



HAWAII

Commercial Vehicle Safety Plan

**Federal Motor Carrier Safety Administration's
Motor Carrier Safety Assistance Program**

Fiscal Years 2019 - 2021

Date of Approval: June 28, 2019

FINAL CVSP



**U.S. Department of Transportation
Federal Motor Carrier Safety Administration**

Part 1 - MCSAP Overview

Part 1 Section 1 - Introduction

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to States to help reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved accidents, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.201](#) and [205](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before August 1 of each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan each year to receive MCSAP funds.

The FAST Act required the Federal Motor Carrier Safety Administration (FMCSA) to “prescribe procedures for a State to submit a multiple-year plan and annual updates thereto, under which the State agrees to assume responsibility for improving motor carrier safety by adopting and enforcing State regulations, standards, and orders that are compatible with the regulations, standards, and orders of the Federal Government on commercial motor vehicle safety and hazardous materials transportation safety.”

The online CVSP tool (eCVSP) outlines the State's CMV safety objectives, strategies, activities and performance measures and is organized into the following five parts:

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements (FY 2019 - 2021)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2019 - 2021)
- Part 4: Financial Information (FY 2019)
- Part 5: Certifications and Documents

You will find that each of the five eCVSP parts listed above contains different subsections. Each subsection category will provide you with detailed explanation and instruction on what to do for completing the necessary tables and narratives.

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit a 3-year plan or an Annual Update to a 3-year plan. As used within the eCVSP, the term ‘State’ means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

REMINDERS FOR FY 2019:

Multi-Year plans—For FY 2019, all States will be utilizing the multi-year CVSP format. This means that objectives, projected goals, and activities in the plan will cover a full three-year period. The financial information and certifications will be updated each fiscal year.

Annual Updates for Multi-Year plans—Those States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in the previous year and indicate whether anything needs to be updated for the upcoming fiscal year via a Yes/No question provided in each Section of Parts 1-3. **NOTE: Answer carefully as there is one opportunity to check Yes/No and then the input is locked.**

- If Yes is indicated, the information provided for previously will be editable and State users can make any necessary changes to their project plan. (Note: Trend information that supports your current activities is not editable.)
- If No is indicated, then no information in this section will be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2018 plans. States must carefully review and update this information to reflect FY 2019 activities prior to submission to FMCSA.

States are reminded to **not** include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

Personally Identifiable Information – PII is information which, on its own or matched with other data, would permit identification of that individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

Part 1 Section 2 - Mission/Goal Statement**Instructions:**

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

NOTE: Please do not include information on any other FMCSA grant activities or expenses in the CVSP.

The mission of the Hawaii State Department of Transportation is to continue to reduce the number of commercial vehicle crashes, fatalities and injuries and incidents of hazardous materials on our highways and strive to keep Hawaii's roadways safe for everyone. We continue to evaluate our operations to maximize the outcome and ensure that we are moving towards our main goal of saving lives.

The goal of the Department of Transportation Motor Vehicle Safety Office is to remain under the national rate of 0.144 fatalities per 100 million vehicles miles traveled (VMT) and to continue to reduce the number of crashes of commercial vehicles to 137 crashes by 2020.

The fatality rate in Hawaii has been under the FMCSA's National Fatality Rate per 100 million VMT of 0.17 fatalities since 2006. Hawaii has achieved the national fatality rate and have consistently remained below the national goal with 0.066 in 2016. Hawaii will continue to strive to reduce the number of CMV crashes, injuries and fatalities through continued efforts and collaboration with other agencies. Hawaii has been working with the county police departments in certifying some of their officers in the North American Standard Level I inspections and also encouraging their currently certified officers to maintain their certifications. With their participation in the inspection and enforcement of commercial vehicles, they will help to support the mission of the State of Hawaii to reduce the number of commercial motor vehicle crashes, injuries and fatalities. We also continue with our public outreach activities to educate the public about the importance of safe and responsible behavior on our roadways.

Part 1 Section 3 - MCSAP Structure Explanation**Instructions:**

Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant.

NOTE: *Please do not include activities or expenses associated with any other FMCSA grant program.*

The Department of Transportation, Highways Division, Motor Vehicle Safety Office (MVSO) is the lead agency for the Motor Carrier Safety Assistance Program. The Motor Carrier Safety staff develops, establishes and manages the Statewide Size and Weight Vehicle program, the Statewide Motor Carrier Safety Assistance program (MCSAP), Statewide Pupil Transportation Safety Program, and other commercial motor vehicle programs. The MVSO establishes and implements statewide standards and guidelines for commercial motor carrier drivers, driver training and driver improvement programs, commercial vehicle safety inspection stations, modification of commercial vehicles and the transportation of hazardous materials on the highways by commercial vehicles. The staff also reviews and approves all plans and specifications for the construction and/or modifications of commercial vehicles in the State; investigates all commercial vehicle accidents; develops and implements standards and guidelines for pupil transportation; updates and maintains the SAFETYNET system and prepares statistical reports.

The Motor Carrier Section consists of 23 personnel with (1) Manager, (1) Supervisor, (2) Neighbor Island Officers, (1) SafetyNET Coordinator, (2) Section Supervisors and (12) officers. As of July 2018, there are 4 vacancies - 1 neighbor island officer for Maui and 3 Motor Carrier Safety Officers here on Oahu. We have one emergency hire officer who is in one of the vacant Oahu position. He provides all the motor carrier training and certification for the newly hired officers and those officers who needs certification for the NAS Level I and the specialized area inspection certification. Currently, we do not have a Motor Carrier Safety Officer position for the island of Kauai - we lost the position in 2017.

There is only one Maui county police officer who is currently certified in the North American Standard Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections.

The county police officer is not under any subgrantee agreements or contracts with our office whereby they are reimbursed for the inspections that they conduct. The only funding that is provided for the county police officers are for the island officers in which we provide the funding for their travel to Oahu to attend the federal training courses (NAS Level I, General Hazmat, Cargo Tank or Passenger Vehicle Inspector).

Part 1 Section 4 - MCSAP Structure
Instructions:

Complete the following tables for the MCSAP lead agency, each subrecipient and non-funded agency conducting eligible CMV safety activities.

The tables below show the total number of personnel participating in MCSAP activities, including full time and part time personnel. This is the total number of non-duplicated individuals involved in all MCSAP activities within the CVSP. (The agency and subrecipient names entered in these tables will be used in the National Program Elements —Roadside Inspections area.)

The national program elements sub-categories represent the number of personnel involved in that specific area of enforcement. FMCSA recognizes that some staff may be involved in more than one area of activity.

Lead Agency Information	
Agency Name:	HAWAII DOT
Enter total number of personnel participating in MCSAP activities	23
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	21
Traffic Enforcement Activities	0
Investigations*	1
Public Education and Awareness	21
Data Collection and Reporting	1
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	1
Total # of MCSAP Participating Personnel:	1

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2019 - 2021 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

Note: *For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures. Such measures include roadside inspections, traffic enforcement activity, investigation/review activity, and data quality by quarter for the current and past two fiscal years using the Activity Dashboard and/or the CVSP Toolkit on the A&I Online website. The Activity Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <http://ai.fmcsa.dot.gov>. A user id and password are required to access this system.*

In addition, States can utilize other data sources available on the A&I Online website as well as internal State data sources. It is important to reference the data source used in developing problem statements, baselines and performance goals/ objectives.

Part 2 Section 2 - CMV Crash Reduction

The primary mission of the Federal Motor Carrier Safety Administration (FMCSA) is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing commercial motor vehicle (CMV) related crashes.

Trend Analysis for 2013 - 2017

Instructions for all tables in this section:

Complete the tables below to document the State's past performance trend analysis over the past five measurement periods. All columns in the table must be completed.

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
 - In the Goal column, enter the goal from the corresponding CVSP for the measurement period.
 - In the Outcome column, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.

ALL CMV CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). Other can include injury only or property damage crashes.

Goal measurement as defined by your State: Other

If you select 'Other' as the goal measurement, explain the measurement used in the text box provided:

Number of reportable crashes

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	10	164	145
01/01/2016	12/31/2016	9	153	166
01/01/2015	12/31/2015	7	161	182
01/01/2014	12/31/2014	10	170	180
01/01/2013	12/31/2013	8	179	181

MOTORCOACH/PASSENGER CARRIER CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

Goal measurement as defined by your State: Other

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:

Number of reportable crashes

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	1	76	62
01/01/2016	12/31/2016	1	71	77
01/01/2015	12/31/2015	0	74	88
01/01/2014	12/31/2014	4	77	94
01/01/2013	12/31/2013	1	80	81

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

Hazardous material is anything that is listed in the hazardous materials table or that meets the definition of any of the hazard classes as specified by Federal law. The Secretary of Transportation has determined that hazardous materials are those materials capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term hazardous material includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, and all other materials listed in the hazardous materials table.

For the purposes of the table below, HM crashes involve a release/spill of HM that is part of the manifested load. (This does not include fuel spilled from ruptured CMV fuel tanks as a result of the crash).

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g., large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

Goal measurement as defined by your State: N/A

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:

Hawaii does not have a HM Goal

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	1		1
01/01/2016	12/31/2016	0		0
01/01/2015	12/31/2015	0		0
01/01/2014	12/31/2014	0		0
01/01/2013	12/31/2013	1		1

Enter the data sources and capture dates of the data listed in each of the tables above.

All CMV Crashes: Data source MCMIS data snapshot as of 6/29/2018; SAFETYNET Crash Characteristics Summary Report, July 12, 2018 Motorcoach/Passenger Carrier Crashes: SAFETYNET Crash Characteristics Summary Report, July 12, 2018 Hazardous Materials Crashes: SAFETYNET Crash Characteristics Summary Report, July 16, 2018

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

Hawaii continues to face the main challenge for many years, the shortage of personnel to conduct the inspections.

Since 2008 we've had a constant turnover of officers mainly due to leaving for other job opportunities. The currently working generation wants more money but they don't want to put in the effort of work. So, we lose some officers, then, we hire to fill the vacancies, but, with the hiring of new officers, comes the training and certification process. This involves our senior officers working with the new officers, and this takes the senior officers away from conducting their own inspections. Presently, out of the 15 officers that we have, there are only 4 senior officers and one emergency hire officer that are able to provide the necessary training to the remaining junior officers. We still have 3 more vacancies on Oahu and one Maui. We have one newly hired officer on Kona who will need to go through the necessary training for the motor carrier operations, and one new officer for Oahu who will be coming on board in September 2018.

Our officers are not full-time MCSAP officers - they have other state motor carrier operations, including the size and weight program, school bus and inspection station programs. Another obstacle that we face here in Hawaii is finding safe locations to conduct roadside inspections. With the continued development on the island, more and more areas where we once used to conduct inspections are no longer available - more commercial businesses have opened, areas are now private property, roadways have been widened and improved to accommodate more traffic and less shoulder areas, roadways continue to be under reconstruction, etc. We do not have pull out areas like on the mainland. We have only one facility whereby we can safely conduct vehicle inspections. Other than that, we try to find the safest area to conduct the roadside inspections by pulling the vehicles right off the roadways on to the shoulders.

In the area of the motorcoach/passenger carrier crashes, a difficulty that we continue to face is that the leading number of crashes involving buses are from the City and County of Honolulu. These buses are the Oahu Transit buses (OTS) a mass transit system that comes under the City and County of Honolulu and does not fall within our jurisdiction and is not regulated by the state, yet, the crash data falls under our statistics. Our number of crashes would be reduced significantly if the City and County of Honolulu mass transit bus crashes was not included in our data. For example, in 2017, there were 62 reportable passenger vehicle crashes and 36 of the crashes were accountable for the Oahu Transit buses.

Although we have our difficulties and challenges in reaching our inspection and crash reduction goals, the Hawaii officers (seniors and juniors) put in great efforts in doing their job with what little facilities that we have. The commercial vehicle program in Hawaii is still very effective. Our officers constantly strive to better the program and support the mission of keeping our roadways safe for everyone to reach their destination safely.

Narrative Overview for FY 2019 - 2021**Instructions:**

The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicles. The State has flexibility in setting its goal and it can be based on raw numbers (e.g., total number of fatalities or CMV crashes), based on a rate (e.g., fatalities per 100 million VMT), etc.

Problem Statement Narrative: Describe the identified problem, include baseline data and identify the measurement method.

In the FY 2018 CVSP, the State of Hawaii switched to an annual goal based on the previous year data - however, since the completed data for 2017 was not available, we used the data from 2016 as the base. In taking the 2016

data of 166 reportable crashes, Hawaii's goal was to reduce the number of reportable crashes from 166 in 2016 to 162 in 2018. The actual number of crashes in 2017 was 148 crashes. As evident, the goal for the number of reportable crashes was met in 2017, however, there are still fluctuating trends and we cannot predict what will happen from year to year.

In the area of Motorcoach/passenger carrier crashes, likewise, in the FY 2018 CVSP, the State of Hawaii switched to an annual goal based on the previous year data, however, since the completed data for 2017 was not available., we used the 2016 as the base. In 2016, there were 77 reported passenger carrier crashes, and Hawaii's goal was to reduce the number of reportable crashes to 74 crashes by 2018. The data from 2017 show a decrease in the number of reportable crashes to 62. Hawaii has met their goal of reducing the number of passenger carrier crashes to 74 by 2018, however, just as in the CMV crashes the completed data from 2018 is not available, and from previous years, there are still fluctuating trends.

The problem of crashes still exists and we will continue to analyze the data from Safetynet and A & I online to pinpoint any specific trends and/or factors in an effort to continue to reduce the number of CMV crashes.

Hazardous Materials Crashes: Hawaii does not have a hazardous materials crash involving release and spill problem - we continue to conduct vehicle inspections and enforce the FMCSR's against hazardous materials CMV's in a manner consistent with the enforcement for all CMV's.

Enter the data source and capture date:

All CMV Crashes: Data source MCMIS data snapshot as of 6/29/2018; SAFETYNET Crash Characteristics Summary Report, July 12, 2018 Motorcoach/Passenger Carrier Crashes: SAFETYNET Crash Characteristics Summary Report, July 12, 2018 Hazardous Materials Crashes: SAFETYNET Crash Characteristics Summary Report, July 16, 2018

Projected Goal for FY 2019 - 2021:

In the table below, state the crash reduction goal for each of the three fiscal years. The method of measurement should be consistent from year to year. For example, if the overall crash reduction goal for the three year period is 12 percent, then each annual goal could be 4 percent.

