



## **WEST VIRGINIA**

### ***Commercial Vehicle Safety Plan***

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

**Fiscal Years 2018 - 2020  
Annual Update FY 2019**

**Date of Approval: June 28, 2019**

**FINAL CVSP**



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

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

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

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

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

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements (FY 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 a 3-year plan or an Annual Update to a 3-year plan. As used within the eCVSP, the term ‘State’ means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

#### REMINDERS FOR FY 2019:

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

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

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

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

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

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

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

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.

The Public Service Commission of West Virginia, Transportation Division, as an organization, is concerned with reducing crashes while improving highway safety.

The Public Service Commission of West Virginia strives to assist the Federal Motor Carrier Safety Administration's goal of reducing CMV related fatalities (large truck and buses) while conducting vehicle safety inspections of commercial motor vehicles and drivers at roadside and fixed scale facilities throughout the State of West Virginia.

We aim to reduce fatalities in West Virginia by 1.5% during FY2018, FY2019 and FY2020 for a total reduction of 4.5% or approximately .7 fatalities based upon FMCSA data generated on July 13, 2017 at the A & I Website reflecting 16 individual fatalities in West Virginia during CY2016.

## Part 1 Section 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.

Currently, we have a total of 41 Enforcement Officers. Our MCSAP program personnel is described as follows: 31 Officers, 7 Supervisors, 1 SafetyNet analyst (Update - 7-23-2018 - Position to be re-filled due to retirement), 3 Managers, 1 Director and 1 MCSAP program specialist/grant coordinator who perform the MCSAP requirements in West Virginia's fifty-five counties. The MCSAP program receives the administrative assistance of 4 staff members and 2 individuals assigned to the care and responsibility of all MCSAP vehicles. The Enforcement Officers, Supervisors and two of the three Managers are certified to conduct road-side inspections and maintain their CVSA certification. The numbers of officers above includes 4 Officers and 1 Supervisor who also perform Safety Audits. The Public Service Commission of West Virginia does not conduct any Traffic Enforcement without conducting a minimum of a North American Standard Level III inspection. The Public Service Commission of West Virginia lacks jurisdiction over Non-Commercial Motor Vehicles.

Our Enforcement Officers have received Impaired Driver Training. Newly hired officers will receive training. Preliminary Breath Tester's (PBT) are maintained by various Enforcement Officers for use at roadside as necessary. We continue quarterly efforts at coordinating joint DUI enforcement initiatives with the law enforcement entities throughout WV. Based upon CVSA inspection procedures and driver interviews, DIAP checks are performed during the roadside inspections.

In compliance with 49 CFR 350.201 our Enforcement Officers place out-of-service any vehicle discovered to be operating without the required operating authority or beyond the scope of the motor carrier's operating authority as well as confirming minimum financial/insurance requirements.

The Enforcement Section continues to be active in the Commercial Vehicle Safety Alliance (CVSA) roadside inspection program. Our personnel, when feasible, attend the CVSA Workshop and Annual Conference. We continue to be active in the Cooperative Hazardous Materials Enforcement Development (COHMED) organization that is concerned with the safe transportation of hazardous materials. We are committed to, and participate in the annual International Road Check. We also conduct several unannounced safety road checks in various locations throughout the State as well as routine Haz-Mat or Log-Book checks.

We continue to be a part of the Safety Management Task Force. This task force is the combination of several State and Federal agencies. Those agencies include the following: Federal Highway Administration, Federal Motor Carrier Safety Administration, National Highway Traffic Safety Administration, Governor's Highway Safety, WV State Police, Department of Transportation, Division of Motor Vehicles, Department of Health & Human Resources and PSCWV. During CY2016 we began comprehensive planning and revisions to West Virginia's Strategic Highway Safety Plan which should be completed during CY2017.

**UPDATE - 7-12-2018:** West Virginia's Strategic Highway Safety Plan was completed, signed and placed into effect on 7-31-2017.

In conjunction with our multi-agency participation, participation with the Governor's Highway Safety program is an integral part of our program. As a result of our commitment to Click-It or Ticket campaign and the FMCSA seatbelt initiatives our Enforcement Officers noted 484 seat-belt violations between October 1, 2015 and September 30, 2016. We participate in Click-It or Ticket and Distracted Driving activities with the Governor's Highway Safety Program.

The Level VI program was developed by the Department of Energy in conjunction with the Commercial Vehicle Safety Alliance (CVSA) as a result of a public outcry relating to the transportation of radioactive materials. As a result of the development of this program, a specialized training program was created to enable Enforcement Officers throughout the United States to properly inspect these Commercial Motor Vehicles and the packages that they carry for securement as well as radiation readings. The items that are commonly transported include the following: fuel rods, spent fuel rods, weapon grade material and naval reactors. There are four officers trained and certified for the inspection of radioactive materials. When we receive advance notice of a Highway Route Controlled Quantity, we perform a Level II or Level III inspection on these vehicles and then escort those shipments through West Virginia. During FY2016 a total of 20 shipments were inspected and we anticipate a minimum of 20 each during the upcoming years of FY2018, FY2019

and FY2020.

**Update - 7-23-2018:** In compliance with the Electronic Logging Device (ELD) regulation we have adopted the ELD regulations which are being enforced through our routine enforcement activities. Our enforcement officers have received training and receive as updates as necessary.

**Part 1 Section 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:	PUBLIC SERVICE COMMISSION OF WEST VIRGINIA
Enter total number of personnel participating in MCSAP activities	50
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	40
Traffic Enforcement Activities	40
Investigations*	5
Public Education and Awareness	10
Data Collection and Reporting	6
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	1
Total # of MCSAP Participating Personnel:	2

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 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.*

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

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



## Part 2 Section 2 - CMV Crash Reduction

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	16	1	6
01/01/2015	12/31/2015	22	1	2
01/01/2014	12/31/2014	24	1	25
01/01/2013	12/31/2013	49	1	1
01/01/2012	12/31/2012	50	1	6

**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	1	0	1
01/01/2015	12/31/2015	0	0.02	0
01/01/2014	12/31/2014	1	0.02	0.02
01/01/2013	12/31/2013	2	0.02	2
01/01/2012	12/31/2012	4	0	4

## 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 # 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	0	2.50	0
01/01/2015	12/31/2015	0	2.50	0
01/01/2014	12/31/2014	1	2.50	1
01/01/2013	12/31/2013	2	2.50	2
01/01/2012	12/31/2012	4	0	4

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

7-13-2017 - All CMV Crashes and MOTORCOACH/PASSENGER CARRIER CRASHES data was obtained at <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx>. 7-13-2017 - Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL data was obtained at <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>

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

On a State level and prior to FY2014 WV's goal included a planned reduction for fatal and non-fatal crashes. Beginning with FY2014 goals were established that reflected fatal crashes and non-fatal crashes independently and not as a joint reduction rate. Crash reduction defines our entire enforcement program. Based on the foregoing the goal is a rate equating to an actual number.

Based upon A & I data generated on July 13, 2017 and during calendar year 2016 a total of 16 fatalities occurred on West Virginia's roadways. This is a decrease in one year of approximately 6 individual fatalities or 27.27%. Our previous reduction goal was a reduction of 4.5% or one individual fatality.

Through outreach and education we will continue to establish open lines of communication with law enforcement entities that are first responders to crashes relating to obtaining complete and accurate crash data, both fatal and non-fatal which will enable our agency a better understanding of the crashes that are occurring.

