FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)
AMENDMENT REQUEST DOCUMENT

Section I. General Information

To be completed by all Grantees (added guidance can be found in Ch. 6.7.1.1 of the FMCSA Grantee Manual)

A.	**Grantee Contact Information**	
Date:	11/21/2013	
Prepared by:	Marie Tucker, Commercial Vehicle Operations Manager	
State Grantee Point of Contact:	Name:	Paul Clark
	Title:	Incident Management / CVO Program Manager
	Email:	paul.clark@dot.state.fl.us
	Phone:	(850) 410-5607

B.	**Grant Award Details**
State & State Agency:	Florida Department of Transportation
Grant Purchase Order Number:	FM-CVN-0015-11-01-00
Current Period of Performance:	8/31/2011 to 10/1/2014

C.	**Type of Amendment**		**Required Sections/Parts to be completed for the type of request**
Grantees should check all modifications that apply to this amendment request.			
☐	Extension of Project	New POP Ending Date	I, II, IV, V
☒	Modification of Activities		I, III, IV, V
☒	Budget Revision		I, III, V

D.	**Grant Financial Details**
If the amount requested on the application was reduced, the grantees needs to provide the revised SF-424A that matched the actual award.	
Current Award Amount:	$1,000,000.00
Expenditures to Date:	$250,892.50
Balance:	$749,107.50

E.	**Project Description/Original Purpose**
A statement of the original purpose of the grant including the individual projects and budgets allocated for those projects	

Note: when Florida submitted the FY2011 CVISN Grant Application, FDOT's Office of Motor Carrier Compliance was responsible for law enforcement for commercial vehicles. Effective July 2011 legislative action made major changes to this agency. Commercial Vehicle Enforcement was divided into sworn and non-sworn responsibilities. Sworn officer responsibilities were transferred to the Department of Highway Safety & Motor Vehicles / Florida Highway Patrol / Commercial Vehicle Enforcement department and is now referred to as FHP / CVE. Although the original application and grant agreement refer to the commercial vehicle enforcement area as the FDOT Office of Motor Carrier Compliance (FDOT OMCC) this term is not used below since OMCC no longer exists at the state of Florida effective 7/1/2011. The non-sworn responsibilities remained within FDOT and are now known as MCSAW (Motor Carrier Size and Weight); this term is also used below.

Automated Brake Thermal-Imaging System Deployment - This project will take the capability of infrared brake testing and automate it. The project involves automating the process of visual inspection of each infrared image that is produced for a vehicle traveling through the weigh station. In the majority of cases the brake images will not indicate any anomalies and no further inspection is required. However, in those cases that an image does indicate an anomaly, only at that time would an officer be alerted to a potential problem. By having the system do the monitoring the officer is freed from staring at a screen for several hours a day. A series of algorithms will monitor the images and only alert an officer when it detects an image that indicates a potential safety problem with a vehicle's brakes. **Original Budget: $100,000**

Electronic Credentialing System Enhancements – This project will upgrade the current electronic credentialing system (for IFTA and IRP credentials). There are four proposed enhancements to the system that have been developed based on user feedback to the current system which was deployed in December 2007. These are the Carrier Services enhancement, IFTA Tax Return Upload, online Cabcard printing, and new account creation enhancement. (*Note: Online Cabcard printing will be deleted from the grant projects – it was completed as part of PRISM deployment*) **Original Budget: $180,000**

The Carrier Services enhancement will allow a Service to maintain a single CVISN account upon which the Service will have access to all IRP and IFTA accounts for which they have power of attorney. The Service will be able to process multiple transactions for each carrier and provide a single electronic payment for all transactions.

Carriers who maintain electronic records for IFTA fuel tax purchases will have the option to upload their fuel tax information using the XML formatted data upload process. DHSMV will provide schema documentation for the formatting of Tax Return data. The upload process will allow the carrier to navigate to a file located on their PC and select for processing. The Application will verify the data and calculate the tax return if there are no errors found. If validation errors are found the application will allow the carrier to make corrections and resubmit for processing.

Currently, carriers who process transactions and pay electronically must wait for their credentials to be processed and sent via the US mail. This process usually takes anywhere from 5 – 7 days for receipt of credentials. Carriers who process supplemental transactions that do not require the issuance of a license plate can print their CABCARDS immediately if the transaction is paid for electronically. Carriers will only be allowed to reprint CABCARDS for supplements that were submitted and paid for electronically for an allowed period of time to be determined by Motor Carrier Services (MCS).

Currently a carrier must notify MCS if they want to utilize the electronic credentialing system. Upon notification, MCS will request the CVISN account and generate the account and password letters which are mailed to the carrier. In an effort to increase participation and eliminate the manual process, DHSMV is considering two options for initial set up for using the electronic credentialing system. One is to allow carriers to request an account for themselves online. The other option is whenever MCS creates a new IRP / IFTA account; the system will automatically create a CVISN account and generate the CVISN account and password letter.

