAFETY OBJECTIVE <i>(Optional)</i>		
213(c)	<i>Problem Statement:</i>		
	<p><u>Division Questions:</u></p> <ul style="list-style-type: none"> – Does the State identify and describe the problem as a multi-year problem that will be addressed over a period of time? If so, was the problem statement included in last year’s CVSP? – Has the description/scope of the problem statement changed from last year’s CVSP? If so, did the State explain why the change occurred in this section or the status update section? 		
	Does the State specify the year the problem statement was initiated and the year of planned completion?		
	Does the State describe and quantify the problem (e.g., number/percentage of crashes, fatalities, injuries, etc.) using performance data analyzed over a period of several years to establish a baseline for improvement?		
	Does the State include the data source, date of the data snapshot, and identify the agency and/or name of the person responsible for its collection, maintenance, and analysis?		
213(d)	<i>Performance Objective:</i>		
	Does the State describe and quantify the performance objective/outcome (e.g., reduction in the number/percentage of crashes, fatalities, injuries, etc.) that it anticipates will result by implementing the strategies and activities identified?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
	<u>Division Question:</u> – Is the State's performance objective realistic?		
	Does the State include the target completion date or timeframe (e.g., months, years), including at least annual incremental benchmarks, for achieving the expected outcome/results?		
213(g)	<i>Performance Measure:</i>		
	Does the State describe the measure/data it will use to monitor and evaluate the effectiveness of its strategies and activities in achieving its performance objective?		
213 (i)	<i>Status Update:</i>		
	Was the problem statement initiated prior to the current year?		
	<ul style="list-style-type: none"> Does the State summarize its status toward achieving the performance objective? 		
	<ul style="list-style-type: none"> Does the State describe any problems/challenges encountered and adjustments made over the past 12-month period? 		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its stated performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) identified in the program activity plan?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor and evaluate the effectiveness of each activity measure against the planned program strategy(ies) and activity(ies)?		
213(c)	PASSENGER TRANSPORTATION SAFETY OBJECTIVE <i>(Recommended)</i>		
	<i>Problem Statement:</i>		
	<u>Division Questions:</u> <ul style="list-style-type: none"> – Does the State identify and describe the problem as a multi-year problem that will be addressed over a period of time? If so, was the problem statement included in last year’s CVSP? – Has the description/scope of the problem statement changed from last year’s CVSP? If so, did the State explain why the change occurred in this section or the status update section? 		
	Does the State specify the year the problem statement was initiated and the year of planned completion?		
	Does the State describe and quantify the problem (e.g., number/percentage of crashes, fatalities, injuries, etc.) using performance data analyzed over a period of several years to establish a baseline for improvement?		
	Does the State include the data source, date of the data snapshot, and identify the agency and/or name of the person responsible for its collection, maintenance, and analysis?		
	213(d)	<i>Performance Objective:</i>	
	Does the State describe and quantify the performance objective/outcome (e.g., reduction in the number/percentage of crashes, fatalities, injuries, etc.) that it anticipates will result by implementing the strategies and activities identified?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
	<u>Division Question:</u> – Is the State's performance objective realistic?		
213(g)	Does the State include the target completion date or timeframe (e.g., months, years), including at least annual incremental benchmarks, for achieving the expected outcome/results?		
	<i>Performance Measure:</i>		
213(i)	Does the State describe the measure/data it will use to monitor and evaluate the effectiveness of its strategies and activities in achieving its performance objective?		
	<i>Status Update:</i>		
	Was the problem statement initiated prior to the current year?		
	<ul style="list-style-type: none"> Does the State summarize its status toward achieving the performance objective? 		
	<ul style="list-style-type: none"> Does the State describe any problems/challenges encountered and adjustments made over the past 12-month period? 		
213(e)	<i>Program Strategy(ies):</i>		
213(f)	Does the State describe the strategy it plans to implement to achieve its stated performance objective?		
	<i>Program Activity(ies) Plan(s):</i>		
213(g)	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
	<i>Program Activity(ies) Measure(s):</i>		
213(h)	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) identified in the program activity plan?		
	<i>Monitoring & Evaluation:</i>		
213(h)	Does the State describe how it will monitor and evaluate the effectiveness of each activity measure against the planned program strategy(ies) and activity(ies)?		