Our greatest obstacle that exists is a consistent finding throughout all elements of our plan and is the loss of manpower through retirements, officers finding opportunities with greater salaries and other departures.

**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.**

Based upon SafetyNet Data generated on 7-13-2017 and during CY2014 there were approximately 2,147 crashes in West Virginia; in CY2015 there were approximately 2,018 crashes in West Virginia; and in CY2016 there were approximately 1,920 crashes in West Virginia (average over the three years of 2,028 crashes annually).

While this data reflects a downward spiral A&I data on 7-13-2017 reflects that between 2014 and 2016 60.23% of the fatalities that occurred in West Virginia occurred during the daylight. While reducing crashes over all by 6% from the three year average referenced above and annually by 2% we must also reduce fatalities occurring on West Virginia's roadways during the daylight by 1% annually.

We aim to reduce fatalities in West Virginia by 1.5% during FY2018, FY2019 and FY2020 for a total reduction of 4.5% or approximately .7 fatalities based upon FMCSA data generated on July 13, 2017 at the A&I Website reflecting 16 individual fatalities in West Virginia during CY2016.

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

SafetyNet Crash Characteristic Reports for CY2014 through CY2016 generated on 7-13-2017. A&I State Safety Data Portfolio generated on 7-13-2017.

**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	1987
2019	1948
2020	1909

We will reduce crashes by 6% between 2018 and 2020 from the three year average of 2,028 (CY2014 through CY2016) and specifically by 2% annually and during FY2018, FY2019 and FY2020..

***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.***

In an effort to reduce crashes we will conduct high visibility enforcement aimed at increasing the number of inspections conducted. We will conduct a minimum of 23,370 inspections in FY2018, 24,000 in FY2019 and 24,600 in FY2020 while increasing the hours devoted to CMV Traffic Enforcement, Patrolling by 1% each year as well or by an additional 149 hours above the 14,987 hours recorded between 10-1-15 and 9-30-16 in FY2018 for a total of 15,136; by an additional 1% in FY2019 for a total of an additional 151 hours (15,287); and by an additional 1% in FY2020 for a total of an additional 152 hours (15,439) .

We will also verify operating authority as well as confirming minimum financial/insurance requirements while checking the CDL status on all carriers inspected. Continue to increase awareness of Enforcement Officers of the Data Q's program and implications of data quality on carrier ratings when completing the inspections at the road-site while continuing to timely respond to Data Q challenges/requests for data review within the required 10 days but no more than 17 days.

**Update – 7-19-2018:** Based upon the additional loss of manpower during FY2018 – it is anticipated that our 2018 inspection goal will not be met. Therefore and based upon current trends we will plan to conduct 23,370 inspections in FY2019 and increase to 24,000 in FY2020. We plan to continue efforts at hiring additional enforcement officers.

***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.***

On a quarterly basis the management team will review data to ascertain the following goals are on target for completion:

Including the conducting of 23,370 inspections in FY2018 (5,842.50 per quarter), 24,000 in FY2019 (6,000 per quarter) and 24,600 in FY2020 (6,150 per quarter), we will increase the hours devoted to CMV Traffic Enforcement, Patrolling. This time will be increased by 1% each year or by an additional 149 in FY2018 for a total 15,136 or 3,784 per quarter; 15,287 in FY2019 or 3,821 per quarter; and 15,439 in FY2020 or 3859.75 per quarter.

We will also verify operating authority as well as confirming minimum financial/insurance requirements while checking the CDL status on all carriers inspected.

Continue to increase awareness of Enforcement Officers of the Data Q's program and implications of data quality on carrier ratings when completing the inspections at the road-site while continuing to timely respond to Data Q challenges/requests for data review within the required 10 days but no more than 17 days.

**Update – 7-19-2018:** Based upon the additional loss of manpower during FY2018 – it is anticipated that our 2018 inspection goal will not be met. Therefore and based upon current trends we will plan to conduct 23,370 inspections in FY2019 and increase to 24,000 in FY2020. We plan to continue efforts at hiring additional enforcement officers.

**Part 2 Section 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	3456	3365	2824	2556	2683
Level 2: Walk-Around	15209	14932	11525	10377	10932
Level 3: Driver-Only	9785	9480	5477	6898	6415
Level 4: Special Inspections	5	5	3	1	2
Level 5: Vehicle-Only	1326	1498	1225	1253	1251
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>29781</b>	<b>29280</b>	<b>21054</b>	<b>21085</b>	<b>21283</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 commercial vehicle inspection is the foundation of WV's MCSAP program. As a result of our dedication to this program we will see that 23,370 inspections are conducted throughout FY2018 either road-side or at our 8 fixed facilities that provide us with resources to conduct inspections. The fixed locations are described as follows: I-68E Coopers Rock (Preston County) I-79 N&S Fairmont (Marion County) I-77 N&S Mineral Wells (Wood County) I-64E&W Winfield (Putnam County) I-70E Wheeling (Ohio County). In addition, and in compliance with 49 CFR 350.201, our Enforcement Officers place out-of-service any vehicle discovered to be operating without the required operating authority or beyond the scope of the motor carrier's operating authority as well as confirming minimum financial/insurance requirements. Through the utilization of air-cards our Enforcement Officers have the capability to check various computer programs necessary for a real-time compliance check at the roadside which includes but is not limited to CDL status, verifying operating authority and proof of insurance through the utilization of L&I and Safer on all inspections. Management team will review reports at a minimum on a quarterly basis to ascertain that all goals are on target for completion. Our inspection numbers will increase to 24,000 in FY2019 and 24,600 in FY2020.

**Update – 7-19-2018:** Based upon the additional loss of manpower during FY2018 – it is anticipated that our 2018 inspection goal will not be met. Therefore and based upon current trends we will plan to conduct 23,370 inspections in FY2019 and increase to 24,000 in FY2020. We plan to continue efforts at hiring additional enforcement officers.

**Update – 7-23-2018:** In compliance with the Electronic Logging Device (ELD) regulation we have adopted the ELD regulations which are being enforced through our enforcement activities. Our enforcement officers have received training and receive updates as necessary.

## 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:** PUBLIC SERVICE COMMISSION OF WEST VIRGINIA

**Enter the total number of certified personnel in the Lead agency:** 40

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	5084	600	159	5843	25.00%
Level 2: Walk-Around	6818	1000	150	7968	34.09%
Level 3: Driver-Only	7980	124	75	8179	35.00%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	966	0	414	1380	5.91%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>20848</b>	<b>1724</b>	<b>798</b>	<b>23370</b>	

### MCSAP subrecipient agency

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

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

**Non-Funded Agencies**

Total number of agencies:	1
Enter the total number of non-funded certified officers:	2
Enter the total number of inspections projected for FY 2019:	64



**Summary**

## Projected Goals for FY 2019 - Roadside Inspections Summary

Projected Goals for FY 2019 Summary for All Agencies					
<b>MCSAP Lead Agency: PUBLIC SERVICE COMMISSION OF WEST VIRGINIA</b>					
<b># certified personnel: 40</b>					
<b>Subrecipient Agencies:</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 1</b>					
<b># certified personnel: 2</b>					
<b># projected inspections: 64</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	5084	600	159	5843	25.00%
Level 2: Walk-Around	6818	1000	150	7968	34.09%
Level 3: Driver-Only	7980	124	75	8179	35.00%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	966	0	414	1380	5.91%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>20848</b>	<b>1724</b>	<b>798</b>	<b>23370</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.