LPR System Enhancements – This project will provide additional virtual review of CV license plates in Florida. Plate numbers are to be run against various State and national criminal databases, plus additional databases such as the PRISM target file, citation database and stolen cargo database. Any hits will be provided to motor carrier enforcement officers, in the vicinity, for further action. Original Budget: 150,000

CVISN Program Management/Consultant Support - Funding will provide ongoing consultant support to Florida's CVISN Program. **Original Budget: $100,000**

VWS Maintenance & Upgrades - Funding will provide needed maintenance and upgrades to Florida's current VWS deployment locations. **Original Budget: $100,000**

Automated Permitting System Enhancements - Funding will be used to upgrade and enhance the automated permitting system as needs for upgrades and enhancements arise. These funds will be used to support activities including elimination of multiple data entry, quality control efforts to minimize possible errors in truck configurations, financial tracking, technology updates in programming code, incorporation of upgraded technologies, and to support district personnel and customer input in the automated permitting process. **Original Budget: 150,000**

CVISN System Operations & Maintenance - This project is for ongoing support of the operations and maintenance activities necessary to keep Florida CVISN systems functioning. Costs would include support for necessary operations and maintenance, necessary system upgrades and enhancements to Florida CVISN Systems - including the Electronic Freight Theft Management System (EFTMS), Dept. of Agriculture and Consumer Services (DACS) CVISN Systems as well as other existing and new CVISN systems. **Original Budget: 220,000**

Florida Weight Inspector Costs - Funds will be used to pay personnel costs for FDOT weight inspectors who are responsible for the operation of Florida's PrePass e-screening system. **Original Budget: $1,000,000**

F.	Summary of Work Performed
A summary of the work performed thus far towards the grant. Include completion dates for specific projects or other milestones, if applicable	
See attached SF-PPR and report narrative for third quarter calendar year 2013.	

Section II. Period of Performance (POP) Extensions

To be completed for all extension and modifications of POP requests

A.	Explanation of the delays that have necessitated the extension
N/A	

B.	Explanation of how the above obstacles have been overcome or will be overcome
N/A	

Section III. Modifications of Activities

To be completed for all modifications of activity requests.

A.	High-Level Description of Modification
Please use this space to describe the desired modification(s) to the project as approved in the Grant Agreement. Keep in mind if a budget revision result in a modification of activities, those activities must be described. If the modification includes activities to be eliminated, they must be explained as well. Note: Budget modifications requiring an amendment are generally going to have an impact on activities	
Modifications to project activities and budgets are required now that the GAO CVISN grant audit issue has been settled and Florida has been provided relief through congressional action. Prior to the relief being passed, after discussions with FMCSA division staff in Tallahassee, Florida implemented a plan to mitigate the potential loss of $1,000,000 in CVISN grant funds from the FY2007 grant. This plan involved applying for the FY2011 CVISN grant and including $1,000,000 in projects that had been originally contained in the approved FY2007 grant. Since it appeared that these projects would be de-funded in the FY2007 grant, Florida applied for funding for these projects in its FY2011 grant application. Florida was awarded the $1,000,000 in funding in its FY2011 grant. After the award, Congress passed relief for the states and Florida was allowed to maintain the $1,020,000 in funds that were awarded in error under the FY2007 grant award. With the passage of relief, Florida now has the same projects funded under two different grants. To rectify this situation, Florida updated the project activities in the FY2007 grant to reflect those activities that will be accomplished with FY07 funds. This request is to update the activities for these projects in the FY2011 grant to assure that there are no duplicate project activities in these active CVISN grants. Modification requested in this amendment request document will distinguish project activities in the FY2011 grant.	

B.	Impact on the Original Purpose of the Grant
Please use this space to describe how the desired modification(s) will impact the original purpose of the grant as approved in the Grant Agreement	
The revised project activities will serve to better define each of the projects contained in this grant but will not alter the intent of the expected outcomes/capabilities for the projects. In some cases the project will be broken down into phases with some phases completed under the FY2007 grant and remaining phases (which were developed while better defining the FY07 project activities) completed under the FY2011 grant. In two cases – the Automated Infrared Brake Testing project, and the Electronic Credentialing System Enhancements, the original purpose for these projects is being altered in that they have been cancelled and the budgets need to be transferred to another project in the grant.	

Section IV. Milestones and Completions Dates

To be completed for all extension and modification of activity requests

A.	Revised Milestones and Final Completion Date

*A revised action plan with new milestones and final completion date(s) is required for POP **Extension Request** and **Modifications of Activities**. For extensions, ensure the new Milestones and Completion Dates coincide with the additional new POP extension date being requested.*

Automated Brake Thermal-Imaging System Deployment – Project cancelled. Due to reorganization from OMCC to FHP/CVE there are not sufficient staff resources to deploy this project. Enforcement officers used to be stationed at the weight inspection stations and could write citations for safety violations (including unsafe brakes) when a vehicle with this condition presented itself at the station. This project was planned as an additional tool for enforcement officers at the location to monitor the safety of vehicles passing through. This situation is changed; now only weight inspectors are present at the stations and they do not have the authority to act on safety issues, only weight violation issues. **This project's $100,000 budget will be reallocated to other projects in this CVISN Grant.**

Electronic Credentialing System Enhancements – Project cancelled. Due to impending system upgrades at DHSMV, which may involve a total overhaul of their credentialing systems, the department does not want to invest staff resources and CVISN dollars to upgrade a system that may be totally replaced by a new system. **This project's $180,000 budget will be reallocated to other projects in this CVISN Grant.**

