



eCVSP

TOOL

PURPOSE

This handout summarizes the enhancements made to the eCVSP tool to prepare for the creation of the FY16 commercial vehicle safety plans. It provides a brief overview of the tool; reinforces our commitment to partnership, communication and ongoing improvement; offers visual demonstration to each of the new system enhancements; and details resources to obtain technical support. It is our hope that this handout will be a helpful reference aid as you navigate the eCVSP tool this year.

TOOL OVERVIEW

FMCSA's eCVSP tool is a standardized online template for States to create, edit, share and submit their Commercial Vehicle Safety Plans with FMCSA. The tool automates and streamlines the development and approval process for CVSPs, records and stores comments during the FMCSA review process and displays the status of your State's CVSP.

FEEDBACK

We are grateful for your honest and constructive system improvement comments. We have listened and taken the necessary steps to integrate your thoughts through the development of a newly improved, more functional eCVSP tool.



CONTINUOUS IMPROVEMENT

As the work continues, we encourage you to please keep the dialogue alive and constructively share feedback on ways to make the eCVSP tool better. Together we will work to develop a dynamic tool, based on the most up-to-date needs, requirements and best practices.

FY16 ENHANCEMENTS: YOU SAID – WE DELIVERED

You said you wanted the ability to copy data from the previous year’s eCVSP:

We added the ability to copy FY15 eCVSP data into your FY16 eCVSP.

You said it was difficult to move around in the system:

We enhanced the navigation by adding navigation trees.

You said it was difficult to enter & edit data in the system:

We improved data entry by adding easier to use editing tools.

You said that adding comments resulted in multiple comment boxes that were difficult to follow:

We added expanded commenting capability by including comment threading.

You said preparing the budget narrative & line-item budget was repetitive and increased the possibility of transfer errors:

We added a pre-filled line-item budget that is populated from entries made in the budget narrative sections.

You said you kept timing out and not knowing it:

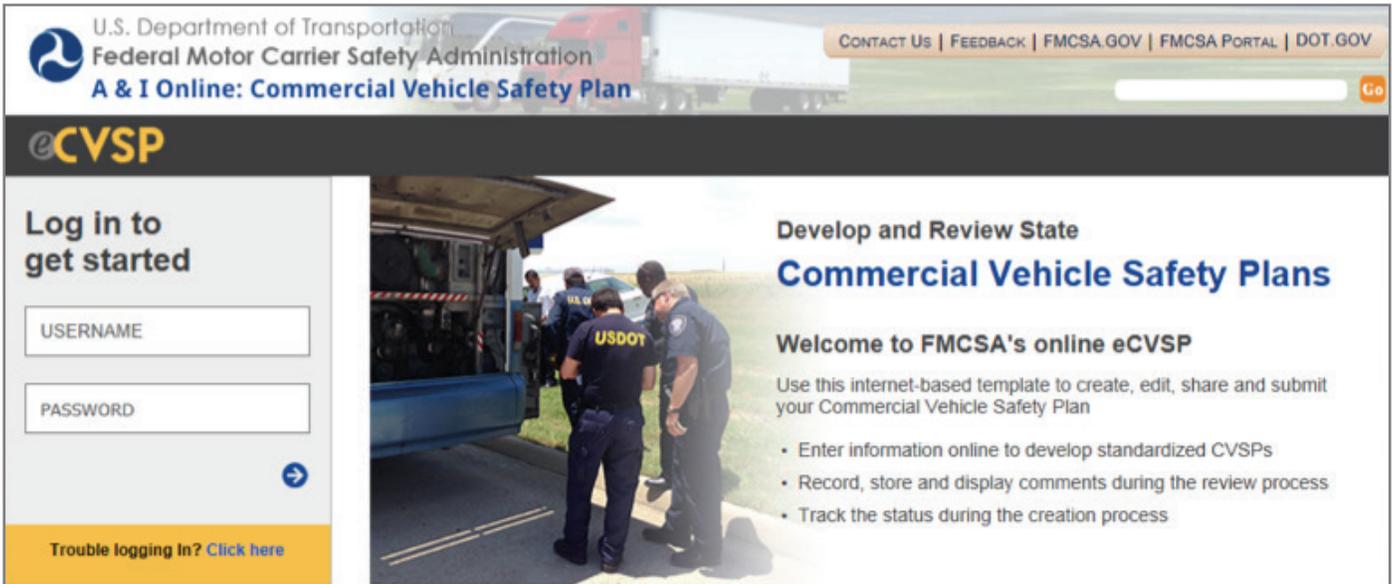
We added a session timeout indicator to the top of every screen.

