

# **WASHINGTON**

**Commercial Vehicle Safety Plan  
for the  
Federal Motor Carrier Safety Administration's  
Motor Carrier Safety Assistance Program  
Fiscal Years 2018 - 2020  
Annual Update FY 2019**

**Date of Approval: Jun 20, 2019**

**Final CVSP**

## Part 1 - MCSAP Overview

### 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 2018 - 2020)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2018 - 2020)
- 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 either a single year, 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.

#### NEW FOR FY 2019:

**Single Year and Multi-Year plans**—For FY 2019, the primary difference in the single year and multi-year CVSP formats is that objectives, projected goals, and activities in the 3-year plan will cover an entire 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 of a 3-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in Year 1 and indicate whether anything needs to be updated for Year 2 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 Year 1 will be editable and State users can make any necessary changes to their project plan.
- If No is indicated, the Year 1 information will not be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All single year, 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.

In addition, 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.

## 2 - Mission/Goal Statement

Please review the description of your State's lead CMV agency's goals or mission. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

### 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.

### Washington State Patrol Mission Statement:

The Washington State Patrol makes a difference every day, enhancing the safety and security of our state by providing the best in public safety services.

### Agency Goals:

- Goal 1 - Build a culture of trust, collaboration, and continuous performance improvement.
- Goal 2 - Make people safe on Washington roadways.
- Goal 3 - Make people secure by reducing the risk of crime, terrorism, fire, and other natural disasters.
- Goal 4 - Deliver results-oriented, statewide public safety services.
- Goal 5 - Improve and sustain agency infrastructure and business processes.

### Commercial Vehicle Enforcement Bureau Mission Statement:

We, the Commercial Vehicle Division, through education and enforcement, ensure compliance with commercial vehicle regulations to prevent collisions, save lives, and protect resources.

### Commercial Vehicle Enforcement Bureau Goals:

- Goal 1 - Promote safe travel of commercial vehicles on the state's highways.
- Goal 2 - Enhance safe transportation of school children.
- Goal 3 - Protect the state's infrastructure.

### Washington Utilities and Transportation Commission Mission Statement:

Protect the people of Washington by ensuring that investor-owned utility and transportation services are safe, available, reliable and fairly priced.

### 3 - MCSAP Structure Explanation

Please review your State's CMV enforcement program description. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

#### 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 Washington State Patrol (WSP) is the state's MCSAP lead agency and the authorized staffing in the Commercial Vehicle Enforcement Bureau (CVEB) is fifty-two fully commissioned officers and one hundred thirty-seven limited commissioned officers. Current staffing is forty-six fully commissioned officers and one hundred eleven limited commissioned officers. The WSP also has the following officers assigned to state mandated programs:

- twelve fully commissioned officers in the tow truck and vehicle wrecking yard inspection program,
- one fuel tax evasion trooper, and
- fifteen limited commission officers in the school bus inspection program.

When the officers in the state mandated programs are not working within their assigned program they are required to perform MCSAP eligible activities, i.e., inspections and/or traffic enforcement. In addition, six investigators with the Washington State Utilities and Transportation Commission (UTC) and twenty-six local law enforcement agencies with a total of forty local city and county officers participate in the program. All officers and investigators conducting commercial vehicle inspections are Commercial Vehicle Safety Alliance (CVSA) certified and attend yearly in-service training. All officers and investigators submit their inspections through Aspen. If an officer or investigator completes a hand written inspection form, the inspection report is sent to the CVEB headquarters and entered into SafetyNet by MCSAP funded employees.

Inspections are conducted at fifty-three permanent inspection facilities including five Ports of Entry's (POE), one POE is within thirty miles of the Canadian Border. In addition, officers and investigators receive training on conducting roadside inspections in accordance with CVSA procedures.

Washington State participates in the following CVSA sponsored emphases, in partnership with FMCSA:

- Operation Safe Driver
- Road Check
- Operation Air Brake
- National All American Buckle-Up Weeks, and
- State sponsored "Open Scales" and "Chain Enforcement"

The Compliance Investigation (CI) Program, formerly referred to as Compliance Review, has one Lieutenant, one Commercial Vehicle Enforcement Officer 4 (CVEO), four supervisors, and eighteen investigators conducting interstate CIs. Beginning in 2012, Washington State adopted a law mandating all intrastate carriers over 16,000 lbs obtain a USDOT number before registering their vehicles(s) with the Department of Licensing. Two UTC Transportation Specialists conduct CIs on Passenger Carriers, Household Good Movers, and Solid Waste Companies.

The CVEB is responsible for the following programs in Washington State.

- Commercial Motor Vehicle CVSA Safety Inspection Program
- Hazardous Materials Program
- Compliance Investigation Program
- SafetyNet Database Management

- DataQ Management
- ASPEN Oversight
- Manage Portal Access

Washington State participates in the following federal programs:

- CVISN Safety Program
- ISS
- CDL Program
- PRISM Safety Program
- CDLIS

Washington State has two Hazardous Materials Transportation Specialist (HMTS) positions that develop and implement hazardous materials (HM) training and enforcement strategies statewide. Washington State HMTS participate in the Cooperative HM Enforcement Development Conference (COHMED) and the Pipeline and Hazardous Materials Safety Administration Conference.

Automated License Plate Readers (ALPR) are operating at eleven Innovative Technology Development (ITD) sites, (the old CVISN) sites around the state. During this grant performance period an additional weigh in motion site with an ALPR will be installed on I-90 at the Columbia River crossing. The ALPR's have been very successful in checking the PRISM file to identify out of service carriers, over licensed capacity, expired vehicle registration violations and verifying log book entries for falsification.

Local law enforcement continue to participate in the MCSAP program but do not receive direct MCSAP funding from the WSP. The WSP has memorandum of understanding (MOU) with twenty-six local agencies. There are a total of forty CVSA certified local officers in the program.

**4 - MCSAP Structure**

Please review your State's MCSAP structure information. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

**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:	WASHINGTON STATE PATROL
Enter total number of personnel participating in MCSAP activities	168
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	155
Traffic Enforcement Activities	35
Investigations*	22
Public Education and Awareness	2
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
Enter total number of personnel participating in MCSAP activities	6
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	6
Traffic Enforcement Activities	0
Investigations*	2
Public Education and Awareness	0
Data Collection and Reporting	0
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	26
Total # of MCSAP Participating Personnel:	40



## Part 2 - Crash Reduction and National Program Elements

### 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2018 - 2020 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

*In past years, the program effectiveness summary trend analysis and performance goals were separate areas in the CVSP. Beginning in FY 2017, these areas have been merged and categorized by the National Program Elements as described in [49 CFR 350.109](#). This change is intended to streamline and incorporate this information into one single area of the CVSP based upon activity type.*

**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 State Quarterly Report and CVSP Data Dashboard, and/or the CVSP Toolkit on the A&I Online website. The Data 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/StatePrograms/Home.aspx>. 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.*

## 2 - CMV Crash Reduction

Please review the description of your State's crash reduction problem statement, goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 2012 - 2016

#### 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:** Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	45	43	58
01/01/2015	12/31/2015	45	43	45
01/01/2014	12/31/2014	42	40	45
01/01/2013	12/31/2013	51	48	42
01/01/2012	12/31/2012	40	38	51

## 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:** Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	11	5	7
01/01/2015	12/31/2015	4	5	11
01/01/2014	12/31/2014	3	5	4
01/01/2013	12/31/2013	3	5	3
01/01/2012	12/31/2012	10	4	3

## 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:** Actual # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	6	1	4
01/01/2015	12/31/2015	2	1	6
01/01/2014	12/31/2014	2	1	2
01/01/2013	12/31/2013	3	1	2
01/01/2012	12/31/2012	2	1	3

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

The outcome column is expressed in the number of fatalities. The data source for the number of fatalities in all three tables above was obtained on July 6, 2017 from A&I. The goal column was taken from the previous state eCVSP's and the 'outcome' column data was derived from the WSP SafetyNet Database and state developed spreadsheet on July 5, 2017.

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

Lessons learned - Because of our vacancy rate (19%) and limited resources SafetyNet staff developed a high crash corridor analysis report. The high crash corridors are identified as Traffic Enforcement Areas (TEAs). This report is given to supervisors to ensure their staff are using their discretionary time to patrol in the identified TEAs. The time spent in the TEAs is coded on their time and activity reports and evaluated monthly by the region lieutenant.

The analysis report is updated monthly and the TEAs may change depending on the impact our enforcement had in reducing the number of crashes. The report is provided to the supervisors and lieutenants monthly.

This is a pilot project at this time and will be evaluated for its effectiveness in reducing the number of CMV involved crashes.

In CY2016, Washington had seven fatalities that were caused when the passenger carrier was involved. Of the seven fatalities, six occurred outside of the MCSAP Lead Agencies area of responsibility. Of the six fatalities, four involved government owned transit buses and two were school buses. The seventh fatality occurred within the city limits of Redmond Washington.

**Narrative Overview for FY 2018 - 2020****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.**

With the improving economy the state of Washington has experienced an increase in CMV traffic by approximately 11% from CY2015 to CY2016. Overall traffic increased by 30% during the same time frame. With this increase in traffic we have also experienced an increase in CMV involved crashes. In CY2017 there were 2,025 FMCSA reportable crashes this is an increase of 241 or 13.5% from CY2016. The CMV driver was the cause in 1,017 of the 2,025 crashes (50%). The number of people dying in CMV crashes also increased from 58 in CY2016 to 66 in CY2017. In fatal crashes, the CMV driver was the cause in 15 of 61 crashes (24%).

Washington State's top four CMV crash causing violations in CY2017 were:

1. Speed
2. Fail to grant right of way to vehicle
3. Following too closely
4. Defective equipment

Year	2013	2014	2015	2016	2017	*2018
Total Crashes	1,317	1,551	1,634	1,784	2,025	700
CMV Driver Caused	691	810	837	936	1017	388
Passenger Car Driver Caused	561	666	689	739	901	283
Other Caused Crashes	65	75	108	109	107	29
Fatalities (Lives)	40	45	45	58	66	15
CMV Driver Caused	10	12	10	16	15	4
Passenger Car Driver Caused	18	26	21	29	39	7
Other Caused Crashes	6	3	5	7	7	2

Injuries	172	199	224	201	289	59
CMV Driver Caused injuries	60	69	85	106	112	27
Passenger Car Driver Caused injuries	76	86	75	83	105	29
Other Caused Crash injuries	9	11	16	12	19	3

***Enter the data source and capture date:***

The data source for the 2013 - 2018 crash data was obtained from the WSP SafetyNet database and our state developed CMV crash spreadsheet. The CY2018 crash data column represents January 1 through May 31, 2018. The crash data is maintained and analyzed by the MCSAP Program Manager. Data does not include statistics for not-in-commerce vehicles as stated in CFR 390.3 (F), Exceptions. \*Fatalities are the total number of lives lost. The data was obtained on June 13, 2018.

**Projected Goal for FY 2018 - 2020:**

**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
2018	3
2019	3
2020	3

The goals for 2018 through 2020 is to reduce CMV involved crashes and fatalities by 3% each year.

***Program Activities for FY 2018 - 2020: 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.***

To accomplish our above state goal of a 3% reduction in CMV involved crashes our officers will conduct the following:

- Conduct 115,000 driver and vehicle inspections.
- Conduct 16,000 traffic contacts with CMV inspections.
- Conduct 12,500 traffic contacts without a CMV inspection.
- Conduct 18,000 traffic contacts on non-CMV's operating aggressively around a CMV.
- Focus on top four crash causing violations during traffic enforcement activities.
- Conduct 800 New Entrant Safety Audits.
- Conduct 120 carrier investigations focusing on the identified high risk carriers.
- Provide 300 education and awareness presentations to CMV industry, civic groups, attorney's and others associated with the commercial vehicle industry.

In addition, the SafetyNet Unit will provide to our line supervisors a detailed analysis of the CMV involved crashes within their area of responsibility. The analysis will identify the high crash areas within each area to assist the supervisor in deploying our enforcement resources to areas of need.

***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.***

The CVEB SafetyNet Unit will submit quarterly data reports showing the number of crashes involving CMV's, CMV inspection and traffic enforcement information to the MCSAP Manager. In addition, supervisors will submit quarterly reports through their chain of command to the MCSAP Manager outlining activities their officers have used to prevent CMV crashes within their area of responsibility and other education/outreach activities. The MCSAP Manager will compile all the quarterly data from SafetyNet and the supervisors into one report. The report will reflect our efforts on achieving our goal of a 3% crash reduction. The report will be submitted to our Command Staff and FMCSA. The results will be evaluated and, if necessary, enforcement activities will be modified to help us achieve the 3% crash reduction goal.