Projected Goals for FY 2019 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	24000	0	128	24128
Enter total number of certified personnel	45	0	4	49
Projected Goals for FY 2020 Roadside Inspections				
Enter total number of projected inspections	24600	0	128	24728
Enter total number of certified personnel	47	0	4	51

**Part 2 Section 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	41	25	24	18	14
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	36	22	22	17	10
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	1	5
CSA On-Site Comprehensive	0	0	0	18	9
<b>Total Investigations</b>	<b>77</b>	<b>47</b>	<b>46</b>	<b>54</b>	<b>38</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

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	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
<b>Total Investigations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

**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	3	0	4	0	4	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	9	0	10	0	10	0
CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0	0
<b>Total Investigations</b>	<b>12</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</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.**

We will complete enough activities to maintain the one officer's certifications until such time as we are able to hire additional officers, train those officers and able to have additional staff member(s) to conduct reviews.

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

At the present time based upon retirements, resignations and other opportunities we only have one enforcement officer conducting reviews and as such he will conduct activity to maintain his certification. Based upon only one officer conducting reviews we will annually strive to increase program levels by an additional Compliance Investigation and Non-Rated Review. The projections are referenced above. We will conduct 6 CSA Off-Site Investigations each year between FY2018 and FY2020 and conduct 4 CSA On-Site Focused/Focused CR's each year between FY2018 and FY2020.

We only conduct reviews on interstate carriers.

We will complete enough activities to maintain the one officer's certifications until such time as we are able to hire additional officers, train those officers and able to have additional staff member(s) to conduct reviews.

9-20-2018 - No changes were made to this section of the annual CVSP update.

**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.**

On a quarterly basis the management team will review data to ascertain the goals referenced above are on target for completion. In addition, we will continue efforts at hiring enforcement officers so additional staff can be added to the Investigation program in the State of West Virginia.

## Part 2 Section 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		
10/01/2015	09/30/2016	4594	9003
10/01/2014	09/30/2015	5206	11608
10/01/2013	09/30/2014	4197	4718
10/01/2012	09/30/2013	7285	16142
10/01/2011	09/30/2012	10123	19845

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

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

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

SafetyNet Inspection Reports were utilized to capture the number of CMV Traffic Stops With an Inspection. The Reports were generated for the federal fiscal year on June 23, 2017. The counts relating to the number of citation and warnings issued was compiled on June 28, 2017 utilizing internal PSC monthly report data.

### **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](#).*

Our level of effort includes all 42 of the Public Service Commission of West Virginia's MCSAP Enforcement Officers conducting Traffic Enforcement on a daily basis throughout the entire State of West Virginia and not just limited to a specific area. Experience, data, and a number of studies have shown that maintenance of a strong enforcement presence in the form of traffic enforcement and roadside inspections is a primary force in ensuring that CMV vehicles and drivers operate safely on the nation's highways. Traffic Enforcement and inspections are the foundation of the State of West Virginia's MCSAP program, and not only help to ensure that unsafe vehicles and drivers are dealt with appropriately according to the circumstances; they provide data which helps identify new carriers and carriers that have unsafe operating practices.

Our statewide Traffic Enforcement activities play a critical role in minimizing the risks associated with the transportation of hazardous materials and passengers. Our practice of routine Traffic Enforcement leads to inspections that can be instrumental in identifying national problems, such as fatigued drivers or specific mechanical violations which seem to occur Nationally.

Based upon SafetyNet data generated on June 22, 2017 and in FY2016 a total of 4,594 Traffic Enforcement Activities were conducted in conjunction with an inspection. We will verify operating authority and proof of insurance through the utilization of L&I and Safer. The State of West Virginia does not conduct non-CMV traffic enforcement. In FY2018 we will strive to conduct a minimum of 5,000 Traffic Enforcement Activities conducted with a CMV Inspection; in FY2019 we will strive to conduct a minimum of 5,100 Traffic Enforcement Activities conducted with a CMV Inspection; and in FY2020 we will strive to conduct a minimum of 5,200 Traffic Enforcement Activities conducted with a CMV Inspection. These activities are referenced in the table.

**Update - 7-18-2018:** West Virginia has received additional funding for road construction. The PSC of WV will conduct focused enforcement on Commercial Motor Vehicles in the work zones with Level III inspections and traffic enforcement.

**Update – 7-23-2018:** In compliance with the Electronic Logging Device (ELD) regulation we have adopted the ELD regulations which are being enforced through our enforcement activities. Our enforcement officers have received training and receive updates as necessary.

**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	5000	5100	5200
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0	0	0
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	6	6	6

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
23434	14	250	23698	16816

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

On a quarterly basis the management team will review data to ascertain the following goals are on target for completion: In FY2018 - 5,000 Traffic Enforcement Activities conducted with a CMV Inspection (1,250 per quarter). In FY2019 - 5,100 Traffic Enforcement Activities conducted with a CMV Inspection (1,275 per quarter). In FY2020 - 5,200 Traffic Enforcement Activities conducted with a CMV Inspection (1,300 per quarter). In addition and in conjunction with our inspection program we will strive to increase the hours devoted to CMV Traffic Enforcement, Patrolling by 1% each year or by an additional 149 in FY2018 for a total 15,136 or 3,784 per quarter; 15,287 in FY2019 or 3,821 per quarter; and 15,439 in FY2020 or 3859.75 per quarter.

**Part 2 Section 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	No
PRISM	Exceeds Full Participation	No

Available data sources:

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

**Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency:** WV Department of Motor Vehicles

**Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:** WV Department of Motor Vehicles - IRP Division

**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.**

We are a Step 7 PRISM State. As such, section will not be completed.

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

We are a Step 7 PRISM State. As such, section will not be completed.

***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.***

We are a Step 7 PRISM State. As such, section will not be completed.



**Part 2 Section 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	9	10	11	13	13
CMV Safety Belt Education and Outreach	0	0	0	0	0
State Trucking Association Meetings	2	2	1	1	1
State-Sponsored Outreach Events	0	1	1	1	0
Local Educational Safety Events	21	5	4	3	2
Teen Safety Events	1	0	0	0	0

**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.**

Public education and awareness activities are essential to increasing the awareness of the general public of sharing the road safely with CMV while focusing on the FMCSA ban on hand-held mobile devices and utilization of seat-belts. These activities will raise the awareness of drivers of all ages and social groups of their responsibility in sharing the road which includes MCSAP partners at all levels directly impacting the behaviors of carriers will have a direct result on our fatality reduction goal of 4.5% indefinitely and specifically each year during FY2018 - 1.5%, FY2019 - 1.5% and FY2020 - 1.5%

**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	14	15	16
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	4	4	4
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2	2	3
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	2	2	3
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	1	1	1

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

On a quarterly basis the management team will review data to ascertain the following goals are on target for completion in FY2018, FY2019 and FY2020.

Specifically, we will also meet with one common carrier bi-monthly to discuss highway safety, ban on hand-held mobile devices, seat-belt utilization and safety issues. Based upon the Hazardous Materials (HM) - Overview (Summary of HM Activity in West Virginia) available at <http://www.fmcsa.dot.gov/safety-security/hazmat/hm-theme.htm> we will meet with one HM carrier bi-monthly.