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	CMV SAFETY DATA QUALITY OBJECTIVE <i>(Required if the State's Overall SSDQ is Poor/Red or Fair/Yellow)</i>		
213(c)	Is the State's Overall SSDQ Poor/Red or Fair/Yellow? <ul style="list-style-type: none"> If yes, does the State include a CMV Safety Data Quality Objective, as required, that describes how it will improve its Overall SSDQ evaluation? 		
	<i>Problem Statement:</i>		
213(d)	<u>Division Questions:</u> <ul style="list-style-type: none"> Does the State identify and describe the problem as a multi-year problem that will be addressed over a period of time? If so, was the problem statement included in last year's CVSP? Has the description/scope of the problem statement changed from last year's CVSP? If so, did the State explain why the change occurred in this section or the status update section? 		
	Does the State specify the year the problem statement was initiated and the year of planned completion?		
	Does the State describe and quantify the identified CMV safety data quality problem using SSDQ evaluation performance data?		
	Does the State include the data source, date of the data snapshot, and identify the agency and/or name of the person responsible for its collection, maintenance, and analysis?		
213(d)	<i>Performance Objective:</i>		
	Does the State describe and quantify the performance objective/outcome (e.g., CMV safety data quality improvement measure) that it anticipates will result by implementing the strategies and activities identified?		
	<u>Division Question:</u> <ul style="list-style-type: none"> Is the State's performance objective realistic? 		
	Does the State include the target completion date or timeframe (e.g., months, years), including at least annual incremental benchmarks, for achieving the expected outcome/results?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(g)	<i>Performance Measure:</i>		
	Does the State describe the measure/data it will use to monitor and evaluate the effectiveness of its strategies and activities in achieving its performance objective?		
213 (i)	<i>Status Update:</i>		
	Was the problem statement initiated prior to the current year?		
	<ul style="list-style-type: none"> • Does the State summarize its status toward achieving the performance objective? 		
	<ul style="list-style-type: none"> • Does the State describe any problems/challenges encountered and adjustments made over the past 12-month period? 		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its stated performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) identified in the program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor and evaluate the effectiveness of each activity measure against the planned program strategy(ies) and activity(ies)?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
NATIONAL PROGRAM ELEMENTS			
	Does the State address the National Program Emphasis Areas listed below in either in the State CMV Safety Program Objectives, National Program Elements, or in this section if no activities are planned?		
	<ul style="list-style-type: none"> • <u>Rural Road CMV Initiatives?</u> 		
	<ul style="list-style-type: none"> • <u>Increased Driver-Focused Inspections?</u> (Level III to meet or exceed national average of 30%) 		
	<ul style="list-style-type: none"> • <u>Traffic Enforcement?</u> (CMV and non-CMV in high-risk locations & corridors with substantiating data) 		Must Have (planning memo)
	<ul style="list-style-type: none"> • <u>Data Collection?</u> (Must be addressed as a State Objective if State's SSDQ rating is Fair/Yellow or Poor/Red) 		Must have if fair or poor.(planning memo)
	<ul style="list-style-type: none"> • <u>Passenger Carrier Safety?</u> (Inspections and New Entrant Safety Audits) 		Must Have (planning memo)
	<ul style="list-style-type: none"> • <u>Compliance Reviews?</u> (If lack authority to conduct, encouraged to obtain authority, and if currently conduct, maintain or increase number conducted compared to FY 2009) 		
	<ul style="list-style-type: none"> • <u>HM Program?</u> (Increase emphasis on cargo tank inspections used to transport liquefied compressed gas) 		
	<ul style="list-style-type: none"> • <u>Safety Belt Enforcement?</u> (Promote greater usage through enforcement, education, and outreach activities) 		
DRIVER/VEHICLE INSPECTIONS ELEMENT			
	If the State does not include the Driver/Vehicle Inspections Program Element, is an adequate explanation provided?		
213 (d)	<i>Performance Objective:</i>		
	Does the State describe the expected quantifiable outcome/result that it anticipates with the implementation and delivery of the Driver/Vehicle Inspections Program Element?		
213 (g)	<i>Performance Measure:</i>		