Fiscal Year	Annual Crash Reduction Goals
2019	142
2020	140
2021	137

All CMV Crashes: Hawaii's projected goal for FY 2019 - 2021 will be to reduce the number of CMV crashes by 5 percent, with an annual goal of 1.66 percent decrease per year. The starting base will be 145 reportable crashes to 137 reportable crashes by FY 2021. We will continue to carefully monitor the crash data to see if we can find the causes for the crashes and fatalities in the previous years. We will focus our enforcement on our findings in an effort to reduce the number of CMV crashes. We will also seek to achieve this goal through ongoing training of officers to be able to conduct more driver/vehicle inspections, to continue to reach out and educate drivers, carrier officials and the public on commercial vehicle safety. We will continue to work to ensure the completeness, and timeliness of our CMV crash data. Hawaii will continue in the effort to reduce the number of reportable CMV crashes. Motorcoach/Passenger Carrier Crashes: Hawaii's projected goal in the motorcoach/passenger carrier crashes for FY 2019 - 2021 will be to reduce the number of reportable crashes by 5 percent, with an annual goal of 1.67 percent decrease per year. The starting base of 62 reportable passenger vehicle crashes to 58 reportable crashes by FY 2021. We will continue to conduct more driver/vehicle inspections on passenger carriers and continue to reach out and educate the drivers, carriers and the public about passenger vehicle safety through our outreach activities. Hazardous Materials Crashes: Hawaii does not have a hazardous materials crash involving release and spill problem. We will continue to conduct vehicle inspections and enforce the FMCSR's against hazardous materials CMV's in a manner consistent with the enforcement for all CMV's.

Program Activities for FY 2019 - 2021: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

All CMV Crashes: The State DOT Motor Vehicle Safety Office will be certifying three motor carrier safety officers in conducting NAS Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections. We will also be recruiting for 3 more vacant motor carrier safety officer positions by the end of the year and provide them the necessary training to certify them to conduct NAS Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections. The State will schedule the training with the National Training Center for all new hires from April through

September 2019. The training will be provided by instructors from the National Training Center who will conduct the training here in Hawaii. We will ensure that they all complete the classroom portion and the inspection certification in each area successfully to enable them to conduct vehicle inspections independently. The State will also extend invitations to the county police officers to attend the NAS Level I training in 2019 here in Hawaii.

We will continue to work with the county police officer on Maui who is certified in the NAS Level I, General Hazardous Materials, Cargo Tank and Passenger vehicle inspections to maintain his certifications.

We will also work with the county police officers to focus their enforcement on CMV speeding and other traffic and safety violations, and to issue citations. We will make available, basic CMV violation training to the officers and provide them with job aids for their use in the field.

The Motor Carrier Safety officers will continue to conduct educational and safety presentations every quarter to drivers and carrier officials with a focus on safe driving and compliance with all state and federal regulations. The presentations will be conducted through safety meetings at carrier terminals or at the State DOT conference room, and/or trucking association/fleet organization meetings. Safety brochures such as "No Zone", seat belt safety, Aggressive driving and driver safety, Professional driver safety, and distracted driving will be distributed for all drivers in the company. We will conduct a minimum of 160 safety presentations per year (40 per quarter).

The Motor Carrier Safety Officers will conduct four public outreach campaigns per year (1 every quarter) at various locations such as: the satellite city halls, drivers education classes, fairs, etc to increase public awareness of safety on the highways and driving around big trucks. They will distribute 5,000 safety brochures per year pertaining to safe driving. Brochures such as distracted driving, seat belt usage, aggressive driving, safe driving, and teens and trucks. In addition, the Motor Vehicle Safety Office will participate in all DOT safety awareness campaigns such as "Click it or Ticket", "Distracted Driving" and any other DOT safety campaigns and distribute 800 safety brochures per year.

The Safetynet coordinator will analyze data quarterly from Safetynet and A & I online of previous years crash records and work with the Motor Carrier Safety Manager in identifying any high crash corridors and/or factors that may have contributed to the crashes – including mechanical defects, driver actions or other factors. We will identify four high crash areas and/or factors as contributors of crashes (1 area and/or factor per quarter) and focus on those area/factors.

The Motor Carrier Safety Officers will maintain all levels of vehicle inspections and conduct a total of 4,325 inspections per year. Each officer will average about 300 hours dedicated to roadside inspections. They will target identified high crash areas and/or contributing factors that may lead to crashes and conduct at least 100 vehicle inspections (25 inspections per quarter) in the targeted area and/or focusing on a contributing factor. The inspectors will continue to identify the Federal OOS orders by checking carrier data through compass portal during roadside inspections and notify the FMCSA Hawaii Division office.

Motorcoach/Passenger Carrier Crashes:

The Motor Vehicle Safety Office will participate in the two week annual FMCSA National Passenger Carrier Strike Force, by conducting inspections on passenger carrying vehicles, educational outreach activities, compliance reviews and state audits on passenger carriers to increase safety awareness.

Hawaii will continue to conduct educational and safety presentations to passenger carriers throughout the year. We will work in collaboration with passenger carriers through attendance at their company safety meetings to help them improve their safety programs. We will provide the necessary information for compliance with all Federal and State regulations to promote safe driving among all drivers. Projected target is 24 presentations per year (6 per quarter)

Hawaii has one officer certified to conduct compliance reviews. We will conduct compliance reviews on passenger carriers three times per year. Projected target is 3 compliance reviews per year.

We will increase the number of Level I, II and III inspections on motorcoaches and other passenger carrying vehicles at origin/destination sites. And conduct unannounced Level V inspections at various passenger carriers to ensure accurate vehicle safety compliance is achieved. During roadside inspections, issue citation to passenger vehicle drivers for critical safety violations found according to CVSA guidelines.

The Safetynet Coordinator will analyze data from A & I Online to address any crash causation problem areas and utilize the compass portal to find any carriers with high OOS rates.

Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the required Standard Form - Performance Progress Reports (SF-PPRs).

Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.

We will train 100% of the new hires and ensure that they complete the inspection certification process successfully to enable them to conduct vehicle inspections independently. The MVSO field supervisors will monitor and evaluate the newly hired MVSO officers that are trained in the North American Standard inspections every quarter to ensure that they are thoroughly competent in conducting vehicle inspections and meet the federal standards in uniformity in conducting the inspections. They will monitor the inspection of the officers and if the inspections indicate that additional training is needed, more training will be provided. The Motor Carrier Safety Manager will submit quarterly and annual reports to the FMCSA on the number of officers trained and certified, and will evaluate the effectiveness of the increase in roadside vehicle inspections in reducing the number of CMV crashes.

The MCSO Manager will work with the certified Maui county police officer to ensure that he is thoroughly competent in conducting the vehicle inspections and meet the federal standards in uniformity in conducting the vehicle inspections. We will also work with him to ensure that he maintains his inspection certifications. Projected target will be 32 inspections per year (8 inspections per quarter). Note: the inspection count may vary since the Maui police officer will be conducting the inspections whenever he is on duty. He has other assignments to fulfill. The Safetynet coordinator will report the number of inspections conducted by the county police officers on a quarterly basis to the Motor Carrier Safety Manager.

We will work with the county police officers and provide basic CMV violation training and encourage them to focus enforcement on CMV speeding and traffic and safety violations, and to issue citations. We will have the police officers turn in any citations issued to commercial motor vehicles to the Motor Carrier Safety Manager on a quarterly basis. Projected target will be 12 citations per year (3 citations per quarter). The Manager will monitor and record the number and type of citations issued by the county police officers and evaluate the effectiveness of roadside enforcement by the county police officers in reducing the number of CMV crashes. The Manager will submit a quarterly and annual report to FMCSA.

The Motor Carrier Safety Manager will keep a record of the number of safety presentations, public outreach campaigns, DOT safety campaigns and presentations to driver's education classes that have been conducted each quarter, and a log will be kept of the date, officer(s), activity and the number of safety brochures distributed. The Motor Carrier Safety Manager will submit quarterly and annual reports to FMCSA and evaluate the effectiveness of public outreach activities in reducing the number of CMV crashes from 145 to 142 in 2019.

The Safetynet Coordinator will work with the Motor Carrier Safety Manager in utilizing Safetynet and A & I online data to review and analyze crash reports and identify areas and/or factors that may have contributed to crashes on a quarterly basis. Projected target will be 4 target areas and/or factors per year (one per quarter) 100 inspections per year on the targeted area and/or factor (25 inspections per quarter)

The Motor Carrier Safety Officers will maintain the number of vehicle inspections and conduct a total of 4,325 inspections per year. (1082 per quarter). The Safetynet Coordinator will report the number of inspections conducted by the officers and any Federal OOS orders enforced on a monthly, quarterly and annual basis to the Motor Carrier Safety Manager. The Manager will monitor and evaluate the effectiveness of the increase in the number of inspections and conducting inspections focusing on the targeted areas and/or factors in reducing the number of CMV crashes. The Manager will submit a quarterly and annual report to FMCSA.

Part 2 Section 3 - Roadside Inspections

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2019 - 2021.

Note: *In completing this section, do NOT include border enforcement inspections. Border Enforcement activities will be captured in a separate section if applicable.*

Trend Analysis for 2013 - 2017

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	1631	1402	1625	2125	1815
Level 2: Walk-Around	422	295	279	572	326
Level 3: Driver-Only	778	1021	1066	1291	952
Level 4: Special Inspections	150	88	132	76	54
Level 5: Vehicle-Only	642	584	598	257	56
Level 6: Radioactive Materials	0	0	0	0	0
Total	3623	3390	3700	4321	3203

Narrative Overview for FY 2019 - 2021

Overview:

Describe components of the State's general Roadside and Fixed-Facility Inspection Program. Include the day-to-day routine for inspections and explain resource allocation decisions (i.e., number of FTE, where inspectors are working and why).

Enter a narrative of the State's overall inspection program, including a description of how the State will monitor its program to ensure effectiveness and consistency.

The State of Hawaii's commercial vehicle inspection program is a comprehensive program that focuses on program activities to keep unsafe CMV's and CMV drivers off of Hawaii's roadways. Commercial vehicle inspections are conducted statewide by our Motor Carrier Safety Officers and the local police departments throughout the year in an effort to reduce the number of CMV crashes and fatalities and to remain below the National CMV Fatality Reduction Goal. Hawaii conducts North American Standard Levels I to V inspections, general hazardous materials, cargo tank and passenger vehicle inspections. Our roadside inspections are conducted at a fixed inspection site and at various random roadside locations throughout the state. In Hawaii, we have only one fixed inspection site. The other locations are areas that are coned off from the major thoroughfares. While conducting roadside inspections, officer and public safety is the first priority. In the last couple of years, due to community development and road constructions, we have been losing areas that we previously used to conduct Level I inspections. Thus, we had to change to conducting Level II's and III's since safety is a key factor in the new areas used to conduct the roadside inspections. We continue to focus our inspections targeting the high-risk locations, areas with a high concentration of CMV activity and areas where enforcement activity is low, and also target any contributing factors that may lead to crashes.

We participate in all CVSA sponsored operations throughout the year, including Operation Air Brake, Brake Safety Week, Operation Safe Driver and the annual ROADCHECK. During all roadside inspections, our officers have accessibility to the FMCSA Compass portal/CDLIS through a wireless device. They are required to run a check on the driver, vehicle and carrier, and if there is any Federal OOS order. If any violations are found during the check, the inspecting officer is required to follow MVSO office procedures and take the appropriate action. Citations are issued and the driver and/or vehicle are placed out of service. If an inspection is conducted on a non-CDL driver, the MVSO officers are required to call in to the office for a check, and appropriate action to be taken on any violations found. Our officers also monitor and check for seat belt use and the use of wireless communication devices during all roadside inspections, and warn the drivers of the dangers of texting and cellphone usage while driving. Citations are issued for any violations detected upon pulling in the driver for an inspection.

Hawaii has not met the inspection count goal for the past several years, due to the constant turnover of officers – we lose officers to other job opportunities, then we hire some new officers. With the addition of new officers, we use the senior officers to train and certify them – thereby losing the inspection count for the senior officers. Also, we have also been experiencing a lot of sick leave and emergency leaves being taken by our officers who are parents to young children. Our officers are also not full-time MCSAP officers, they have other State operations that they are responsible for – school bus program, inspection stations, size and weight program and other projects that come up on the State level.

For FY 2019, Hawaii will be keeping the goal for our officers to conduct 4,325 inspections. This is an attainable goal for Hawaii right now. In 2017, our officers conducted 4,321 inspections. Although we currently have 4 vacant positions, we are hoping to bring on board at least 3 officers by the end of FY 2019. Three officers have started the certification process and should be certified in the NAS Level I, General Hazmat, Cargo Tank and Passenger vehicle inspections by the end of the year 2018, and be able to conduct inspections independently. We just hired a new officer for Kona, Hawaii who was a CMV inspector in Alaska. He is already certified in the NAS Level I, General Hazmat and Cargo Tank inspections. He will be going through training in Hawaii's motor carrier operations and will be able to independently conduct inspections once he completes the training. He will be attending the Passenger Vehicle inspectors course in October 2018. To ensure consistency in our program, the field supervisors monitors the officers conducting the inspections to make sure that they are following the North American Standard procedures of inspection and making sure that their inspection reports are being entered accurately and completely. For any officers not following procedures, necessary action are taken to ensure that they adhere to procedures. The Motor Carrier Safety Manager also reviews the inspection reports of all officers to ensure accuracy and completeness.

The safetynet coordinator runs a monthly and quarterly report of the inspections through safetynet for each units field supervisor. The field supervisors are required to review these reports and go over them with each of their units officers. – these reports include the amount of inspections by levels conducted, OOS violations, and the specific types of violations found. Each officer has a goal for each month and quarter, and as their unit supervisors go over the reports with them, they also go over their goals with them. The safetynet coordinator also runs a report for the manager who reviews the reports and determines if any adjustments to the operations needs to be made to ensure the effectiveness of the inspection program.

Projected Goals for FY 2019 - 2021

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2019 - 2021. For FY 2019, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

To modify the names of the Lead or Subrecipient agencies, or the number of Subrecipient or Non-Funded Agencies, visit [Part 1. MCSAP Structure](#).

Note:Per the [MCSAP Comprehensive Policy](#), States are strongly encouraged to conduct at least 25 percent Level 1 inspections and 33 percent Level 3 inspections of the total inspections conducted. If the State opts to do less than these minimums, provide an explanation in space provided on the Summary tab.

MCSAP Lead Agency

Lead Agency is: HAWAII DOT

Enter the total number of certified personnel in the Lead agency: 15

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	900	80	200	1180	27.28%
Level 2: Walk-Around	1000	150	100	1250	28.90%
Level 3: Driver-Only	1175	170	150	1495	34.57%
Level 4: Special Inspections	240	10	0	250	5.78%
Level 5: Vehicle-Only	25	25	100	150	3.47%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	3340	435	550	4325	

MCSAP subrecipient agency

Complete the following information for each MCSAP subrecipient agency. A separate table must be created for each subrecipient.

You have not entered any subrecipient information. Visit Part 1, MCSAP Structure to add subrecipient information.