All safety talks with carriers will include discussions on highway safety, ban on hand-held mobile devices, seat-belt utilization and general CMV safety issues.

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

Please review your State's SSDQ compliance levels and narrative overview and identify if changes are needed for the upcoming fiscal year. You must also update the newly added Crash VIN Accuracy category rating. 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.

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	No

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.**

7-14-2017 - <https://ai.fmcsa.dot.gov/DataQuality/StateOverall.aspx>

**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.

The State of West Virginia is Good in all categories.

**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.***

The State of West Virginia is Good in all categories.

***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.***

We will monitor 100% of all crash data received from the West Virginia Division of Highways for complete information and ascertain the completeness and accuracy of the record prior to entry into the SafetyNet system.

We will continue working with the Division of Highways to see the establishment of a direct link from their ReportBeam system which houses all crash records in West Virginia directly into the Public Service Commission of West Virginia's SafetyNet system. Incomplete records would be rejected by the SafetyNet program and provided to staff for review and clarification prior to re-uploading.

On a quarterly basis and through education and outreach with the WV State Police Academy we will continue working with First Responders who complete crash reports at the time of CMV accidents.

**Part 2 Section 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 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 type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input 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	259	255	235	266	272
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>259</b>	<b>255</b>	<b>235</b>	<b>266</b>	<b>272</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)	40	0	45	0	50	0
# of Safety Audits (Offsite)	200	0	205	0	210	0
# Group Audits	0	0	0	0	0	0
<b>TOTAL Safety Audits</b>	<b>240</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>260</b>	<b>0</b>
# of Non-Audit Resolutions	36	0	41	0	46	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.

Between 2018 and 2020 processing and completing safety audits will occur within the statutory time limits. 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; 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. We will maintain compliance with all Federal and program timeliness requirements during this three year span.

**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 2018 the WVPSC will complete 240 New Entrant Safety Audits, during 2019 the WVPSC will complete 250 New Entrant Safety Audits and during 2020 the WVPSC will complete 260 New Entrant Safety Audits. All Safety Audits will occur within the statutory guidelines outlined above from when a new carrier enters the program. This completion of the Safety Audits will ensure that new carriers are in full compliance with the CMV safety and hazardous materials regulations. In addition, the auditors assigned to this program will annually conduct 160 driver/vehicle inspections during the safety audit process while also conducting 36 Non-Audit Resolutions in FY2018; 41 Non-Audit Resolutions in FY2019; and 46 Non-Audit Resolutions in FY2020.

In FY2018 approximately 83% of these audits will be conducted off-site with the remaining 17% conducted onsite at the carrier's principal place of business.

In FY2019 approximately 82% of these audits will be conducted off-site with the remaining 18% conducted onsite at the carrier's principal place of business.

In FY2020 approximately 81% of these audits will be conducted off-site with the remaining 19% conducted onsite at the carrier's principal place of business.

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

The WVPSC's New Entrant Supervisor will review all inspection and audit reports for quality, completeness and accuracy throughout the month and will hold quarterly meetings to monitor progress toward program goals. The Manager will use FMCSA reports to monitor timeline requirements to prevent overdue carriers appearing in the inventory. The Manager will track the auditor's activities through the utilization of MCMIS reports on meeting goals and objectives while reviewing SafetyNet data to ascertain all inspectors maintain certification. These activities will occur between 2018 and 2020.

### Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the MCSAP CVSP Planning Memorandum and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2018 - 2020).

#### Part 3 Section 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.

#### Narrative Overview for FY 2018 - 2020

Enter your State's OOS Catch Rate percentage if below 85 percent: 0%

Projected Goals for FY 2018 - 2020: Enter a description of the State's performance goals.

Fiscal Year	Goal (%)
2018	85
2019	85
2020	85

West Virginia's terrain is rural and mountainous in nature. As a result of this terrain there are connectivity issues that are present throughout the entire state. We have found as a result of the report received on 7-18-2018 that our out-of-service catch rate has dropped to 0% which is not acceptable. Unfortunately given the limited number of out-of-service inspections conducted the ones not identified dropped our rate significantly. This issue will be addressed immediately and going forward to aid in ascertaining our 85% catch in FY2019 and FY2020.

**Program Activities for FY 2018 - 2020: Describe policies, procedures, and/or technology that will be utilized to identify OOS carriers at roadside. Include how you will conduct quality assurance oversight to ensure that inspectors are effectively identifying OOS carriers and preventing them from operating.**



Beginning immediately refresher training will be conducted with our enforcement officers impressing upon them the importance of verifying a carriers status including but not limited to whether they are out-of-service or not.

Beginning immediately and when an enforcement officer is unable to confirm a carriers status at the roadside due to connectivity issues the status will be verified prior to the upload of the inspection and as confirmed as quickly as connectivity is possible.

If a carrier is determined to be out-of-service following the inspection and once connectivity is possible the inspection will be revised and attempts will be immediately be made to notify the the carrier they are out-of-service. A certified copy of the revised inspection will be mailed to the address provided.

A plan will be developed to assist Supervisors in confirming carrier status is checked on all inspections.

When a carrier is deemed to be out-of-service the FMCSA Division Office will be notified as quickly as possible and provided with documentation obtained at the roadside.

Our out-of-service catch rate will improve to a minimum of 85% in 2019 and 2020.

Enforcement officers will utilize lap-tops with connectivity at the roadside to confirm a carriers status. If connectivity is not possible during the inspection process - it will be checked once connectivity is possible.

***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.***

Our out-of-service catch rate will improve to a minimum of 85% in 2019 and 2020.

Verify carrier status on all inspections prior to the inspection being uploaded.

On a quarterly basis Management will discuss with supervisors current out-of-service rates and the road-side findings.

PSC data will compared to FMCSA reports out-lining out-of-service carrier rates.

### Part 3 Section 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.

#### Narrative Overview for FY 2018 - 2020

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

A&I Data generated on July 12, 2017 relative to Summary Statistics for Buses in all domiciles based upon MCMIS data source covering Calendar Years 2012 to 2015 for all crash events reveal the following trends in WV relative to Fatal and Non-fatal bus crashes in West Virginia: 2014 - 106; 2015 - 91; and 2016 - 86 (average of 94.33)

Based upon the data trends referenced herein, crashes involving buses decreased between 2014 and 2016 by 20 individual crashes or 18.86% and as a result of the crashes that did occur and given recent events throughout the United States involving Passenger Carriers, WV has determined that this initiative will continue indefinitely and specifically between 2018 and 2020 wherein we will reduce crashes by 1% annually.

We will conduct inspections at points of origin and destination while complying with the MCSAP Comprehensive Policy.

**Projected Goals for FY 2018 - 2020: Enter the performance goal for the three year CVSP period for the State's passenger carrier enforcement initiative. Annual passenger carrier enforcement benchmarks for FY 2018, 2019 and 2020 must also be included.**

Between CY2014 and CY2016 there were 0.66% fatalities associated with motorcoach/passenger carriers in West Virginia. As there is not a significant amount of motorcoach/passenger carrier fatalities, between 2018 and 2020 we will strive for zero fatalities.

In 2018 we will strive to reduce Fatal and Non-Fatal motorcoach/passenger crashes by 1% or 0.94 crashes from the CY2014 through CY2016 average of 94.33.