LPR System Enhancements - Further Clarification of Project Activities are provided here. This system will provide additional virtual review of commercial vehicle license plates in Florida. Plate numbers to be run against various State and national criminal databases, plus additional databases such as the PRISM target file, citation database and stolen cargo database. Any hits will be provided to Commercial Vehicle Enforcement officers, in the vicinity, for further action. In addition to adding additional queries of LPR data, this project will also address any needed software upgrades which are needed after the systems are deployed (deployment was completed with FY2007 CVISN projects). **No budget change.**

CVISN Program Management Consultant Support - No changes. Provide ongoing consultant support to Florida's CVISN Program. **No budget change.**

Virtual Weigh Station(s) – Further Clarification of Project Activities are provided here. This project will provide needed maintenance and upgrades to Florida's current VWS deployment locations. This project will provide maintenance for, or upgrades to, one or more Florida VWS sites.

With regard to the VWS project activities in the FY07 grant and the FY11 grant, although the FY11 project for "deployment of needed maintenance and upgrades to Florida's current VWS deployment locations" is the same activity as included with the 07 grant, the specific activities and locations will be different. For the 07 grant project, the upgrades are known - installation of upgraded cameras at current VWS locations. The cameras are being upgraded to those with much higher read rates and a better vendor guarantee of these high reads.

With regard to the VWS Maintenance and Upgrades project contained in Florida's FY11 CVISN grant, funds for that grant will be used to maintain and upgrade currently deployed VWS systems in Florida. As mechanical systems wear out, technology advances, and equipment is damaged either by weather, theft or vandalism, Florida will require ongoing funding to support the continued operation and maintenance of these integral components of Florida's CVISN program. Due to the complexity of the VWS systems Construction

Engineering and Inspection (CEI) oversight may be needed for some of the maintenance and upgrade projects. Detailed information will be included with the quarterly CVISN grant reports and vouchers which will allow FMCSA Division staff to easily compare tasks billed under the FY11 grant with those billed under the FY07 grant. Any duplication would be easily identified. The first VWS for which maintenance funds from the FY11 grant will be applied is the Punta Gorda VWS. No funds from the FY07 grant have been utilized for this location, and there are no plans to use FY07 funds toward the work at Punta Gorda. **Increase budget to $380,000.**

Automated Permitting System Enhancements – Further Clarification of Project Activities are provided here. The project is still designed to enhance/upgrade Florida's automated permitting system. Updated activities for this project are described below. All relate to automated permitting system enhancements.

Permitting System enhancements activities contained in the FY2007 Grant are focused on Software Development. The activities contained in the FY11 Grant are focused on System Design and Requirements documentation.

Additional Project Activities: The addition of these activities provides further documentation of the proper procedures to be followed with regard to accepted practices in system engineering. When the original project description was developed the level of detail included herein was not available. The majority of the added activities are those involving documentation of the system upgrade process.

The activities for upgrading the Electronic Permitting System in the FY07 grant are different from those contained in the FY11 grant. The activities in the FY11 grant will build on those implemented under the FY07 grant to further enhance the Permit Application System (PAS) system. Activities for the FY11 include additional documentation activities of the systems engineering process followed during deployment of the upgrades. Activities for the FY11 grant also include system enhancements that further automate application processing and notification procedures which are currently being processed manually. Specific functions to be addressed are:

This project will further enhance Florida's PAS. The system was designed as part of a CVISN grant to replace and update our previous permitting system. This project is a continuation of that project, resulting in two additional phases of enhancement. Currently the PAS system will accept applications from the trucking industry, once submitted these applications are processed and are eventually issued as permits allowing these vehicles to travel Florida's roadways. This next phase of the enhancement effort will focus on the processing and approval aspect of permit processing. Over the last 10 years the Department has developed numerous computer applications that assist in determining whether a vehicle exceeds the requirements of a permit. There are also many other processes for notification and approval that are required for specific types of permits, before they can be approved for issuance. The primary focus of this project is to identify and document the business flow and requirements, so these processes can be incorporated into the PAS system. The first phase of this project would be to document all of the remaining tools which will be incorporated into the PAS system. Each of these is described below.

Routing: Currently routing is a manual process that requires a technician to verify that the route provided by the customer is valid and then to determine which structures are on route. This can be done two different ways. The first method is through a series of predetermined segments – each containing a known set of structures. Or alternatively by looking at our maps and determining individually which bridges are on route. The enhancement will take the information previously gathered and further develop a strategy and requirements for integrating GIS based mapping into PAS. This will allow the customer to select the route, with an automated

way of avoiding restrictions. This enhancement will also allow the system to query other GIS data to determine possible obstructions or restrictions based on the vehicle configuration.

Engineering Tools: FDOT has developed a series of small applications that perform various engineering comparisons to determine if a vehicle can safely cross specific structures. These same tools are also used to determine if some vehicles will be approved for a routine blanket map. We have also developed tools to aide in the issuance of specialty permits like the inner-bridge permit or divisible load permit. These tools will also be integrated.