You said that you wanted to be able to upload documents to be included in your eCVSP:

We added expanded document upload & PDF merging capability.

SUPPORT

Should you have technical questions, please feel free to call: 877-688-2984 or email: ecvsp@dot.gov. Questions about how to develop your eCVSP should be directed to your FMCSA State Division Office. Please maintain the lines of communication and share your thoughts for improvement early and often!



LOG IN TO THE ECVSP

1. Go to A&I Online at <https://ai.fmcsa.dot.gov>
2. Select the MCSAP module from the navigation bar.
3. Select eCVSP link.
4. Log in with your assigned eCVSP username and password.

GETTING STARTED ON YOUR FY16 ECVSP

Copy my FY15 data to my FY16 eCVSP. This feature allows a State to start their current year's eCVSP with data from last year's eCVSP.

1. Decide if you want to start your current year's eCVSP with data from last year's eCVSP or to start working on a blank template.
2. The State editor and submitter roles are presented with 3 options (read-only role cannot make this choice):
 - Copy all FY15 data into my FY16 eCVSP (no Budget-Part 5 data will be copied). All FY15 data will be copied into the FY16 template.
 - Choose some FY15 data to copy into my FY16 eCVSP (no Budget-Part 5 data will be copied).

You are about to start your FY16 eCVSP.

You have the option to pre-populate your FY16 template with data from your FY15 eCVSP. Select one of the options to get started. **Please consider each selection carefully since this is your only opportunity to make a choice.**

Select one of the following options:

- Copy all FY15 data into my FY16 eCVSP (no Budget-Part 5 data will be copied)
- Choose some FY15 data (e.g., Sections 1.1, 2.3, etc.) to copy into my FY16 eCVSP. (no Budget-Part 5 data will be copied)
- Do not copy any FY15 data into my FY16 eCVSP

[Continue](#)

You can select different sections and only data from those sections will be copied into your FY16 template:

- Select FY15 sections to 'add' to your FY16 template.
- Select 'Convert & Continue' when finished.
- Do not copy any FY15 data into my FY16 eCVSP. Start your FY16 eCVSP with a blank template.



You will now see your State dashboard and can start working on your FY16 eCVSP.

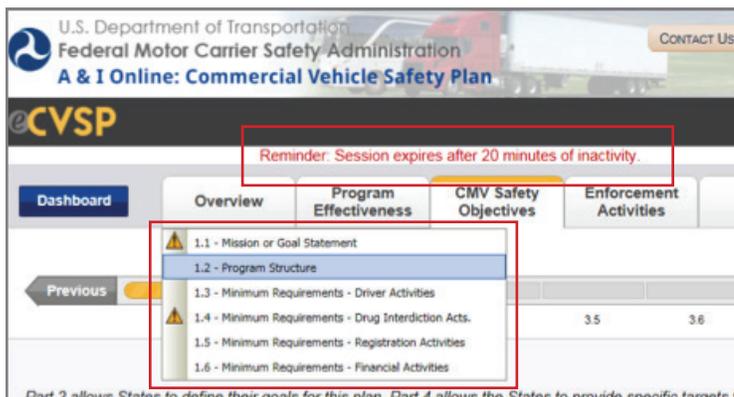
ENTERING AND EDITING YOUR FY16 ECVSP

Enhanced navigation

The dashboard and template tabs were enhanced to allow for easier movement around the site.