In 2019 we will strive to reduce Fatal and Non-Fatal motorcoach/passenger carrier crashes by 1% or 0.94 crashes from the CY2014 through CY2016 average of 94.33.

In 2020 we will again strive to reduce Fatal and Non-Fatal motorcoach/passenger carrier crashes by 1% or 0.94 crashes from the CY2014 through CY2016 average of 94.33.

This will result in an overall reduction of fatalities in 2020 of 2.82 individual fatalities or 3%.

***Program Activities for FY 2018 - 2020: Provide additional information regarding how these activities will be implemented.***

Through the utilization of MCSAP funds and our 14 certified motorcoach/passenger carrier enforcement officers, we will work to increase our enforcement efforts relating to passenger carrier transportation safety while participating with FMCSA in all motorcoach strike force initiatives and conducting origin/destination inspections and other safety initiatives focused on the motorcoach industry and raising awareness of the federal ban on the use of hand-held cellular devices.

***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.***

Through utilization of the 14 certified bus inspectors and while conducting motorcoach/passenger carrier inspections we will educate carriers on highway safety, hours of service, driver safety, tailgating, and ban of CMV drivers to utilize hand-held mobile devices as well as seat-belt usage.

During FY2018 we will conduct a minimum of 798 motorcoach/passenger carrier inspections (3.78% of all inspections conducted in the State) with the anticipation of 199.5 per quarter.

During FY2019 it is anticipated that we will conduct a minimum of 907 motorcoach/passenger carrier inspections (3.78% of all inspections conducted in the State) with the anticipation of 226.75 per quarter.

During FY2020 it is anticipated that we will conduct a minimum of 1,020 motorcoach/passenger carrier inspections (3.78% of all inspections conducted in the State) with the anticipation of 255 per quarter.

This will be monitored on a quarterly basis by the Manager in charge of the passenger carrier program. The regular routine passenger carrier/motor coach inspections will be performed by the certified bus inspectors in conjunction with regular inspections and terminal inspections as well as continual participation with FMCSA in the targeted bus strike-forces aimed at tourist destinations throughout West Virginia including but not limited to casinos while verifying credentials and operating authority of all carriers inspected.

**Part 3 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 2017 CVSP.*

**Progress Report on State Specific Objectives(s) from the FY 2017 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2017 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*

**Part 3 Section 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 MCSAP CVSP Planning Memorandum as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc.*

*Describe any State-specific objective(s) identified for FY 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.*

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

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

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

The following definitions describe Spending Plan terminology.

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

#### On Screen Messages

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

- Calculation of Federal and State Shares

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

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

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$2,299,674.00	\$405,507.00	\$2,705,181.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$405,507.00
MOE Baseline:	\$359,621.50

**Part 4 Section 2 - Personnel**

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

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

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

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

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

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

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

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

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

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$405,507.00

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
Enforcement Officers	31	90.0000	\$33,000.00	\$920,700.00	\$782,595.00	\$138,105.00	\$102,200.50
Support Staff	6	80.0000	\$27,463.80	\$131,826.24	\$112,052.30	\$19,773.94	\$32,000.00
Managers	3	90.0000	\$53,908.40	\$145,552.68	\$123,719.78	\$21,832.90	\$16,000.00
Division Director	1	50.0000	\$71,949.15	\$35,974.57	\$30,578.38	\$5,396.19	\$21,141.00
Supervisors	7	90.0000	\$41,386.80	\$260,736.84	\$221,626.31	\$39,110.53	\$28,000.00
<b>Subtotal: Salary</b>				<b>\$1,494,790.33</b>	<b>\$1,270,571.77</b>	<b>\$224,218.56</b>	<b>\$199,341.50</b>
Overtime Project Costs							
Employee Overtime	42	7.8700	\$42,765.00	\$141,355.43	\$120,152.11	\$21,203.32	\$15,000.00
<b>Subtotal: Overtime</b>				<b>\$141,355.43</b>	<b>\$120,152.11</b>	<b>\$21,203.32</b>	<b>\$15,000.00</b>
<b>TOTAL: Personnel</b>				<b>\$1,636,145.76</b>	<b>\$1,390,723.88</b>	<b>\$245,421.88</b>	<b>\$214,341.50</b>
<b>Accounting Method:</b>	<b>Cash</b>						

Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Enforcement Officers	31	90.0000	\$33,000.00	\$920,700.00	\$782,595.00	\$138,105.00	\$102,200.50
Support Staff	6	80.0000	\$27,463.80	\$131,826.24	\$112,052.30	\$19,773.94	\$32,000.00
Managers	3	90.0000	\$53,908.40	\$145,552.68	\$123,719.78	\$21,832.90	\$16,000.00
Division Director	1	50.0000	\$71,949.15	\$35,974.57	\$30,578.38	\$5,396.19	\$21,141.00
Supervisors	7	90.0000	\$41,386.80	\$260,736.84	\$221,626.31	\$39,110.53	\$28,000.00
<b>Subtotal: Salary</b>				<b>\$1,494,790.33</b>	<b>\$1,270,571.77</b>	<b>\$224,218.56</b>	<b>\$199,341.50</b>
Overtime Project Costs							
Employee Overtime	42	7.8700	\$42,765.00	\$141,355.43	\$120,152.11	\$21,203.32	\$15,000.00
<b>Subtotal: Overtime</b>				<b>\$141,355.43</b>	<b>\$120,152.11</b>	<b>\$21,203.32</b>	<b>\$15,000.00</b>
<b>TOTAL: Personnel</b>				<b>\$1,636,145.76</b>	<b>\$1,390,723.88</b>	<b>\$245,421.88</b>	<b>\$214,341.50</b>
<b>Accounting Method:</b>	<b>Cash</b>						



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

The budget takes into account 31 Enforcement Officers including those assigned to the New Entrant program, 7 Supervisors including 1 assigned to the New Entrant program, 1 Division Director, 3 Managers and 6 Support Staff that are necessary to maintain the day-to-day operations of the State of West Virginia's MCSAP program outlined in this Multiyear CVSP. The hourly rates referenced above are averages of all respective position classifications included here.

All Enforcement Officers assigned to the MCSAP program dedicate 100% of their time to said program and the grant is charged based upon actual recorded time. Percentage of time calculated on the personnel spending chart reflects only the amount of personnel cost for the MCSAP budget. The Division Director devotes approximately 50% of his time to the MCSAP Program. The rest of the personnel cost will be reflected in the MOE expenditures. All officers are dedicated to working 1,820 annual work hours. The support staff are pro-rated according to the time devoted to the MCSAP program. All vehicles are 90% dedicated to the MCSAP activities. The percentages reflected in the table are actual costs that are billed to the grant. Any remaining, unbilled, costs of salaries are MOE.

The overtime expense of \$35,922.60 or 2% of the annual 1820 hours to effectuate the details outlined in the CVSP at an average approximate rate of pay of \$23.50.

We reserve the right to adjust the budget based upon the hiring of additional Enforcement Officers to include them herein.

**Note from Multiyear CVSP on 10-12-2017:** All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

**Note - 6-4-2019:** Based upon the final and actual grant award dated May 8, 2019 the overtime expense was increased from a total project cost of \$35,922.60 (2%) to \$141,355.43 (7.87%). These funds will be used effectuate the plans outlined in this CVSP.