Communications: Once a vehicle configuration exceeds specific guidelines, our process is to notify specific groups to receive approval for travel. This may be for any combination of weight, width, length or height. These notifications could be sent to any of our districts, or even to the customer. The communications enhancement is designed to track this correspondence and save them in our EEDMS system, much the same as filing them with the application as we have in the past. One advantage this enhancement has over the past method is, since it is generated through the system, it is tracked and any user with the proper authority can view all correspondence. We can also track the times that these emails are sent, to ensure that our performance measures are met.

Hotlist Notification: As part of the original CVISN grant, we added information to the application process that will notify the applicant that an Over Dimensional / Overweight Road Use Permit won't grant them operating authority within Florida. It also advises them of the need to obtain the appropriate level of registration for IRP and IFTA. As an enhancement to that process, PAS will also be enhanced to incorporate a check of the Florida "Hotlist" to determine if an applicant has outstanding fines for safety related citations. If the applicant does have outstanding fines, we will provide the necessary contact information so the issue may be resolved. Last year Florida had over $7 million in unpaid fines, we hope that adding this preliminary check into our process will help recover a portion of that money.

Error Checking: Because the system will accept the information that the customer enters onto the application and then issue the permit when approved, we will also have to give the system enough intelligence to determine the minimum values for some fields. If a customer submits an application for a load that is only 12 ft high, we would not want to issue a permit for 12 ft, simply because the customer can legally travel with heights up to 13.5 ft. This enhancement would check these values to ensure that the dimensions are not more restrictive than legal dimensions, and also that they make logical sense. If a customer tries to submit a value that is considered inaccurate, the system should generate a warning and if possible correct the value.

Secure Upload: All of Florida's permits should be issued through the PAS system, both for conformity and for accountability. In order to work with surrounding states in issuing SASHTO permits which meet the regional envelope, a secure interface will be developed that would allow specific data related to a permit application to be submitted. Once submitted, the system would store the data in the appropriate tables and generate a permit number to be returned to the requesting URL. This process would allow us to track the recipient of the permit and to track the financial liability of the issuing agency. This interface can also be used as part of a future expansion to PAS, in which we would place kiosks at the scale facilities around the state. These kiosks would have touch screen interfaces, allowing the customers to enter the necessary data and, if the configuration is approved, eventually either email the permit directly to the customer or print the necessary documents.

Law Enforcement Interface: In Florida the job of enforcement of Federal Motor Carrier rules lies with the Florida Highway Patrol. This is a change from the past when these officers were part of the DOT. When PAS was originally developed, the system was designed with a read only role to allow these DOT officers the ability to search for permits. Since the transition of these officers from DOT to FHP, they no longer have any access to this data. This interface is designed to accept any range of applicable search criteria, and return either a list of possible matches or an Adobe PDF of the permit as it was issued. This will allow all weight officers the ability to verify any permit, for any vehicle. This interface should virtually eliminate forgery of permits and the use of invalid or expired permits.

Because this phase includes so many enhancements, we have broken it down into two separate phases. The first phase will identify the requirements of each enhancement, and any supporting business rules or policies that govern the issuance or processing of these permits. Once the individual requirements are identified, the overall system will be analyzed to determine the overall requirements. This process will eliminate conflicting processes or overlaps in process flow. This documentation and requirements gathering is the purpose of this first phase of work on this grant project. This will provide the Department with an overall plan for the development and integration of all of our engineering tools, process tools and interfaces.

The second phase of these enhancements will be state funded. This second phase of work would be to complete the design of the enhancements and to develop and integrate them into the PAS system. Once complete the system would give applicants the ability to submit an application online, and immediately receive notification of either approval or the need for additional analysis beyond the system's auto issuance criteria. Once notified of approval the customer can pay online, or make arrangements to pay with the Permits Office and the permit can be delivered electronically[1]. For permits which require additional analysis, the system will have the ability to distribute the appropriate notifications to Permit Office staff. All communications will be electronically stored as part of the permit application package, should the need arise in the future to reference these applications. **No budget change.**

[1] – *Currently only vehicle specific permits can be issued and delivered electronically. Florida requires the original permit be on-board for routine permits and we utilize a special paper to distribute these permits to avoid forgery.*

CVISN Systems Operations and Maintenance - No changes. Ongoing support of the operations and maintenance activities necessary to keep Florida CVISN systems functioning. Costs would include support for necessary operations and maintenance, necessary system upgrades and enhancements to Florida CVISN Systems - including the Electronic Freight Theft Management System (EFTMS), Dept. of Agriculture and Consumer Services (DACS) CVISN Systems as well as other existing and new CVISN systems. **No budget change.**

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)
AMENDMENT REQUEST DOCUMENT

C. Budget Revision Request

1. Description of Budget Revision

2. Budget Revisions

Grantees should include the major cost categories in this table as well as the line items from their current, approved budget

2.1 SF-424A Object Class Category	2.2 Original Amount Awarded	2.3 Current Amount Awarded[1]	2.4 Amount of Funds Expended	2.5 Unexpended Balance	2.6 Proposed Amount Removed[2]	2.7 Proposed Amount Added[3]	2.8 Revised Budget Requested
a. Personnel	1,000,000.00						
b. Fringe Benefits							
c. Travel							
d. Equipment	100,000.00	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
e. Supplies							
f. Contractual	100,000.00	100,000.00	73,226.79	26,773.21	0.00	280,000.00	380,000.00
g. Construction							
h. Other	800,000.00	800,000.00	304,818.84	495,181.16	180,000.00	0.00	620,000.00
i. Total Direct Charges *(sum of a-h)*	1,000,000.00	1,000,000.00	378,045.63	621,954.37			
j. Indirect Charges							
k. TOTALS *(sum of i and j)*	2,000,000.00	1,000,000.00	378,045.63	621,954.37	280,000.00	280,000.00	1,000,000.00