### 3 - Roadside Inspections

Please review the description of your State's overall inspection program and identify if changes are needed for the upcoming fiscal year. You must also update the projected roadside inspection goals for the upcoming fiscal year. You must select "yes" to make changes.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

*In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2018 - 2020.*

**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 2012 - 2016**

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	17834	15350	13572	14926	15035
Level 2: Walk-Around	31097	30207	25362	28605	31290
Level 3: Driver-Only	51717	47992	44176	43959	42723
Level 4: Special Inspections	7	51	27	30	36
Level 5: Vehicle-Only	3761	2386	2577	1636	554
Level 6: Radioactive Materials	9	1	26	42	55
<b>Total</b>	<b>104425</b>	<b>95987</b>	<b>85740</b>	<b>89198</b>	<b>89693</b>

#### **Narrative Overview for FY 2018 - 2020**

##### **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 WSP in partnership with Washington Utilities and Transportation Commission, and local law enforcement conduct inspections at fifty-three permanent inspection facilities across Washington. The fifty-three inspection facilities also include five ports of entry's (POE). One of the POEs is within thirty miles of the Canadian Border. All of our officers can either work at an inspection facility or patrol the states highways and conduct roadside inspections. In addition, officers receive training on conducting roadside inspections in accordance with CVSA policies and procedures. Washington State participates in CVSA sponsored emphases, in partnership with FMCSA "Operation Safe Driver", "Road Check", "Operation Air Brake", and "National All American Buckle-Up Week".

The CVEB is authorized 155 FTE's for inspecting CMVs. Currently, we only have 138 positions filled. That is a 11% vacancy rate in officers conducting inspections. The 155 FTEs does not include our New Entrant Safety Auditors, Compliance Investigators or managers.

#### **Projected Goals for FY 2018 - 2020**

##### **Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2018 - 2020. 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:** WASHINGTON STATE PATROL

**Enter the total number of certified personnel in the Lead agency:** 168

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	15600	750	325	16675	15.13%
Level 2: Walk-Around	27235	1510	75	28820	26.14%
Level 3: Driver-Only	64000	370	150	64520	58.52%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	25	0	175	200	0.18%
Level 6: Radioactive Materials	0	30	0	30	0.03%
<b>Sub-Total Lead Agency</b>	<b>106860</b>	<b>2660</b>	<b>725</b>	<b>110245</b>	

### MCSAP subrecipient agency

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

WASHINGTON UTILITIES AND  
**Subrecipient is:** TRANSPORTATION COMMISSION

**Enter the total number of certified personnel in this funded agency:** 6

Projected Goals for FY 2019 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	10	0	60	70	27.45%
Level 2: Walk-Around	0	0	10	10	3.92%
Level 3: Driver-Only	5	0	65	70	27.45%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	25	0	80	105	41.18%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Funded Agencies</b>	<b>40</b>	<b>0</b>	<b>215</b>	<b>255</b>	



**Non-Funded Agencies**

Total number of agencies:	26
Enter the total number of non-funded certified officers:	38
Enter the total number of inspections projected for FY 2019:	4500

**Summary**

## Projected Goals for FY 2019 - Roadside Inspections Summary

<b>Projected Goals for FY 2019 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: WASHINGTON STATE PATROL</b>					
<b># certified personnel: 168</b>					
<b>Subrecipient Agencies: WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION</b>					
<b># certified personnel: 6</b>					
<b>Number of Non-Funded Agencies: 26</b>					
<b># certified personnel: 38</b>					
<b># projected inspections: 4500</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	15610	750	385	16745	15.15%
Level 2: Walk-Around	27235	1510	85	28830	26.09%
Level 3: Driver-Only	64005	370	215	64590	58.45%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	50	0	255	305	0.28%
Level 6: Radioactive Materials	0	30	0	30	0.03%
<b>Total ALL Agencies</b>	<b>106900</b>	<b>2660</b>	<b>940</b>	<b>110500</b>	

**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.

When analyzing the Washington State CMV crash situation 94% of our crashes are caused by driver error and not equipment. Since this is the majority of our crashes, the CVEB has implemented what is called the "3, 2, 1 approach to CMV inspections". Every stop of a CMV begins as a driver only inspection unless obvious defects are observed. As the officer conducts the inspection it will change to a walk-around inspection when an equipment violation is observed. If the officer observes more than two equipment violations or any one major equipment violation the inspection changes to a full inspection. By using this philosophy, the carriers ability to maintain their equipment dictates the level of inspection and helps our officers use their time addressing the issues most likely to cause a crash in Washington State. In the eCVSP the goal set by Congress based on the 2004/2005 minimum activities is 135,640. Based on our vacancy rate and other changes in how we report our activities to FMCSA we are requesting the total activities be reduced to 115,000. Since the implementation of the 2004/2005 minimum activities our officers have increased their inspection activity from 89,693 in CY2016 to 102,229 inspections during the FY2017 grant performance period. We expect to continue to build on this success during the FY2018 grant performance period.

<b>Projected Goals for FY 2019 Roadside Inspections</b>	<b>Lead Agency</b>	<b>Subrecipients</b>	<b>Non-Funded</b>	<b>Total</b>
Enter total number of projected inspections	111000	255	4500	115755
Enter total number of certified personnel	145	6	38	189
<b>Projected Goals for FY 2020 Roadside Inspections</b>				
Enter total number of projected inspections	111000	255	4500	115755
Enter total number of certified personnel	145	6	38	189

**4 - Investigations**

Please review your State's investigation goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 2012 - 2016**

Investigative Types - Interstate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	7	4	1	0	1
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	177	220	126	70	67
CSA On-Site Comprehensive	141	43	34	31	24
<b>Total Investigations</b>	<b>325</b>	<b>267</b>	<b>161</b>	<b>101</b>	<b>92</b>
Total Security Contact Reviews	1	0	3	4	1
Total Terminal Investigations	0	1	0	2	13

Investigative Types - Intrastate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	43	72	6	17
CSA On-Site Comprehensive	0	21	16	3	3
<b>Total Investigations</b>	<b>0</b>	<b>64</b>	<b>88</b>	<b>9</b>	<b>20</b>
Total Security Contact Reviews	0	0	1	0	0
Total Terminal Investigations	0	0	0	0	4

**Narrative Overview for FY 2018 - 2020****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 2018 - 2020**

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2018 - 2020.

Projected Goals for FY 2018 - 2020 - Investigations						
Investigation Type	FY 2018		FY 2019		FY 2020	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	15	5	15	5	15	5
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	65	15	60	15	60	15
CSA On-Site Comprehensive	15	50	15	50	15	50
<b>Total Investigations</b>	<b>95</b>	<b>70</b>	<b>90</b>	<b>70</b>	<b>90</b>	<b>70</b>
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.**

For the 2012 - 2016 Trend Analysis, we were unable to separate out the 2012 data into interstate and intrastate investigations so we inserted only the total investigations conducted. The number of investigations listed above were obtained from FMCSA's Western Service Center.

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

The Washington State Patrol Carrier Investigation (CI) Program has the following authorized staffing:

- one lieutenant,
- one Commercial Vehicle Enforcement Officer 4 (CVEO),
- four supervisors (CVEO 3's), and
- eighteen investigators (CVEO 2's)

Current staffing level is:

- one lieutenant,
- one CVEO 4,
- four CVEO 3s,
- eleven fully trained CVEO 2s,
- three newly assigned CVEO 2s not trained, and
- four vacant CVEO 2s.

Our officers conduct interstate and intrastate carrier investigations. Our sub grantee, the Washington State Utilities and Transportation Commission has two investigators who conduct carrier investigations on solid waste, household goods, and intrastate passenger carriers.

Carriers are selected for compliance investigation by using the following criteria:

- Fatality/Injury Crashes - SMS (CSA BASIC's)
- Formal Complaints
- Out of Service Order Violations

- Officer Referrals (i.e. safety audits)
- Follow-up investigations

Performance Objective: Utilize CI's in support of the Washington State's effort to achieve a 3% reduction in CMV crashes. CI's will incorporate the tools listed above (CSA BASIC's, SMS, complaints, etc.) in selection criteria while conducting investigations on identified high risk carriers.

***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 WSP will utilize CI's in support of Washington State's efforts to reduce CMV involved crashes by 3%. CI's will incorporate the tools listed above (CSA BASIC's, SMS, complaints, etc.) in selection criteria while conducting investigations on identified high risk carriers.

Carrier investigators will complete 160 enhanced compliance investigations on identified high risk carriers. The number of investigations was reduced from previous eCVSPs because enhanced CI's are more thorough and take more time and we currently have four investigator positions vacant in the CI program.

The CVEO 4 assigned to manage the CI program will assign carrier investigations to the investigators and to the two investigators at UTC. The CVEO 4 will report quarterly to the MCSAP manager on the progress of meeting our listed goal. The MCSAP Manager will include this information in the quarterly report submitted to FMCSA. All successes and any identified concerns within the CI program will be included in the report.

To ensure the quality of our carrier investigations all completed investigations are first reviewed by the first line supervisor. Once the supervisor approves the investigation it is sent to our CI Coordinator for review. When the coordinator approves the report, the report is sent to the CVEO 4 who reviews, approves and uploads the reports to FMCSA.

## 5 - Traffic Enforcement

Please review the description of your State's traffic enforcement program, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

*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 2012 - 2016

#### 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		
01/01/2016	12/31/2016	12042	19166
01/01/2015	12/31/2015	14235	21990
01/01/2014	12/31/2014	14739	21831
01/01/2013	12/31/2013	16691	23074
01/01/2012	12/31/2012	19961	29541

☐ 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.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2016	12/31/2016	10709	17681
01/01/2015	12/31/2015	12675	21787
01/01/2014	12/31/2014	12084	20430
01/01/2013	12/31/2013	13515	20919
01/01/2012	12/31/2012	13006	21423

☐ **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.**

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2016	12/31/2016	19432	35669
01/01/2015	12/31/2015	26430	47836
01/01/2014	12/31/2014	24657	45064
01/01/2013	12/31/2013	23194	41690
01/01/2012	12/31/2012	19527	37799

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

The above data was obtained from the state owned time and activity reporting system on July 20, 2017.

### **Narrative Overview for FY 2018 - 2020**

#### **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](#).*

Washington State seeks to eliminate traffic deaths and disabling injuries through its Target Zero campaign. The state has a goal of achieving zero traffic deaths and disabling injuries on state roadways by 2030. The CVEB has **forty-six** fully commissioned officers whose primary areas of CMV enforcement include rural roads, state routes, county roads and interstates in Washington State. Recently, the Washington State Patrol has allowed troopers in our Field Operations Bureau (FOB) interested in commercial vehicle safety to attend CVSA Part A inspector training. **At this time we have eighteen CVSA certified FOB troopers.** The FOB troopers that are Part A certified conduct all of their inspections in ASPEN and check if the carrier/drivers has an OOS order through the Portal. By adding these officers, it will increase our traffic enforcement and roadside inspections on CMVs statewide. Our troopers will focus their enforcement and education efforts on the top four crash causing violations for all reportable CMV crashes. If an equipment violation on the CMV is suspected, a CVSA certified officer will respond to the location and conduct a CVSA Level 1 inspection. Our troopers have the authority to enforce all CMV traffic laws.

The majority of our officers work Monday through Friday between the hours of 0600 and 1800. A few officers are assigned to work weekends and holidays. If staffing allows, four of our five Port of Entry's (POE) are open 24 hours a

day 7-days a week.

The CVEB has MOU's to enforce federal regulations involving **CMVs with 26 city and county agencies. The city and county agencies have 40 certified officers in CMV enforcement and participate in the MCSAP program.** All officers conducting inspections are CVSA certified and attend quarterly training. All officers submit their inspections through the ASPEN system. If an officer completes a handwritten inspection form, the inspection report is sent to the CVEB headquarters and entered into SafetyNet by MCSAP funded employees.

**Inspections are conducted at fifty-three permanent inspection facilities including five POE's, one POE is within thirty miles of the Canadian Border.** In addition, officers receive training on conducting roadside inspections in accordance with CVSA procedures. Washington State participates in the following CVSA sponsored emphases, in partnership with FMCSA; "Operation Safe Driver", "Road Check", "Operation Air Brake", and "National All American Buckle-Up Weeks". Washington State has two Hazardous Materials (HM) Transportation Specialists (HMTS) who develop and implement HM training and enforcement strategies statewide. Washington State HMTS participate in the Cooperative HM Enforcement Development Conference (COHMED), the Pipeline and Hazardous Materials Safety Administration Conference and the Alliance for Uniform HM Procedures Conference. **Automated License Plate Readers (ALPR) are installed at eleven ITD sites (old CVISN sites).** The ALPR's have been very successful in checking the PRISM file and identifying over license capacity, expired tonnage, verify log book entries for falsification and expired registration violations.

The CVEB SafetyNet Unit maintains a spreadsheet on all CMV involved crashes. The spreadsheet includes charts and information that identify the high crash corridors for all enforcement regions so supervisors can deploy their officers to areas where we can make the biggest impact on crashes. In addition, the crash spreadsheet identifies the time of day where CMV crashes are the highest, the day of week with the highest frequency of CMV crashes and the top five CMV crash causing violations.

#### **Projected Goals for FY 2018 - 2020**

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018 - 2020. 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 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	16000	16000	16000
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	12500	12500	12500
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	18000	18000	18000
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	2500	2500	2500

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
115000	160	804	115964	135640

**The sum of your planned FY 2019 safety activities must equal or exceed the average number of 2004/2005 activities**



to be reimbursed for non-CMV traffic enforcement activities. Update the number of FY 2019 roadside inspections, investigations, and/or new entrant safety audits to be eligible for reimbursement.