	Does the State describe the measure it will use to monitor progress and quantify the effective achievement of the desired outcome/result stated in the performance objective?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its Driver/Vehicle Inspections performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
213(g)	<u>Driver/Vehicle Inspection Activity Projections:</u> <ul style="list-style-type: none"> Does the State provide the activity projections by level and vehicle type (e.g., the contents of Table 2 in the CVSP Template)? 		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) or other measures of the particular activity(ies) identified in the program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor/track progress and evaluate the effectiveness of each respective program activity measure against the program activity plan and program strategy?		
	TRAFFIC ENFORCEMENT ELEMENT		
213 (d)	If the State does not include the Traffic Enforcement Program Element, is an adequate explanation provided?		
213 (d)	<i>Performance Objective:</i>		
	Does the State describe the expected quantifiable outcome/result that it anticipates with the implementation and delivery of the Traffic Enforcement Program Element?		
213 (g)	<i>Performance Measure:</i>		
	Does the State describe the measure it will use to monitor progress and quantify the effective achievement of the desired outcome/result stated in the performance objective?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its Traffic Enforcement performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
	<u>Non-Inspection Traffic Enforcement (TE) Staff Hours and Activity Projections:</u> Does the State provide, at minimum, projections for non-inspection TE Staff Hours (e.g., the contents of Table 5 in the CVSP Template)?		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) or other measures of the particular activity (ies) identified in the program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor/track progress and evaluate the effectiveness of each respective program activity measure against the program activity plan and program strategy?		
213 (d)	COMPLIANCE REVIEWS ELEMENT (or CSA 2010 Investigations, if appropriate)		
	If the State does not include the Compliance Reviews Program Element (or CSA 2010 Investigations), is an adequate explanation provided?		
	<i>Performance Objective:</i>		
	Does the State describe the expected quantifiable outcome/result that it anticipates with the implementation and delivery of the Compliance Reviews Program Element (or CSA 2010 Investigations, if appropriate)?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
213 (g)	<i>Performance Measure:</i>		
	Does the State describe the measure it will use to monitor progress and quantify the effective achievement of the desired outcome/result stated in the performance objective?		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its Compliance Reviews (or CSA 2010 Investigations, if appropriate) performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
	<u>Compliance Review (CR) and HM Shipper Review Activity Projections:</u> Does the State project the number of CR and HM Shipper Reviews by type of operation (interstate-rated, intrastate-rated) (e.g., the contents of Table 6 in the CVSP Template)? <u>CSA 2010 Investigations Projections (if appropriate):</u> Does the State project the number of CSA 2010 Investigations to be conducted?		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) or other measures of the particular activity(ies) identified in the program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor/track progress and evaluate the effectiveness of each respective program activity measure against the program activity plan and program strategy?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
	PUBLIC EDUCATION & AWARENESS ELEMENT		
	If the State does not include the Public Education & Awareness Program Element, is an adequate explanation provided?		
213 (d)	<i>Performance Objective:</i>		
	Does the State describe the expected quantifiable outcome/result that it anticipates with the implementation and delivery of the Public Education & Awareness Program Element?		
213 (g)	<i>Performance Measure:</i>		
	Does the State describe the measure it will use to monitor progress and quantify the effective achievement of the desired outcome/result stated in the performance objective?		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its Public Education & Awareness performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) or other measures of the particular activity(ies) identified in the program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor/track progress and evaluate the effectiveness of each respective program activity measure against the program activity plan and program strategy?		