3. Percent Change in Budget – *Grantees should complete this section if they are moving funds across cost categories*

Equation	Amount
Proposed Change (÷) *(sum from column 2.7)*	280,000.00
Current Amount Awarded *(sum from column 2.3)*	1,000,000.00
Percent Change	28%

[1] The "Current Award Amount" should be the same as the "Original Award Amount" unless the budget has been previously modified by an amendment
[2] The "Proposed Amount Removed" should be the amount to be subtracted from the original Object Class Category
[3] The amounts subtracted in the "Proposed Amount Removed" rows should be added to the new Object Class Category in the "Proposed Amount Added" column

Section VI. Amendment Submission Approval

To be completed by all Grantees

Authorized Grantee Official Approving this Amendment Request:

Name: _____ Date: 11/21/13

Section VII. FMCSA Amendment Recommendation

To be completed by the applicable FMCSA staff

A.	Division Administrator (DA) Feedback
1. Recommendation	
Concur ☐	**Non-Concur** ☐
2. Justification for Recommendation	

The FMCSA DA must include the following in their transmittal of this amendment request to the State Program Manager at their Service Center:

- ✓ Copy of original grant agreement and all amendments
- ✓ Copy of the original grant application (to include the SF-424A budget form)
- ✓ Copy of the award memorandum for grants awarded prior to FY 2011
- ✓ Copy of a current Delphi Purchase Order (PO) status report

DA Name: _____ Date: _____

B.	State Program Manager (SPM) Feedback
1. Recommendation	
Concur ☐	**Non-Concur** ☐
2. Justification for Recommendation	

SPM Name: _____ Date: _____

C.	Headquarters Program Manager (PM) Feedback
1. Recommendation	
Concur ☐	**Non-Concur** ☐
2. Justification for Recommendation	

HQ PM Name: _____ Date: _____

Print Form

PERFORMANCE PROGRESS REPORT
SF-PPR

		Page 1	of Pages 1
1.Federal Agency and Organization Element to Which Report is Submitted FMCSA	2. Federal Grant or Other Identifying Number Assigned by Federal Agency FM-CVN-0015-11-01-00	3a. DUNS Number 80-939-7102 3b. EIN 593024028	
4. Recipient Organization (Name and complete address including zip code) Florida Department of Transportation 605 Suwannee Street, MS 90 Tallahassee, FL 32399-0450		5. Recipient Identifying Number or Account Number 414666-1	
6. Project/Grant Period Start Date: *(Month, Day, Year)* 8/31/2011 End Date: *(Month, Day, Year)* 10/01/2014	7. Reporting Period End Date *(Month, Day, Year)* 9/30/2013	8. Final Report? ☐ Yes ☒ No 9. Report Frequency ☐ *annual* ☐ *semi-annual* ☑ *quarterly* ☐ *other* *(If other, describe: _____)*	

10. Performance Narrative *(attach performance narrative as instructed by the awarding Federal Agency)*

No project activity for this period. The Department is currently working on an amendment for this grant and work will proceed once that is complete. Please see the attached quarterly report performance narrative for complete details and updated schedules.

11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official Paul L. Clark FDOT Incident Management/CVO Program Manager	12c. Telephone *(area code, number and extension)* (850) 410-5607 12d. Email Address paul.clark@dot.state.fl.us
12b. Signature of Authorized Certifying Official PLClark	12e. Date Report Submitted *(Month, Day, Year)* 10/29/2013 13. Agency use only

OMB Approval Number: 0970-0334
Expiration Date: 6/30/2009

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN)
DEPLOYMENT GRANT PROGRAM

Florida
Performance Progress Quarterly Report
SF-PPR Item 10 - Performance Narrative
FM-CVN-0015-11-01-00 (FY2011 CVISN Grant)

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: OCVE-1

Reporting Period: July – September, 2013

Project Name: Automated Brake Thermal-Imaging System Deployment

Project Description:

This project will take the capability of infrared brake testing and automate it. The project involves automating the process of visual inspection of each infrared image that is produced for a vehicle traveling through the weigh station. In the majority of cases the brake images will not indicate any anomalies and no further inspection is required. However, in those cases that an image does indicate an anomaly, only at that time would an officer be alerted to a potential problem. By having the system do the monitoring the officer is freed from staring at a screen for several hours a day. A series of algorithms will monitor the images and only alert an officer when it detects an image that indicates a potential safety problem with a vehicle's brakes.