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

The MCSAP Manager will receive quarterly reports from each supervisor on their inspection and enforcement efforts that are focused on crash reductions. Quarterly, the SafetyNet Unit will provide a detailed report to the MCSAP Manager that outlines the number of inspections, traffic enforcement contacts, CMV involved crashes, community outreach, and special enforcement efforts. All the information will be included in our quarterly report submitted to FMCSA. The quarterly report will also be provided to the CVEB Command staff for evaluation to determine if our enforcement efforts are impacting the CMV crash situation. If necessary, CVEB Command staff will modify our officers inspection and enforcement activities to help us achieve the 3% crash reduction goal.

## 6 - Safety Technology

Please verify your State's safety technology compliance levels, responsible agencies, and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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	Core CVISN Compliant	Yes
PRISM	Exceeds Full Participation	Yes

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:** Washington State Department of Transportation

**Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:** Washington State Department of Licensing

### Narrative Overview for FY 2018 - 2020

#### 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.**

**Program Activities for FY 2018 - 2020: Describe any actions that will be taken to implement full participation**

*in PRISM.*

***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.***

## 7 - Public Education and Outreach

Please review the description of your State's public education and outreach activities, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

*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 2012 - 2016**

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

Public Education and Outreach Activities	2012	2013	2014	2015	2016
Carrier Safety Talks	238	227	227	198	208
CMV Safety Belt Education and Outreach	22	3	3	16	17
State Trucking Association Meetings	0	50	50	39	33
State-Sponsored Outreach Events	18	36	36	44	34
Local Educational Safety Events	28	22	22	22	26
Teen Safety Events	14	10	10	9	5

### **Narrative Overview for FY 2018 - 2020**

**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.**

The Washington State Patrol will provide 300 CMV related safety presentations to stakeholders during the grant performance period. The groups will included but are not limited to the following:

- CMV carriers and drivers
- Drivers education classes
- Civic groups
- State sponsored outreach events (Washington State's Governors Safety Conference)
- Trucking Associations
- Courts and prosecutors

### **Projected Goals for FY 2018 - 2020**

**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 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	230	200	200
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	10	10	10
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	5	20	20
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	25	40	40
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	20	20	20
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	10	10	10

**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 Washington State Patrol will provide CMV safety presentations on 100% of the requests received. The number of presentations and the number of people in attendance will be recorded by each officer on their Time and Activity Report. This information will be compiled by the SafetyNet Unit and submitted to the MCSAP Manager for inclusion in the quarterly report submitted to FMCSA.

**8 - State Safety Data Quality (SSDQ)**

Please verify your State's SSDQ compliance levels and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

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 2018 - 2020.

SSDQ Category	Current SSDQ Rating	Goal for FY 2018	Goal for FY 2019	Goal for FY 2020
Crash Record Completeness	Good	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Good	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.**

July 13, 2017

**Narrative Overview for FY 2018 - 2020**

**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.

**Program Activities for FY 2018 - 2020:** Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

**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.***

## 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

*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
<input checked="" type="radio"/>	<input type="radio"/>	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.
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input checked="" type="radio"/>	<input type="radio"/>	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 2012 - 2016

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

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	545	860	1296	855	716
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>545</b>	<b>860</b>	<b>1296</b>	<b>855</b>	<b>716</b>

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 2018 - 2020

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 2018 - 2020**

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 2018 - 2020 - New Entrant Safety Audits						
	FY 2018		FY 2019		FY 2020	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	160	0	160	0	160	0
# of Safety Audits (Offsite)	640	0	640	0	640	0
# Group Audits	2	2	2	2	2	2
<b>TOTAL Safety Audits</b>	<b>802</b>	<b>2</b>	<b>802</b>	<b>2</b>	<b>802</b>	<b>2</b>
# of Non-Audit Resolutions	1500	0	500	0	500	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.

During the grant performance period, the New Entrant supervisor will monitor the entry dates of all new entrant carriers in Washington State to ensure the carrier receives a new entrant safety audit within the statutory time limits listed in the Program Objective. The supervisor will assign the safety audits as follows.

- On-site safety audit - one or two auditors will be assigned to go to the carriers place of business to conduct the onsite safety audit.
- Off-site safety audit - up to six new entrant safety auditors will work from a specific State Patrol office for two to five business days conducting safety audits. Carriers within a reasonable distance to the State Patrol office will be required to come to the office in person with all required documentation for the audit.

At this time, we do not foresee any challenges or impediments that may prevent the successful completion of this objective.

**Activity Plan for FY 2018 - 2020:** 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.

During the grant performance period, the New Entrant supervisor will schedule the following activities that will help us achieve our objectives:

- The new entrant supervisor will schedule two group audits with a minimum of four safety auditors.
- The supervisor will assign four on-site safety audits per auditor per week.
- The New Entrant supervisor, when time permits, will accompany safety auditors on safety audits (SA) and during

CVSA inspections to ensure all guidelines are followed according to policies and procedures.

- All SAs will be reviewed by the new entrant supervisor for completeness, quality and consistency, and that the SAs follow all FMCSA regulations.
- The supervisor will use FMCSA reports to monitor the time line requirements to prevent overdue carriers appearing on the inventory.

***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.***

**Performance Measurement 1:**

- Number of on-site new entrant SAs completed within the statutory requirements.
- Number of on-site new entrant SAs not completed within the statutory requirements.

**Performance Measurement 2:**

- Number of Off-site new entrant SAs completed within the statutory requirements.
- Number of Off-site new entrant SAs not completed within the statutory requirements.

**Performance Measurement 3:**

- Number of non-audit resolutions.

The New Entrant supervisor will submit a quarterly report through the chain of command to the MCSAP manager reporting on the number of SAs completed by our safety auditors. In addition, the New Entrant Supervisor will monitor the activities monthly to ensure the New Entrant program is on target to meet our anticipated activity goals. Any unforeseen challenges will be reported by the New Entrant supervisor to the MCSAP manager. The MCSAP manager will include the reports from the New Entrant supervisor in the MCSAP Quarterly report submitted to FMCSA.

**10 - Border Enforcement**

Please review the agency responsible for conducting Border Enforcement activities and your State's objectives, goals, strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

The FAST Act affirms that States sharing a land border with another country will conduct a border commercial motor vehicle safety program focusing on international commerce, including enforcement and related projects ([49 CFR 350.201](#)). If a State sharing a land border with another country declines to engage in border related activities, it will forfeit all border enforcement funds the State is eligible to receive.

**Trend Analysis for 2012 - 2016**

In the table below, provide the number of inspections conducted in the past 5 years.

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	168	206	189	107	63
Level 2: Walk-Around	701	1117	1293	699	392
Level 3: Driver-Only	2355	2103	1331	1636	1028
Level 4: Special Inspections	0	0	0	0	0
Level 5: Vehicle-Only	23	0	3	11	8
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>3247</b>	<b>3426</b>	<b>2816</b>	<b>2453</b>	<b>1491</b>

**Narrative Overview for FY 2018 - 2020**

☐ The State chooses not to engage in border enforcement activities in FY 0. If this box is checked, no additional narrative is necessary in this section.

Enter the Agency name conducting Border Enforcement activities if other than the Lead Agency:

**Program Objectives:** In addition to the primary goal of the program as stated below, a State must identify at least one of the following priority objectives as a focus within their border enforcement program to be considered for participating within this focus area.

**Program Goal:** Border States should conduct a border CMV safety program. The focus is on international commerce that includes enforcement and related projects, to ensure motor carriers and drivers operating CMVs (primarily those entering the United States from a foreign country) are in compliance with U.S. CMV safety standards and regulations, financial responsibility regulations, and registration requirements. It also ensures drivers of those vehicles are qualified and properly licensed to operate a CMV in the U.S.

Check all objectives that apply (minimum of 1):

☒ **Objective 1: International Motorcoach Inspections** - Facilitate the conducting of inspections of motorcoaches engaged in international commerce at bus stations, terminals, border crossings, maintenance facilities, destination locations, or other locations where a motor carrier may make a planned stop (excluding a weigh station). For FY 2018, FMCSA encourages States to examine their data on international motorcoach activity and use that data to establish reasonable goals that will result in an appropriate level of motorcoach-focused activities. States must justify the goals set and provide the data

or data source references.

☒ **Objective 2: High Crash Corridor Enforcement Focused on International Commerce - Conduct international commerce CMV enforcement activities (inspections and traffic enforcement) within corridors where the data indicate that there are a high number of crashes involving vehicles engaged in international commerce.**

☒ **Objective 3: International Commerce CMV Inspections at Remote Border Sites Away from Border Crossings - Conduct international commerce CMV safety inspections at identified sites where known international commerce activity occurs near the Canadian and Mexican borders but where there is no official border crossing facility. Site(s) must be identified in the narrative below and describe how far these locations are from the nearest official border crossing facility, if any.**

### Projected Goals for FY 2018 - 2020

*Summarize projected border enforcement activities in the table below.*

**Note:** All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the CVSP, and not be indicated as BEG inspections on the inspection report which is uploaded into ASPEN

Projected Goals for FY 2018 - 2020 - Border Enforcement			
	FY 2018	FY 2019	FY 2020
Number of International Commerce Regular CMV	1530	1530	1530
Number of International Commerce HM	30	30	30
Number of International Commerce Passenger	250	250	250
<b>Total International Commerce Inspections</b>	<b>1810</b>	<b>1810</b>	<b>1810</b>
Number of Fixed Facility International Inspections	305	305	305
Number of Non-Fixed Facility International Inspections	1505	1505	1505
Traffic Enforcement	310	310	310
Strike Force Activities (CMVs)	1250	1250	1250
Strike Force Activities (Passenger CMVs)	250	250	250

**Strategies: Include a description of the strategies that will be utilized to meet the program objective(s) above. The applicant must include any challenges or impediments foreseen.**

During the grant performance period, the Border Enforcement (BE) troopers and other officers working a BE strike force type emphasis will focus their activities on conducting CMV safety inspections of motor carrier and passenger carrier companies engaged in international commerce. In addition, the BE troopers and other troopers working a BE strike force type activity will focus on stopping motor carrier and passenger carrier companies whose drivers are operating in an unsafe manner. All officers involved in BE activity will verify the status of the drivers commercial driver's license (CDL), the carriers current operating authority, out of service status (OOS) and financial responsibility. In addition, our officers will ensure all commercial vehicles and passenger carriers operating in international commerce within Washington State are in compliance with commercial vehicles safety standards and regulations and commercial drivers are operating safely on all roadways.

The BE strike force type activities will be scheduled in areas where there is a high volume of commercial vehicles and passenger carriers operating in international commerce or in documented high crash corridors involving carriers operating in international commerce. The crash data will be obtain from the state developed spreadsheet which contains all of Washington States FMCSA reportable crash data.

**Activity Plan for FY 2018 - 2020: Describe the specific activities planned to reach border enforcement goals.**

The two BE funded troopers will conducted 1,464 Commercial Vehicle Safety Alliance (CVSA) inspections during the grant performance period with a minimum of 50% of the inspections on carriers engaged in international commerce. The inspections will include verifying the drivers CDL, operating authority, OOS status and financial responsibility. In addition, of the 1,464 CVSA inspections, a minimum of 5% of the inspections will be conducted on passenger carriers engaged in international commerce.

Based on the crash data recorded on the agency developed crash spreadsheet and federal border crossing data, CVEB will identify the best dates to schedule eight 2 to 3 day emphasis that deploy officers to high crash border crossing corridors to focus enforcement on the top four crash causing driver violations and conduct CVSA

inspections. CVEB expects the number of FMCSA reportable crashes near designated border crossings will be 3% lower than the CY2016 crash statistics.

Six 2 to 3 day border enforcement emphases will be scheduled during the grant performance period utilizing CVSA certified officers. The six emphases will be conducted at the top five border crossing corridors with Canada. The top five border crossings are Blaine, Sumas, Lynden, Oroville, and Frontier. Whatcom county has the top three international traffic border crossings in Washington State which includes motor and passenger carriers. Scheduling of the emphasis will be resource driven and in conjunction with seasonal traffic patterns. In addition to inspections, traffic officers will focus their enforcement on the top four crash causing driver violations. At least three of the emphases will have a primary focus on passenger carrier companies operating in international commerce.

Each border emphasis will have a minimum of 6 CVSA certified officers, of which at least two will be certified in passenger carrier inspections. During the six emphases it is anticipated that our officers will conduct the following types of inspections:

- 125 CVSA Level 1 Inspections
- 50 CVSA Level 2 Inspections
- 325 CVSA Level 3 Inspections
- Total CVSA Inspections is 500

***Performance Measurement Plan: Describe how you will measure progress toward the performance objective goal, to include quantifiable and measurable outputs (work hours, carrier contacts, inspections, etc.) and in terms of performance outcomes. The measure must include specific benchmarks that can be reported on in the quarterly progress report, or as annual outcomes.***

**Performance Measurement Plan 1:**

During the grant performance period, reduce the number of fatal crashes involving carriers operating in international commerce to zero and injury crashes by 3% based on CY2016 statistical data. In CY2016, carriers operating in international commerce were involved in 1 fatal and 1 injury crashes.