## Part 4 Section 3 - Fringe Benefits

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

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

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

*The cost of fringe benefits are allowable if:*

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

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

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

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

*The **Fringe Benefit Rate** is:*

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

*The **Base Amount** is:*

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

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Division Director	35.8000	50.0000	\$71,949.15	\$12,878.89	\$10,947.06	\$1,931.83	\$5,000.00
Support Staff	35.8000	80.0000	\$131,826.24	\$37,755.03	\$32,091.76	\$5,663.27	\$5,000.00
Enforcement Officer	35.8000	90.0000	\$920,700.00	\$296,649.54	\$252,152.11	\$44,497.43	\$32,000.00
Supervisors	35.8000	90.0000	\$260,736.84	\$84,009.40	\$71,407.99	\$12,601.41	\$8,500.00
Managers	35.8000	90.0000	\$145,552.68	\$46,897.07	\$39,862.51	\$7,034.56	\$4,700.00
Overtime for All Officers	35.8000	7.8700	\$1,796,130.00	\$50,605.24	\$43,014.45	\$7,590.79	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$528,795.17</b>	<b>\$449,475.88</b>	<b>\$79,319.29</b>	<b>\$55,200.00</b>

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

The fringe benefits expense of \$478,189.93 is necessary to maintain WV's MCSAP program and support the personnel (payroll costs) allocated in the budget described here. This expense provides for 31 Enforcement Officers, 7 Supervisors, 3 Managers, 6 Support Staff and a Division Director supported by this budget.

The items included that are a part of the fringe rate of 35.8% across the board include the following items:

1. Retirement Match.
2. Health Premium Match.
3. Basic Life Insurance Match.
4. FICA Match.
5. Medicare Match.

The overtime fringe above is based upon the average salary rate for the officers working the program.

**Note from Multiyear CVSP on 10-12-2017:** All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

**Note - 6-4-2019:** Based upon the increase to the MCSAP award per the agreement of May 8, 2019 the fringe was increased to reflect the increase in overtime funding from 2% to 7.87%.

**Part 4 Section 4 - Travel**

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

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Tolls for Travel on WV Turnpike	42	365	100.0000	\$1,200.00	\$1,020.00	\$180.00	\$180.00
Conference Travel- Determined During FY2018	7	30	100.0000	\$12,000.00	\$10,200.00	\$1,800.00	\$4,000.00
Routine MCSAP Travel	43	210	100.0000	\$30,000.00	\$25,500.00	\$4,500.00	\$5,000.00
<b>TOTAL: Travel</b>				<b>\$43,200.00</b>	<b>\$36,720.00</b>	<b>\$6,480.00</b>	<b>\$9,180.00</b>

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

The estimated expense of \$1,200.00 is for the various Enforcement Officers utilizing vehicles that find themselves needing to utilize the toll booths on the West Virginia Turnpike without the necessity of personal payment which would require reimbursement. The transponders are used as necessary by the various officers who are stationed throughout the State of West Virginia. This allows for approximately \$100.00 per month to be utilized as necessary.

The estimated Conference Travel expense not including the Maintenance of Effort in the amount of \$12,000.00 allows for routine travel expenses associated with the grant coordinator's annual attendance at the annual CVSP planning session as well as management attendance at the semi-annual and the annual CVSA conferences or other conferences scheduled by FMCSA during FY2018. This figure will also include any required updates/conferences for the New Entrant program staff. The estimated cost includes lodging, meal allowance and travel expenses.

The estimated routine MCSAP-related Travel Expense (Lodging/M meal Allowance) is noted to be \$30,000.00. This estimated expense allows for approximately \$697.67 to be utilized for routine travel for each of the 31 Enforcement Officers, 7 Supervisors, 3 Managers as well as the grant coordinator and Division Director (total of 43 individuals) during special operations in targeted enforcement areas that require additional saturation from officers from other regions that necessitates travel, routine road-checks that necessitates travel to other regions as well as outreach efforts throughout the State, as necessary. Each officer is expected to travel monthly to perform his or her duties, as needed and necessary.

**Note from Multiyear CVSP on 10-12-2017:** All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

**Part 4 Section 5 - Equipment**

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

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

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

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

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

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Vehicle Emergency Equipment	8	\$3,750.00	90	\$27,000.00	\$22,950.00	\$4,050.00	\$2,500.00
Cell phone boosters	20	\$1,000.00	90	\$18,000.00	\$15,300.00	\$2,700.00	\$2,000.00
License Plate Reader	5	\$16,000.00	90	\$72,000.00	\$61,200.00	\$10,800.00	\$7,600.00
<b>TOTAL: Equipment</b>				<b>\$117,000.00</b>	<b>\$99,450.00</b>	<b>\$17,550.00</b>	<b>\$12,100.00</b>
<b>Equipment threshold is \$1,000</b>							

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

**Vehicle Emergency Equipment:** With replacing older vehicles with new vehicles per the state's acquisition process it is anticipated 8 vehicles will be replaced in FY2019 and the equipment necessary will cost approximately \$27,000. This will result in a need to update outdated safety equipment with new equipment on said vehicles. It is anticipated that this equipment can include exterior lighting, bar lights, speakers and mounts, siren and light controller, cb radios, consoles, laptop mounts, dashlights, rear directional mounts and other items to be determined as necessary.

**Cell Phone Boosters:** The budgeted amount of \$18,000 will be used to supply 20 of our Enforcement Officers with cell phone boosters at an individual cost of \$900 each. West Virginia's terrain is rural and as a result Enforcement Officers assigned in certain areas throughout the state find themselves unable to utilize mobile phone technology. These boosters will further enable our ability to promote state and national program objectives.

**License Plate Readers:** The budgeted amount of \$72,000 will enable us to purchase five license plate readers to be utilized throughout the State of West Virginia. This will include one fixed site and four mobile units. These will be utilized throughout the State to enable us to adequately and effectively identify out-of-service carriers.

**Note from Multiyear CVSP on 10-12-2017** - All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

**9-28-2018** - Fuel for Leased Vehicles and Maintenance for Leased Vehicles were moved from this section of the plan to the "Other" section of the plan.



## Part 4 Section 6 - Supplies

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Uniforms	41 Per Uniform	\$900.00	90.0000	\$33,210.00	\$28,228.50	\$4,981.50	\$3,500.00
Office Supplies	1 Annual	\$44,656.00	90.0000	\$40,190.40	\$34,161.84	\$6,028.56	\$3,900.00
<b>TOTAL: Supplies</b>				<b>\$73,400.40</b>	<b>\$62,390.34</b>	<b>\$11,010.06</b>	<b>\$7,400.00</b>

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

**Uniforms and Other Related Supplies:** The estimated expense of \$33,210 not including Maintenance of Effort, for Uniforms and Other Related Supplies will provide for approximately \$810 for each of the 31 Enforcement Officers, 7 Supervisors or 3 Managers (total of 41 individuals) for such items that includes the uniform required for wear each day of work. The Public Service Commission of West Virginia has a winter uniform and a summer uniform and will include upkeep of the uniform through dry-cleaning services. This figure will be adjusted per officer based upon additional officers hired throughout the year and in an effort to equip those officers with necessary uniforms.