Project Managers:

Paul Clark, FDOT 850-410-5607

Major Project Partners:

FHP / Commercial Vehicle Enforcement (CVE)

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

No activity this period due to an amendment that is currently being written to cancel this project from the grant.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

N/A

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

N/A

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: DHSMV-1

Reporting Period: <u>July – September, 2013</u>

Project Name: <u>Electronic Credentialing System Enhancements</u>

Project Description:

This project will upgrade the current electronic credentialing system (for IFTA and IRP credentials). There are four proposed enhancements to the system that have been developed based on user feedback to the current system which was deployed in December 2007. These are the Carrier Services enhancement, IFTA Tax Return Upload, online Cabcard printing, and new account creation enhancement.

The Carrier Services enhancement will allow a Service to maintain a single CVISN account upon which the Service will have access to all IRP and IFTA accounts for which they have power of attorney. The Service will be able to process multiple transactions for each carrier and provide a single electronic payment for all transactions.

Carriers who maintain electronic records for IFTA fuel tax purchases will have the option to upload their fuel tax information using the XML formatted data upload process. DHSMV will provide schema documentation for the formatting of Tax Return data. The upload process will allow the carrier to navigate to a file located on their PC and select for processing. The Application will verify the data and calculate the tax return if there are no errors found. If validation errors are found the application will allow the carrier to make corrections and resubmit for processing.

Currently carriers who process transactions and pay electronically must wait for their credentials to be processed and sent via the US mail. This process usually takes anywhere from 5 – 7 days for receipt of credentials. Carriers who process supplemental transactions that do not require the issuance of a license plate can print their CABCARDS immediately if the transaction is paid for electronically. Carriers will only be allowed to reprint CABCARDS for supplements that were submitted and paid for electronically for an allowed period of time to be determined by Motor Carrier Services (MCS).

Currently a carrier must notify MCS if they want to utilize the electronic credentialing system. Upon notification, MCS will request the CVISN account and generate the account and password letters which are mailed to the carrier. In an effort to increase participation and eliminate the manual process, DHSMV is considering two options for initial set up for using the electronic credentialing system. One is to allow carriers to request an account for themselves online. The other option is whenever MCS creates a new IRP / IFTA account; the system will automatically create a CVISN account and generate the CVISN account and password letter.

Project Managers:

Paul Clark, FDOT 850-410-5607

Major Project Partners:

Department of Highway Safety and Motor Vehicles (DHSMV)

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

No activity this period due to an amendment that is currently being written to cancel this project from the grant.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

N/A

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

N/A

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: MCSAW-2

Reporting Period: July – September, 2013

Project Name: LPR System Enhancements

Project Description:

Provide additional virtual review of CV license plates in Florida. Plate numbers to be run against various State and national criminal databases, plus additional databases such as the PRISM target file, citation database and stolen cargo database. Any hits will be provided to motor carrier enforcement officers, in the vicinity, for further action.

Project Schedule:

Milestone	Expected Completion Date
Project Start	**Start date for project 1/1/2014**
Begin Procurement Process	2/1/2014
Vendor Selection / Contract Negotiation	3/1/2014
NTP Issued	3/15/2014
Requirements gathering / analysis completed	4/1/2014
Conceptual design completed	4/15/2014
Detailed design completed	5/1/2014
Development / testing systems in place	6/15/2014
Final acceptance testing performed	9/1/2014
Officer training	9/15/2014
Project End	**End date for project 9/30/2014**

Project Managers:

Craig Wilson, FDOT Motor Carrier Size and Weight (MCSAW) 850-410-5462

Major Project Partners:

FHP / Office of Commercial Vehicle Enforcement (OCVE)

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

No activity for this period due to the pending amendment being submitted and approved. Updated project schedule above pending amendment approval.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

N/A

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

None at this time.

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: CVO-2

Reporting Period: July – September, 2013

Project Name: CVISN Program Management Consultant Support

Project Description:

Ongoing consultant support of Florida's CVISN program

Project Schedule:

Milestone	Expected Completion Date
Project Start	**Start date for project 7/1/2012**
Quarterly draw for consultant support	9/30/2012
Quarterly draw for consultant support	12/31/2012
Quarterly draw for consultant support	12/31/2013
Quarterly draw for consultant support	3/31/2013
Quarterly draw for consultant support	3/31/2014
Quarterly draw for consultant support	6/30/2014
Quarterly draw for consultant support	9/30/2014
Project End	**End date for project 10/1/2014**

Project Managers:

Paul Clark, FDOT 850-410-5607

Major Project Partners:

Entire CVISN team

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

No activity this period. The consultant performing this task is currently charging against the FY07 CVISN grant as it is close to completion. Once the FY07 CVISN grant is complete the consultant will resume work on the FY11 CVISN grant. Updated schedule is provided above.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

None at this time.

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

Work will resume on this project once the FY07 CVISN grant is complete.

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: MCSAW-1

Reporting Period: July – September, 2013

Project Name: VWS Maintenance and Upgrades

Project Description:

Funding will provide needed maintenance and upgrades to Florida's current VWS deployment locations.

Project Schedule:

Milestone	Expected Completion Date
Project Start	**Start date for project 1/1/2014**
Begin Procurement Process	1/1/2014
Vendor Selection / Contract Negotiation	1/15/2014
NTP Issued	2/1/2014
System Software Development	3/1/2014
Installation of data collection technologies	3/15/2014
Equipment Turn On & Testing, FDOT Inspection	4/15/2014
Officer Training, Pre Production Training	5/15/2014
Project Acceptance	7/1/2014
Project End	**End date for project 7/1/2014**

Project Managers:

Craig Wilson, FDOT Motor Carrier Size and Weight (MCSAW) 850-410-5462

Major Project Partners:

FDOT District personnel at deployment location.
FHP / Commercial Vehicle Enforcement (CVE)

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

No activity for this period due to the pending amendment being submitted and approved. Updated project schedule above pending amendment approval.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

None at this time.