**Performance Measurement Plan 2:**

During the grant performance period, the two BE funded troopers will conduct 1,464 CVSA inspections with a minimum of 50% of the inspections on carriers engaged in international commerce. 5% of the inspections will be conducted on passenger carriers engaged in international commerce.

- Number of domestic carriers receiving a CVSA inspection
- Number of international commerce carriers receiving a CVSA inspection
- Number of CVSA inspections conducted on passenger carriers

**Performance Measurement Plan 3:**

During the six planned emphases our officers will conduct the following inspections and traffic enforcement.

- Number of CVSA Level 1 inspections
- Number of CVSA Level 2 inspections
- Number of CVSA Level 3 inspections
- Number of international commerce carriers stopped for traffic violations
- Number of domestic carriers stopped for traffic violations

**Performance Measurement Plan 4**

Within 90 days of the award, the BE supervisor will develop, based on the most current data available, detailed plans and strategies for implementing the six border enforcement emphases.

The BE supervisor will submit a quarterly report through the chain of command to the MCSAP manager. The MCSAP manager will include the report in the MCSAP Quarterly report submitted to FMCSA.

### 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 Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2018 - 2020).*

#### 1 - Enforcement of Federal OOS Orders during Roadside Activities

Please review your State's Federal OOS catch rate during roadside enforcement activities, projected goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

#### 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.

**2 - Passenger Carrier Enforcement**

Please review your State's passenger carrier transportation goals, problem statement narrative, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

**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.

### 3 - State Specific Objectives – Past

No updates are required for this section.

#### Instructions:

*Describe any State-specific CMV problems that were addressed with FY2017 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.**

CVEB officers conducted statewide seat belt surveys quarterly; increase CMV driver seat belt use to 98.5% during the performance period from 98% in FY 2015, through education and enforcement.

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

The goal in the FY2017 MCSAP grant has our goal set at 98.5% compliance.

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

During the second quarter of FY2017 our officers conducted nine random seat belt surveys throughout the state. They contacted 1,655 CMV drivers to check for seat belt usage and 1,644 drivers were wearing their seat belts. This is a 99.3% compliance rate.

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

N/A

#### Activity #2

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

Through CMV and non-CMV traffic enforcement, reduce the number of CMV reportable involved crashes, including injury and fatality, during the performance period by 5% to 1,552 from CY2015 totals of 1,634. Reduce the top five crash causing violations by CMV and passenger car drivers during the grant performance period when compared to CY2015 totals by 5%. Team leaders of the Strike Force team and the TACT team will schedule and conduct eight two-day emphases during the grant performance period in high crash areas as identified in the SafetyNet crash database.

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

Reduce crashes by 5%

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

With the improving economy the state of Washington has experienced an increase in CMV traffic by approximately 11% over the last several years. With this increase in traffic we have also experienced an increase in CMV involved crashes. In CY2016 there were 1,784 FMCSA reportable crashes this is an increase of 150 or 9% from CY2015. The CMV driver was the cause in 936 of the 1,784 crashes (52%). The number of people dying in CMV crashes also increased from 45 in CY2015 to 58 in CY2016. In fatal crashes, the CMV driver was the cause in 16 of 52 crashes (30%).

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



The two difficulties we encountered while trying to achieve this goal is our ongoing vacancy rate of 19% or higher in our enforcement positions and as the economy improved we have experienced an increase in CMV traffic of approximately 11%. Over the last two sessions, the Washington State Legislature has authorized pay increases for our troopers and CVEO positions. This should help with our hiring and retention.

#### 4 - State Specific Objectives – Future

Please review your State specific objectives and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

#### Instructions:

*The State may include additional objectives from the national priorities or emphasis areas identified in the NOFO 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 2018 - 2020. 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.**

Traffic Enforcement - Seat belt usage

#### Narrative Overview for FY 2018 - 2020

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

The state of Washington, through random surveys conducted by our officers through out the state, has a seat belt compliance rate of 99.3% in FY 2016, through education and enforcement.

**Projected Goals for FY 2018 - 2020:**

**Enter performance goal.**

Increase seat belt usage by CMV drivers from 99.3% in FY 2016 to 99.5% during the grant performance period.

**Program Activities for FY 2018 - 2020: Describe the activities that will be implemented including level of effort.**

CVEB officers: - will conduct statewide seat belt surveys quarterly; - conduct one emphasis a quarter focused on seat belt usage; - conduct outreach activities with carriers and drivers to discuss the importance of seat belt usage in an attempt to gain compliance.

**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.**

Increase seat belt use by CMV drivers from 99.3% in FY 2016 to 99.5% during the grant performance period, utilizing education and enforcement activities.

## Part 4 - Financial Information

### 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.

#### What's New for FY 2019

The Spending Plan budget activity tables have been restructured to permit Maintenance of Effort (MOE) expenditures to be added on each line item of the budget activity tables. In the FY 2018 eCVSP, States indicated MOE costs as a single cost in each budget activity area. Please review the FY 2019 changes and instructions below prior to completing your Spending Plan.

- A new column (% of Time on MCSAP Grant) has been added in each of the budget activity tables to capture the percentage of time each item entered is dedicated to the MCSAP grant.
- A new column (MOE) has been added in each of the budget activity tables to capture MOE amounts. This allows users the ability to add MOE expenditures by each line item. MOE expenditures must not be included in the calculation of Total Project Costs, Federal share, or State share.

#### Instructions

The Spending Plan should include costs for FY 2019 only. This applies to States completing a single-year CVSP, 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.

### **Expansion of 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	\$6,570,350.00	\$1,158,564.00	\$7,728,914.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$1,158,564.00
MOE Baseline:	\$9,219,398.00

## 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):	\$1,158,564.00
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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
Assistant Chief	1	25.0000	\$176,376.00	\$44,094.00	\$37,479.90	\$6,614.10	\$0.00
Confidential Secretary	1	25.0000	\$60,852.00	\$15,213.00	\$12,931.05	\$2,281.95	\$0.00
CVD Captain	1	50.0000	\$152,431.00	\$76,215.50	\$64,782.75	\$11,432.75	\$0.00
MCSD Captain	1	50.0000	\$152,431.00	\$76,215.50	\$64,782.75	\$11,432.75	\$0.00
MCSD Lieutenant	1	75.0000	\$125,857.00	\$94,392.75	\$80,233.84	\$14,158.91	\$0.00
MCSD Lieutenant	1	50.0000	\$125,857.00	\$62,928.50	\$53,489.23	\$9,439.27	\$0.00
Commercial Vehicle Enforcement Officer 4	2	100.0000	\$87,552.00	\$175,104.00	\$148,838.40	\$26,265.60	\$0.00
Commercial Vehicle Enforcement Officer 3	6	95.0000	\$75,760.89	\$431,837.07	\$367,061.50	\$64,775.57	\$0.00
Commercial Vehicle Enforcement Officer 3	1	75.0000	\$75,760.89	\$56,820.66	\$48,297.56	\$8,523.10	\$0.00
Commercial Vehicle Enforcement Officer 2	26	100.0000	\$63,608.31	\$1,653,816.06	\$1,406,517.59	\$247,298.47	\$0.00
Commercial Vehicle Enforcement Officer 1	7	100.0000	\$59,016.00	\$413,112.00	\$351,145.20	\$61,966.80	\$0.00
MCSAP Manager	1	85.0000	\$96,828.24	\$82,304.00	\$69,958.40	\$12,345.60	\$0.00
Transportation Planning Specialist 2	1	100.0000	\$61,212.00	\$61,212.00	\$52,030.20	\$9,181.80	\$0.00
Transportation Planning Technician 2	3	100.0000	\$49,476.00	\$148,428.00	\$126,163.80	\$22,264.20	\$0.00
Office Assistant 3	1	100.0000	\$35,808.00	\$35,808.00	\$30,436.80	\$5,371.20	\$0.00
Information Technology Support Specialist 5	1	100.0000	\$86,508.00	\$86,508.00	\$73,531.80	\$12,976.20	\$0.00
Information Technology Support Specialist 4	1	100.0000	\$71,040.00	\$71,040.00	\$60,384.00	\$10,656.00	\$0.00
Information Technology Support Specialist 3	2	100.0000	\$56,880.00	\$113,760.00	\$96,696.00	\$17,064.00	\$0.00
BEG Trooper - 10 year	2	90.0000	\$91,324.50	\$164,384.10	\$139,726.48	\$24,657.62	\$0.00
Administrative Assistant 3	1	50.0000	\$41,232.00	\$20,616.00	\$17,523.60	\$3,092.40	\$0.00
Secretary Senior	2	100.0000	\$37,476.00	\$74,952.00	\$63,709.20	\$11,242.80	\$0.00
Estimated MOE Salaries	1	0.0000	\$10,159,682.00	\$0.00	\$0.00	\$0.00	\$10,159,682.00
<b>Subtotal: Salary</b>				<b>\$3,958,761.14</b>	<b>\$3,365,720.05</b>	<b>\$593,041.09</b>	<b>\$10,159,682.00</b>
Overtime Project Costs							
Trooper	2	4.0000	\$91,324.50	\$7,305.96	\$6,210.07	\$1,095.89	\$0.00
Commercial Vehicle Enforcement Officer 1	2	4.0000	\$59,016.00	\$4,721.28	\$4,013.09	\$708.19	\$0.00
Estimated MOE OT	1	0.0000	\$241,946.00	\$0.00	\$0.00	\$0.00	\$241,946.00

<b>Subtotal: Overtime</b>				<b>\$12,027.24</b>	<b>\$10,223.16</b>	<b>\$1,804.08</b>	<b>\$241,946.00</b>
<b>TOTAL: Personnel</b>				<b>\$3,970,788.38</b>	<b>\$3,375,943.21</b>	<b>\$594,845.17</b>	<b>\$10,401,628.00</b>
<b>Accounting Method:</b>	<b>Accrual</b>						

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

The Washington State Patrol (WSP) Commercial Vehicle Enforcement Bureau (CVEB) funds 58.85 full time equivalent (FTE) employees using MCSAP grant funds. If an officer performs a function that is not MCSAP eligible their time is coded on their Time and Activity Report (ie. Time Card) so the costs will not be charged to the MCSAP grant. The MCSAP grant is only charged for actual hours worked performing MCSAP eligible activities (ie. personnel costs, fringe benefits, etc.). The overtime in the budget will not exceed the 15% maximum threshold. Twenty-two of the FTEs are assigned to the Compliance Investigation Unit; eight are assigned to the New Entrant Safety Program, two to the Border Enforcement Program, three to training/hazardous materials program, one is the MCSAP manager and the remaining FTE's are assigned to line enforcement work, data management, supervision, management and oversight of functions related to MCSAP.

Salaries were estimated based on the current actual salaries of the individuals expected to work on grant funded activities adjusted for salary increases that went into effect on July 1, 2018. Not all individuals are assigned to the grant full time, so these salaries were adjusted by the percentage of time they work on the grant. Based on the number of employees and their percentage of assignment to grant funded activities, we expect an average of 58.85 FTE's to work in the MCSAP grant program.

The Commercial Vehicle Division Computer Support (CVD/CS) group supports 217 MCSAP eligible and funded officers, 29 CVEO's and Troopers who work part time in MCSAP eligible activities, 37 CVSA certified local law enforcement officers from 24 jurisdictions, five investigators at Washington Utilities and Transportation Commission, and 17 MCSAP eligible and funded support staff within the Commercial Vehicle Division (CVD) and Motor Carrier Safety Division (MCSD). In addition to the 246 officers previously mentioned, the Washington State Patrol has another 1,445 uniformed law enforcement personnel and 1,072 support staff throughout the state that are supported by our Information Technology Division (ITD). ITD is staffed with 99 computer support personnel (which includes supervisors and managers). The four CVD/MCSD IT Support positions funded by the MCSAP grant service the SafetyNet database and a total of 285 MCSAP computers located throughout the 71,000 square miles of Washington State. CVD/MCSD IT Support personnel maintain all FMCSA required software, hardware, network and operating policies as well as other program-related software installed on MCSAP eligible and funded officers computers. In addition the CVD/MCSD IT Support group supports WSP software applications that are needed by MCSAP eligible and funded positions to perform their work, such as ASPEN, SafetyNet, CAPRI, eRODS, PMDC, CITE, and SECTOR. During the grant performance period, CVD/MCSD IT Support will work approximately 8,320 hours in the MCSAP program of which approximately 1,200 hours will be spent traveling to rural locations in Washington State to support MCSAP eligible and funded officer's computers and programs. Any work performed outside the scope of the MCSAP program is coded on their time and activity report and paid by state-provided funds. In addition, CVD/MCSD IT Support provides MCSAP related computer training to CVSA certified officers, officers in-service training, and to Trooper Basic training classes. The training includes how to access FMCSA online applications (e.g. Portal, MCMIS, QC, Etc...) and all FMCSA program updates. The training will also include classes on FMCSA software programs such as ASPEN and CAPRI, which are critical for providing inspection and compliance review reports/data to FMCSA. The Washington State Patrol uploads an average of over 90,000 CVSA inspections performed by MCSAP eligible and funded officers each year and over 1,600 FMCSA reportable crashes. Without the support of the 4 MCSAP funded IT positions, we cannot guarantee the same continued connectivity with the federal system as we have now and the WSP may not be able to achieve our inspection, data quality, and timeliness goals as outlined in the eCVSP.