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	DATA COLLECTION ELEMENT		
	If the State does not include the Data Collection Program Element, is an adequate explanation provided?		
213 (d)	<i>Performance Objective:</i>		
	Does the State describe the expected quantifiable outcome/result that it anticipates with the implementation and delivery of the Data Collection Program Element?		
213 (g)	<i>Performance Measure:</i>		
	Does the State describe the measure it will use to monitor progress and quantify the effective achievement of the desired outcome/result stated in the performance objective?		
213(e)	<i>Program Strategy(ies):</i>		
	Does the State describe the strategy it plans to implement to achieve its Data Collection performance objective?		
213(f)	<i>Program Activity(ies) Plan(s):</i>		
	Does the State describe the activity plan, including the activities to be performed (e.g., locations or assigned staff and the level of anticipated effort) to implement the program strategy?		
213(g)	<i>Program Activity(ies) Measure(s):</i>		
	Does the State describe how it will quantifiably measure the activities (e.g., number of staff hours, details completed/performed) or other measures of the particular activity(ies) identified in the program activity plan?		
213(h)	<i>Monitoring & Evaluation:</i>		
	Does the State describe how it will monitor/track progress and evaluate the effectiveness of each respective program activity measure against the program activity plan and program strategy?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
FINANCIAL MANAGEMENT			
201(e)	Financial Summary:		
	Does the State describe its financial status regarding CMV safety programs, including:		
	<ul style="list-style-type: none"> • Funding sources for MCSAP grant fund maintenance of effort (MOE) requirements? 		
	<ul style="list-style-type: none"> • Matching (20%) requirements? 		
	<ul style="list-style-type: none"> • Ability to receive federal funds (i.e., state appropriations)? • Current status of MCSAP grant expenditures? <i>(Note: This should include a trend analysis of grant-funded expenditures for the past 3 years – obligated versus expended.)</i> 		
213(j)	Line-Item Budget:		
	Does the State provide a FY 2010 Line Item Budget? <i>Note: The line-item budget should be reviewed to ensure that the minimum budgetary items are included as identified in the Line Item Budget template found at www.fmcsa.dot.gov/safety-security/safety-initiatives/mcsap/mcsapforms.htm</i>		
	Is the MOE Funds Budgeted amount equal to or greater than the Aggregate Average Maintenance of Effort for 2010 amount identified in the MOE calculation?		
	Does the budget include indirect costs?		
	<p><u>Division Questions:</u></p> <ul style="list-style-type: none"> – Does the budget include all projected MCSAP-eligible expenses whether reimbursed by a grant or not? – If the budget includes indirect costs based on an indirect cost rate, was the rate applied to the proper base (e.g., total payroll costs; total direct costs; total direct costs excluding capitalized equipment and pass-through funds, grants and contracts over \$25,000; etc.) as identified in the indirect cost rate approval document? – If the budget includes indirect costs based on an indirect cost rate, has the correct rate been used for the time period as identified in the indirect cost rate approval document? 		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
	If a cost is entered on a row indicating “Other”, has the specific cost type been identified?		
	Are planned overtime costs to be charged to grant funding equal to or less than 15% of the total participating grant funding (80% plus 20% State share)?		
	In the Vehicles and Equipment section, have the number of vehicles and computers to be purchased been identified?		
213(j)	Equipment Description:		
	<u>Division Question:</u> – Does the State describe all CVSP budgeted equipment to be funded with grant funding to the extent necessary to secure FMCSA Division Administrator grant approval?		
	Does the State provide the following information: (1) how the item will be used to promote CMV safety; (2) the number of items to be purchased; (3) who will be utilizing the item; and (4) how the item will be used and pro-rated if not fully dedicated to MCSAP (CMV safety)?		
301	MOE Calculation Verification Report:		
	Does the State describe how it calculated their certified MOE financial obligation and/or provide a copy of the completed MOE calculation?		
	Does the MOE calculation include all MCSAP eligible costs incurred during FYs 2005, 2006 and 2007?		
	Does the MOE calculation include indirect costs?		
	<u>Division Questions:</u> – Does the calculation include all MCSAP eligible costs (whether they are billed to the grant or not)? – If the MOE calculation includes indirect costs based on an indirect cost rate, was the rate applied to the proper base (e.g., total payroll costs; total direct costs; total direct costs excluding capitalized equipment and pass-through funds, grants and contracts over \$25,000; etc.) as identified in the indirect cost rate approval document?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
	<p>– If the MOE calculation includes indirect costs based on an indirect cost rate, has the correct rate been used for the period as identified in the indirect cost rate approval document?</p>		
	<p>If a cost is entered on a row indicating “Other”, has the specific cost type been identified?</p>		
	<p>If the State calculated documented CMV/non-CMV traffic enforcement without an inspection costs using the worksheet at the bottom of the template, were those costs included in the MOE calculation?</p>		
	<p>For each fiscal year, were the total MCSAP eligible costs expended reduced by the amount of grant funding expenditures (both Federal and State matching)?</p>		
	<p>Are the numbers in the resulting MOE funds expended columns positive numbers? If not, something is wrong. <i>Note: If all MCSAP-eligible costs are not captured in the MOE calculation, funding may be affected.</i></p>		
GRANT & CERTIFICATION DOCUMENTS			
213(o)	Signature Authority Designation:		
	<p>Does the State include an up-to-date signatory authority designation document identifying the State officials authorized to execute, as a signatory, FMCSA MCSAP grant documents and forms?</p>		
	MCSAP-1 Grant Application		
	<p>Is the MCSAP-1 Grant Application Form signed by the authorized official?</p>		
	<p>Is the box on the application checked indicating the State plans to implement the CVSP for 2010?</p>		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
211	State Certification		
	Is the State Certification executed by the authorized State official providing program assurances?		
	Does the certification include the exact wording as the FY 2010 State Certification found at www.fmcsa.dot.gov/safety-security/safety-initiatives/mcsap/mcsapforms.htm ? <i>Note: The State Certification language may not be altered, however, footnotes may be added for clarity. If the State Certification language is altered, funding will be delayed.</i>		
	Regulatory Compatibility Review:		
213 (l)	Does the State provide results of its annual regulatory compatibility review (including variances previously approved)?		
	Has the State identified any variances/instances of incompatibility submitted to FMCSA, but not yet approved?		
213(l)	If a MCSAP Review was conducted that resulted in regulatory incompatibility findings, did the State enact any new laws and/or regulations passed to address findings and achieve compatibility? If the regulatory incompatibility has <u>not</u> been corrected, did the State identify when the review was performed and address its progress to achieve compatibility as well as a date at which compatibility is expected?		
213 (m)	Did the State attach any new law or regulation that was enacted since the last CVSP?		
PROGRAM CONTACTS			
213(p)	Did the State provide an updated MCSAP Office contact list?		