Non-Funded Agencies

Total number of agencies:	1
Enter the total number of non-funded certified officers:	1
Enter the total number of inspections projected for FY 2019:	32

Summary

Projected Goals for FY 2019 - Roadside Inspections Summary

Projected Goals for FY 2019 Summary for All Agencies					
MCSAP Lead Agency: HAWAII DOT					
# certified personnel: 15					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 1					
# certified personnel: 1					
# projected inspections: 32					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	900	80	200	1180	27.28%
Level 2: Walk-Around	1000	150	100	1250	28.90%
Level 3: Driver-Only	1175	170	150	1495	34.57%
Level 4: Special Inspections	240	10	0	250	5.78%
Level 5: Vehicle-Only	25	25	100	150	3.47%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total ALL Agencies	3340	435	550	4325	

Note: If the minimum numbers for Level 1 and Level 3 inspections are less than described in the [MCSAP Comprehensive Policy](#), briefly explain why the minimum(s) will not be met.

Projected Goals for FY 2020 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	4325	0	32	4357
Enter total number of certified personnel	19	0	1	20
Projected Goals for FY 2021 Roadside Inspections				
Enter total number of projected inspections	4500	0	64	4564
Enter total number of certified personnel	21	0	2	23

Part 2 Section 4 - Investigations

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year.



The State does not conduct investigations. If this box is checked, the tables and narrative are not required to be completed and won't be displayed.

Trend Analysis for 2013 - 2017

Investigative Types - Interstate	2013	2014	2015	2016	2017
Compliance Investigations	7	1	1	1	3
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	3	5	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	1	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	10	7	1	1	3
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2013	2014	2015	2016	2017
Compliance Investigations	0	0	8	1	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	2	4	0	0	1
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	2	4	8	1	1
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Narrative Overview for FY 2019 - 2021**Instructions:**

Describe the State's implementation of FMCSA's interventions model to the maximum extent possible for interstate carriers and any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort.

Projected Goals for FY 2019 - 2021

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2019 - 2021.

Projected Goals for FY 2019 - 2021 - Investigations						
Investigation Type	FY 2019		FY 2020		FY 2021	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	2	4	2	4	2	4
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0	0
Total Investigations	2	4	2	4	2	4
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

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

Hawaii has only one part-time MCSAP officer certified in conducting compliance reviews.

Program Activities: Describe components of the State's carrier investigation activities. Include the number of personnel participating in this activity.

Hawaii has one officer who is certified to conduct compliance reviews. He will be conducting intrastate compliance reviews on carriers who are considered high risk, poor performers (basics above the intervention thresholds), those who have complaints against them, carriers involved in accidents, and passenger carriers. He will also conduct interstate compliance reviews based on FMCSA assignment as necessary. He will complete 6 compliance reviews to maintain his certification for the year.

Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress toward the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program, as well as outputs.

The Motor Carrier Safety Manager will work with the FMCSA Division office to ensure that the Federal performance standards in conducting the compliance reviews are being met. The manager will monitor the productivity and performance quarterly by keeping a log of the number of compliance reviews conducted by the officer and any notes on their performance from FMCSA. Quarterly and annual reports will be submitted to the FMCSA Hawaii Division office.

Part 2 Section 5 - Traffic Enforcement

Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes).

Trend Analysis for 2013 - 2017
Instructions:

Please refer to the [MCSAP Comprehensive Policy](#) for an explanation of FMCSA's traffic enforcement guidance. Complete the tables below to document the State's safety performance goals and outcomes over the past five measurement periods.

1. Insert the beginning and end dates of the measurement period being used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12-month period for which data is available).
2. Insert the total number CMV traffic enforcement stops with an inspection, CMV traffic enforcement stops without an inspection, and non-CMV stops in the tables below.
3. Insert the total number of written warnings and citations issued during the measurement period. The number of warnings and citations are combined in the last column.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2017	12/31/2017	0	0
01/01/2016	12/31/2016	15	48
01/01/2015	12/31/2015	8	29
01/01/2014	12/31/2014	0	0
01/01/2013	12/31/2013	0	0

☒ **The State does not conduct CMV traffic enforcement stops without an inspection. If this box is checked, the "CMV Traffic Enforcement Stops without an Inspection" table is not required to be completed and won't be displayed.**

☒ **The State does not conduct documented non-CMV traffic enforcement stops and was not reimbursed by the MCSAP grant (or used for State Share or MOE). If this box is checked, the "Non-CMV Traffic Enforcement Stops" table is not required to be completed and won't be displayed.**

Enter the source and capture date of the data listed in the tables above.

The Motor Carrier safety officers in Hawaii do not have the authority to conduct traffic enforcement. They are not trained to issue moving citations and do not have pull over or arrest powers. Hawaii uses the county police officers who attended the North American Standard Level I training and are certified inspectors to assist in conducting traffic enforcement (moving violations) on commercial motor vehicles. They are able to conduct enforcement in high crash corridors, high crash hours or in high risk areas. The officers turn in copies of any citations that were given, either in conjunction with an inspection or during a traffic enforcement stop. The data above is from two Honolulu police officers who were certified inspectors and turned in copies of their citations, along with their inspection reports to the MVSO Manager in 2015 and 2016. The Honolulu county police officers who were issuing citations were transferred out to another detail in 2017 and were no longer issuing citations to during traffic stops to CMV drivers. No citations were turned in by other officers, despite announcements made by the Motor Carrier Safety Administrator during the

Traffic Commanders meetings each quarter, to have their officers turn in copies of citations issued to CMV drivers to the Motor Carrier Safety Manager. The manager keeps a log of all citations issued by the police officers. The capture date of the log is as of July 23, 2018.

Narrative Overview for FY 2019 - 2021

Instructions:

Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State must conduct these activities in accordance with the [MCSAP Comprehensive Policy](#).

The Motor Carrier Safety Officers in Hawaii do not have the authority to conduct traffic enforcement. They are not trained to issue moving citations and do not have pull over or arrest powers. Hawaii uses the county police officers who attended the North American Standard Level I training and are certified inspectors to assist in conducting traffic enforcement (moving violations), on commercial motor vehicles. They are able to conduct enforcement in high crash corridors, high crash hours or in high risk areas. The county police officers turn in any inspections that they conduct or citations that they issue during the traffic enforcement to the Motor Vehicle Safety Office. There are no MCSAP funds used for the county police officers. They just assist us in conducting commercial vehicle inspections and issuing citations during traffic enforcement. The state will continue to extend invitations to the county police officers to attend the NAS Level I courses and any CMV enforcement training that they are interested in attending.

Projected Goals for FY 2019 - 2021

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2019 - 2021. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2019	FY 2020	FY 2021
☒	☐	CMV with Inspection	12	15	18
☐	☒	CMV without Inspection			
☐	☒	Non-CMV			
☐	☒	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)			

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2019 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2019 Activities	Average 2004/05 Activities
4357	6	2	4365	3823

Describe how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.

The state DOT motor carrier safety officers do not have the authority to conduct traffic enforcements. We will continue to work with the traffic commanders at the quarterly Traffic Commanders Meetings to address the issue of commercial vehicle enforcement and continue to invite them to attend the NAS Level I courses and also extend to their officers any CMV enforcement training.

Part 2 Section 6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility in [49 CFR 350.201 \(aa\)](#). States must achieve full participation by October 1, 2020. FMCSA defines "fully participating" in PRISM, for the purpose of determining eligibility for MCSAP funding, as when a State's or Territory's International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(aa\) \(cc\)](#)). For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of full participation in PRISM, O&M costs are eligible expenses. O&M expenses must be included and described in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, please indicate that in the table below. Additionally, details must be in this section and in your Spending Plan.

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Not Active	No
PRISM	Less Than Full Participation	No

Available data sources:

- [FMCSA website ITD information](#)
- [FMCSA website PRISM information](#)

Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency:

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:

Narrative Overview for FY 2019 - 2021

Problem Statement Narrative and Projected Goal:

If the State's PRISM compliance is less than full participation, describe activities your State plans to implement to achieve full participation in PRISM.

Hawaii will work to propose a "PRISM" alternative plan for Agency evaluation within the first two quarters of FY 2019 in order to comply with the FAST Act requirements prior to October 1, 2020. We have to go thru legislation to change any regulations and we will be working on procedures that will be necessary for Hawaii to implement a such a program.

Program Activities for FY 2019 - 2021: Describe any actions that will be taken to implement full participation in PRISM.

Hawaii will propose a "PRISM" alternative plan for Agency evaluation within the first two quarters of FY 2019. We will be working on procedures to implement such a program for Hawaii.

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

The Motor Carrier Safety Manager will monitor the progress of our "PRISM" alternative plan and submit quarterly and annual reports to FMCSA Division office.

Part 2 Section 7 - Public Education and Outreach

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses.

Trend Analysis for 2013 - 2017

In the table below, provide the number of public education and outreach activities conducted in the past 5 years.

Public Education and Outreach Activities	2013	2014	2015	2016	2017
Carrier Safety Talks	139	173	266	205	205
CMV Safety Belt Education and Outreach	8	8	8	8	8
State Trucking Association Meetings	0	0	0	1	1
State-Sponsored Outreach Events	4	4	3	4	4
Local Educational Safety Events	0	0	0	0	0
Teen Safety Events	0	0	0	0	0

Narrative Overview for FY 2019 - 2021

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

Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safety initiatives. Include the number of personnel that will be participating in this effort.

- 1) 4 Public Awareness Campaign (1 per quarter)
- 2) 4 DOT Sponsored Safety Awareness Campaign (1 per quarter)
- 3) 160 safety presentations to carriers (40 per quarter) - These presentations will be conducted through attendance at carrier's safety meetings or presentations at the DOT conference room. The topics covered at the carrier presentations may vary from requested topics such as new federal regulations, hours of service, driver medical certificates, etc. For the presentations conducted at the DOT conference room, our officers go over all the federal and state regulations that are required by the commercial carriers in order to be in compliance to be operating on Hawaii's roadways (driver qualification files, maintenance files, hours of service, etc.)
- 4) State Trucking Association Meetings (1 per year) - The Hawaii Transportation Association, the Oahu Fleeting Association or the ILWU invites speakers from the MVSO office to give presentations at their safety meetings for members. The topics vary depending on the issues or problems that the trucking association is encountering at the time (ranging from driver qualifications, new federal regulations, safety initiatives that are coming up, or just a recap of how the industry is doing in the area of safety - what are the common violations found, OOS violations, etc.) These meetings are to keep the industry up to date on various safety issues.
- 5) Teen safety activity - (1 per year) Attend a driver's education class at a high school and /or provide resources and information for teens in the driver's education classes - information such as safe driving around commercial vehicles, NO ZONE, distracted driving, aggressive driving and speeding.

Projected Goals for FY 2019 - 2021

In the table below, indicate if the State intends to conduct the listed program activities, and the estimated number, based on the descriptions in the narrative above.

			Performance Goals		
Yes	No	Activity Type	FY 2019	FY 2020	FY 2021
☒	☐	Carrier Safety Talks	160	180	200
☒	☐	CMV Safety Belt Education and Outreach	8	8	8
☒	☐	State Trucking Association Meetings	1	1	1
☒	☐	State-Sponsored Outreach Events	4	4	4
☐	☒	Local Educational Safety Events			
☒	☐	Teen Safety Events	1	1	1

Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct monitoring of progress. States must report the quantity, duration and number of attendees in their quarterly SF-PPR reports.

The MVSO Manager will keep a record on the number of safety presentations, including driver's education class for teens, public outreach campaigns and DOT safety campaigns that have been conducted each quarter, and a log will be kept of the date, time, duration, officers, activity, number of individuals in attendance, and the number of brochures distributed. The brochures that are distributed are safety brochures such as "No-Zone", Distracted Driving, Passenger Driver safety, Teens and driving, Professional driver safety, Safety on our roadways and Seat belt usage. The total number of brochures distributed: Public Outreach Campaigns - 1,000 brochures per year (250 per quarter); and the DOT safety campaigns - 800 brochures per year (200 per quarter) depending what the targeted safety campaign is per quarter. The DOT campaigns targets seat belt usage, cell phone and texting, and pedestrian safety.

A log will be kept of the presentation to a trucking association or ILWU meeting - including the date, time, names of the officers, number of individuals in attendance, the topics covered and the number of brochures distributed. The Motor Carrier Safety Manager will submit quarterly and annual reports to FMCSA.

A log will be kept of the participation in a teen safety event - including the date, time, school, name of the officers, number of students in attendance, name of the instructors, and the number of brochures distributed. The Motor Carrier Safety Manager will submit quarterly and annual reports to FMCSA.

Part 2 Section 8 - State Safety Data Quality (SSDQ)

The FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Safety Data Systems (SSDQ) if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).

SSDQ Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, select Yes. These expenses must be included in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	Yes

Available data sources:

- [FMCSA website SSDQ information](#)

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2019 - 2021.

SSDQ Category	Current SSDQ Rating	Goal for FY 2019	Goal for FY 2020	Goal for FY 2021
Crash Record Completeness	Good	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Fair	Good	Good	Good
Crash Accuracy	Good	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good	Good
Inspection Timeliness	Good	Good	Good	Good
Inspection Accuracy	Good	Good	Good	Good

Enter the date of the A & I Online data snapshot used for the "Current SSDQ Rating" column.

Data source: MCMIS data snapshot as of 5/25/2018

Narrative Overview for FY 2019 - 2021

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary.

In the current SSDQ rating, Hawaii has been rated "FAIR" in the Crash Timeliness Category. This is the result of crashes that occurred between 3/1/2017 and 2/28/2018 - the traffic records were not available and came out later than 90 days. There were some crash records from Oahu, however most of the late ones were from the neighbor islands. The safetynet coordinator has been working to make sure that all crashes are uploaded in a timely manner.

Program Activities for FY 2019 - 2021: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

Motor Carrier Safety Manager and/or Division Administrator will continue to work with the Traffic Commanders on all islands to make sure that the crash records from the police departments on the neighbor islands has been uploaded to the new DOT Traffic database system. Our safetynet coordinator will continue to obtain the crash reports from our DOT traffic department through access to the new database system. He is able to access all MVR's for all islands thru a network on a monthly basis. Once the crash reports are obtained, he will process and upload them into the safetynet system. He will continue working with the DOT FARS personnel on a monthly basis to cross check the accident reports that the Motor Vehicle Safety Office has on file and what FARS has on file to make sure that no fatal

records are missing and also to check for accuracy in the reports to ensure that there are no non-matched records.

The MVSO field supervisors will review each officers inspection reports daily to ensure accuracy and completeness, and to make sure that the inspection reports are uploaded to safetynet in a timely manner.

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

The uploading of the crash records will be monitored and evaluated for timeliness, completeness and accuracy by the Safetynet coordinator on a monthly and quarterly basis. The number of days between the actual crash date and the uploading of the crash records into the safetynet system to be less than 90 days. A monthly and quarterly report will be submitted to the Motor Carrier Safety Manager for review. If there are any changes to Hawaii's "GREEN" data quality rating, appropriate action will be taken immediately by the Manager to ensure a correction is made. The Motor Carrier Safety Manager will submit a report to FMCSA Hawaii Division office on a quarterly and annual basis.