**Office Supplies:** The estimated expense relating to office supplies is \$40,190.40 not including Maintenance of Effort. This expense is to provide the necessary supplies, as needed, to the Enforcement Officers, Support Staff, Managers, Grant Coordinator and Division Director in the day-to-day operations and putting the annual Commercial Vehicle Safety Plan into effect. This line item as well as all line items contained in the State of West Virginia's MCSAP budget was computed using previously vouchered expenditures and includes, but not limited to, the following items necessary in the day-to-day operations: Letterhead, copy machine paper, toner, typewriter cartridges, calculator ribbons, staplers, tape dispensers, microfilming supplies, photographic film, books and periodicals, discs, thumb-drives, etc; storage charges for office file documents, all types of printing and supplies for printing, duplicating and reproducing, binding of printing, rebinding of books contracted to commercial printers or State-operated printing shops; word processors, telephones, safe deposit boxes, fees for usage/rental of portable comfort stations (i.e., port-a-pot), or any other equipment not owned by the spending agency. Includes rental of specific materials or equipment necessary for the production of a program or exhibit except for Training and Development; Postal: Those charges for postage, box rent, postage meter or any charges connected with the United States Postal System or charges by Central Mail. Freight: Charges for either shipping or receiving material. This will include courier service charges, motor freight, air freight and other express charges, such as fuel surcharge. United Parcel Service or similar companies' charges are to be considered freight charges; and all purchases of equipment (including firearms, and medical equipment) with dollar value less than \$1,000 not including computer equipment.

**Note from Multiyear CVSP on 10-12-2017 -** All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, supplies, uniforms and computers are 100% dedicated to the MCSAP program.



## Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Lease Cost of Enforcement Vehicles	DUNS 926944976	Contract	100.0000	\$115,500.16	\$98,175.14	\$17,325.02	\$44,000.00
Description of Services: Lease Cost of Enforcement Vehicles							
<b>TOTAL: Contractual and Subaward</b>				<b>\$115,500.16</b>	<b>\$98,175.14</b>	<b>\$17,325.02</b>	<b>\$44,000.00</b>

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

**Lease Cost of Enforcement Vehicles:** Enforcement Officers are 100% dedicated to the MCSAP Program. 42 vehicles are provided to the Enforcement Officers, Supervisors, Managers and the Division Director. The estimated expense of \$115,500.16 for Lease Cost of MCSAP Vehicles which will be utilized to pay the monthly lease amounts on the following vehicles currently assigned to the MCSAP fleet. The vehicles provided for through MCSAP funding include vehicles for the 31 Enforcement Officers, 7 Supervisors, 3 Managers and 1 Division Director. A total of 42 vehicles will be charged against MCSAP funding with that number increasing as additional staff are hired. These vehicles are necessary for Enforcement Officers to effectuate the CVSP on a regional basis which will result in reducing fatalities. Approximately 42 vehicles are wholly and partially maintained by the MCSAP program. It is noted that vehicles are assigned as necessary and available. Adjustments to the above-described vehicles is changed based upon availability and need. The

budget described herein allows for an approximate average annual expense of \$2,750 per vehicle. It is further noted that the for the award of a contract they are subjected to the competitive bid process via the WV Department of Administration and awarded to the most cost effective bidder. In addition, the lease agreements depreciate on a monthly basis and as such, the monthly payment amount is never the same. The vehicles currently in our fleet are described as follows:

2010 Ford Crown Vic	2
2010 Ford Fusion	1
2010 Ford Explorer	2
2011 Ford Crown Vic	3
2011 Ford Expedition	4
2012 Ford Taurus	1
2013 Ford Expedition	4
2013 Ford Taurus	1
2014 Ford Interceptor	1
2015 Ford Interceptor	18
2015 Ford Explorer	1
2016 Ford Explorer	2
2016 Chevy Tahoe	2

**Note from Multiyear CVSP on 10-12-2017** - All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

## Part 4 Section 8 - Other Costs

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

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

*Enter a description of each requested Other Cost.*

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

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

### Indirect Costs

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

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

**Your State will not claim reimbursement for Indirect Costs.**

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Training Costs (Tuition, Fees, Materials & Other Expenses)	1 As needed	\$9,000.00	90.0000	\$8,100.00	\$6,885.00	\$1,215.00	\$900.00
Communications (Air Cards and Cell Phones)	44 Individual Person	\$500.00	100.0000	\$22,000.00	\$18,700.00	\$3,300.00	\$0.00
Annual CVSA Membership	1 Annual	\$8,739.51	100.0000	\$8,739.51	\$7,698.76	\$1,040.75	\$0.00
CVSA Decals	4 Quarterly	\$275.00	100.0000	\$1,100.00	\$935.00	\$165.00	\$0.00
Fuel for Leased Vehicles	42 Per Vehicle	\$3,000.00	90.0000	\$113,400.00	\$96,390.00	\$17,010.00	\$12,500.00
Maintenance for Leased Vehicles	42 Per Vehicle	\$1,000.00	90.0000	\$37,800.00	\$32,130.00	\$5,670.00	\$4,000.00
<b>TOTAL: Other Costs</b>				<b>\$191,139.51</b>	<b>\$162,738.76</b>	<b>\$28,400.75</b>	<b>\$17,400.00</b>

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

**Communications:** The estimated expense of \$22,000 will provide air cards and/or mobile phones on an annual basis to the Enforcement Officers, Supervisors, Managers, Division Director and radio shop staff identified as Support Staff. These communicational devices will allow our staff the ability to communicate remotely in real-time at an expense of approximately \$500.00 for each of the 44 individuals referenced above.

**CVSA Membership Dues:** The Public Service Commission of West Virginia is a member of the Commercial Vehicle Safety Alliance. The annual membership is \$7,800.00.

**CVSA Decals:** On a quarterly basis the Public Service Commission of West Virginia purchases CVSA decals. The budgeted amount of \$1,100 would enable us purchase of these decals which are provided during the inspection process. The quarterly cost of these decals is approximately \$275.00.

**Training Costs:** The estimated expense of \$8,100 will be used to provide training opportunities to our Enforcement Officers throughout the State of West Virginia. These training items identified herein include, but are not limited to, the following:

1. Annual In-Service that all officers are required to attend;
2. Certification and recertification at the WV State Police Academy;
3. Certification through Part A, Part B, HazMat, MotorCoach and Bulk Packaging.

This budget allows approximately \$188.37 for each of the 31 Enforcement Officers, 7 Supervisors, 3 Managers as well as the grant coordinator and Division Director (total of 43 individuals) to be utilized for training purposes as needed, justified and referenced above and may include fees for instructors.

**Note from Multiyear CVSP on 10-12-2017:** All PSC personnel are 100% dedicated to the MCSAP Program except for the Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

9-28-2018 - Fuel for Leased MCSAP Vehicles and Maintenance for Leased MCSAP Vehicles moved from Equipment section to this section, Other.

**Maintenance of Leased MCSAP Vehicles:** The estimated expense of \$37,800 will be used to provide routine maintenance and repair of the 42 vehicles currently identified in our fleet. This will allow approximately \$900 per vehicle for the fiscal year to perform necessary maintenance which includes, but is not limited to tire replacement, oil changes, wipers, fluids, car washes, repairs on an as needed basis, etc.

Fuel Costs: The budgeted amount of \$113,400 will be used to supply the 42 vehicles currently assigned in our fleet with \$2,700 in fuel annually to enable us to promote the State Program Objectives and National Program Elements which will enable the State of West Virginia to reduce fatalities.