- The State dashboard now has links to individual sections (e.g., Section 1.4, 2.3, etc.)
- Some Sections were re-numbered for consistency. Each Section now has its own page (Parts 1, 3, 5).
- Tabs across the top of the template now allow users to go directly to individual sections. Simply right-click on a tab and select a Section to visit.
- FMCSA comments are now indicated by a 'yellow triangle exclamation point' icon on the dashboard and tabs.
- UPDATE button has been renamed to 'Save'.
 - The 'Update' button was renamed to 'Save' to remind States to 'Save' their data while working.
 - A 2nd 'Save' button was added to the top of every web page.

eCVSP Parts	Progress	Last Updated	Print as PDF
<ul style="list-style-type: none"> Basic and Incentive Program Overview <ul style="list-style-type: none"> 1.1 - Mission or Goal Statement 1.2 - Program Structure 1.3 - Minimum Requirements - Driver Activities 1.4 - Minimum Requirements - Drug Interdiction Acts 1.5 - Minimum Requirements - Registration Activities 1.6 - Minimum Requirements - Financial Activities 	Complete	03/17/2015	<input type="checkbox"/> All <input type="checkbox"/>
<ul style="list-style-type: none"> Program Effectiveness Summary - Past Performance <ul style="list-style-type: none"> 2.1 - State Fatality Reduction Goals 2.2 - State Passenger Fatality Reduction Goals 2.3 - State HAZMAT Fatality Reduction Goals 2.4 - Traffic Enforcement Goals 2.5 - Outreach and Education Goals 2.6 - State Specific Objectives 	Complete	03/18/2015	<input type="checkbox"/>
<ul style="list-style-type: none"> CMV Safety Program Objectives <ul style="list-style-type: none"> 3.1 - Crash Reduction Goal 	Complete	03/17/2015	<input type="checkbox"/>



- **Users are reminded of their 20-minute user session.**
 - A notice is now posted on the top of every page reminding users that their session will expire if there is no activity for 20 minutes.
 - A new warning message appears on the screen towards the end of the 20-minute session and advises users to either extend their session or logout. To show activity, remember to save your data at least every 15 minutes.
 - When the session expires users risk losing any work that has not been saved and will be logged out of the eCVSP.

template formatting was enhanced.

- Instructions were updated to reflect FY16 MCSAP requirements.
- Formatting changes were applied to easily identify instructions vs. State-entered content.
- Tables with 5-year calendar year data are pre-populated for this year's eCVSP (only applies to eCVSPs that did not copy data into those Sections.)
- States can indicate that they don't participate in certain programs. Users mark the 'checkbox' and then areas on that page are hidden.

Improved text entry boxes

Text boxes with formatting tools are user-friendly and provide table and graphic capabilities.

- An online HELP provides step-by-step instructions for copying text from Word, inserting graphics, etc. in order to create and edit content.
- Flexible system – Content created in the tool or copied from Word can be formatted using the many formatting options.
- States can upload and insert graphics from their computers.
- States can create tables and format them using the formatting options.
- Spellcheck is available to check spelling and grammar.

Guidance for subgrant costs: A subgrant means an award provided by the grantee (also known as a pass-through entity) to a subgrantee for the subgrantee to carry out part of a Federal award received by the pass-through entity. A subgrant may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Federal regulations require that all subgrantees obtain and maintain a Data Universal Numbering System (DUNS) number and continue to maintain an active System for Award Management registration at all times during an active Federal award.

For your protection, your login session will expire in 5:56 (minutes:seconds), do you wish to extend your session or Logout?

Reminder: FMCSA security requires users to log out of secure websites when not in use.

Template reflects FY16 eCVSP requirements

Sections 1 through 5 were modified to reflect the FY16 MCSAP requirements and the



New comment functionality



FMCSA comments are action-oriented, and the States are required to respond to each one. Comments between the State and FMCSA are now threaded to allow consolidated conversations around individual comments.

- The State can add 'internal' comments while developing the eCVSP in 'Incomplete' or 'State Revising' status. Click on the 'Add Comment' button on each template page to add a comment.
 - Only the editor and submitter roles have this ability.
 - Comments are not included in the PDF.
- FMCSA comments will be indicated by icons on the dashboard and tab navigation. Each one represents a Section that requires the State to take action.
 - The State must review these comments and take action as suggested by FMCSA.
 - The State must check the 'action taken' checkbox on the comment to indicate that the FMCSA comment has been