The safetynet coordinator will monitor the SSDQ inspection measures from A & I Online on a monthly and quarterly basis to ensure that a "GREEN" rating is being maintained for the inspection report measures of timeliness, accuracy and completeness. If there are any changes to the ratings, appropriate action will be taken immediately by the Manager to address the problem. The Motor Carrier Safety Manager will submit a report to FMCSA Hawaii Division office on a quarterly and annual basis.

Part 2 Section 9 - New Entrant Safety Audits

The FAST Act states that conducting interstate New Entrant safety audits is now a requirement to participate in the MCSAP ([49 CFR 350.201](#).) The Act allows a State to conduct intrastate New Entrant safety audits at the State's discretion. States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

Note: The FAST Act also says that a State or a third party may conduct New Entrant safety audits. If a State authorizes a third party to conduct safety audits on its behalf, the State must verify the quality of the work conducted and remains solely responsible for the management and oversight of the New Entrant activities.

Yes	No	Question
☐	☒	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
☐	☒	Does your State conduct Group safety audits at non principal place of business locations?
☒	☐	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

Trend Analysis for 2013 - 2017

In the table below, provide the number of New Entrant safety audits conducted in the past 5 years.

New Entrant Safety Audits	2013	2014	2015	2016	2017
Interstate	13	1	0	0	0
Intrastate	0	0	0	0	0
Total Audits	13	1	0	0	0

Note: Intrastate safety audits will not be reflected in any FMCSA data systems—totals must be derived from State data sources.

Narrative Overview for FY 2019 - 2021

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency:

Program Goal: Reduce the number and severity of crashes, injuries, and fatalities involving commercial motor vehicles by reviewing interstate new entrant carriers. At the State's discretion, intrastate motor carriers are reviewed to ensure they have effective safety management programs.

Program Objective: Statutory time limits for processing and completing interstate safety audits are:

- If entry date into the New Entrant program (as shown in FMCSA data systems) September 30, 2013 or earlier—safety audit must be completed within 18 months.
- If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later—safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

Projected Goals for FY 2019 - 2021

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.

- **Offsite safety audit** is a desktop review of a single New Entrant motor carrier's basic safety management controls and can be conducted from any location other than a motor carrier's place of business. Offsite audits are conducted by States that have completed the FMCSA New Entrant training for offsite audits.
- **Group audits** are neither an onsite nor offsite audit. Group audits are conducted on multiple carriers at an alternative location (i.e., hotel, border inspection station, State office, etc.).

Projected Goals for FY 2019 - 2021 - New Entrant Safety Audits						
	FY 2019		FY 2020		FY 2021	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	2	0	2	0	2	0
# of Safety Audits (Offsite)	0	0	0	0	0	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	2	0	2	0	2	0
# of Non-Audit Resolutions	0	0	0	0	0	0

Strategies: Describe the strategies that will be utilized to meet the program objective above. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.

Provide educational and technical assistance to New Entrant carriers to promote safe operations on our highways by conducting a new entrant safety audit on the new entrant interstate motor carrier within 18 months following the start of interstate operations from September 30, 2013 or earlier; and within 12 months for motor carriers who began interstate operations from October 1, 2013 to present.

Currently, Hawaii has one certified officer to conduct compliance reviews. Hawaii does not have enough new entrants to have one certified officer to conduct only new entrant audits. We will be using our certified compliance review officer to conduct the new entrant audits as assigned from the Hawaii Division FMCSA office. Being that the certified compliance review officer just completed his certification in August 2018, it will be necessary to send the certified compliance review officer to attend New Entrant training since safety audits use different software and procedures which are not covered in the compliance review training and to ensure uniformity in conducting of the safety audits in accordance with the FMCSA program.

A challenge that Hawaii may face is that from previous experience with the new entrant safety audits, we were unable to contact a lot of the carriers, and we ended up with a "No contact" status. Or, many of the carriers, once we started conducting the audits, we found that they changed to intrastate operations.

Activity Plan for FY 2019 - 2021: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

Once our officer completes the new entrant safety audit training, we will work with the Hawaii Division FMCSA office to assist them in new entrant assignments. We will have the officer conduct the new entrant safety audits within 18 months from the start of interstate operations for carriers entering prior to September 30, 2013, and within 12 months for carriers entering October 1, 2013 to present.

Performance Measurement Plan: Describe how you will measure progress toward meeting the objective, such as quantifiable and measurable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks to be reported on in the quarterly progress report, or as annual outputs.

The Motor Carrier Safety Manager will be working together with the new entrant safety audit officer and the Hawaii Division FMCSA office to keep abreast of all new entrant audits completed and to maintain a list of the audits and the status of each audit assigned. The Manager will ensure that the officer completes the assigned audits in a timely manner to meet the requirements for conducting new entrant safety audits. A report will be submitted quarterly and annually of the number of new entrant safety audits completed to the Hawaii Division FMCSA office.

Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the MCSAP CVSP Planning Memorandum and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2019 - 2021).

Part 3 Section 1 - Enforcement of Federal OOS Orders during Roadside Activities**Instructions:**

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

Check this box if:

As evidenced by the data provided by FMCSA, the State identifies at least 85 percent of carriers operating under a Federal OOS order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities.

Part 3 Section 2 - Passenger Carrier Enforcement

Instructions:

FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high risk carriers. Additionally, States are asked to allocate resources to participate in the enhanced investigations training being offered by FMCSA. Finally, States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.

Check this box if:

☐ As evidenced by the trend analysis data, the State has not identified a significant passenger transportation safety problem. Therefore, the State will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the Federal Motor Carrier Safety Regulations (FMCSRs) pertaining to passenger transportation by CMVs in a manner consistent with the [MCSAP Comprehensive Policy](#) as described either below or in the roadside inspection section.

Narrative Overview for FY 2019 - 2021

Problem Statement Narrative: Describe the problem as identified by performance data and include the baseline data.

The state Motor Vehicle Safety Office is in support of FMCSA's initiative to improve the safety of motorcoach and commercial passenger vehicle transportation. The State of Hawaii is a very popular year round tourist destination and there is a high volume of passenger carrying vehicles. There continues to be an increase in the number of small passenger carrying vehicles such as the 21 passenger mini-bus and the 9-15 passenger vans and limousines here in Hawaii. The problems that arise with this increase in the operation of these smaller passenger carrying vehicles includes drivers not properly qualified, vehicles not being registered with the state DOT, vehicles not properly maintained in safe operating conditions, and owners and drivers not being aware of the Federal and State rules and regulations that govern passenger transportation.

In 2017, there were 62 reportable passenger vehicle crashes which accounted for 41.89% of the 145 crashes reported. Of the 61 crashes, 41 accounted for the larger buses, greater than 15 passengers. (Data source: Safetynet Crash Characteristics Summary report dated 7/12/2018)

Projected Goals for FY 2019 - 2021: Enter the performance goal for the three year CVSP period for the State's passenger carrier enforcement initiative. Annual passenger carrier enforcement benchmarks for FY 2019, 2020 and 2021 must also be included.

The number of reportable passenger vehicle crashes has been fluctuating from year to year. Hawaii's projected goal for FY 2019 - 2021 will be to reduce the number of reportable crashes by 5 percent, with an annual goal of 1.67 percent decrease per year. The starting base of 62 reportable passenger vehicle crashes to be reduced to 58 reportable crashes by FY 2021.

Program Activities for FY 2019 - 2021: Provide additional information regarding how these activities will be implemented.

The Motor Vehicle Safety Office will participate in the two week annual FMCSA National Passenger Carrier Strike Force by conducting inspections on passenger carrying vehicles, educational outreach activities and safety presentations targeting passenger carrier officials and drivers, state audits on passenger carriers to increase safety awareness, and compliance reviews on passenger carriers.

Hawaii will continue to conduct educational and safety presentations to passenger carriers throughout the year. We will work in collaboration with the passenger carriers through attendance at their company safety meetings to help them improve their safety programs. We will provide the necessary information for compliance with all Federal and State regulations and to promote safe driving among all drivers. Projected target is 24 presentations per year (6 per quarter)

The certified officer will conduct a compliance review on a passenger carrier 3 times per year. Projected target: 3 compliance reviews per year.

We will maintain the number of Level I, II and III inspections on motorcoaches and other passenger carrying vehicles at origin/destination sites. And conduct unannounced Level V inspections at various passenger carriers to ensure accurate vehicle safety compliance is achieved. During roadside inspections, issue citations to passenger vehicle drivers for critical safety violations found according to the CVSA guidelines.

The Safetynet coordinator will analyze data form A & I online to address any crash causation problem areas and utilize the compass portal data to find any carriers with high OOS rates.

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

During the two week period of the National Passenger Strike Force Initiative, the motor carrier safety officers will conduct two public outreach activities, 4 safety presentations, 1 compliance review and 2 state audits on passenger carriers, and conduct a minimum of 50 passenger vehicle inspections. The Motor Carrier Safety Manager will monitor the activities and record the number of inspections, outreach activities, safety presentations, and state audits conducted and will submit a report of the two weeks activity to FMCSA.

In addition, throughout the year, the Motor Carrier Safety Officers will conduct 6 educational and safety presentations to passenger carriers every quarter (24 per year). We will aim to conduct 3 compliance reviews per year on passenger carriers. The Manager will keep a record of the number of safety presentations conducted, including the date, officer(s) who conducted the presentation, the carrier and any notes, and the number of compliance reviews conducted. The Manager will monitor the results and submit a report to FMCSA quarterly and annually.

The MVSO officers will conduct 550 passenger vehicle inspections (138 per quarter). The Safetynet coordinator will work with the manager in analyzing the data from A & I online to determine any crash causation areas or factors involved and target those areas for enforcement. The MVSO Manager will use the safetynet data to monitor the number of passenger vehicle inspections conducted and also monitor the number of citations issued to passenger carriers and drivers. The Manager will use the reports to evaluate the effectiveness of the enforcement activities on passenger vehicle safety and submit a report to FMCSA Hawaii Division quarterly and annually.

Part 3 Section 3 - State Specific Objectives – Past

Instructions:

Describe any State-specific CMV problems that were addressed with FY2018 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2018 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2018 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2018 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Activity #1

Activity: Describe State-specific activity conducted from previous year's CVSP.

The Motor Vehicle Safety Office conducted safety presentations to drivers and carrier officials every quarter to educate them and increase their awareness of the importance of seat belt usage. The presentations were conducted through safety meetings at carrier terminals, here at the MVSO conference room, and /or trucking association meetings. This was in conjunction with our safety presentations on safe driving. We conducted a minimum of 80 safety presentations per year (20 per quarter) The officers distributed seat belt brochures to the commercial vehicle drivers at the weigh stations and enforcement sites, including CVSA sponsored roadside activities such as Operation Air Brake and ROADCHECK. A total of 500 seat belt brochures were distributed per year (125 per quarter) The Motor Carrier Safety Officers conducted two in-house seat belt surveys at a minimum of 5 high CMV traffic locations for 4 hours in length, one during the first quarter and the second in the third quarter. The surveys were conducted at the same locations, and same time periods. The officers kept a tally of the number of CMV drivers wearing seat belts. The Motor Carrier Safety Officers conducted enforcement on seat belt usage during roadside inspections targeting seat belt usage and issued citations for any seat belt violations on a quarterly basis for a duration of one week. The Motor Carrier Safety Officers conducted an enforcement activity targeting only seat belt usage twice a year – one day during the second quarter and one day during the fourth quarter. At the enforcement site, commercial vehicles were pulled in and drivers checked for seat belt usage. Any driver not wearing a seat belt was issued a citation.

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

To increase the 2016 Hawaii CMV drivers seat belt usage of 77.93% to a total of 80% usage by 2018 through education and enforcement.

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

November 2017 survey - 76.55% usage; June 2018 survey - 73.30% usage

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

The one difficulty that we encountered was while we conducted the survey of CMV seat belt users. We still have some undetermined tallies, meaning that our officers are unable to determine whether the drivers are wearing their seat belts or not. We have been looking for good vantage points where we are able to actually see in the vehicle from our survey point - so far, we have found three good survey points and are looking for other good areas.

Part 3 Section 4 - State Specific Objectives – Future

Instructions:

The State may include additional objectives from the national priorities or emphasis areas identified in the MCSAP CVSP Planning Memorandum as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc.

Describe any State-specific objective(s) identified for FY 2019 - 2021. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

State Objective #1

Enter the title of your State-Identified Objective.

CMV SEAT BELT USAGE

Narrative Overview for FY 2019 - 2021

Problem Statement Narrative: Describe problem identified by performance data including baseline data.

Reports by the National Highway Traffic Safety Administration (NHTSA) and the U.S. DOT Federal Motor Carrier Safety Administration on seat belt usage has shown that "Safety belts saves lives". The regular use of seat belts reduces the number of fatality or serious injuries when the vehicle is involved in a crash. In Hawaii, the seat belt usage rate among commercial vehicle drivers has an average of 74.39% in 2015, 77.93% in 2016, 79.90% in 2017, and 74.93% in 2018. Data source: Hawaii Seat Belt Usage Survey: November 2015 - 2017, and June 2015-2018.

Projected Goals for FY 2019 - 2021:

Enter performance goal.

To increase the 2018 Hawaii CMV drivers seat belt usage of 74.93% by 7.5 percent usage by 2021, with an annual increase of 2.5% per year. Projected goal of 80.68% usage by FY 2021.

Program Activities for FY 2019 - 2021: Describe the activities that will be implemented including level of effort.

The Motor Vehicle Safety Office will conduct safety presentations to drivers and carrier officials every quarter to educate them and increase their awareness of the importance of seat belt usage. The presentations will be conducted through safety meetings at carrier terminals, here at the MVSO conference room, and /or trucking association meetings. This will be in conjunction with our safety presentations on safe driving. We will conduct a minimum of 160 safety presentations per year (40 per quarter) The officers will distribute seat belt brochures to the commercial vehicle drivers at the weigh stations and enforcement sites, including CVSA sponsored roadside activities such as Operation Air Brake and ROADCHECK. A total of 500 seat belt brochures to be distributed per year (125 per quarter) The Motor Carrier Safety Officers will conduct two in-house seat belt surveys at a minimum of 5 high CMV traffic locations for 4 hours in length, one during the first quarter and the second in the third quarter. The surveys will be conducted at the same locations, and same time periods. The officers will keep a tally of the number of CMV drivers wearing seat belts. The Motor Carrier Safety Officers will conduct enforcement on seat belt usage during roadside inspections targeting seat belt usage and issue citations for any seat belt violations on a quarterly basis for a duration of one week. The Motor Carrier Safety Officers will conduct an enforcement activity targeting only seat belt usage twice a year – one day during the second quarter and one day during the fourth quarter. At the enforcement site, commercial vehicles will be pulled in and drivers will be checked for seat belt usage. Any driver not wearing a seat belt will be issued a citation.

