



Motor Carrier Safety Assistance Program (MCSAP) Formula Working Group Meeting Minutes

April 6, 2017

The Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Safety Assistance Program (MCSAP) Formula Working Group held a web-based meeting on April 6, 2017. Thomas Liberatore, FMCSA Chief, State Programs Division and Designated Federal Officer (DFO), called the meeting to order at 3:00 p.m.

The following individuals attended the meeting:

MCSAP FORMULA WORKING GROUP MEMBERS*

Nancy Anne Baugher, FMCSA
Lt. Donald Bridge, Jr., Connecticut Department of Motor Vehicles
Caitlin Cullitan, FMCSA
Lt. Thomas Fitzgerald, Massachusetts State Police
Adrienne Gildea, Commercial Vehicle Safety Alliance (CVSA)
Michelle N. Lopez, Colorado State Patrol
Thomas Liberatore, Chief, State Programs Division and DFO, FMCSA
Alan R. Martin, Ohio Public Utilities Commission
Dan Meyer, FMCSA
Lt. Stephen Brent Moore, Georgia Department of Public Safety
Capt. Brian Preston, Arizona Department of Public Safety
John E. Smoot, Kentucky State Police
Courtney Stevenson, FMCSA
Col. Leroy Taylor, South Carolina Department of Public Safety

*Stephen C. Owings, Road Safe America, was not in attendance. Mr. Owings voluntarily withdrew from the Working Group in February 2017 due to a lack of schedule availability.

FMCSA AND OTHER GOVERNMENTAL REPRESENTATIVES

Michael Chang, U.S. DOT, Volpe Center
Dianne Gunther, U.S. DOT, Volpe Center
Tom Keane, Director, Office of Safety Programs, FMCSA
Jack Kostelnik, State Programs, FMCSA
Jacob York, FMCSA

OTHER ATTENDEES

Lauren Beaven, DIGITALiBiz



1. Welcome and Objectives

Tom Liberatore, FMCSA, welcomed the MCSAP Formula Working Group to the meeting, and reviewed the following objectives for the meeting:

- Walk through changes to the written recommendation report based on the Working Group's previous comments.
- Make any last changes to the report to correct things that are factually inaccurate, spelled wrong, grammatically wrong, or not reflective of the recommendations that the Working Group put forward.
- Establish Working Group's consensus acceptance of the final recommendation report.

Liberatore noted that this would be the last official Working Group meeting before the recommendations are submitted. After the meeting, the recommendation report will be submitted and a 508 compliant version of the report will be produced.

2. Review of Recommendation Report

Michael Chang, of the U.S. DOT Volpe Center, thanked Working Group members who had provided feedback to an earlier version of the recommendation report, and then led a review of final changes, including:

- Copyedits.
- Changes to fix factual inaccuracies.
- Changes to ensure that the report is reflective of the recommendations that the Working Group put forward.

Chang noted that the team made various small edits, and would only highlight significant edits in the meeting discussion.

Changes to the Executive Summary

The following edits were made to the Executive Summary:

- Provided more context regarding FAST Act changes.
- More thoroughly explained program/grant objectives and importance.
- Clarified the introduction of the three formula components, beyond simply listing the component names.

Changes to the Definitions

The Definitions section was new to the Working Group in the last review of the report, and Working Group members provided valuable feedback. Based on this feedback, the following edits were made to the Definitions section:

- Made the definition of the Basic formula clearer and listed the four factors that are used for its calculation.
- Changed "discretionary" grant programs to "competitive" grant programs.



- Explained the intent of the cap and hold-harmless. Providing this context helps clarify the definition.
- Improved the definition of “share(s)” for the purpose of this document. It is used in several different ways throughout the document, so it is best to define it at a basic level, then cite specific instances of use.

Changes to the Introduction

The following edits were made to the Introduction:

- Added an explanation of grant consolidation to emphasize the fact that there is additional funding beyond the \$170 million amount that is mentioned. Providing the \$170 million amount may downplay the actual impact of funding and activities because it does not include the Border and New Entrant amounts. Additional context was also added to this area.
 - Working group members commented on this edit:
 - It may be useful to mention the other amounts. There is not necessarily more money, it is just being distributed differently to account for more programs.
 - This comment is intended to give the reader an idea of the scope of the program. It should not be confusing or distracting.
 - It may be best to leave dollar amounts out of this narrative. There are other resources where these funding amounts are outlined, and readers can access those resources if they want specific numbers.
 - Working Group members collaborated to edit this section of the narrative to describe the impact of the grant programs without mentioning funding amounts in a specific fiscal year.
- Added a sentence to note that Working Group meetings were open to the public and hosted across the country.
- Added a sentence to further elaborate on the analysis conducted to understand the purpose and intent of other grant programs combined under MCSAP.
- Added bullets to note that the Working Group conducted research to better understand the investments that recipients made with past grant funding.

Changes to the Proposed Formula Section

The following edits were made to the Proposed Formula section:

- Clarified the introduction of the three formula components.
- Added a clarifying note that the summary table is simply a summary and not a comprehensive explanation of the proposed formula. Also added a row for references to where information regarding each element can be located within the report.
- Added a paragraph to better explain how the border operates and to further describe border activities. There are some ports of entry (POEs) that may only have Federal



presence. However, both FMCSA and State personnel are present to inspect commercial motor vehicles crossing the border at most, if not all, POEs.

- In the recommendations for hold-harmless and cap, emphasized that this does not apply to Territories.
- Edited all recommendations to keep them strictly recommendations, without rationale. The explanation for each recommendation is in the narrative, not the recommendation itself.

3. Working Group Concurrence

The following Working Group members provided verbal concurrence in favor of submitting the recommendation report reviewed at this meeting:

- Capt. Brian Preston
- Lt. Donald Bridge
- Col. Leroy Taylor
- Michelle N. Lopez
- Courtney Stevenson
- Lt. Thomas Fitzgerald
- Dan Meyer
- Adrienne Gildea
- Caitlin Cullitan
- Nancy Anne Baugher
- John E. Smoot
- Lt. Brent Moore
- Alan R. Martin
- Thomas Liberatore

Working Group members took the time to comment on their satisfaction with the recommendation report and the Working Group's achievements over the past year, as well as thank fellow members.

4. Next Steps and Conclusion

Tom Liberatore thanked Working Group members for their time and dedication on behalf of FMCSA, the Department of Transportation, and the Secretary of Transportation. Liberatore noted that the final product is a clear representation of the amount of effort put into it. A final draft of the report would be distributed to Working Group members prior to its submission. The Working Group will continue to be involved if there are questions from the Secretary.

Tom Keane, FMCSA, also thanked the Working Group members. Keane noted that the final report is an excellent representation of the important work done by the Working Group. Keane also thanked Working Group members for the various perspectives provided throughout the year, and the care taken to develop these recommendations.