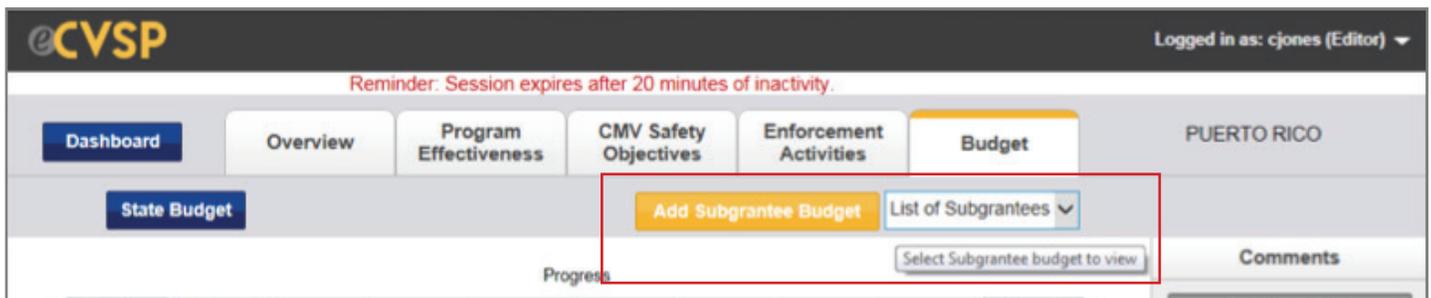
addressed.

- You will receive a warning message if you try to mark a Part as 'complete' when all comments have not been addressed in that Part.
- The State cannot submit the eCVSP to FMCSA for review until all comments have been addressed.
- Comments and responses are 'threaded' together like a conversation. States and FMCSA can add responses to the same comment to conduct a dialogue.
 - Contract or expand individual comments by clicking on the comment 'header'.
 - The FMCSA Approver role may mark comments as resolved. These comments will be hidden from view.
 - The FMCSA Approver role may 'hide & show' resolved comments by clicking on the 'resolved' comment link.
 - The FMCSA Approver role may 'hide & show' deleted comments by clicking on the 'deleted' comment link.

Budget Narrative and Line Item Budget Modifications

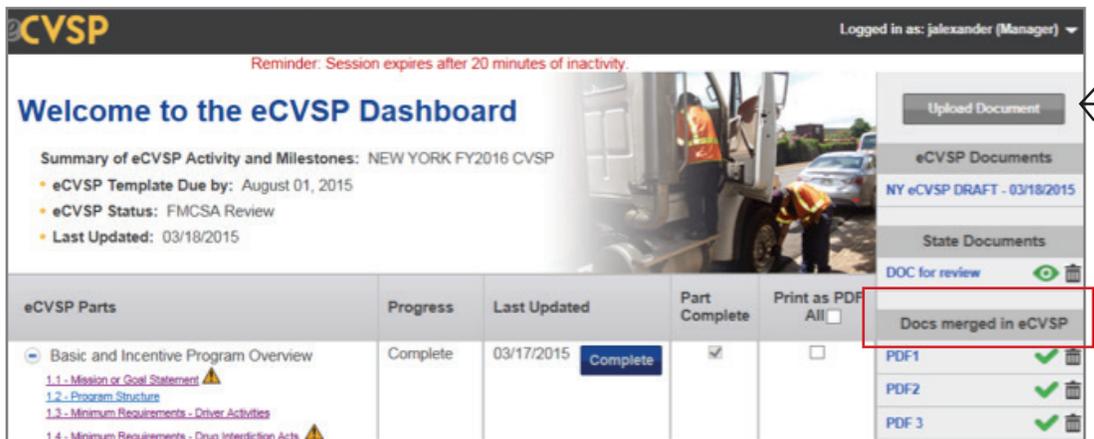
The budget sections are streamlined to allow one-time entering of data and permit budgets to be created for subgrantees.

- The order of Part 5 was changed to show the Budget Narrative first and then the Line Item Budget.