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

The MVSO Manager will keep a record of the number of safety presentations that have been conducted each quarter and a log will be kept of the date, officer and carrier. Projected target will be 40 presentations per quarter, for a total of 160 per year. The Motor Carrier Safety Officers will distribute 125 seat belt flyers per quarter to commercial vehicle drivers at weigh stations and enforcement sites, for a total of 500 flyers per year. The MVSO Manager will keep a log of the date, activity, and number of flyers distributed. The MVSO Manager will review the reports on a quarterly basis and will evaluate its effectiveness in increasing seat belt usage among commercial vehicle drivers for a total of 80% usage by 2018. The MVSO Manager will review the statistics of the surveys to determine the effectiveness of the activities on seat belt usage and make any necessary changes (more enforcement or more education) if needed. The Manager will submit a quarterly and annual report to FMCSA Hawaii Division office. The MVSO supervisor will be reviewing all roadside inspections for seat belt enforcement and monitor the issuance of citations for non-usage. For reports that fail to have citations issued for non-usage, necessary action will be taken by the MVSO field supervisors. Projected target is zero citations per year – indicating that no drivers were issued citations for non seat belt usage, and they are in full compliance. During the enforcement activity targeting only seat belt usage, the MVSO supervisor will monitor the number of citations issued during the second and fourth quarter. Projected target is 0 citations per year - indicating that no drivers were issued citations for non seat belt usage and they are in full compliance. The MVSO supervisor will submit a quarterly report to the Motor Carrier Safety Manager of the number of citations issued for each activity per quarter. The Manager will review the report and evaluate the effectiveness of the enforcement activities in increasing seat belt usage among commercial vehicle drivers. A quarterly and annual report will be submitted to FMCSA.

Part 4 - Financial Information

Part 4 Section 1 - Overview

The Spending Plan is an explanation of each budget component, and should support the cost estimates for the proposed work. The Spending Plan should focus on how each item will achieve the proposed project goals and objectives, and explain how costs are calculated. The Spending Plan must be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [2 CFR part 1201](#), [49 CFR part 350](#) and the [MCSAP Comprehensive Policy](#).

Before any cost is billed to or recovered from a Federal award, it must be allowable ([2 CFR §200.403](#), [2 CFR §200 Subpart E – Cost Principles](#)), reasonable and necessary ([2 CFR §200.403](#) and [2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA regulations and directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable and Necessary** costs are those which a prudent person would deem to be judicious under the circumstances.
- **Allocable** costs are those that are charged to a funding source (e.g., a Federal award) based upon the benefit received by the funding source. Benefit received must be tangible and measurable.
 - For example, a Federal project that uses 5,000 square feet of a rented 20,000 square foot facility may charge 25 percent of the total rental cost.

Instructions

The Spending Plan should include costs for FY 2019 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

The Spending Plan data tables are displayed by budget category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual and Subaward, and Other Costs). You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. Federal share is 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share is 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute up to 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

On Screen Messages

The system performs a number of edit checks on Spending Plan data inputs to ensure calculations are correct, and values are as expected. When anomalies are detected, alerts will be displayed on screen.

- Calculation of Federal and State Shares

Total Project Costs are determined for each line based upon user-entered data and a specific budget category formula. Federal and State shares are then calculated by the system based upon the Total Project Costs and are added to each line item.

The system calculates an 85 percent Federal share and 15 percent State share automatically and populates these values in each line. Federal share is the product of Total Project Costs x .85. State share equals Total Project Costs minus Federal share. If Total Project Costs are updated based upon user edits to the input values, the 85 and 15 percent values will not be recalculated by the system and should be reviewed and updated by users as necessary.

States may edit the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate a different percentage to Federal and State shares. States must ensure that the sum of the Federal and State shares equals the Total Project Costs for each line before proceeding to the next budget category.

An error is shown on line items where Total Project Costs does not equal the sum of the Federal and State shares. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

Territories must insure that Total Project Costs equal Federal share for each line in order to proceed.

- **MOE Expenditures**

States may enter MOE on individual line items in the Spending Plan tables. The Personnel, Fringe Benefits, Equipment, Supplies, and Other Costs budget activity areas include edit checks on each line item preventing MOE costs from exceeding allowable amounts.

- If "Percentage of Time on MCSAP grant" equals 100%, then MOE must equal \$0.00.
- If "Percentage of Time on MCSAP grant" equals 0%, then MOE may equal up to Total Project Costs as expected at 100%.
- If "Percentage of Time on MCSAP grant" > 0% AND < 100%, then the MOE maximum value cannot exceed "100% Total Project Costs" minus "system-calculated Total Project Costs".

An error is shown on line items where MOE expenditures are too high. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

The Travel and Contractual budget activity areas do not include edit checks for MOE costs on each line item. States should review all entries to ensure costs reflect estimated expenditures.

- **Financial Summary**

The Financial Summary is a summary of all budget categories. The system provides warnings to the States on this page if the projected State Spending Plan totals are outside FMCSA's estimated funding amounts. States should review any warning messages that appear on this page and address them prior to submitting the eCVSP for FMCSA review.

The system will confirm that:

- Overtime value does not exceed the FMCSA limit.
- Planned MOE Costs equal or exceed FMCSA limit.
- States' proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' proposed Total Project Costs are within \$5 of \$350,000.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,047,355.00	\$184,682.00	\$1,232,037.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$184,682.00
MOE Baseline:	\$55,397.81

Part 4 Section 2 - Personnel

Personnel costs are salaries for employees working directly on a project.

Note: Do not include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the CVSP. Positions may be listed by title or function. It is not necessary to list all individual personnel separately by line. The State may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). Additional lines may be added as necessary to capture all your personnel costs.

The percent of each person's time must be allocated to this project based on the amount of time/effort applied to the project. For budgeting purposes, historical data is an acceptable basis.

Note: Reimbursement requests must be based upon documented time and effort reports. Those same time and effort reports may be used to estimate salary expenses for a future period. For example, a MCSAP officer's time and effort reports for the previous year show that he/she spent 35 percent of his/her time on approved grant activities. Consequently, it is reasonable to budget 35 percent of the officer's salary to this project. For more information on this item see [2 CFR §200.430](#).

In the salary column, enter the salary for each position.

Total Project Costs equal the Number of Staff x Percentage of Time on MCSAP grant x Salary for both Personnel and Overtime (OT).

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 15 percent limitation as provided in the MCP. Any deviation from the 15 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.

Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$184,682.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Manager	1	35.0000	\$86,076.00	\$30,126.60	\$25,607.61	\$4,518.99	\$0.00
Supervisor	1	35.0000	\$67,944.00	\$23,780.40	\$20,213.34	\$3,567.06	\$0.00
Safetynet Coordinator	1	100.0000	\$55,836.00	\$55,836.00	\$47,460.60	\$8,375.40	\$0.00
MCSO IV	2	40.0000	\$51,648.00	\$41,318.40	\$35,120.64	\$6,197.76	\$0.00
MCSO III	1	35.0000	\$67,944.00	\$23,780.40	\$20,213.34	\$3,567.06	\$0.00
MCSO III	7	40.0000	\$49,514.00	\$138,639.20	\$117,843.32	\$20,795.88	\$45,397.81
MCSO III	1	45.0000	\$45,900.00	\$20,655.00	\$17,556.75	\$3,098.25	\$0.00
MCSO I	4	30.0000	\$36,276.00	\$43,531.20	\$37,001.52	\$6,529.68	\$0.00
MCSO II	5	35.0000	\$43,109.00	\$75,440.75	\$64,124.64	\$11,316.11	\$0.00
Subtotal: Salary				\$453,107.95	\$385,141.76	\$67,966.19	\$45,397.81
Overtime Project Costs							
Subtotal: Overtime				\$0.00	\$0.00	\$0.00	\$0.00
TOTAL: Personnel				\$453,107.95	\$385,141.76	\$67,966.19	\$45,397.81
Accounting Method:	Accrual						

Enter a detailed explanation of how the personnel costs were derived and allocated to the MCSAP project.

The salary is based on 23 part time officers on MCSAP eligible enforcement activities. The full time equivalent is 2000 hours per year. The budgeted amount for the salary is calculated by the part-time labor hours at the average hourly salary per employee. The part-time labor hours is determined by the average of the labor hours charges from the previous years. The Hawaii Motor Carrier Safety Officers are also responsible for other statewide commercial motor vehicle programs such as the Size and Weight Program, Pupil Transportation, Driver Improvement, CMV inspection stations, and the modification of commercial vehicles, which are not MCSAP funded. Our officers are CVSA certified and conduct all levels of inspection (I-V), Hazardous Materials, Cargo Tank, Other Bulk Packaging, and Passenger Vehicle inspections. To ensure operational effectiveness and efficiency, Hawaii's officers are involved in MCSAP eligible funded operations such as conducting CMV vehicle inspections including random roadside inspections, inspections at fixed sites, scheduled and unannounced special roadside checks, terminal inspections and targeting high crash corridors and contributing factors that may lead to crashes. They also participate in public outreach activities and strive for the common goal of the reduction of CMV crashes and fatalities. Hawaii has one officer who is certified to conduct compliance reviews and will be trained to conduct new entrant safety audits to meet the requirements of the FAST Act.

Part 4 Section 3 - Fringe Benefits

Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-Federal grantees that use the **accrual basis** of accounting may have a separate line item for leave, and is entered as the projected leave expected to be accrued by the personnel listed within Part 4.2 – Personnel. Reference [2 CFR §200.431\(b\)](#).

Show the fringe benefit costs associated with the staff listed in the Personnel section. Fringe costs may be estimates, or based on a fringe benefit rate approved by the applicant's Federal cognizant agency for indirect costs. If using an approved rate, a copy of the indirect cost rate agreement must be provided through grants.gov. For more information on this item see [2 CFR §200.431](#).

Show how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS Statewide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

The cost of fringe benefits are allowable if:

- Costs are provided under established written policies.
- Costs are equitably allocated to all related activities, including Federal awards.
- Accounting basis (cash or accrual) selected for each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.

Depending on the State, there are fixed employer taxes that are paid as a percentage of the salary, such as Social Security, Medicare, State Unemployment Tax, etc.

- For each of these standard employer taxes, under Position you may list "All Positions," the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Part 4.2.
- The base multiplied by the respective rate would give the total for each standard employer tax. Workers' Compensation is rated by risk area. It is permissible to enter this as an average, usually between sworn and unsworn—any grouping that is reasonable and clearly explained in the narrative is allowable.
- Health Insurance and Pensions can vary greatly and can be averaged; and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

In the Position column include a brief position description that is associated with the fringe benefits.

The **Fringe Benefit Rate** is:

- The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.
- For example, your agency pays 7.65 percent for FICA, 42.05 percent for health/life/dental insurance, and 15.1 percent for retirement. The aggregate rate of 64.8 percent (sum of the three rates) may be applied to the salaries/wages of personnel listed in the table.

The **Base Amount** is:

- The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.
- For example, if the total wages for all grant-funded staff is \$150,000 and the percentage of time on the grant is 50 percent, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is: $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$ Total Project Costs.

Total Project Costs equal the Fringe Benefit Rate x Percentage of Time on MCSAP grant x Base Amount divided by 100.

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Manager	55.0000	35.0000	\$86,076.00	\$16,569.63	\$14,084.19	\$2,485.44	\$0.00
Supervisor	55.0000	35.0000	\$67,944.00	\$13,079.22	\$11,117.34	\$1,961.88	\$0.00
Safetynet Coordinator	55.0000	100.0000	\$55,836.00	\$30,709.80	\$26,103.33	\$4,606.47	\$0.00
MCSO III	55.0000	35.0000	\$67,944.00	\$13,079.22	\$11,117.34	\$1,961.88	\$0.00
MCSO III	55.0000	45.0000	\$45,900.00	\$11,360.25	\$9,656.21	\$1,704.04	\$0.00
MCSO IV	55.0000	40.0000	\$103,296.00	\$22,725.12	\$19,316.35	\$3,408.77	\$0.00
MCSO III	55.0000	40.0000	\$346,598.00	\$76,251.56	\$64,813.83	\$11,437.73	\$10,000.00
MCSO II	55.0000	35.0000	\$215,545.00	\$41,492.41	\$35,268.55	\$6,223.86	\$0.00
MCSO I	55.0000	30.0000	\$145,104.00	\$23,942.16	\$20,350.84	\$3,591.32	\$0.00
TOTAL: Fringe Benefits				\$249,209.37	\$211,827.98	\$37,381.39	\$10,000.00

Enter a detailed explanation of how the fringe benefit costs were derived and allocated to the MCSAP project.

The fringe benefit cost covers the cost of health insurance, retirement, worker's compensation and unemployment benefits. It is based on twenty-four part time Hawaii MCSAP officers. It is calculated as 55% of the employees average salary (Base amount). This amount is recognized by the cognizant agency.

Part 4 Section 4 - Travel

Itemize the positions/functions of the people who will travel. Show the estimated cost of items including but not limited to, lodging, meals, transportation, registration, etc. Explain in detail how the MCSAP program will directly benefit from the travel.

Travel costs are funds for field work or for travel to professional meetings.

List the purpose, number of persons traveling, number of days, percentage of time on MCSAP Grant, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.474](#).

Total Project Costs should be determined by State users, and manually input in the table below. There is no system calculation for this budget category.

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Conference Travel	1	10	100.0000	\$7,600.00	\$6,460.00	\$1,140.00	\$0.00
IT Workshop	2	12	100.0000	\$7,900.00	\$6,715.00	\$1,185.00	\$0.00
CVSA North American Inspector's Competition	1	7	100.0000	\$3,900.00	\$3,315.00	\$585.00	\$0.00
Training Travel for Island Officers	3	72	100.0000	\$14,800.00	\$12,580.00	\$2,220.00	\$0.00
MCSAP Training	3	15	100.0000	\$3,650.00	\$3,102.50	\$547.50	\$0.00
Island Officers MCSAP Inspection Certification	3	108	100.0000	\$9,450.00	\$8,032.50	\$1,417.50	\$0.00
Training for County Police Officers	3	60	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
Routine Motor Carrier Safety In-service training/Staff Meetings	3	6	100.0000	\$1,920.00	\$1,632.00	\$288.00	\$0.00
Manager Performance Evaluation for Island Officers	1	3	100.0000	\$1,020.00	\$867.00	\$153.00	\$0.00
CVSP Planning Meeting	1	5	100.0000	\$3,300.00	\$2,805.00	\$495.00	\$0.00
CSA Investigations Training	1	5	100.0000	\$3,300.00	\$2,805.00	\$495.00	\$0.00
New Entrant Audit	1	17	100.0000	\$7,470.00	\$6,349.50	\$1,120.50	\$0.00
TOTAL: Travel				\$70,310.00	\$59,763.50	\$10,546.50	\$0.00

Enter a detailed explanation of how the travel costs were derived and allocated to the MCSAP project.

Routine Motor Carrier Safety In-service Training / Staff Meetings are held here on Oahu. They are three island officers (Hawaii (2), and Maui) who perform MCSAP eligible enforcement activities on each respective island. These trips are necessary to keep the island officers abreast of any changes to the State and Federal rules and regulations (OOS changes, new rulings, etc.) to discuss any CMV related issues/problems that are faced either on the neighbor islands or here on Oahu and to go over policies and procedures in order to keep uniformity in the MCSAP enforcement operations.