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

None at this time.

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: Permits-2

Reporting Period: July – September, 2013

Project Name: Automated Permitting System Enhancements

Project Description:

Original Project Description:

Funding will be used to upgrade and enhance the automated permitting system as needs for upgrades and enhancements arise. These funds will be used to support activities including elimination of multiple data entry, quality control efforts to minimize possible errors in truck configurations, financial tracking, technology updates in programming code, incorporation of upgraded technologies, and to support district personnel and customer input in the automated permitting process.

Updated Project Description:

This project will further enhance Florida's Permit Application System (PAS). The system was designed as part of a CVISN grant to replace and update our previous permitting system. This project is a continuation of that project, resulting in two additional phases of enhancement. Currently the PAS system will accept applications from the trucking industry, once submitted these applications are processed and are eventually issued as permits allowing these vehicles to travel Florida's roadways. This next phase of the enhancement effort will focus on the processing and approval aspect of permit processing. Over the last 10 years Florida Department of Transportation (FDOT) has developed numerous computer applications that assist in determining whether a vehicle exceeds the requirements of a permit. There are also many other processes for notification and approval that are required for specific types of permits, before they can be approved for issuance. This primary focus of this project is to identify and document the business flow and requirements, so these processes can be incorporated into the PAS system. The first phase of this project would be to document all of the remaining tools which will be incorporated into the PAS system. Each of these is described below.

Routing: Currently routing is a manual process that requires a technician to verify that the route provided by the customer is valid and then to determine which structures are on route. This can be done two different ways. The first method is through a series of predetermined segments – each containing a known set of structures. Or alternatively by looking at our maps and determining individually which bridges are on route. The enhancement will take the information previously gathered and further develop a strategy and requirements for integrating Graphics Information System (GIS) based mapping into PAS. This will allow the customer to select the route, with an automated way of avoiding restrictions. This enhancement will also allow the system to query other GIS data to determine possible obstructions or restrictions based on the vehicle configuration.

Engineering Tools: FDOT has developed a series of small application that perform various engineering comparisons to determine if a vehicle can safely cross specific structures. These same tools are also used to determine if some vehicle will be approved for a routine blanket map. We have also developed tools to aide in the issuance of specialty permits like the inner-bridge permit or divisible load permit. These tools will also be integrated.

Communications: Once a vehicle configuration exceeds specific guidelines, our process is to notify specific groups to receive approval for travel. This may be for any combination of weight, width, length or height. These notifications could be sent to any of our districts, or even to the customer. The communications enhancement is designed to track this correspondence and save them in our Enterprise Electronic Document Management System (EEDMS) system, much the same as filing them with the application as we have in the past. One advantage this enhancement has over the past method is however, since it is generated through the system, it is tracked and any user with the proper authority can view all correspondence. We can also track the times that these emails are sent, to ensure that our performance measures are met.

Hotlist Notification: As part of the original CVISN grant, we added information to the application process that will notify the applicant that an Over Dimensional / Overweight Road Use Permit won't grant them operating authority within the Florida. It also advises them of the need to obtain the appropriate level of registration for International Registration Plan (IRP) and International Fuel Tax Association (IFTA). As an enhancement to that process, PAS will also be enhanced to incorporate a check of the Florida "Hotlist" to determine if an applicant has outstanding fines for safety related citations. If the applicant does have outstanding fines, we will provide the necessary contact information so the issue may be resolved. Last year Florida had over 7 million in unpaid fines, we hope that adding this preliminary check into our process will help recover a portion of that money.

Error Checking: Because the system will accept the information that the customer enters onto the application and then issue the permit when approved, we will also have to give the system enough intelligence to determine the minimum values for some fields. If a customer submits an application for a load that is only 12 ft high, we would not want to issue a permit for 12 ft, simply because the customer can legally travel with heights up to 13.5 ft. This enhancement would check these values to ensure that the dimensions are not more restrictive than legal dimensions, and also that they make logical sense. If a customer tries to submit a value that is considered inaccurate, the system should generate a warning and if possible correct the value.

Secure Upload: All of Florida's permits should be issued through the PAS system, both for conformity and for accountability. In order to work with surrounding states in issuing Southern Association of Highway and Transportation Officials (SASHTO) permits which meet the regional envelope, a secure interface will be developed that would allow specific data related to a permit application to be submitted. Once submitted the system would store the data in the appropriate tables and generate a permit number to be returned to the requesting Universal Resource Locator (URL). This process would allow us to track the recipient of the permit and to track the financial liability of the issuing agency. This interface can also be used as part of a future expansion to PAS, in which we would place kiosks at the scale facilities around the state.

These kiosks would have touch screen interfaces, allowing the customers to enter the necessary data, and if the configuration is approved, eventually either email the permit directly to the customer or print the necessary documents.