- The data in the Budget Narrative are copied into the Line Item Budget.
- The Federal share and State match amounts are entered in the Budget Narrative area.
- The Budget Narrative pages were modified to reflect the FY16 MCSAP requirements.
- States can add separate budgets for each subgrantee.
 - Click on the 'Add Subgrantee Budget' button at the top of the page.
 - Assign a unique name to each subgrantee budget; access them from the pull-down menu.
 - Each budget will contain the same Sections (5.1 through 5.8).
 - All budgets are included in the final eCVSP PDF.
- Click the 'Upload Document' button.
- Select a file to upload from your computer.
- Enter a short title to label the document.
- Select 'yes' or 'no' to indicate the document should be viewable to FMCSA and if it should be merged with the final eCVSP.
- All documents to be merged with the final eCVSP must be viewable to FMCSA and be in PDF format.
- Documents are shown on the dashboard in two areas:
 - **State Documents** – change the 'eye' icon from gray to green by clicking on

Merge State PDF Documents with my eCVSP



States can now upload documents for FMCSA to comment on. States are presented options to allow FMCSA to view and comment on selected documents, and to mark documents to be merged with their final eCVSP. This option is located on the State dashboard.

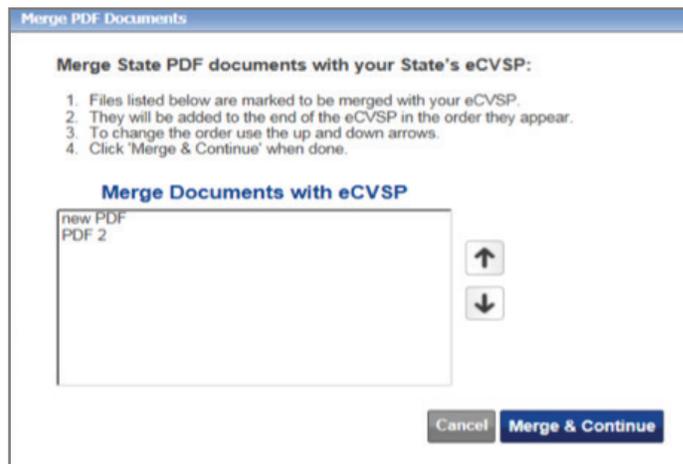
- States can upload major document types including .doc, .xls and graphics.

The 'Upload a Document' dialog box includes a 'Select file to upload:' field with a 'Browse' button, a 'Enter a short title to label document: (20 characters)' field, and file specifications: 'Allowable file size: 5MB' and 'Allowable file types: DOC, DOCX, XLS, XLSX, GIF, JPEG, JPG, PDF, TIF, TIFF, TXT, and WPD'. It also has two radio button questions: 'Should this document be viewable to FMCSA?' (Yes/No) and 'Should this document be merged with the CVSP? (must be a PDF file and FMCSA viewable)' (Yes/No). An 'Upload' button is at the bottom right.

it to allow FMCSA the right to view a document (green means FMCSA can view it).

- **Documents merged in eCVSP** – documents listed here are tagged to be merged with the final eCVSP (green checkmark). To remove a document from this area, click on the green checkmark and the document will be listed under State Documents.
- States may add 'State viewable only' comments to all documents.
- FMCSA will only see and be able to add comments to documents with a green eye icon next to them.

- Click on the document to view it.
- Use the 'comment' button to add a comment.
- States may add responses to FMCSA comments.
- Documents that are viewable to FMCSA may be converted to PDF. Open a document and then click on the PDF icon at the top of the page to convert it.
 - FIRST Save the document to your computer.
 - THEN upload it to the eCVSP.
- Documents marked for merging will be added to the final eCVSP during status changes from Incomplete to FMCSA Review, State Revising to FMCSA Review, and FMCSA Review to Final eCVSP.



Improved final eCVSP

The PDF format was updated for easier reading.

- Users should notice consistent fonts, boxes removed from sections, more page breaks around tables and 'grouped' areas and title pages for each subgrantee budget.

IMPORTANT REMINDERS FOR DEVELOPING AND REVIEWING THE ECVSP

- Coordinate template development in your State.
 - More than one person can access the tool at the same time. The State should coordinate editing to avoid duplication or overwriting one another's work.
- 'SAVE' your data frequently!
 - The session times out due to inactivity after 20 minutes. Click 'SAVE' frequently to save your work.
- Be aware when in 'SAVE' mode. When the screen is gray, the system is processing. The system will refresh within a few seconds.
- Recommended: Use Internet Explorer versions 10 and 11 in order to utilize all functionality.