Total days of travel is one day per officer (3) per trip for a total of 2 trips. Total cost inclusive of air fare (\$1,500); per diem (\$120); and miscellaneous expenses including parking and ground transportation (\$300) for a total cost of \$1920.00

2) Manager Performance Evaluation for Island Officers for Island officers on MCSAP activities yearly. These trips are necessary to evaluate how the island motor carrier MCSAP enforcement operations are effective in meeting the DOT's mission of reducing the number of crashes and fatalities on the roadways. To evaluate the performance of the officers in conducting vehicle inspections and MCSAP enforcement operations and to determine if there are any problems or deficiencies in the process, so more training or assistance can be provided to ensure uniformity in the motor carrier MCSAP enforcement operations.

Total days of travel is one day per island for a total of 3 trips. Total cost inclusive of air fare (\$750.00); per diem (\$60) and

miscellaneous expenses including meal allowance and parking (\$210) for a total cost of \$1,020.00

3) **Conference Travel** – The MCSO Manager to attend the CVSA Fall and Spring Workshops to keep abreast of current motor carrier issues and to focus on the nation's immediate issues in the regulation of commercial motor vehicles. To enable the Manager to network with representatives from other states to discuss issues that they face and to get different perspectives on dealing with CMV safety. Since Hawaii is a member of CVSA, the Manager can also vote on motor carrier issues that might affect the State of Hawaii.

Total days of travel is five days per trip for a total of 2 trips. Total cost inclusive of air fare (\$3,600); per diem (\$1,500); miscellaneous expenses including excess lodging, baggage, ground transportation and registration fees (\$2,500) for a total cost of \$7,600.00.

4) **IT Workshop** – The Safetynet Coordinator and the MCSO Manager to attend the FMCSA IT workshop to keep abreast of any current IT information. Since data quality is the national priority, it is important that they are kept up to date on data quality issues and to ensure that roadside inspection and crash reports are accurate, consistent and complete in order for the state to achieve GOOD data quality rating. To enable them to network with other states on data quality issues and to learn how to effectively use the FMCSA data system to achieve GOOD data quality.

Total days of travel is six days for two people. Total cost inclusive of air fare (\$3,600); per diem (\$1,800); and miscellaneous expenses including excess lodging, baggage, ground transportation and registration fee (\$2,500) for a total cost of \$7,900.00

5) **Training Travel for the CVSP Planning Meeting** – This trip is necessary for the MCSO Manager to attend since it will provide direction on commercial vehicle safety issues and information on the upcoming FMCSA initiatives that will affect the State grant programs. All FMCSA grants are now done electronically, and it is necessary for the Manager to keep up with the new requirements that are needed for successful grant approval.

Total days of travel is five days for one person. Total cost inclusive of air fare (\$1,800); per diem (\$800); and miscellaneous expenses including excess lodging, baggage and ground transportation (\$700) for a total cost of \$3,300.00

6) **CVSA North American Inspector's Competition** - This trip is necessary to provide an opportunity for an individual motor carrier safety officer to participate in the nationwide North American Inspector's Competition. It will provide an incentive for the officers to strive for excellence and for whomever is selected to attend it will provide them with valuable training on the latest safety information, technology, standards and inspection procedures while sharing ideas, techniques and experiences with other inspectors that they can bring back and share with the other local inspectors.

Total days of travel is seven days for one person – Total cost inclusive of air fare (\$1,700); per diem (\$1,200); and miscellaneous expenses including excess lodging, baggage and ground transportation (\$1,000) for a total cost of \$3,900.00.

7) **Training Travel for Island Officers** – These trips are necessary to enable the island officers (3) to attend the Federal training classes from NTC that are held here on Oahu – NAS Level I Parts A and B, General Hazardous Materials, Cargo Tank and Passenger Vehicle Inspector.

Total days of travel is five days for each of the four Federal Training courses for a total of 12 trips for the three officers; and four days for the Passenger Vehicle Inspectors course for a total of 3 trips. – Total cost inclusive of air fare (\$3,800); per diem (\$6,950); and miscellaneous expenses including excess lodging, parking and ground transportation (\$4,050) for a total cost of \$14,800.

8) **MCSAP Training / Inspection** – These trips are necessary to provide additional training for the Hilo, Kona and Maui officers to train them on the policy and procedures in regards to conducting vehicle inspections, safety presentations and other operations that are MCSAP eligible in order to ensure uniformity in motor carrier enforcement. We will be bringing the officers to Oahu for training. In addition, we will be sending officers from Oahu to the islands to assist in conducting vehicle inspections to ensure safe motor carrier operations on all islands.

Total days of travel is three days for each officer for five trips. Total cost inclusive of air fare (\$1,250); per diem (\$1,600); and miscellaneous expenses including excess lodging, parking and ground transportation (\$800) for a total cost of \$3,650.00.

9) **Island Officers MCSAP inspection certification** – These trips are necessary to bring the three island officers to Oahu to certify them in the NAS Level I, General Hazardous Materials, Cargo Tank and Passenger Vehicle Inspector.

Total days of travel is four days for a total of nine trips for the three island officers. Total cost inclusive of air fare (\$2,250); per diem (\$3,700); and miscellaneous expenses including excess lodging, parking and ground transportation (\$3,500) for a total cost of \$9,450.

10) **Training for County Police Officers** – 3 County police officers to attend the North American Standard Level I Course, Parts A and B to be held here on Oahu. These trips are necessary to provide the county police officers official training on conducting inspections on commercial motor vehicles. It will provide them with information that they can use in their enforcement and they can also provide assistance to our motor carrier safety officers in the enforcement of CMV's since our officers do not have the pull over powers or arresting powers. Many police officers shy away from enforcing on CMV's because they are not familiar with how to enforce on them. By providing them training, they can help DOT in our mission to reduce crashes and fatalities involving commercial vehicles.

Total days of travel is five days for three officers for two trips. Total cost inclusive of air fare (\$1,500); per diem (\$2,500); and miscellaneous expenses including excess lodging, parking and ground transportation (\$2,000) for a total cost of \$6,000.00

11) **New Entrant audits** – Hawaii's compliance review officer will be conducting the new entrant safety audits since Hawaii does not have enough new entrants to warrant having one officer to conduct only new entrant safety audits. This trip is necessary for the officer to attend a New Entrant Safety course in order to be able to conduct the new entrant safety audits to meet the requirements for MCSAP participation. Total days of travel is four days for one person. Cost inclusive of air fare (\$1,800); per diem (\$650); and miscellaneous expenses including excess lodging, parking and ground transportation (\$600) for a total cost of \$3,050.00

Inter-island Travel - These trips are necessary to meet the requirements of MCSAP participation – the states must have a New Entrant program that allows them to meet the requirements for completion of safety audits and to address and prevent overdue audits. The certified officer from Oahu will be traveling to conduct the new entrant safety audits on the neighbor islands. Total days of travel is one day for 13 trips. Cost inclusive of air fare (\$3,250); per diem (\$260); and miscellaneous expenses including meal allowance, parking and ground transportation (\$910) for a total cost of \$4,420.00.

Total cost inclusive of air fare (\$5,050); per diem (\$910); and miscellaneous expenses including excess lodging, parking and ground transportation (\$1,510) for a total cost of \$7,470.00

12) **CSA Investigations Training** - This trip is necessary to meet the requirements of MCSAP participations. The MCSO III who is certified to conduct compliance reviews will be attending the CSA Investigations training to give him insight on conducting investigations to enhance his ability to conduct compliance reviews.

Total days of travel is five days for one person. Total cost inclusive of air fare (\$1,800); per diem (\$800); and miscellaneous expenses including excess lodging, baggage and ground transportation (\$700) for a total cost of \$3,300.00

Part 4 Section 5 - Equipment

Equipment is tangible or intangible personal property. It includes information technology systems having a useful life of more than one year, and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity (i.e., the State) for financial statement purposes, or \$5,000.

- If your State's equipment capitalization threshold is below \$5,000, check the box below and provide the threshold amount. See [§200.12](#) Capital assets, [§200.20](#) Computing devices, [§200.48](#) General purpose equipment, [§200.58](#) Information technology systems, [§200.89](#) Special purpose equipment, and [§200.94](#) Supplies.

Show the total cost of equipment and the percentage of time dedicated for MCSAP related activities that the equipment will be billed to MCSAP. For example, you intend to purchase a server for \$5,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$1,000. If the equipment you are purchasing will be capitalized (depreciated), you may only show the depreciable amount, and not the total cost ([2 CFR §200.436](#) and [2 CFR §200.439](#)). If vehicles or large IT purchases are listed here, the applicant must disclose their agency's capitalization policy.

Provide a description of the equipment requested. Include the quantity, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP grant.

Total Project Costs equal the Number of Items x Full Cost per Item x Percentage of Time on MCSAP grant.

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
TOTAL: Equipment				\$0.00	\$0.00	\$0.00	\$0.00
Equipment threshold is greater than \$5,000.							

Enter a detailed explanation of how the equipment costs were derived and allocated to the MCSAP project.

Part 4 Section 6 - Supplies

Supplies means all tangible property other than that described in [§200.33](#) Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also [§200.20](#) Computing devices and [§200.33](#) Equipment.

Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.

Provide a description of each unit/item requested, including the quantity of each unit/item, the unit of measurement for the unit/item, the cost of each unit/item, and the percentage of time on MCSAP grant.

Total Project Costs equal the Number of Units x Cost per Unit x Percentage of Time on MCSAP grant.

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Mobile Printers	8 Each	\$335.00	100.0000	\$2,680.00	\$2,278.00	\$402.00	\$0.00
Laptop Computer Bags	10 Each	\$240.00	100.0000	\$2,400.00	\$2,040.00	\$360.00	\$0.00
Inspection Tools	10 Sets	\$250.00	100.0000	\$2,500.00	\$2,125.00	\$375.00	\$0.00
Office Supplies	12 Months	\$250.00	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Wheel Chocks	8 pair	\$65.00	100.0000	\$520.00	\$442.00	\$78.00	\$0.00
Creepers	8 each	\$190.00	100.0000	\$1,520.00	\$1,292.00	\$228.00	\$0.00
Headlamps and Batteries	23 each	\$140.00	100.0000	\$3,220.00	\$2,737.00	\$483.00	\$0.00
Laptop Computer	6 each	\$2,500.00	100.0000	\$15,000.00	\$12,750.00	\$2,250.00	\$0.00
Traffic Cones	42 each	\$35.00	100.0000	\$1,470.00	\$1,249.50	\$220.50	\$0.00
DOT Inspection Sign & Stands	6 each	\$650.00	100.0000	\$3,900.00	\$3,315.00	\$585.00	\$0.00
Uniform and Personal Equipment	23 officer	\$950.00	30.0000	\$6,555.00	\$5,571.75	\$983.25	\$0.00
TOTAL: Supplies				\$42,765.00	\$36,350.25	\$6,414.75	\$0.00

Enter a detailed explanation of how the supply costs were derived and allocated to the MCSAP project.

- 1) Uniforms** – BDU uniforms for the MVSO officers, cleaning allowance for the BDU uniforms, t-shirts (long sleeve and short sleeve), patches for the uniforms, officers badges for the new officers, safety toe shoes, safety glasses, caps and bump caps, gloves for inspection, safety vests for the 23 officers. Necessary for the protection, identification and safety of the officers in performing their duties as safety officers on our roadways (conducting inspections and CMV enforcement activities). The cost of \$950.00 per officer (23 officers) per year, for a total cost of \$21,850.00. The purchase of the uniforms and safety equipment will be charged up front to the State - and at the end of the FFY, the actual MCSAP hours worked per officer will be used to prorate the cost of the uniform and equipment.
- 2) Laptop Computers** – Necessary to fulfill the MCSAP reporting requirements when conducting roadside inspections, compliance reviews and new entrant safety audits. With the addition of 4 new officers, we need to increase our inventory. We will be replacing the older laptops as a scheduled replacement and utilizing the

older laptops as spares and for the new officers. The cost of \$2,500 per laptop times 6, for a total of \$15,000.00

- 3) **Mobile Printers** – Necessary to fulfill the MCSAP reporting requirements when conducting roadside inspections, compliance reviews and new entrant safety audits. With the addition of 4 new officers, we need to increase our inventory. We will be replacing the older printers as a scheduled replacement and utilizing the older, workable printers for the new officers and as spares. The cost of \$335.00 per printer times 8, for a total cost of \$2,680.00.
- 4) **Laptop Computer Bags** – Necessary for the officers to transport their laptop computers, printer and accessories in order to conduct their roadside inspections, compliance reviews and new entrant safety audits. Seven bags will be for the new officers and the remaining to be replacement for the older / broken bags. The cost of \$240.00 per bag times 10, for a total cost of \$2,400.00
- 5) **Wheel Chocks** – Necessary for the safety of the officers while conducting vehicle inspections. For the new officers and as replacement for broken or worn out equipment that is used by the officers to conduct MCSAP vehicle inspections. The cost of \$65.00 per pair of chocks, times 8 pairs, for a total cost of \$520.00
- 6) **Creepers** – Necessary for the safety of the officers and for the officers to check the undercarriage while conducting vehicle inspections. For the new officers, as well as replacement for the older creepers. – The older creepers are not functional for the terrain that the Hawaii officers conduct their inspection on. These newer creepers are able to roll freely on the surfaces that our officers conduct their inspection on. The cost of \$190.00 per creeper times 8 creepers, for a total cost of \$1,520.00
- 7) **Inspection tools** – These tools are necessary for the officer to be able to conduct MCSAP vehicle inspections (Brake inspection tool, chambermate, tire pressure gauge, tire depth gauge, chain safe gauge, etc) For the new officers and as replacement for broken / worn out / older equipment that is used by the senior officers. The cost of \$250.00 per set times 10 sets, a total cost of \$2,500.00
- 8) **Flashlight / Headlamp and Batteries** - Necessary for the inspectors to thoroughly conduct a Level I inspection and check the undercarriage of the vehicle. For all officers – to replace the older flashlights with a newer headlamp. The cost of \$140.00 per headlamp times 23 officers, for a total of \$3220.00
- 9) **Traffic Cones** – Necessary for the safety of the officers when conducting roadside inspections, they will be replacement for the existing cones which are old and discolored - six cones per vehicle (six state vehicles); and six cones for each neighbor island vehicle (Hilo, Kona and Maui) The cost of \$35.00 per cone times 42 cones, for a total cost of \$1470.00
- 10) **DOT Inspection Sign and Stands** – Necessary for the safety of the officers when conducting roadside inspections – to alert the traffic of roadside inspections being conducted. As a replacement to the existing signs and stand - Oahu (3 vehicles); and 1 for each neighbor island vehicle (Hilo, Kona and Maui) The cost of \$650.00 per set of sign and stand, times six, for a total of \$3,900.00
- 11) **Office Supplies** – (Laptop computer Paper, computer printer ink, folders, etc.) for the 23 officers in the MCSAP program. Necessary for the officers to carry out their duties – printing out the inspection reports, conducting compliance reviews, processing the reports and keeping records and timesheets. The cost of the office supplies based on past expenses for 23 officers on an annual basis is \$3,000.00. When purchasing the supplies for MCSAP use, the expenses are specifically charged to a MCSAP code.