Law Enforcement Interface: In Florida the job of enforcement of Federal Motor Carrier rules lies with the Florida Highway Patrol (FHP). This is a change from the past when these officers were part of the FDOT. When PAS was originally developed, the system was designed with a read only role to allow these FDOT officers the ability to search for permits. Since the transition of these officers from FDOT to FHP, they no longer have any access to this data. This interface is designed to accept any range of applicable search criteria, and return either a list of possible matches or an Adobe PDF of the permit as it was issued. This will allow all weight officers the ability to verify any permit, for any vehicle. This interface should virtually eliminate forgery of permits and the use of invalid or expired permits.

Because this phase includes so many enhancements, we have broken it down in to two separate phases. The first phase will identify the requirements of each enhancement, and any supporting business rules or policies that govern the issuance or processing of these permits. Once the individual requirements are identified, the overall system will be analyzed to determine the overall requirements. This process will eliminate conflicting processes or overlaps in process flow. This documentation and requirements gathering is the purpose of this first phase of work on this grant project. This will provide the Department with an overall plan for the development and integration of all of our engineering tools, process tools and interfaces.

Project Schedule:

Milestone	Expected Completion Date
Project Start	11/1/2011
Begin Procurement Process (Staff Augmentation)	11/15/2011
Contract Executed	12/15/2011
Individual Requirements Gathering / Analysis Completed	In process
System Requirements and Analysis Completed	12/15/2013
Preliminary System Design Complete	1/10/2014
Final Acceptance of Requirements	6/1/2014
Project End	7/1/2014

The second phase of these enhancements is still unfunded. This second phase of work would be to complete the design of the enhancements and to develop and integrate them into the PAS system. Once complete the system would give applicants the ability to submit an application online, and immediately receive notification of either approval or the need for additional analysis beyond the systems auto issuance criteria. Once notified of approval the customer can pay online, or make arrangements to pay with the Permits Office and the permit can be delivered electronically[1]. For permits which require additional analysis, the system will have the ability to distribute the appropriate notifications to Permit Office staff. All communications will be electronically stored as part of the permit application package, should the need arise in the future to reference these applications.

[1] – *Currently only vehicle specific permits can be issued and delivered electronically. Florida requires the original permit be on-board for routine permits and we utilize a special paper to distribute these permits to avoid forgery.*

No budget reallocation at this time.

Project Managers:

Bryan Hubbard, FDOT Maintenance/Permits Office	850-410-5516
Ronnie Martin, FDOT Permits Office	850-410- 5757 Ext. 139

We have also added a project manager with Office of Information Systems (OIS) to ensure that all of the phases of APASS will function correctly together. It will be her responsibility to verify that all of the OIS standards have been met, and to get any authorizations that may be needed from OIS for the additional work.

Suzanne Vickery, OIS Project Manager

Major Project Partners:

Florida Trucking Association
HSMV Office of Motor Carrier Compliance
FDOT OIS

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

Two purchase orders have been approved and equipment ordered to improve the processing of permits.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

None at this time.

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

The Permits Office is currently transitioning to a new vendor and will have more information regarding this project once the vendor contract is finalized.

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A

A. Project Name, Brief Description, Project Partner Information

Florida CVISN Project Number: O&M-1

Reporting Period: July – September, 2013

Project Name: CVISN Systems Operations & Maintenance

Project Description:

This project is for ongoing support of the operations and maintenance activities necessary to keep Florida CVISN systems functioning. Costs would include support for necessary operations and maintenance, necessary system upgrades and enhancements to Florida CVISN Systems - including the Electronic Freight Theft Management System (EFTMS), Dept. of Agriculture and Consumer Services (DACS) CVISN Systems as well as other existing and new CVISN systems.

Project Schedule:

Milestone	Expected Completion Date
Project Start	**Start date for project 2/1/2013**
CVISN Team members submit O&M funding request for year	2/1/2013
CVISN Team discussion, prioritization and selection for O&M support	2/1/2013
Funds disbursement for O&M tasks as selected by CVISN Team	2/1/2013
CVISN Team members submit O&M funding request for year	7/1/2013
CVISN Team discussion, prioritization and selection for O&M support	8/1/2013
Funds disbursement for O&M tasks as selected by CVISN Team	9/1/2013
CVISN Team members submit O&M funding request for year	7/1/2014
CVISN Team discussion, prioritization and selection for O&M support	8/1/2014
Funds disbursement for O&M tasks as selected by CVISN Team	9/1/2014
Project End	**End date for project 10/1/2014**

Project Managers:

Paul Clark, FDOT 850-410-5462

Major Project Partners:

Entire CVISN Team

B. Significant Progress (findings, events, trends, etc.) made during the reporting period

Working with CVISN team to compile the operation and maintenance expense requests.

C. Description of any technical and/or cost problem(s) encountered or anticipated that will affect completion of the grant within the time and fiscal constraints as set forth in the agreement. Include recommended solutions or corrective action plans (with dates) to such problems, or statement that no problems were encountered.

None at this time.

D. Outline of work and activities planned for the next reporting period (10/1/13 – 12/31/13)

Procurement process will begin for upcoming operation and maintenance.

E. Provide Status update/resolution for all outstanding findings from program reviews and/or audits.

N/A