### 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
Assistant Chief	21.8800	100.0000	\$44,976.00	\$9,840.74	\$8,364.63	\$1,476.11	\$0.00
Administrative Assistant 3	45.5200	100.0000	\$22,547.52	\$10,263.63	\$8,724.09	\$1,539.54	\$0.00
Captain	23.2800	100.0000	\$150,216.00	\$34,970.28	\$29,724.73	\$5,245.55	\$0.00
Confidential Secretary	38.2800	25.0000	\$63,310.44	\$6,058.80	\$5,149.98	\$908.82	\$0.00
Lieutenant - 15 year	24.9500	75.0000	\$125,580.00	\$23,499.15	\$19,974.28	\$3,524.87	\$0.00
Lieutenant - 15 year	24.9500	50.0000	\$125,580.00	\$15,666.10	\$13,316.19	\$2,349.91	\$0.00
MCSAP Manager	31.6200	85.0000	\$100,739.88	\$27,075.85	\$23,014.47	\$4,061.38	\$0.00
CVEO 4 - Step M	33.2800	100.0000	\$186,722.64	\$62,141.29	\$52,820.10	\$9,321.19	\$0.00
CVEO 3 - Step L	35.8600	95.0000	\$471,176.64	\$160,515.74	\$136,438.37	\$24,077.37	\$0.00
CVEO 3 - Step L	35.8600	75.0000	\$78,529.44	\$21,120.49	\$17,952.42	\$3,168.07	\$0.00
CVEO 2 - Step L	38.4500	100.0000	\$1,760,981.00	\$677,097.19	\$575,532.61	\$101,564.58	\$0.00
CVEO 1	40.3900	100.0000	\$429,801.96	\$173,597.01	\$147,557.46	\$26,039.55	\$0.00
Information Technology System Specialist 5	32.9600	100.0000	\$90,002.88	\$29,664.94	\$25,215.20	\$4,449.74	\$0.00
Information Technology System Specialist 4	34.6200	100.0000	\$79,553.16	\$27,541.30	\$23,410.11	\$4,131.19	\$0.00
Information Technology System Specialist 3	36.1100	100.0000	\$144,074.64	\$52,025.35	\$44,221.55	\$7,803.80	\$0.00
Office Assistant 3	50.8200	100.0000	\$37,254.60	\$18,932.78	\$16,092.86	\$2,839.92	\$0.00
BEG Trooper - 10 year	29.1100	90.0000	\$178,176.00	\$46,680.33	\$39,678.28	\$7,002.05	\$0.00
Transportation Planning Specialist 2	36.4900	100.0000	\$70,314.36	\$25,657.70	\$21,809.05	\$3,848.65	\$0.00
Transportation Planning Technician 2	40.4700	100.0000	\$112,843.92	\$45,667.93	\$38,817.74	\$6,850.19	\$0.00
Secretary Senior - Step L	49.4700	100.0000	\$77,980.08	\$38,576.74	\$32,790.23	\$5,786.51	\$0.00
Estimated MOE Benefits	100.0000	0.0000	\$3,540,854.00	\$0.00	\$0.00	\$0.00	\$3,540,854.00
<b>TOTAL: Fringe Benefits</b>				<b>\$1,506,593.34</b>	<b>\$1,280,604.35</b>	<b>\$225,988.99</b>	<b>\$3,540,854.00</b>

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

Fringe Benefits were estimated based on the current actual salaries of the individuals expected to work on grant funded activities adjusted for salary increases to go into effect through January 1, 2019 and the various benefit rates/amounts applicable to each position. The total calculated benefits were divided by the computed salaries to determine an average fringe benefit rate.

Commissioned officer salary calculations are as of July 1, 2018. Civil Service salary calculations are as of July 1, 2017 plus expected 2% increase effective July 1, 2018 and January 1, 2019.

Benefit Rates/Amounts as of July 1, 2018:

Social Security - 6.20% for Civil Service. Commissioned officers (Troopers) are exempt from paying Social Security.

Retirement, Washington State Patrol Retirement System for Troopers - 13.33%

Retirement, Public Employees Retirement System (CVEOs) - 11.95%

Retirement, Public Employees Retirement System (Civil Service employees) - 12.70%

Industrial Insurance, Commissioned Troopers and CVEO's - \$148.00

Industrial Insurance, Civil Service - \$30.00

Health Insurance - \$916.00

Medicare Tax - 1.45%

Benefits include set rates for OASDI, retirement and Medicare (6.2%, variable depending on collective bargaining agreements, and 1.45% respectively). Industrial insurance and health insurance are a set amount each month per employee (\$30/mo or \$148/mo depending on the position's risk and \$916 month, respectively). Since salaries vary by position and individuals within job classifications, it is impossible to assign a single rate for the fixed benefits rate per position. The benefits rate was calculated as the total benefits for each job classification divided by the total salary for the position. Rates vary substantially - as salaries increase, the relative percentage of the fixed benefits cost decreases, hence the Secretary Senior shows a benefits rate of 49.47% while the Assistant Chief's position shows a rate of only 21.88%.

**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
In-state Inspector Challenge; lodging and per-diem	12	2	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
COHMED	2	7	100.0000	\$4,857.00	\$4,128.45	\$728.55	\$0.00
CVSA Spring Conference	5	5	100.0000	\$9,900.00	\$8,415.00	\$1,485.00	\$0.00
Border Enforcement Emphasis; lodging and per-diem	4	3	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
CVD and MCSD Statewide Supervisor Meeting: Lodging and per-diem	25	6	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
MCSAP Planning Meeting	2	4	100.0000	\$4,700.00	\$3,995.00	\$705.00	\$0.00
CVSA Data Quality Workshop	3	4	100.0000	\$5,398.00	\$4,588.30	\$809.70	\$0.00
NAIC	2	7	100.0000	\$2,756.00	\$2,342.60	\$413.40	\$0.00
In-state travel for CVD/MCSD IT staff	4	30	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
CVD/MCSD Computer Tech Support Training and Related Travel Costs	1	5	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
New Entrant and Compliance Investigations travel costs	20	50	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
New Entrant Auditor/Compliance Investigator In-service Training	20	2	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Estimated MOE Travel	1	1	0.0000	\$0.00	\$0.00	\$0.00	\$115,320.00
<b>TOTAL: Travel</b>				<b>\$71,611.00</b>	<b>\$60,869.35</b>	<b>\$10,741.65</b>	<b>\$115,320.00</b>

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

The state of Washington follows federal and state policies and uses federal per diem rates not actual costs.

The budgeted amount for travel is **\$71,611.00**. For the **five** conferences/workshops our staff will be attending the total cost is **\$27,611.00**. At each conference/workshop, the WSP personnel participate in numerous committee meetings. The committees our personnel attend discuss critical issues involving commercial vehicle safety and provide information to members of the committee on Washington States position on the matters discussed. The amount of personnel attending each conference is based on our perceived need to successfully represent Washington State's interests.

The remaining travel budget allocations are to directly support CVEB's mission to initiate and implement a successful MCSAP plan. These costs include the following:

1. In-state travel for CVD/MCSD Information Technology (IT) staff that support the MCSAP grant program - \$5,000. IT support travel is used in support of SafetyNet and our statewide deployment of ASPEN, Century, and other MCSAP related programs. It is necessary to maintain the program when we encounter system problems so accuracy and timeliness of our data is not compromised. Our four IT personnel will take approximately 30 two-day trips during the performance period. All costs in travel for IT support that exceeds the \$5,000 will be paid with non-MCSAP funds. The budgeted amount for IT support travel is based on past costs for similar activities. Vouchering will be based on exact costs.
2. CVD/MCSD Computer Tech Support Training and Related Travel Costs - \$3,000. The budgeted amount for eligible IT training programs in this proposal is based on past costs for similar activities. The IT training will be in support of the MCSAP grant program. Vouchering will be based on exact costs.
3. New Entrant and Compliance Investigations travel costs - \$10,000. The budgeted amount will be used to support our New Entrant Auditors and Compliance Investigators in-state travel to conduct safety audits and compliance investigations. In addition, if new auditors/investigators need to attend training related to their assignment, funds in this line item may be used. Vouchering will be based on exact costs.
4. New Entrant Auditor/Compliance Investigator In-service Training - \$5,000. The budgeted amount for the in-service training in this proposal is based on prior costs for this training. The benefits of this training is for all officers to receive FMCSA updates and other applicable training for a successful program. Vouchering will be based on exact costs.
5. In-state Inspector Challenge; lodging and per-diem - \$5,000. The budgeted amount for the State Inspector Challenge in this proposal is based on prior costs for this event. Only officers involved in the challenge or providing training will be eligible for grant funded lodging and per-diem. Vouchering will be based on exact costs.
6. Border Enforcement Emphasis; lodging and per-diem - \$6,000. The budgeted amount will provide lodging and per-diem to officers for participating in border enforcement emphasis outside of their normal patrol area. We anticipate conducting five emphasis focused on international commerce and motor coaches crossing at the Canadian Border. The emphasis locations will vary between the Blaine Port of Entry (high traffic area) and remote sites on the eastern side of Washington. Vouchering will be based on exact costs.
7. CVD and MCSD Statewide Supervisor Meeting: Lodging and per-diem - \$10,000. CVD and MCSD will hold two 3 or 4 day statewide supervisor meetings. The meetings allow the management team an opportunity to brief all supervisors on changes to federal and state laws and provide future direction on enforcement activities. The budgeted amount will be used for lodging and per-diem costs only. Vouchering will be based on exact costs.

**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
Vehicles	6	\$35,000.00	100	\$210,000.00	\$178,500.00	\$31,500.00	\$0.00
Estimated MOE Equipment	1	\$1,307,683.00	0	\$0.00	\$0.00	\$0.00	\$1,307,683.00
<b>TOTAL: Equipment</b>				<b>\$210,000.00</b>	<b>\$178,500.00</b>	<b>\$31,500.00</b>	<b>\$1,307,683.00</b>
Equipment threshold is greater than \$5,000.							

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

Six of our assigned vehicles are exceeding their life cycle based on Washington State's vehicle replacement policy. Therefore the CVEB will use MCSAP funds to purchase six new vehicles used by officers to complete MCSAP eligible activities. The cost for purchasing the vehicles is approximately \$35,000 each based on the states procurement contracts. The total cost for purchasing six vehicles is \$210,000. Costs for equipping the vehicles will be paid with state funds.

We did not identify the specific type of vehicle to be purchased in this grant application because our state's procurement contracts are renewed annually and frequently change manufacturers. The amount estimated for the vehicles is based on prior vehicles capable of performing MCSAP eligible activities.

**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
Office Supplies	100 box	\$40.00	100.0000	\$4,000.00	\$3,400.00	\$600.00	\$0.00
Uniform and related supplies	100 piece	\$40.00	100.0000	\$4,000.00	\$3,400.00	\$600.00	\$0.00
Laptops/Printers /Inverters for WSP MCSAP eligible employees - 6 @ \$3,500 for each complete system	6 box	\$3,500.00	100.0000	\$21,000.00	\$17,850.00	\$3,150.00	\$0.00
Miscellaneous IT parts and equipment used by CVD/MCSD Computer Support Techs for MCSAP eligible positions	250 box	\$100.00	100.0000	\$25,000.00	\$21,250.00	\$3,750.00	\$0.00
Mobile Phone Charges	22 Yearly	\$720.00	100.0000	\$15,840.00	\$13,464.00	\$2,376.00	\$0.00
Estimated MOE Supplies	1 piece	\$295,224.00	0.0000	\$0.00	\$0.00	\$0.00	\$295,224.00
<b>TOTAL: Supplies</b>				<b>\$69,840.00</b>	<b>\$59,364.00</b>	<b>\$10,476.00</b>	<b>\$295,224.00</b>

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

All costs listed in the Supplies section are allowable, allocable, necessary and reasonable for CVEB officers and support staff to perform their daily MCSAP activities.

- Office Supplies - \$4,000. Supplies purchased will be used in direct support of the MCSAP program. Examples of supplies needed are copy paper, printer ink, pens, paper clips, etc. Vouchering will be based on exact costs.
- Uniform and related supplies - \$4,000. Items purchased will be used by officers performing MCSAP eligible activities. Examples of items needed are uniform pants and shirts, gun belts, hats, practice ammunition, gloves, etc. Vouchering will be based on exact costs.
- Laptops/Printers/Inverters for WSP employees- \$21,000. The six new computers, printers and inverters requested will be used to replace outdated computers currently in use by MCSAP eligible employees. The cost of the computer, printer and inverter is reasonable for this type of purchase with the required features to fulfill our reporting requirements. The cost for the computer, printer, and inverter is \$3,500 per employee. Vouchering will be based on exact costs.
- Miscellaneous IT parts and equipment used by CVD/MCSD Computer Support Techs for MCSAP eligible positions - \$25,000. The CVEB has

a robust computer network that requires general maintenance. This funding will be used to help maintain our CVEB network to ensure timely and accurate submission of CMV data to FMCSA. Examples of the IT parts needed by our officers are hardware, computer cabling, computer mounts for patrol cars, mouse, printers, monitors, etc. Vouchering will be based on exact costs.