Part 4 Section 7 - Contractual and Subaward

This section includes contractual costs and subawards to subrecipients. Use the table below to capture the information needed for both contractual agreements and subawards. The definitions of these terms are provided so the instrument type can be entered into the table below.

Contractual – A contract is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award ([2 CFR §200.22](#)). All contracts issued under a Federal award must comply with the standards described in [2 CFR §200 Procurement Standards](#).

Note: Contracts are separate and distinct from subawards; see [2 CFR §200.330](#) for details.

Subaward – A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract ([2 CFR §200.92](#) and [2 CFR §200.330](#)).

Subrecipient - Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual who is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency ([2 CFR §200.93](#)).

Enter the legal name of the vendor or subrecipient if known. If unknown at this time, please indicate 'unknown' in the legal name field. Include a description of services for each contract or subaward listed in the table. Entering a statement such as "contractual services" with no description will not be considered meeting the requirement for completing this section.

Enter the DUNS or EIN number of each entity. There is a drop-down option to choose either DUNS or EIN, and then the State must enter the corresponding identification number.

Select the Instrument Type by choosing either Contract or Subaward for each entity.

Total Project Costs should be determined by State users and input in the table below. The tool does not automatically calculate the total project costs for this budget category.

Operations and Maintenance-If the State plans to include O&M costs that meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below.

Please describe the activities these costs will be using to support (i.e., ITD, PRISM, SSDQ or other services.)

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Commercial Building Maintenance	EIN 990111338	Contract	100.0000	\$900.00	\$765.00	\$135.00	\$0.00
Description of Services: Janitorial Services							
Alert Alarm	EIN 990310366	Contract	100.0000	\$1,080.00	\$918.00	\$162.00	\$0.00
Description of Services: Security Services							
Honolulu Police Department	DUNS 172444390	Contract	100.0000	\$23,500.00	\$19,975.00	\$3,525.00	\$0.00
Description of Services: Overtime for CMV Inspections							
TOTAL: Contractual and Subaward				\$25,480.00	\$21,658.00	\$3,822.00	\$0.00

Enter a detailed explanation of how the contractual and subaward costs were derived and allocated to the MCSAP project.

- 1) Janitorial Services – Commercial Building Maintenance has been providing the janitorial services for the Sand Island Facility. Our inspectors utilize the facility about 50% of the time when conducting MCSAP vehicle inspections, therefore, we are claiming 50% of the charges under the MCSAP program. The cost is \$160.00 per month times 12 months divided by 2, for a total cost of \$960.00.
- 2) Security Services – Alert Alarm has been providing the security at the Sand Island Facility. Security service is necessary to protect the computer and equipment in the facility. Our inspectors utilize the computers to screen the vehicles and to direct them in for inspection and also the Wi-Fi equipment to run a check on the driver, vehicle and carrier on query central. Our inspectors utilize the facility about 50% of the time when conducting MCSAP vehicle inspections – in addition to weight enforcement. Therefore, we are claiming 50% of the charges under the MCSAP Program. The cost of \$180.00 per month times 12 months divided by 2 for a total cost of \$1,080.00
- 3) Overtime for County Police Officers - The cost for 10 county police officers trained on identifying safety violations on commercial vehicles and conduct any traffic enforcement on CMV's and issue citations for safety violations. The total cost for part-time labor rate (\$16,000.00) and fringe rate (\$7,500.00). The total cost for 10 county police officers, inclusive of part-time labor rate and fringe rate is \$23,500.00

Part 4 Section 8 - Other Costs

Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.), unit cost, and percentage of time on MCSAP grant must be included.

Operations and Maintenance—If the State plans to include O&M costs that do not meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below. Please identify these costs as ITD O&M, PRISM O&M, or SSDQ O&M. Sufficient detail must be provided in the narrative that explains what components of the specific program are being addressed by the O&M costs.

Enter a description of each requested Other Cost.

Enter the number of items/units, the unit of measurement, the cost per unit/item, and the percentage of time dedicated to the MCSAP grant for each Other Cost listed. Show the cost of the Other Costs and the portion of the total cost that will be billed to MCSAP. For example, you intend to purchase air cards for \$2,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$400.

Total Project Costs equal the Number of Units x Cost per Item x Percentage of Time on MCSAP grant.

Indirect Costs

Information on Indirect Costs ([2 CFR §200.56](#)) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

- **Cost Basis** — is the accumulated direct costs (normally either total direct salaries and wages or total direct costs exclusive of any extraordinary or distorting expenditures) used to distribute indirect costs to individual Federal awards. The direct cost base selected should result in each Federal award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.
- **Approved Rate** — is the rate in the approved Indirect Cost Rate Agreement.
- **Eligible Indirect Expenses** — means after direct costs have been determined and assigned directly to Federal awards and other activities as appropriate. Indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.
- **Total Indirect Costs** equal Approved Rate x Eligible Indirect Expenses divided by 100.

Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Salaries and Wages (SW)	58	\$453,107.95	\$262,802.61	\$223,382.22	\$39,420.39
TOTAL: Indirect Costs			\$262,802.61	\$223,382.22	\$39,420.39

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Training Costs	1 Each	\$5,250.00	100.0000	\$5,250.00	\$4,462.50	\$787.50	\$0.00
Conference Costs	4 Each	\$550.00	100.0000	\$2,200.00	\$1,870.00	\$330.00	\$0.00
Publications and Printing	1 Each	\$2,650.00	100.0000	\$2,650.00	\$2,252.50	\$397.50	\$0.00
Copy Machine rental	1 Item	\$600.00	100.0000	\$600.00	\$510.00	\$90.00	\$0.00
Vehicle Usage cost	1 item	\$19,200.00	100.0000	\$19,200.00	\$16,320.00	\$2,880.00	\$0.00
Shipping and Postage costs	1 Each	\$6,000.00	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
Inspection stickers and OOS Stickers	1 Box	\$3,300.00	100.0000	\$3,300.00	\$2,805.00	\$495.00	\$0.00
Mileage Reimbursement	1 each	\$825.00	100.0000	\$825.00	\$701.25	\$123.75	\$0.00
Facility Improvement Costs	1 each	\$35,000.00	100.0000	\$35,000.00	\$29,750.00	\$5,250.00	\$0.00
Communication Costs	1 each	\$11,400.00	50.0000	\$5,700.00	\$4,845.00	\$855.00	\$0.00
CVSA Membership dues	1 each	\$7,800.00	100.0000	\$7,800.00	\$6,630.00	\$1,170.00	\$0.00
TOTAL: Other Costs				\$88,525.00	\$75,246.25	\$13,278.75	\$0.00

Enter a detailed explanation of how the 'other' costs were derived and allocated to the MCSAP project.

- 1) **Conference Costs (Registration fees)** – Necessary attendance at the CVSA Conferences, (Fall, Spring and IT Workshop), to keep personnel abreast of current issues as it relates to the motor carrier enforcement. The cost of \$550.00 per conference, times 4, for a total cost of \$2,200.00
- 2) **Training Costs** - Includes FMCSR and HAZMAT regulation manuals, materials and supplies (highlighters, markers, pencils, tabs, easel board pads, post-it notes, replacement bulb for projector) for the National Training Center courses held here on Oahu – NAS Level I Parts A and B, General Hazardous Materials, Cargo Tank, Other Bulk Packaging, and Passenger Vehicle Inspector. The cost inclusive of the FMCSR manuals (\$2,500); Hazmat manuals (\$2,500); supplies (\$250.00) for a total cost of \$5,250.00
- 3) **CVSA Membership dues** – Annual membership fee – Total cost of \$7,800.00
- 4) **Publications and Printing** – Includes other publications that the officers use as reference for MCSAP vehicle inspections and compliance reviews, job-aids for the county police officers, outreach pamphlets and brochures. The cost inclusive of the OOS Criteria Handbook and CFR 49, Parts 400-599, pocketbooks for roadside inspections (\$1,200.00); seat belt brochures for outreach activity (\$700.00); and printing of safety brochures for safety presentations and outreach activities (\$500), banner, poster and pictures for outreach activity (\$250) for a total cost of \$2,650.00
- 5) **Mileage reimbursement** – for 23 officers to perform MCSAP related activities such as vehicle inspections, compliance reviews, outreach activities, etc. Mileage cost incurred are from use of the inspector's personal vehicles. Mileage rate of \$.55 per mile times an average of 1,500 miles for all officers, for a total of \$825.00
- 6) **Copy Machine rental** – The rental of the copy machine is shared with administration. A code is punched in whenever it is used for MCSAP purposes. Based on the average use of the machine for MCSAP at \$50.00 per month times 2 months, for a total cost of \$600.00

- 7) **Vehicle Usage Cost** – Includes the usage and fuel costs of state vehicles and equipment for MCSAP activities. Whenever a vehicle or equipment is used for MCSAP activities, a MCSAP charge code is entered in the equipment use report. Usage rate of \$.57 per mile for vehicles, and \$2.00 for equipment per hour. Based on the average usage and fuel cost of \$1600 per month times 12 months for a total cost of \$19,200.00.
- 8) **Shipping and Postage Costs** – includes shipping the island officers laptop to Oahu and back in order to update their programs necessary to conduct vehicle inspections and compliance reviews, to ship supplies and equipment to the island officers as needed to perform MCSAP related activities (uniform and safety supplies, ink cartridges for their printers, current regulation books, etc.), to ship conference / workshop materials, shipping charges for FMCSR and HAZMAT manuals, equipment and supplies and any other postage costs related to MCSAP activities. Based on an average from past years, a total of \$6,000.00
- 9) **Inspection stickers and OOS stickers** – Necessary for the officers conducting vehicle inspections. Hawaii has created their own sticker system instead of using the CVSA stickers. These stickers are placed on the front bumpers of each vehicle inspected to indicate to other officers that an inspection was conducted during the quarter and the vehicle was free of any safety defects. A different color sticker is used for each quarter. If an officer sees a vehicle with an old colored sticker, they know when that vehicle was last inspected, and they can pull them in to do an inspection. If a vehicle is found with any OOS violations, our officers issue them an OOS sticker which is placed on the front windshield of the vehicle to prevent the driver from driving off with the vehicle until it is repaired. Cost of the inspection stickers (\$2,100); cost of the OOS stickers (\$1,200) for a total cost of \$3,300.00
- 10) **Communication Costs** – includes cell phones for the MCSAP officers in the field for communication with the office, any emergency situations, to verify any driver and carrier information, etc. A total of 11 phones – 1 phone for each island officer (3); 1 phone for the manager, 1 phone for the supervisor; and 1 phone for each vehicle (6) - 11 phones at \$400.00 per month times 12 months (\$4,800). Mobile hot spots devices to enable the officers to run a check of the driver, vehicle and carrier information while in the field conducting roadside inspections thru the FMCSA compass portal / Query Central. Currently there are 11 mobile hot spots – 1 for each island (3) ; 6 for each vehicle on Oahu ; and 2 for the office. Eleven mobile hot spots @ \$50.00 per month service times 12 months (\$6,600). The total communication cost is \$11,400.00
- 11) **Facility Improvement Cost** – The Hawaii DOT inspectors have only one fixed site, the Sand Island Scale Facility to conduct vehicle inspections safely. The inspection site at the Sand Island Facility is covered with dirt, debris, and loose asphalt to the extent that creepers cannot be used safely on the area for inspection purposes given the need for inspectors to quickly egress from the underside of a CMV in the event of an emergency. The area is used solely for inspecting vehicles and it is the only area that the officers are able to perform MCSAP inspections in a safe and efficient manner. There are also two deteriorated mobile trailers that are unused that needs to be removed for additional inspection area. Estimated annual cost for the removal of the trailers, debris and quarterly maintenance sweeping of the inspection site at the Sand Island Scale Facility is \$35,000.00.

NOTE: Hawaii understands the final award total to be \$1,232,037.00, however, HDOT would like to instead submit a budget for only \$1,192,199.93 (85% federal share of \$1,013,369.96 and 15% state share of \$178,829.97) Regarding the difference of \$39,837.07 if there are any future funding needs we will consult with Division on the next step.

Part 4 Section 9 - Comprehensive Spending Plan

The Comprehensive Spending Plan is auto-populated from all line items in the tables and is in read-only format. Changes to the Comprehensive Spending Plan will only be reflected by updating the individual budget category table(s).

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,047,355.00	\$184,682.00	\$1,232,037.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$184,682.00
MOE Baseline:	\$55,397.81

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Manager	\$25,607.61	\$4,518.99	\$30,126.60	\$0.00
Supervisor	\$20,213.34	\$3,567.06	\$23,780.40	\$0.00
Safetynet Coordinator	\$47,460.60	\$8,375.40	\$55,836.00	\$0.00
MCSO IV	\$35,120.64	\$6,197.76	\$41,318.40	\$0.00
MCSO III	\$20,213.34	\$3,567.06	\$23,780.40	\$0.00
MCSO III	\$117,843.32	\$20,795.88	\$138,639.20	\$45,397.81
MCSO III	\$17,556.75	\$3,098.25	\$20,655.00	\$0.00
MCSO I	\$37,001.52	\$6,529.68	\$43,531.20	\$0.00
MCSO II	\$64,124.64	\$11,316.11	\$75,440.75	\$0.00
Salary Subtotal	\$385,141.76	\$67,966.19	\$453,107.95	\$45,397.81
Overtime subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Personnel total	\$385,141.76	\$67,966.19	\$453,107.95	\$45,397.81