**Note 6-4-2019:** Based upon the increase in the FY2019 MCSAP award the amount budgeted for CVSA membership dues was increased from \$7,800.00 to \$8,739.51

**Part 4 Section 9 - Comprehensive Spending Plan**

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

**ESTIMATED Fiscal Year Funding Amounts for MCSAP**

	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$2,299,674.00	\$405,507.00	\$2,705,181.00

**Summary of MCSAP Funding Limitations**

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$405,507.00
MOE Baseline:	\$359,621.50

**Estimated Expenditures****Personnel**

	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Enforcement Officers	\$782,595.00	\$138,105.00	\$920,700.00	\$102,200.50
Support Staff	\$112,052.30	\$19,773.94	\$131,826.24	\$32,000.00
Managers	\$123,719.78	\$21,832.90	\$145,552.68	\$16,000.00
Division Director	\$30,578.38	\$5,396.19	\$35,974.57	\$21,141.00
Supervisors	\$221,626.31	\$39,110.53	\$260,736.84	\$28,000.00
<b>Salary Subtotal</b>	<b>\$1,270,571.77</b>	<b>\$224,218.56</b>	<b>\$1,494,790.33</b>	<b>\$199,341.50</b>
Employee Overtime	\$120,152.11	\$21,203.32	\$141,355.43	\$15,000.00
<b>Overtime subtotal</b>	<b>\$120,152.11</b>	<b>\$21,203.32</b>	<b>\$141,355.43</b>	<b>\$15,000.00</b>
<b>Personnel total</b>	<b>\$1,390,723.88</b>	<b>\$245,421.88</b>	<b>\$1,636,145.76</b>	<b>\$214,341.50</b>

**Fringe Benefits**

	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Division Director	\$10,947.06	\$1,931.83	\$12,878.89	\$5,000.00
Support Staff	\$32,091.76	\$5,663.27	\$37,755.03	\$5,000.00
Enforcement Officer	\$252,152.11	\$44,497.43	\$296,649.54	\$32,000.00
Supervisors	\$71,407.99	\$12,601.41	\$84,009.40	\$8,500.00
Managers	\$39,862.51	\$7,034.56	\$46,897.07	\$4,700.00
Overtime for All Officers	\$43,014.45	\$7,590.79	\$50,605.24	\$0.00
<b>Fringe Benefits total</b>	<b>\$449,475.88</b>	<b>\$79,319.29</b>	<b>\$528,795.17</b>	<b>\$55,200.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Tolls for Travel on WV Turnpike	\$1,020.00	\$180.00	\$1,200.00	\$180.00
Conference Travel-Determined During FY2018	\$10,200.00	\$1,800.00	\$12,000.00	\$4,000.00
Routine MCSAP Travel	\$25,500.00	\$4,500.00	\$30,000.00	\$5,000.00
<b>Travel total</b>	<b>\$36,720.00</b>	<b>\$6,480.00</b>	<b>\$43,200.00</b>	<b>\$9,180.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicle Emergency Equipment	\$22,950.00	\$4,050.00	\$27,000.00	\$2,500.00
Cell phone boosters	\$15,300.00	\$2,700.00	\$18,000.00	\$2,000.00
License Plate Reader	\$61,200.00	\$10,800.00	\$72,000.00	\$7,600.00
<b>Equipment total</b>	<b>\$99,450.00</b>	<b>\$17,550.00</b>	<b>\$117,000.00</b>	<b>\$12,100.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Uniforms	\$28,228.50	\$4,981.50	\$33,210.00	\$3,500.00
Office Supplies	\$34,161.84	\$6,028.56	\$40,190.40	\$3,900.00
<b>Supplies total</b>	<b>\$62,390.34</b>	<b>\$11,010.06</b>	<b>\$73,400.40</b>	<b>\$7,400.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Lease Cost of Enforcement Vehicles	\$98,175.14	\$17,325.02	\$115,500.16	\$44,000.00
<b>Contractual and Subaward total</b>	<b>\$98,175.14</b>	<b>\$17,325.02</b>	<b>\$115,500.16</b>	<b>\$44,000.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Training Costs (Tuition, Fees, Materials & Other Expenses)	\$6,885.00	\$1,215.00	\$8,100.00	\$900.00
Communications (Air Cards and Cell Phones)	\$18,700.00	\$3,300.00	\$22,000.00	\$0.00
Annual CVSA Membership	\$7,698.76	\$1,040.75	\$8,739.51	\$0.00
CVSA Decals	\$935.00	\$165.00	\$1,100.00	\$0.00
Fuel for Leased Vehicles	\$96,390.00	\$17,010.00	\$113,400.00	\$12,500.00
Maintenance for Leased Vehicles	\$32,130.00	\$5,670.00	\$37,800.00	\$4,000.00
<b>Other Costs total</b>	<b>\$162,738.76</b>	<b>\$28,400.75</b>	<b>\$191,139.51</b>	<b>\$17,400.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$2,299,674.00</b>	<b>\$405,507.00</b>	<b>\$2,705,181.00</b>	<b>\$359,621.50</b>
<b>Total Costs Budgeted</b>	<b>\$2,299,674.00</b>	<b>\$405,507.00</b>	<b>\$2,705,181.00</b>	<b>\$359,621.50</b>

**Part 4 Section 10 - Financial Summary**

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$2,299,674.00	\$405,507.00	\$2,705,181.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$405,507.00
MOE Baseline:	\$359,621.50

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$1,270,571.77	\$224,218.56	\$1,494,790.33	\$199,341.50
Overtime Subtotal	\$120,152.11	\$21,203.32	\$141,355.43	\$15,000.00
Personnel Total	\$1,390,723.88	\$245,421.88	\$1,636,145.76	\$214,341.50
Fringe Benefits Total	\$449,475.88	\$79,319.29	\$528,795.17	\$55,200.00
Travel Total	\$36,720.00	\$6,480.00	\$43,200.00	\$9,180.00
Equipment Total	\$99,450.00	\$17,550.00	\$117,000.00	\$12,100.00
Supplies Total	\$62,390.34	\$11,010.06	\$73,400.40	\$7,400.00
Contractual and Subaward Total	\$98,175.14	\$17,325.02	\$115,500.16	\$44,000.00
Other Costs Total	\$162,738.76	\$28,400.75	\$191,139.51	\$17,400.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$2,299,674.00	\$405,507.00	\$2,705,181.00	\$359,621.50
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
<b>Total Costs Budgeted</b>	<b>\$2,299,674.00</b>	<b>\$405,507.00</b>	<b>\$2,705,181.00</b>	<b>\$359,621.50</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.*

**Part 5 Section 1 - State Certification**

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

1. What is the name of the person certifying the declaration for your State? Robert D. Blankenship
2. What is this person's title? Director
3. Who is your Governor's highway safety representative? Bob Tipton
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, Robert D. Blankenship, Director, on behalf of the State of WEST VIRGINIA, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the State satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

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

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

1. What is the name of your certifying State official? Robert D. Blankenship
2. What is the title of your certifying State official? Director
3. What are the phone # and email address of your State official? rblankenship@psc.state.wv.us 304-340-0472

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

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

I, Robert D. Blankenship, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

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

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

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

☐ Yes ☒ No

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

☐ Yes ☒ No