5. Mobile Phone Charges - \$15,840. Officers in the field need communications to properly and efficiently conduct MCSAP related activities. Vouchering will be based on exact costs.



## 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
Washington State Utilities and Transportation Commission	DUNS 88967570	Subrecipient	100.0000	\$100,000.00	\$85,000.00	\$15,000.00	\$0.00
Description of Services: Compliance Investigations and Destination Checks on motor coach companies and intrastate carriers							
<b>TOTAL: Contractual and Subaward</b>				<b>\$100,000.00</b>	<b>\$85,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>

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

The Washington State Utilities and Transportation Commission (UTC) regulate motor coach carriers in the state of Washington. To determine how much UTC receives in MCSAP funding they calculate their reimbursement for salaries, travel, training based on the percent of time their employees spend on MCSAP eligible activities. Currently, UTC estimates that their employees spend approximately 13.9% of their time on MCSAP eligible activities.

Salary costs are calculated based on actual salaries from General Service Salary Schedule for:



- 1 Investigator 3 position at Range 57 Step E;
- 2 Investigator 3 positions at Range 57 Step G;
- 2 Investigator 3 positions at Range 57 Step I;
- and 1 Investigator 4 (Supervisor) position at Range 59 Step L.

Benefit costs are calculated based on actual benefits from actual salaries from General Service Salary Schedule. Benefits are approximately 24% of actual salaries.

Reimbursement costs for training and travel are only requested for conferences and training that have a direct nexus to the MCSAP program. For example, UTC is requesting reimbursement of CVSA conferences and the following training opportunities:

1. CVSA certification
2. Investigative Safety Analysis training
3. Passenger Carrier inspection training
4. Hazardous Materials training
5. Washington State Inspector's Challenge (WSIC)

## 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
Other	27.69	\$5,810,097.51	\$1,608,816.00	\$1,367,493.60	\$241,322.40
<b>TOTAL: Indirect Costs</b>			<b>\$1,608,816.00</b>	<b>\$1,367,493.60</b>	<b>\$241,322.40</b>

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
CVSA Decals	28800 sticker	\$0.32	100.0000	\$9,216.00	\$7,833.60	\$1,382.40	\$0.00
CVSA Membership	1 Annual Membership	\$14,800.00	100.0000	\$14,800.00	\$12,580.00	\$2,220.00	\$0.00
CVSA Conference Costs	5 Registration Fee	\$550.00	100.0000	\$2,750.00	\$2,337.50	\$412.50	\$0.00
Training Manuals - NAS Part B and General Hazardous Materials	172 book	\$25.00	100.0000	\$4,300.00	\$3,655.00	\$645.00	\$0.00
MCSAP Vehicle Fuel Costs	8 Annual	\$6,000.00	100.0000	\$48,000.00	\$40,800.00	\$7,200.00	\$0.00
MCSAP Vehicle Maintenance Costs	8 Annual	\$2,400.00	100.0000	\$19,200.00	\$16,320.00	\$2,880.00	\$0.00
Sprint Wireless Card Communication Backbone account charges (based on 135 users)	135 Annual	\$630.00	100.0000	\$85,050.00	\$72,292.50	\$12,757.50	\$0.00
Maintenance and Operations fo IT (CVISN/DOT)	1 Annual	\$1,549.28	100.0000	\$1,549.28	\$1,316.89	\$232.39	\$0.00
Maintenance and Operation for PRISM (DOL)	1 Annual	\$1,000.00	100.0000	\$1,000.00	\$850.00	\$150.00	\$0.00
Maintenance Contract for SafetyNet iLINX scanner and data storage	1 1	\$5,400.00	100.0000	\$5,400.00	\$4,590.00	\$810.00	\$0.00
Estimated MOE Other Costs	1 piece	\$363,734.00	0.0000	\$0.00	\$0.00	\$0.00	\$363,734.00
<b>TOTAL: Other Costs</b>				<b>\$191,265.28</b>	<b>\$162,575.49</b>	<b>\$28,689.79</b>	<b>\$363,734.00</b>

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

1. CVSA Decals - \$9,216. We will be purchasing 28,800 CVSA Decals at .32 each. Vouchering will be based on exact costs.
2. CVSA Membership - \$14,800. Vouchering will be based on exact costs.
3. CVSA Conference Costs - \$2,750. CVSA Conference registration fees are \$550 per attendee. We will pay the conference costs for five officers to attend the spring conference. WSP will not be able to attend the fall CVSA conference.
4. Training Manuals - \$4,300. For our CVEO Basic Training Class and our hazardous materials class we will purchase the NAS Part B and General Hazardous Materials training manuals. Vouchering will be based on exact costs.

5. MCSAP Vehicle Fuel Costs - \$48,000. Fuel for eight vehicles used during MCSAP eligible activities. The annual cost of fuel for the vehicles is approximately \$6,000 each. Vouchering will be based on exact costs.
6. MCSAP Vehicle Maintenance Costs - \$19,200. Maintenance for eight vehicles used during MCSAP eligible activities. The annual cost for maintenance per vehicle is approximately \$2,400. Vouchering will be based on exact costs.
7. Sprint Wireless Card Communication Backbone account charges (based on 135 users) - \$85,050. The WSP does not supply wireless air cards to all officers. Air cards paid for under the MCSAP grant are only given to officers performing MCSAP eligible activities. Without the air cards over half of all officers performing roadside inspections would not have access to ASPEN on line functions nor FMCSA Portal data. Vouchering will be based on exact costs.
8. Maintenance and Operations for IT (CVISN/DOT) - \$1,549.28. This line item was created to allow Washington State Department of Transportation access to MCSAP funds for M and O activities. The funds will only be used by WSDOT if additional funds are needed to maintain the states CVISN sites. At this time WSDOT has not requested to use MCSAP funds. If WSDOT does use MCSAP funds, vouchering will be based on exact costs.
9. Maintenance and Operation for PRISM (DOL) - \$1,000. This line item was created to allow Washington State Department of Licensing (WSDOL) access to MCSAP funds for M and O activities. The funds will only be used by WSDOL if additional funds are needed to maintain PRISM. At this time WSDOL has not requested to use MCSAP funds. If WSDOL does use MCSAP funds, vouchering will be based on exact costs.
0. Maintenance Contract for iLINX - \$5,400. This line item pays for the maintenance contract for the iLINX scanner and data storage. All of the CVSA inspections, CMV crash reports and supporting documents are scanned into the iLINX data storage. The iLINX scanner and data storage is only used for commercial vehicle information. Vouchering will be based on exact costs.
11. All costs that exceed the amounts listed above will either have additional funds reallocated through the grant reallocation process or the excess costs will be paid by state funds.

**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).*

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,570,350.00	\$1,158,564.00	\$7,728,914.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,158,564.00
MOE Baseline:	\$9,219,398.00

<b>Estimated Expenditures</b>				
<b>Personnel</b>				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Assistant Chief	\$37,479.90	\$6,614.10	\$44,094.00	\$0.00
Confidential Secretary	\$12,931.05	\$2,281.95	\$15,213.00	\$0.00
CVD Captain	\$64,782.75	\$11,432.75	\$76,215.50	\$0.00
MCSD Captain	\$64,782.75	\$11,432.75	\$76,215.50	\$0.00
MCSD Lieutenant	\$80,233.84	\$14,158.91	\$94,392.75	\$0.00
MCSD Lieutenant	\$53,489.23	\$9,439.27	\$62,928.50	\$0.00
Commercial Vehicle Enforcement Officer 4	\$148,838.40	\$26,265.60	\$175,104.00	\$0.00
Commercial Vehicle Enforcement Officer 3	\$367,061.50	\$64,775.57	\$431,837.07	\$0.00
Commercial Vehicle Enforcement Officer 3	\$48,297.56	\$8,523.10	\$56,820.66	\$0.00
Commercial Vehicle Enforcement Officer 2	\$1,406,517.59	\$247,298.47	\$1,653,816.06	\$0.00
Commercial Vehicle Enforcement Officer 1	\$351,145.20	\$61,966.80	\$413,112.00	\$0.00
MCSAP Manager	\$69,958.40	\$12,345.60	\$82,304.00	\$0.00
Transportation Planning Specialist 2	\$52,030.20	\$9,181.80	\$61,212.00	\$0.00
Transportation Planning Technician 2	\$126,163.80	\$22,264.20	\$148,428.00	\$0.00
Office Assistant 3	\$30,436.80	\$5,371.20	\$35,808.00	\$0.00
Information Technology Support Specialist 5	\$73,531.80	\$12,976.20	\$86,508.00	\$0.00
Information Technology Support Specialist 4	\$60,384.00	\$10,656.00	\$71,040.00	\$0.00
Information Technology Support Specialist 3	\$96,696.00	\$17,064.00	\$113,760.00	\$0.00
BEG Trooper - 10 year	\$139,726.48	\$24,657.62	\$164,384.10	\$0.00
Administrative Assistant 3	\$17,523.60	\$3,092.40	\$20,616.00	\$0.00
Secretary Senior	\$63,709.20	\$11,242.80	\$74,952.00	\$0.00
Estimated MOE Salaries	\$0.00	\$0.00	\$0.00	\$10,159,682.00
<b>Salary Subtotal</b>	<b>\$3,365,720.05</b>	<b>\$593,041.09</b>	<b>\$3,958,761.14</b>	<b>\$10,159,682.00</b>

Trooper	\$6,210.07	\$1,095.89	\$7,305.96	\$0.00
Commercial Vehicle Enforcement Officer 1	\$4,013.09	\$708.19	\$4,721.28	\$0.00
Estimated MOE OT	\$0.00	\$0.00	\$0.00	\$241,946.00
<b>Overtime subtotal</b>	<b>\$10,223.16</b>	<b>\$1,804.08</b>	<b>\$12,027.24</b>	<b>\$241,946.00</b>
<b>Personnel total</b>	<b>\$3,375,943.21</b>	<b>\$594,845.17</b>	<b>\$3,970,788.38</b>	<b>\$10,401,628.00</b>