§350	DESCRIPTION	Y/N	COMMENT / PAGE NUMBER
DATA ANALYSIS & TRENDS			
	<p>Did the State provide supplemental data analysis and trends information to support the development of the problem statements and/or objectives described in its CVSP?</p> <p><i>Note: Optional, not required.</i></p>		
TRAINING PLAN ATTACHMENTS			
213(r)	Does the State describe its CMV safety training plan for staff during the grant period?		
	Has the State provided the Training plan?		
	<p>Has the State utilized the most current version of the NTC approved Scheduling Intake Form to request each course the State is planning to host? <i>Note: A separate form is required for each course the State is requesting to host.</i></p>		
	<p><u>Division Question:</u></p> <ul style="list-style-type: none"> – Has a copy of the State Training Plan, including the Schedule Intake Form when appropriate, been submitted to the NTC? 		

SECTION 11 – TECHNICAL REVIEW PANEL CERTIFICATION & SIGNATURES

The State of _____ FY 2010 Commercial Vehicle Safety Plan (CVSP) has been reviewed by a Technical Review Panel convened on XXXX XX, 2009 at the direction of the XXXXX Service Center Field Administrator. The panel was chaired by Name, Title, in accordance with established HQ directives and guidance provided for FY 2010 grant year evaluations. The panel has completed its review and found the State's CVSP compliant with Title 49 CFR 350/355 and FMCSA Policy, any exceptions are noted below.

CVSP EXCEPTIONS NOTED	ACTION REQUIRED BY THE STATE
1.	
2.	
3.	
4.	

Technical Review Panel Members

<i>Name</i> , <i>Chair SPM</i>			
<i>Name</i> , <i>Title</i>			



The Technical Review Panel certifies these findings to the FMCSA Service Center Field Administrator and recommends that the State complete the outlined recommendations. Once the recommendations are incorporated, the State's FY 2010 CVSP should be accepted and funds obligated in accordance with the applicable rules and regulations.

Signature

Name , State Program Manager

DATE –

TRP Show Stoppers

In eligible costs in the budget

No MOE or Negative MOE

Used the wrong years to calculate the MOE

No Line Item Budget

Equipment not Identified in the Budget

No MCSAP 1

Altered Certification

Need at least one State Specific Objective

Did not identify regulatory incompatibilities

No Training Plan

Overtime exceeded the 15% policy

Equipment in the budget should be identified

National Emphasis Areas required

Passenger carrier safety

Data Collection if red/poor or yellow/fair

Traffic Enforcement

TRP Recommend

States should use the tables in the CVSP for consistency and tracking