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Manager	\$14,084.19	\$2,485.44	\$16,569.63	\$0.00
Supervisor	\$11,117.34	\$1,961.88	\$13,079.22	\$0.00
Safetynet Coordinator	\$26,103.33	\$4,606.47	\$30,709.80	\$0.00
MCSO III	\$11,117.34	\$1,961.88	\$13,079.22	\$0.00
MCSO III	\$9,656.21	\$1,704.04	\$11,360.25	\$0.00
MCSO IV	\$19,316.35	\$3,408.77	\$22,725.12	\$0.00
MCSO III	\$64,813.83	\$11,437.73	\$76,251.56	\$10,000.00
MCSO II	\$35,268.55	\$6,223.86	\$41,492.41	\$0.00
MCSO I	\$20,350.84	\$3,591.32	\$23,942.16	\$0.00
Fringe Benefits total	\$211,827.98	\$37,381.39	\$249,209.37	\$10,000.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Conference Travel	\$6,460.00	\$1,140.00	\$7,600.00	\$0.00
IT Workshop	\$6,715.00	\$1,185.00	\$7,900.00	\$0.00
CVSA North American Inspector's Competition	\$3,315.00	\$585.00	\$3,900.00	\$0.00
Training Travel for Island Officers	\$12,580.00	\$2,220.00	\$14,800.00	\$0.00
MCSAP Training	\$3,102.50	\$547.50	\$3,650.00	\$0.00
Island Officers MCSAP Inspection Certification	\$8,032.50	\$1,417.50	\$9,450.00	\$0.00
Training for County Police Officers	\$5,100.00	\$900.00	\$6,000.00	\$0.00
Routine Motor Carrier Safety In-service training/Staff Meetings	\$1,632.00	\$288.00	\$1,920.00	\$0.00
Manager Performance Evaluation for Island Officers	\$867.00	\$153.00	\$1,020.00	\$0.00
CVSP Planning Meeting	\$2,805.00	\$495.00	\$3,300.00	\$0.00
CSA Investigations Training	\$2,805.00	\$495.00	\$3,300.00	\$0.00
New Entrant Audit	\$6,349.50	\$1,120.50	\$7,470.00	\$0.00
Travel total	\$59,763.50	\$10,546.50	\$70,310.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Equipment total	\$0.00	\$0.00	\$0.00	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Mobile Printers	\$2,278.00	\$402.00	\$2,680.00	\$0.00
Laptop Computer Bags	\$2,040.00	\$360.00	\$2,400.00	\$0.00
Inspection Tools	\$2,125.00	\$375.00	\$2,500.00	\$0.00
Office Supplies	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Wheel Chocks	\$442.00	\$78.00	\$520.00	\$0.00
Creepers	\$1,292.00	\$228.00	\$1,520.00	\$0.00
Headlamps and Batteries	\$2,737.00	\$483.00	\$3,220.00	\$0.00
Laptop Computer	\$12,750.00	\$2,250.00	\$15,000.00	\$0.00
Traffic Cones	\$1,249.50	\$220.50	\$1,470.00	\$0.00
DOT Inspection Sign & Stands	\$3,315.00	\$585.00	\$3,900.00	\$0.00
Uniform and Personal Equipment	\$5,571.75	\$983.25	\$6,555.00	\$0.00
Supplies total	\$36,350.25	\$6,414.75	\$42,765.00	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Commercial Building Maintenance	\$765.00	\$135.00	\$900.00	\$0.00
Alert Alarm	\$918.00	\$162.00	\$1,080.00	\$0.00
Honolulu Police Department	\$19,975.00	\$3,525.00	\$23,500.00	\$0.00
Contractual and Subaward total	\$21,658.00	\$3,822.00	\$25,480.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Training Costs	\$4,462.50	\$787.50	\$5,250.00	\$0.00
Conference Costs	\$1,870.00	\$330.00	\$2,200.00	\$0.00
Publications and Printing	\$2,252.50	\$397.50	\$2,650.00	\$0.00
Copy Machine rental	\$510.00	\$90.00	\$600.00	\$0.00
Vehicle Usage cost	\$16,320.00	\$2,880.00	\$19,200.00	\$0.00
Shipping and Postage costs	\$5,100.00	\$900.00	\$6,000.00	\$0.00
Inspection stickers and OOS Stickers	\$2,805.00	\$495.00	\$3,300.00	\$0.00
Mileage Reimbursement	\$701.25	\$123.75	\$825.00	\$0.00
Facility Improvement Costs	\$29,750.00	\$5,250.00	\$35,000.00	\$0.00
Communication Costs	\$4,845.00	\$855.00	\$5,700.00	\$0.00
CVSA Membership dues	\$6,630.00	\$1,170.00	\$7,800.00	\$0.00
Other Costs total	\$75,246.25	\$13,278.75	\$88,525.00	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$789,987.74	\$139,409.58	\$929,397.32	\$55,397.81
Indirect Costs	\$223,382.22	\$39,420.39	\$262,802.61	NA
Total Costs Budgeted	\$1,013,369.96	\$178,829.97	\$1,192,199.93	\$55,397.81

Part 4 Section 10 - Financial Summary

The Financial Summary is auto-populated by the system by budget category. It is a read-only document and can be used to complete the SF-424A in Grants.gov. Changes to the Financial Summary will only be reflected by updating the individual budget category table(s).

- The system will confirm that percentages for Federal and State shares are correct for Total Project Costs. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that Planned MOE Costs equal or exceed FMCSA funding limitation. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that the Overtime value does not exceed the FMCSA funding limitation. The edit check is performed on the **"Overtime subtotal"** line.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,047,355.00	\$184,682.00	\$1,232,037.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$184,682.00
MOE Baseline:	\$55,397.81

Total Federal Share budgeted must equal 85 percent of the total estimated funding (+/- \$5 allowed). Please update the Spending Plan to reflect the allowable amounts.

Total State Share budgeted must equal 15 percent of the total estimated funding (+/- \$5 allowed). Please update the Spending Plan to reflect the allowable amounts.

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$385,141.76	\$67,966.19	\$453,107.95	\$45,397.81
Overtime Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Total	\$385,141.76	\$67,966.19	\$453,107.95	\$45,397.81
Fringe Benefits Total	\$211,827.98	\$37,381.39	\$249,209.37	\$10,000.00
Travel Total	\$59,763.50	\$10,546.50	\$70,310.00	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00	\$0.00
Supplies Total	\$36,350.25	\$6,414.75	\$42,765.00	\$0.00
Contractual and Subaward Total	\$21,658.00	\$3,822.00	\$25,480.00	\$0.00
Other Costs Total	\$75,246.25	\$13,278.75	\$88,525.00	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$789,987.74	\$139,409.58	\$929,397.32	\$55,397.81
Indirect Costs	\$223,382.22	\$39,420.39	\$262,802.61	NA
Total Costs Budgeted	\$1,013,369.96	\$178,829.97	\$1,192,199.93	\$55,397.81

Part 5 - Certifications and Documents

Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to as a condition of participation in MCSAP. The submission of the CVSP serves as official notice and certification of compliance with these requirements. State or States means all of the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

If the person submitting the CVSP does not have authority to certify these documents electronically, then the State must continue to upload the signed/certified form(s) through the "My Documents" area on the State's Dashboard page.

Part 5 Section 1 - State Certification

The State Certification will not be considered complete until the four questions and certification declaration are answered. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.

1. What is the name of the person certifying the declaration for your State? Jade T Butay
2. What is this person's title? Director of Transportation
3. Who is your Governor's highway safety representative? Jade T. Butay
4. What is this person's title? Director of Transportation

The State affirmatively accepts the State certification declaration written below by selecting 'yes'.



Yes



Yes, uploaded certification document



No

State Certification declaration:

I, Jade T Butay, Director of Transportation, on behalf of the State of HAWAII, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the State satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.

Part 5 Section 2 - Annual Review of Laws, Regulations, Policies and Compatibility Certification

You must answer all three questions and indicate your acceptance of the certification declaration. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.

1. What is the name of your certifying State official? Jade T. Butay
2. What is the title of your certifying State official? Director of Transportation
3. What are the phone # and email address of your State official? (808)587-2150 Jade.Butay@hawaii.gov

The State affirmatively accepts the compatibility certification declaration written below by selecting 'yes'.

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

I, Jade T. Butay, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.

Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety

Has the State adopted/enacted any new or updated laws (i.e., statutes) impacting CMV safety since the last CVSP or annual update was submitted?

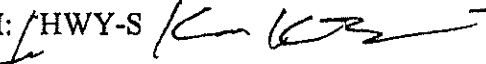
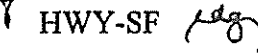
☐ Yes ☒ No

Has the State adopted/enacted any new administrative actions or policies impacting CMV safety since the last CVSP?

☐ Yes ☒ No

State of Hawaii
Department of Transportation
MEMORANDUM

HWY-SF 2.2600
Date: June 15, 2016

TO: BRANCH HEADS AND DISTRICT ENGINEERS
THROUGH: HWY-S 
FROM: HWY-SF 
SUBJECT: INDIRECT COST RATE, PAYROLL ADDITIVE (FRINGE) AND VEHICLE
EQUIPMENT USE RATES FOR FISCAL YEAR 2017

The following rates will be applied by our Highway Accounting System effective July 01, 2016 through June 30, 2017:

Indirect Cost Rate – 37 percent (rounded) of total direct salaries and wages

Payroll Additive (Fringe) Rate – 41 percent (rounded) of total direct salaries and wages

Equipment Rates: 57 cents per mile for light-vehicles; various hour-rates for heavy-vehicles

As a reminder, the indirect cost loading is eligible for federal participation but is only applicable to direct labor cost and **not** the fringe benefit cost.

For those who prepare cost estimates using man-hours and rates, the indirect cost rate to use is 37%. It is only to be applied to the direct labor cost. For example:

8 hrs at \$12.50 per hour = \$100.00 direct labor cost
Fringe benefit (current rate is 41%) = $\$100.00 \times 0.41 = \41.00
Indirect cost (current rate is 37%) = $\$100.00 \times 0.37 = \37.00
Total labor cost = \$178.00

However, in the Project Cost Estimate Worksheet (PCEW) and current way of presenting our estimates which involve staff labor, the staff labor amount includes direct labor and fringe benefits cost. Since the indirect cost rate is only applicable to direct labor, when using the PCEW form and estimating in-house labor cost in Detail Estimates, an adjusted indirect cost rate shall be used. The adjusted rate depends on the fringe benefit rate and the indirect cost rate. For the current fringe benefit rate of 41% and indirect cost rate of 37%, the adjusted indirect cost rate is 26.24%.

June 15, 2016

The adjusted rate is determined as follows:

Direct labor cost = X

Fringe benefit cost = 0.41 X (current rate is 41%)

Indirect cost = 0.37 X (current rate is 37%)

Total cost = 1.78X

Y = adjusted indirect cost rate for use in PCEW and Detail Estimates.

Staff Labor = Direct Labor + fringes = X + 0.41 X = 1.41X

Indirect cost = 0.37X

Indirect cost = Adjusted Indirect cost rate (Y) times 1.41X

Indirect cost = 0.37 X = Y(1.41X)

$Y = 0.37X / 1.41X = 0.2624 = 26.24\%$

Total cost = X + 0.41X + 0.2624(1.41X) = 1.78X

Should you have any questions, please call Greg Kiemnec at 587-2253.

DB:pm

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION
FISCAL

MEMORANDUM

HWY-SF 2.5185

DATE: July 12, 2017

TO: BRANCH HEADS AND DISTRICT ENGINEERS

THRU: *for* HWY-S *[Signature]*

FROM: HWY-SF *[Signature]*

SUBJECT: INDIRECT COST RATE, PAYROLL ADDITIVE (FRINGE) AND VEHICLE EQUIPMENT USE RATES FOR FISCAL YEAR 2018

The following rates will be applied by our Highway Accounting System effective July 01, 2017 through June 30, 2018:

Indirect Cost Rate – 63 percent (rounded) of total direct salaries and wages

Payroll Additive (Fringe) Rate – 50 percent (rounded) of total direct salaries and wages

Equipment Rates: 57 cents per mile for light-vehicles; various hour-rates for heavy-vehicles

As a reminder, the indirect cost loading is eligible for federal participation but is only applicable to direct labor cost and **not** the fringe benefit cost.

For those who prepare cost estimates using man-hours and rates, the indirect cost rate to use is 63%. It is only to be applied to the direct labor cost. For example:

8 hrs at \$12.50 per hour = \$100.00 direct labor cost
Fringe benefit (current rate is 50%) = \$100.00 x 0.50 = \$50.00
Indirect cost (current rate is 63%) = \$100.00 x 0.63 = \$63.00
Total labor cost = \$213.00

However, in the Project Cost Estimate Worksheet (PCEW) and current way of presenting our estimates which involve staff labor, the staff labor amount includes direct labor and fringe benefits cost. Since the indirect cost rate is only applicable to direct labor, when using the PCEW form and estimating in-house labor cost in Detail Estimates, an adjusted indirect cost rate shall be used. The adjusted rate depends on the fringe benefit rate and the indirect cost rate. For the current fringe benefit rate of 50% and indirect cost rate of 63%, the adjusted indirect cost rate is 42%.

BRANCH HEADS AND DISTRICT ENGINEERS
July 12, 2017
Page 2

HWY-SF 2.5185

The adjusted rate is determined as follows:

Direct labor cost = X
Fringe benefit cost = 0.50 X (current rate is 50%)
Indirect cost = 0.63 X (current rate is 63%)
Total cost = 2.13X

Y = adjusted indirect cost rate for use in PCEW and Detail Estimates.

Staff Labor = Direct Labor + fringes = $X + 0.50 X = 1.50X$
Indirect cost = 0.63X
Indirect cost = Adjusted Indirect cost rate (Y) times 1.50X
 $\text{Indirect cost} = 0.63 X = Y(1.50X)$
 $Y = 0.63X / 1.50X = 0.42 = 42\%$
Total cost = $X + 0.50X + 0.42(1.50X) = 2.13X$

Should you have any questions, please call Greg Kiemnec at 587-2253.

EG:pm

State of Hawaii
Department of Transportation
Highways Division

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HAWAII DIVISION

Fiscal Year 2019 Indirect Cost, Payroll Additive and Equipment Rates Negotiation Agreement

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

Section I: Rate

Indirect Cost Rate – 58 percent (rounded) of total direct salaries and wages

Payroll Additive Rate – 55 percent (rounded) of total direct salaries and wages

Equipment Rates – 57 cents per mile for light-vehicles; various hour-rates for heavy-vehicles

Section III: General

A. Limitations: Use of the rates contained in this agreement are subject to any statutory or administrative limitations and are applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rates agreed to herein are predicated upon the conditions: (i) that no costs other than those incurred by the grantee/contractor or allocated to the grantee/contractor via an approved Central Service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the grantee/contractor and allowable under the governing cost principles, (ii) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (iii) that similar types of costs have been accorded consistent treatment, and (iv) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate agreed to herein is not subsequently found to be materially inaccurate.

The rate approval is subject to an audit review of the indirect cost rate methodology at the conclusion of Fiscal Year 2019. The approval will be rescinded if the audit and the carry-forward adjustments are not completed in a timely manner.

B. Changes: If a fixed or predetermined rate is contained in this agreement, it is based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the methods of accounting for costs which affect the amount of reimbursement resulting from use of the rate in this agreement require the prior approval of the authorized representative of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.

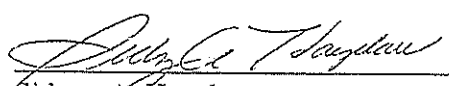
C. Fixed Rate: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. Notification to Federal Agencies: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

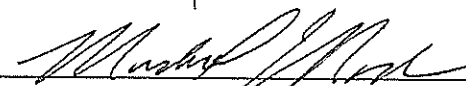
E. Audit: Adjustments to amounts resulting from audit of the cost allocation proposal upon which the negotiation of the agreement was based will be compensated for in a subsequent negotiation.

State of Hawaii
Department of Transportation
Highways Division

Federal Highway Administration
Responsible Agency for the Federal
Government



Sidney A. Hayakawa Date
Administrative Services Officer



Michael Nadeau Date
Financial Manager