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Assistant Chief	\$8,364.63	\$1,476.11	\$9,840.74	\$0.00
Administrative Assistant 3	\$8,724.09	\$1,539.54	\$10,263.63	\$0.00
Captain	\$29,724.73	\$5,245.55	\$34,970.28	\$0.00
Confidential Secretary	\$5,149.98	\$908.82	\$6,058.80	\$0.00
Lieutenant - 15 year	\$19,974.28	\$3,524.87	\$23,499.15	\$0.00
Lieutenant - 15 year	\$13,316.19	\$2,349.91	\$15,666.10	\$0.00
MCSAP Manager	\$23,014.47	\$4,061.38	\$27,075.85	\$0.00
CVEO 4 - Step M	\$52,820.10	\$9,321.19	\$62,141.29	\$0.00
CVEO 3 - Step L	\$136,438.37	\$24,077.37	\$160,515.74	\$0.00
CVEO 3 - Step L	\$17,952.42	\$3,168.07	\$21,120.49	\$0.00
CVEO 2 - Step L	\$575,532.61	\$101,564.58	\$677,097.19	\$0.00
CVEO 1	\$147,557.46	\$26,039.55	\$173,597.01	\$0.00
Information Technology System Specialist 5	\$25,215.20	\$4,449.74	\$29,664.94	\$0.00
Information Technology System Specialist 4	\$23,410.11	\$4,131.19	\$27,541.30	\$0.00
Information Technology System Specialist 3	\$44,221.55	\$7,803.80	\$52,025.35	\$0.00
Office Assistant 3	\$16,092.86	\$2,839.92	\$18,932.78	\$0.00
BEG Trooper - 10 year	\$39,678.28	\$7,002.05	\$46,680.33	\$0.00
Transportation Planning Specialist 2	\$21,809.05	\$3,848.65	\$25,657.70	\$0.00
Transportation Planning Technician 2	\$38,817.74	\$6,850.19	\$45,667.93	\$0.00
Secretary Senior - Step L	\$32,790.23	\$5,786.51	\$38,576.74	\$0.00
Estimated MOE Benefits	\$0.00	\$0.00	\$0.00	\$3,540,854.00
<b>Fringe Benefits total</b>	<b>\$1,280,604.35</b>	<b>\$225,988.99</b>	<b>\$1,506,593.34</b>	<b>\$3,540,854.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
In-state Inspector Challenge; lodging and per-diem	\$4,250.00	\$750.00	\$5,000.00	\$0.00
COHMED	\$4,128.45	\$728.55	\$4,857.00	\$0.00
CVSA Spring Conference	\$8,415.00	\$1,485.00	\$9,900.00	\$0.00
Border Enforcement Emphasis; lodging and per-diem	\$5,100.00	\$900.00	\$6,000.00	\$0.00
CVD and MCSD Statewide Supervisor Meeting: Lodging and per-diem	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
MCSAP Planning Meeting	\$3,995.00	\$705.00	\$4,700.00	\$0.00
CVSA Data Quality Workshop	\$4,588.30	\$809.70	\$5,398.00	\$0.00
NAIC	\$2,342.60	\$413.40	\$2,756.00	\$0.00
In-state travel for CVD/MCSD IT staff	\$2,550.00	\$450.00	\$3,000.00	\$0.00
CVD/MCSD Computer Tech Support Training and Related Travel Costs	\$4,250.00	\$750.00	\$5,000.00	\$0.00
New Entrant and Compliance Investigations travel costs	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
New Entrant Auditor/Compliance Investigator In-service Training	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Estimated MOE Travel	\$0.00	\$0.00	\$0.00	\$115,320.00
<b>Travel total</b>	<b>\$60,869.35</b>	<b>\$10,741.65</b>	<b>\$71,611.00</b>	<b>\$115,320.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicles	\$178,500.00	\$31,500.00	\$210,000.00	\$0.00
Estimated MOE Equipment	\$0.00	\$0.00	\$0.00	\$1,307,683.00
<b>Equipment total</b>	<b>\$178,500.00</b>	<b>\$31,500.00</b>	<b>\$210,000.00</b>	<b>\$1,307,683.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Office Supplies	\$3,400.00	\$600.00	\$4,000.00	\$0.00
Uniform and related supplies	\$3,400.00	\$600.00	\$4,000.00	\$0.00
Laptops/Printers/Inverters for WSP MCSAP eligible employees - 6 @ \$3,500 for each complete system	\$17,850.00	\$3,150.00	\$21,000.00	\$0.00
Miscellaneous IT parts and equipment used by CVD/MCSD Computer Support Techs for MCSAP eligible positions	\$21,250.00	\$3,750.00	\$25,000.00	\$0.00
Mobile Phone Charges	\$13,464.00	\$2,376.00	\$15,840.00	\$0.00
Estimated MOE Supplies	\$0.00	\$0.00	\$0.00	\$295,224.00
<b>Supplies total</b>	<b>\$59,364.00</b>	<b>\$10,476.00</b>	<b>\$69,840.00</b>	<b>\$295,224.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Washington State Utilities and Transportation Commission	\$85,000.00	\$15,000.00	\$100,000.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$85,000.00</b>	<b>\$15,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
CVSA Decals	\$7,833.60	\$1,382.40	\$9,216.00	\$0.00
CVSA Membership	\$12,580.00	\$2,220.00	\$14,800.00	\$0.00
CVSA Conference Costs	\$2,337.50	\$412.50	\$2,750.00	\$0.00
Training Manuals - NAS Part B and General Hazardous Materials	\$3,655.00	\$645.00	\$4,300.00	\$0.00
MCSAP Vehicle Fuel Costs	\$40,800.00	\$7,200.00	\$48,000.00	\$0.00
MCSAP Vehicle Maintenance Costs	\$16,320.00	\$2,880.00	\$19,200.00	\$0.00
Sprint Wireless Card Communication Backbone account charges (based on 135 users)	\$72,292.50	\$12,757.50	\$85,050.00	\$0.00
Maintenance and Operations fo IT (CVISN/DOT)	\$1,316.89	\$232.39	\$1,549.28	\$0.00
Maintenance and Operation for PRISM (DOL)	\$850.00	\$150.00	\$1,000.00	\$0.00
Maintenance Contract for SafetyNet iLINX scanner and data storage	\$4,590.00	\$810.00	\$5,400.00	\$0.00
Estimated MOE Other Costs	\$0.00	\$0.00	\$0.00	\$363,734.00
<b>Other Costs total</b>	<b>\$162,575.49</b>	<b>\$28,689.79</b>	<b>\$191,265.28</b>	<b>\$363,734.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$5,202,856.40</b>	<b>\$917,241.60</b>	<b>\$6,120,098.00</b>	<b>\$16,024,443.00</b>
Indirect Costs	\$1,367,493.60	\$241,322.40	\$1,608,816.00	NA
<b>Total Costs Budgeted</b>	<b>\$6,570,350.00</b>	<b>\$1,158,564.00</b>	<b>\$7,728,914.00</b>	<b>\$16,024,443.00</b>



**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	\$6,570,350.00	\$1,158,564.00	\$7,728,914.00

**Summary of MCSAP Funding Limitations**

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,158,564.00
MOE Baseline:	\$9,219,398.00

**Estimated Expenditures**

	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$3,365,720.05	\$593,041.09	\$3,958,761.14	\$10,159,682.00
Overtime Subtotal	\$10,223.16	\$1,804.08	\$12,027.24	\$241,946.00
Personnel Total	\$3,375,943.21	\$594,845.17	\$3,970,788.38	\$10,401,628.00
Fringe Benefits Total	\$1,280,604.35	\$225,988.99	\$1,506,593.34	\$3,540,854.00
Travel Total	\$60,869.35	\$10,741.65	\$71,611.00	\$115,320.00
Equipment Total	\$178,500.00	\$31,500.00	\$210,000.00	\$1,307,683.00
Supplies Total	\$59,364.00	\$10,476.00	\$69,840.00	\$295,224.00
Contractual and Subaward Total	\$85,000.00	\$15,000.00	\$100,000.00	\$0.00
Other Costs Total	\$162,575.49	\$28,689.79	\$191,265.28	\$363,734.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$5,202,856.40	\$917,241.60	\$6,120,098.00	\$16,024,443.00
Indirect Costs	\$1,367,493.60	\$241,322.40	\$1,608,816.00	NA
<b>Total Costs Budgeted</b>	<b>\$6,570,350.00</b>	<b>\$1,158,564.00</b>	<b>\$7,728,914.00</b>	<b>\$16,024,443.00</b>

## 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.*

### 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? John Batiste
2. What is this person's title? Chief
3. Who is your Governor's highway safety representative? Darin Grondel
4. What is this person's title? Director

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

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

#### State Certification declaration:

I, John Batiste, Chief, on behalf of the State of WASHINGTON, 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.

**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? John Batiste
2. What is the title of your certifying State official? Chief
3. What are the phone # and email address of your State official? 360-596-4101 John.Batiste@wsp.wa.gov

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

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

I, John Batiste, 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.

### 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

In the table below, please provide the bill number and effective date of any new legislation. Include the code section which was changed because of the bill and provide a brief description of the legislation. Please include a statute number, hyperlink or URL, in the summary. Do NOT include the actual text of the Bill as that can be very lengthy.

Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
SHB 2696	04/30/2019	RCW 46.25.055, 057, and 075	CDL Medical Certificates - Modified requirements for medical examiner certificates to ensure Washington State is in compliance with the new federal requirements that require states to include CDL holders' medical self-certification status in their CDLIS records. <a href="http://apps2.leg.wa.gov/bills/bills/summary?BillNumber=2696&amp;Year=2017&amp;BillNumber=2696&amp;Year=2017">http://apps2.leg.wa.gov/bills/bills/summary?BillNumber=2696&amp;Year=2017&amp;BillNumber=2696&amp;Year=2017</a>
SB 6180	06/07/2018	RCW 46.32	A new section is added to chapter RCW 46.325 for purposes of 49 C.F.R. Sec. 395.2 (2018) and 49 C.F.R. Sec. 7395.1 (2018), relating to the exemption for agricultural transporters, the planting and harvesting seasons are January 1st through December 31st of each year. <a href="http://apps2.leg.wa.gov/bills/bills/summary?BillNumber=6180&amp;Year=2017&amp;BillNumber=6180&amp;Year=2017">http://apps2.leg.wa.gov/bills/bills/summary?BillNumber=6180&amp;Year=2017&amp;BillNumber=6180&amp;Year=2017</a>

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

☒ Yes ☐ No

In the table below, provide the section changed and the effective date of the administrative change or policy adoption. Include a brief description of the policy or action. Please include a hyperlink or URL, in the summary if available.

Administrative and Policy Adoption		
Section Changed	Effective Date	Summary of Changes
WAC 446-65-010	10/01/2017	Transportation requirements. (1) The Washington State Patrol adopted parts of Title 49 Code of Federal Regulations (C.F.R.), as they exist on October 1, 2017, for motor carriers used in intrastate or interstate commerce in their entirety: Part 40, 325, 350, 355, 365, 367, 372, 373, 376, 379, 380, 381, 382, 383, 385, 387, 390, 391, 392, 393, 395, 396, and 397. Links to the C.F.Rs. are available on the Washington state patrol web site at <a href="http://www.wsp.wa.gov">www.wsp.wa.gov</a> .

## **FY 2019 Certification of MCSAP Conformance (State Certification)**

I, John Batiste, Chief, on behalf of the State of Washington, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

1. The State has adopted commercial motor carrier and highway hazardous materials safety regulations, standards and orders that are compatible with the FMCSRs and the HMRs, and the standards and orders of the Federal Government.
2. The State has designated the Washington State Patrol as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought and Washington State Utilities and Transportation Commission to perform defined functions under the CVSP. The Lead State Agency has the legal authority, resources, and qualified personnel necessary to enforce the State's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The State will obligate the funds or resources necessary to provide a matching share to the Federal assistance provided in the grant to administer the plan submitted and to enforce the State's commercial motor carrier safety, driver, and hazardous materials laws, regulations, standards, and orders in a manner consistent with the approved plan.
4. The laws of the State provide the State's enforcement officials right of entry (or other method a State may use that is adequate to obtain the necessary information) and inspection sufficient to carry out the purposes of the CVSP, as approved, and provide that the State will grant maximum reciprocity for inspections conducted pursuant to the North American Standard Inspection procedure, through the use of a nationally accepted system allowing ready identification of previously inspected CMVs.
5. The State requires that all reports relating to the program be submitted to the appropriate State agency or agencies, and the State will make these reports available, in a timely manner, to the FMCSA on request.
6. The State has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The State has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable Federal or State CMV safety laws or regulations.
8. The State must ensure that the total expenditure of amounts of the Lead State Agency will be maintained at a level of effort each fiscal year in accordance with 49 CFR 350.301.
9. The State will ensure that MCSAP funded enforcement of activities under 49 CFR 350.309 will not diminish the effectiveness of the development and implementation of the programs to improve motor carrier, CMV, and driver safety.

10. The State will ensure that CMV size and weight enforcement activities funded with MCSAP funds will not diminish the effectiveness of other CMV safety enforcement programs.
11. The State will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
12. The State will (1) establish and dedicate sufficient resources to a program to provide FMCSA with accurate, complete, and timely reporting of motor carrier safety information that includes documenting the effects of the State's CMV safety programs; (2) participate in a national motor carrier safety data correction program (DataQs); (3) participate in appropriate FMCSA systems including information technology and data systems; and (4) ensure information is exchanged in a timely manner with other States.
13. The State will ensure that the CVSP, data collection, and information data systems are coordinated with the State highway safety improvement program under sec. 148(c) of title 23, U.S. Code. The name of the Governor's highway safety representative (or other authorized State official through whom coordination was accomplished) is Mr. Darrin Grondel.
14. The State has undertaken efforts to emphasize and improve enforcement of State and local traffic laws as they pertain to CMV safety.
15. The State will ensure that it has departmental policies stipulating that roadside inspections will be conducted at locations that are adequate to protect the safety of drivers and enforcement personnel.
16. The State will ensure that MCSAP-funded personnel, including sub-grantees, meet the minimum Federal standards set forth in 49 CFR part 385, subpart C for training and experience of employees performing safety audits, compliance reviews, or driver/vehicle roadside inspections.
17. The State will enforce registration (i.e., operating authority) requirements under 49 U.S.C 13902, 31134, and 49 CFR § 392.9a by prohibiting the operation of any vehicle discovered to be operating without the required registration or beyond the scope of the motor carrier's registration.
18. The State will cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139 and 49 CFR part 387.
19. The State will include, in the training manual for the licensing examination to drive a non-CMV and the training manual for the licensing examination to drive a CMV, information on best practices for safe driving in the vicinity of noncommercial and commercial motor vehicles.
20. The State will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.

21. The State will ensure that, except in the case of an imminent or obvious safety hazard, an inspection of a vehicle transporting passengers for a motor carrier of passengers is conducted at a bus station, terminal, border crossing, maintenance facility, destination, or other location where motor carriers may make planned stops (excluding a weigh station).
22. The State will transmit to its roadside inspectors the notice of each Federal exemption granted pursuant to 49 U.S.C. § 31315(b) and 49 CFR 390.32 and 390.25 as provided to the State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.
23. Except for a territory of the United States, the State will conduct safety audits of interstate and, at the State's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The State must verify the quality of the work conducted by a third party authorized to conduct safety audits under 49 U.S.C. § 31144(g) on its behalf, and the State remains solely responsible for the management and oversight of the activities.
24. The State will fully participate in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.
25. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.
26. In the case that a State meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the State agrees to comply with the requirements established in 49 CFR 350.203 and 350.310.

Date 7-25-18

Signature  for JOHN BATISTE



## Annual Review of Laws, Regulations, Policies and Compatibility Certification

I, **John Batiste**, 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 below.

Signature of Certifying Official:  for JOHN BATISTE

Title of Certifying Official: ASST. CHIEF

Date of Certification: 7-25-18



INTERAGENCY AGREEMENT  
BETWEEN  
WASHINGTON STATE PATROL  
AND  
(AGENCY)

**THIS AGREEMENT**, pursuant to Chapter 39.34 RCW, is made and entered into by and between the Washington State Patrol, ATTN: Commercial Vehicle Division, PO Box 42614, Olympia WA 98504-2614, hereinafter referred to as WSP; and the Agency, address, city, state, zip, hereinafter referred to as AGENCY.

The purpose of this Agreement is to maximize the effective utilization of commercial motor vehicle, driver and cargo inspection resources; to avoid duplication of effort and to expand the number of inspections performed; to advance uniformity of inspections; to minimize delays in schedules incurred by the commercial motor vehicle industry inherent to these types of enforcement activities; and to provide AGENCY a means to use the Federal Motor Carrier Safety Administration's (FMCSA) ASPEN software to upload commercial vehicle inspection data into FMCSA's Motor Carrier Management Information System (MCMIS) via WSP's SAFETYNET.

1. **Statement of Work.** Both parties shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit A, Statement of Work, which is attached hereto and incorporated herein.

AGENCY shall use ASPEN to report commercial vehicle inspection data. For use of ASPEN both parties shall perform in accordance with Exhibit B, ASPEN Responsibilities.

2. **Period of Performance.** Subject to its other provisions, the period of performance of this Agreement shall start DOE, and shall continue for a period of five (5) years through end date, unless terminated sooner as provided herein.
3. **Command and Control of WSP Staff.** WSP staff providing services under the terms of this Agreement shall be under the direct command and control of the Chief of WSP or designee and shall perform the duties required by this Agreement in a manner consistent with WSP policy and regulations, applicable state and local laws, and the Constitutions of the State of Washington and the United States. The assignment of personnel to accomplish the purpose of this Agreement shall be at the discretion of the Chief of WSP or designee.
4. **Compliance with Civil Rights Laws.** During the period of performance for this Agreement, both parties shall comply with all federal and state nondiscrimination laws.

5. **Records Maintenance.** Both parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. Both parties shall retain all books, records, documents, and other material relevant to this Agreement for six (6) years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
6. **Agreement Alterations and Amendments.** This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
7. **Agency Representatives.** The following persons or their successors represent the parties in matters involving this Agreement:

For WSP:

Mr. Kevin Zeller  
Commercial Vehicle Division  
PO Box 42614  
Olympia WA 98504-2614

For AGENCY:

(Contact Name)  
(Agency)  
(Address)  
(City, State Zip)

8. **Hold Harmless.** Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees or agents while performing this Agreement.
9. **Termination.** Except as otherwise provided in this Agreement, either party may terminate its participation in this Agreement upon thirty (30) days' written notification to the other party. If a party's participation in this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance prior to the effective date of termination.
10. **Disputes.** In the event that a dispute arises under this Agreement, it shall be determined in the following manner: The Chief of WSP shall appoint one member to the Dispute Board. The Department shall appoint one member to the Dispute Board. The Chief of WSP and the Department shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.
11. **Order of Precedence.** In the event of any inconsistency in the terms of this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
- Applicable federal and state statutes and regulations;
  - Special Terms and Conditions contained in the Statement of Work
  - General Terms and Conditions contained in this Agreement

- Any other provisions of the Agreement, whether incorporated by reference or otherwise.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

For Washington State Patrol:

For Agency:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 06/04/2008

## STATEMENT OF WORK

1. **WSP Responsibilities.** WSP shall inspect commercial vehicles operating over public highways and at carrier terminal facilities. WSP also agrees to:
  - a. Function as the lead agency for purposes of administering participation in the Surface Transportation Assistance Act (Act) and to ensure Washington State's compliance, including participating political subdivision, with the terms and conditions of the act.
  - b. Train, retrain (as necessary or desirable), test and certify AGENCY commercial vehicle inspections pursuant to agreement between WSP and the Commercial Vehicle Safety Alliance (CVSA).
  - c. Supply to AGENCY vehicle and driver out-of-service stickers, CVSA decals and inspection forms for all inspections conducted under this Agreement.
  - d. Provide monitoring service relative to AGENCY inspection techniques and violations recorded; and provide data entry for all eligible inspections conducted by AGENCY.
2. **AGENCY Responsibilities.** AGENCY certifies that it has the authority to enforce FMCSA and hazardous materials regulations. AGENCY shall, as a routine practice, confine inspection activities to vehicles operating over public highways; and shall participate in consolidated efforts during special roadside inspection activities and training programs. Also, AGENCY shall:
  - a. Adopt the *North American Uniform Inspection Procedure* and *CVSA Out-Of-Service Criteria* as adopted by WSP.
  - b. Honor CVSA inspection decals affixed to commercial vehicles by authorized agencies.
  - c. Affix CVSA decals to commercial vehicles that pass Level 1 CVSA inspections with no violations. The term "pass inspection" as used in this section shall be interpreted to mean that no violation of any inspection items contained in Appendix A, Part II of the *CVSA Out-Of-Service Criteria* is disclosed during the inspection process.
    - i. **No CVSA decal will be affixed to commercial vehicles when the inspection is pre-scheduled or voluntary.**
  - d. Require commercial vehicle operators to correct all defects disclosed during inspections.
  - e. Adopt recommended out-of-service and other defect repair verification procedures as developed by CVSA.
  - f. Conduct inspections with CVSA certified inspectors only; document commercial vehicle inspections on forms provided by WSP; and forward completed inspection forms to WSP within 5 days following the date of the respective inspection for processing and final compliance.
  - g. AGENCY officers that will perform commercial vehicle inspections shall attend CVSA Part A and B training, Size, Weight, and Load training and complete the required number of initial inspections under the guidance of a CVSA certified inspector within six (6) months of completing Part A and B classroom instruction. AGENCY officers shall adhere to CVSA requirements for maintaining certification, adhere to all CVSA policies for conducting inspections, including following the Out-of-Service Criteria, and follow WSP enforcement guidelines when conducting CVSA inspections.

- h. Operating Authority Checks: Officers shall verify every carriers operating authority and take appropriate action if a carrier is found to be non-compliant with federal regulations. Carriers found to be non-compliant shall be placed out-of-service when required and a copy of the inspection report will be faxed to the local FMCSA office. Investigators will check to see if companies have an Out of Service (OOS) order in effect and if it is determined a company is OOS, the vehicle will be placed OOS. Officers will utilize the ISS system, Query Central and any tools available to confirm carriers operating authority, jumping of OOS orders and violation history before conducting an appropriate Level of a CVSA inspection. If the information is not available roadside during a CVSA inspection the officer will contact the local FMCSA office to verify operating authority in order to ensure appropriate action is taken. Commercial Driver Licenses are verified through the National Law Enforcement Telecommunication System (NLETS) or Washington State's Department of Licensing.
- i. Require all AGENCY inspectors to perform the required number of commercial vehicles inspections per year in order to maintain certification. WSP reserves the right to remove all related software if the required numbers of inspections are not met.
  - a. Beginning January 1, 2017, CVSA updated Operations Policy 4. To maintain certification to conduct North American Standard Level I through Level V Inspections, an inspector shall in addition to the "General Maintenance of Certification" section of Operational Policy 4, perform a minimum of 32 North American Standard inspections of the inspector's highest certified level annually, preferably 8 inspections per quarter for which the inspector alone takes credit.
  - b. To maintain the annual certification, the officer shall complete 32 CVSA Level 1 inspections.
  - c. No CVSA Level 5 inspections will be submitted to the WSP.
- j. Require all AGENCY inspectors to attend refresher training provided by WSP in order to maintain certification.
- k. Provide to the WSP Program Manager named under Agreement Management quarterly program evaluations within 15 days of the end of each fiscal quarter.
- l. Any cost incurred by AGENCY relating to conformance with this Agreement, including training, retraining, testing and certifying inspectors, is the sole responsibility of AGENCY.

## ASPEN Responsibilities

1. **Introduction.** ASPEN was developed to facilitate electronic roadside safety inspections of commercial vehicles and drivers. It provides users with current information about the carrier, an inspection recommendation based on the carrier's safety and accident history, and computer assisted data entry procedures for conducting inspections. The Safety and Fitness Electronic Records System (SAFER) provides information to keep ASPEN users current by identifying changes to carrier information from MCMIS; it also provides a mechanism to electronically transfer inspections reports from roadside ASPEN units to SAFER for input into WSP's SAFETYNET and MCMIS.

2. **Scope of Work.** The parties to this Agreement agree to the following:

**a. AGENCY Responsibilities.**

- 1) **Administration.** AGENCY shall designate a computer (IT) specialist to administer AGENCY's use of ASPEN, SAFER and related software and equipment. The IT specialist shall obtain a User Authentication System (UAS) account from WSP for purposes of downloading AGENCY's own ASPEN/ Inspection Selection System (ISS) updates. AGENCY shall maintain software and hardware to keep it compatible with ASPEN and SAFER; resolve software and hardware problems that its officers may encounter with the program; set up software to make it agency-specific; update computers with new versions of the software as it is released; and update computers with new editions of the ISS and any other add-on programs required by SAFER or ASPEN in accordance with timelines, if any, provided by FMCSA or the WSP. AGENCY shall also resolve download and data entry problems after AGENCY officers submit their inspections to SAFER; and safeguard AGENCY ASPEN manager's password to assure data integrity.
- 2) **Training.** AGENCY's ASPEN computer specialist and all AGENCY officers using ASPEN shall attend at least two hours of ASPEN-related training conducted by WSP. AGENCY shall be responsible for providing any necessary training subsequent to this initial training provided by WSP. AGENCY will correspond with the WSP's Commercial Vehicle Division's (CVD) Computer Support group supervisor to arrange the time and location for the Administrator and End-User training.
- 3) **Data Transfer.** AGENCY officers using ASPEN shall upload inspection reports to SAFER on a daily basis. If AGENCY experiences delays with the transfer due to equipment failure/phone line failure, AGENCY will inform the WSP's Commercial Vehicle Division Computer Support Supervisor.

**b. WSP Responsibilities.**

- 1) **Administration.** The WSP will provide at least one Commercial Vehicle Enforcement Officer (CVEO) to provide in-the-field training to AGENCY personnel. The WSP's CVD computer support group will be responsible for providing AGENCY with an ASPEN user's identification number. WSP's Commercial Vehicle Division Computer Support Supervisor will work with AGENCY's technical representative to arrange a date for initial installation and training of the ASPEN and ISS applications.

- 2) Software Distribution. WSP shall provide to AGENCY one initial installation copy each of the current versions of ASPEN and ISS software. AGENCY shall be responsible for obtaining newer versions of this software as they become available. Software is available on the FMCSA website; if any critical software is unavailable on the website, upon request, WSP shall provide that data to the designated IT specialist to update AGENCY's ASPEN Programs..
- 3) Training. WSP shall conduct one initial ASPEN/ISS training class for AGENCY ASPEN computer specialist and up to five AGENCY officers. All subsequent training will be the responsibility of AGENCY.

### 3. ASPEN Equipment.

- a. **Equipment Reimbursement**. AGENCY is responsible for providing the computer equipment necessary for AGENCY to perform CMV inspections. Subject to available funding and solely at WSP's option, AGENCY may receive reimbursement from WSP to provide initial computer equipment for each CVSA certified AGENCY officer to aid in the purchase of the necessary computer equipment. AGENCY is responsible for all computer equipment they use under this Agreement; and to ensure that the ASPEN and ISS applications coexist effectively with other possible applications on their computers.
- b. **Title and Use of Equipment**. Upon successful completion of the terms of this Agreement, all equipment purchased by AGENCY with Agreement funds will be owned by AGENCY. AGENCY shall be responsible for any and all operation, maintenance, replacement, and for the safe operation of such equipment, including all questions of liability.
- c. **Equipment Management**. If WSP reimburses AGENCY for the purchase of equipment associated with this Agreement, AGENCY shall manage that equipment according to the following:
  - 1) Equipment Records. AGENCY shall maintain equipment records that include: a description of the equipment; the manufacturer's serial number, model number, or other identification number; the Catalog of Federal Domestic Assistance (CFDA) number 20.218 or other CFDA number provided by WSP; who holds title; the acquisition date; the cost of the equipment and the percentage of federal participation in the cost; the location, use and condition of the equipment at the date the information was reported; and disposition data including the date of disposal and sale price of the equipment. Equipment records shall be retained by AGENCY for a period of six (6) years from the date of the disposition, replacement or transfer. If any litigation, claim, or audit is started before the expiration of the six year period, the records shall be retained by AGENCY until all litigations, claims, or audit findings involving the records have been resolved.
  - 2) Inventories. AGENCY shall take a physical inventory of the equipment and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by AGENCY to determine the cause of the difference. AGENCY shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment. AGENCY shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage or theft shall be investigated and a report generated. AGENCY will develop adequate maintenance procedures to keep the property in good condition.

- 3) Disposition of Equipment. If AGENCY is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of by AGENCY with no further obligation to WSP or the awarding agency.