



WISCONSIN

Commercial Vehicle Safety Plan

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

Fiscal Year 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
- Part 3: National Emphasis Areas and State Specific Objectives
- Part 4: Financial Information (FY 2019)
- Part 5: Certifications and Documents

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

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

NEW FOR FY 2019:

Single Year and Multi-Year plans—For FY 2019, the primary difference in the single year and multi-year CVSP formats is that objectives, projected goals, and activities in the 3-year plan will cover an entire three-year period. The financial information and certifications will be updated each fiscal year.

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

- If Yes is indicated, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan.
- If No is indicated, the Year 1 information will not be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

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

In addition, States are reminded to **not** include any personally identifiable information (PII) in the CVSP. The final

CVSP approved by FMCSA is required to be posted to a public FMCSA website.

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

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

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

The mission of the Wisconsin Department of Transportation (WisDOT) - of which the Wisconsin State Patrol (WSP) is a division - is to provide leadership in the development and operation of a safe and efficient transportation system. The mission of the Wisconsin State Patrol (WSP) is to promote highway and public safety and to enhance the quality of life for all Wisconsin citizens and visitors by providing and supporting professional, competent, and compassionate law enforcement services. Within the WSP's Motor Carrier Enforcement Section, the WSP utilizes Motor Carrier Safety Assistance Program (MCSAP) funding to target activities in its mission to reduce the number and severity of commercial motor vehicle (CMV) crashes.

Wisconsin's goal is to maintain large truck and bus fatalities per 100 million VMT to .11 or less annually through CY 2019. For FFY 2019, the WSP's MCSAP goals include:

Inspecting commercial vehicles and their drivers to ensure vehicles are mechanically sound and drivers follow federal and state laws and regulations.

Assuring the implementation of CSA initiatives to further program quality standards including a good faith review of all inspection-related Requests for Data Review (RDRs) for three years from the date of inspection and for all crash-related RDRs for five years from the date of the crash.

Setting up motor coach destination inspections through strike forces and addressing related unsafe driver behavior and conduct such as speeding, following too closely, operating in violation of an out-of-service order, and hours of service violations. This will include the allocation of resources to conduct enhanced investigations for motor carriers of passengers and may include training for State inspectors and investigators participating in and conducting comprehensive and focused investigations. The WSP will partner with FMCSA in conducting the investigations and inspections of motor coaches at carrier locations. Level 1 or Level 5 inspections will be conducted during investigations of all passenger carriers operating motor coaches and during investigations of non-motor coach operating passenger carriers that have a Vehicle Maintenance Behavior Analysis Safety Improvement Category (BASIC) percentile above the threshold of 65 at the time of the investigation.

Monitoring industry initiatives including frac sand mining in Northwest Wisconsin, the timber industry, and other large industry activities and creating special details to ensure that safety is ensured commensurate with the level of CMV traffic being generated.

Oversight of data measures to assure that Wisconsin remains good/green in all rated categories.

Ensuring that a motor carrier's operating authority is confirmed during each inspection and that action is taken if not

in compliance. WSP will accomplish through communication to inspectors through memoranda, meeting and in-service opportunities about the need to utilize Query Central and Aspen 3.0 to check the status of operating authority for every vehicle at each inspection and traffic enforcement stop. The WSP will strive to attain the out of service "catch rate" of 85% that has been identified by FMCSA as the goal to achieve compliance.

Conducting CMV traffic enforcement associated with an inspection and traffic enforcement without an accompanying inspection resulting from an observed unsafe driver behavior. This includes traffic enforcement of non-CMV's operating unsafely around CMV's. TACT high visibility enforcement methodology will also be incorporated into WSP's normal traffic enforcement operations.

Conducting ongoing inspection and enforcement including aggressively participating in national enforcement strike forces targeting HM Shipper, Cargo Tank Repairers and Shippers and Transporters of crude oil, propane, and liquefied natural gas. This includes the enforcement of HM regulations, with emphasis on ensuring that: 1) CT carriers are transporting HM in appropriate vehicles through roadside inspections and on-site investigations, and 2) CT manufacturing, testing and repair facilities are building, testing and repairing CTs in accordance with HM regulations through the conduct of specialized CTFRs.

Involvement in continued training associated with the implementation of Electronic Logging Device (ELD) final rule published on December 16, 2015. Participation in CSA Phase III Training to prepare Motor Carrier Investigation Unit (MCUI). MCUI investigators and managers use the full array of CSA interventions through reinforcement of the existing interventions and training staff on offsite investigations, critical and acute violations follow-up investigations, cooperative safety plans, and to teach investigators and managers to use new investigative software and improved IT systems built specifically to support CSA interventions.

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

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

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

The Wisconsin State Patrol (WSP) is the only law enforcement agency in the State receiving MCSAP funds. The WSP has three Bureaus: Bureau of Transportation Safety, Bureau of Field Operations, and Bureau of Support Services. The Motor Carrier Enforcement Section, located within the Bureau of Field Operations, manages the MCSAP program.

Since its inception in 1985, Wisconsin's motor carrier safety enforcement program has grown from a basic inspection program to one that: coordinates inspections with traffic enforcement and size/weight efforts; conducts compliance reviews; incorporates education into every facet of the program; utilizes mobile patrol and enforcement operations; conduct post-crash inspections; as well as plays a critical role in national safety efforts.

The Motor Carrier Enforcement Section is responsible for several inspection programs and a variety of enforcement responsibilities. There are 121 staff involved, 108 of them being sworn staff with the majority being field inspectors. Inspectors are cross-trained in the various motor carrier program areas. With the limited number of personnel covering 72 Wisconsin counties, cross-training provides for a greater distribution of personnel resources throughout the State. Hours to equal 40 MCSAP full-time equivalent (FTE) inspectors (or about 37% of WSP's approximate 108 field inspectors) comprise MCSAP field assignments. Additional non-funded agencies from 17 counties and municipalities assist WSP with MCSAP related activities. These agencies currently total 29 officers, adding to MCSAP safety enforcement.

Eleven civilian, one sworn motor carrier investigator and one sworn Sergeant, who conduct compliance reviews utilizing MCSAP funding, make up the Motor Carrier Investigation Unit (MCIU). Having the investigator live near the communities they serve, keep them close to the transportation changes that affect their area of the state and keep them accessible to motor carriers by phone or personal visit. This accessibility factor is invaluable to the New Entrant program for consistency in future enforcement, education, and technical guidance. Approximately 100 to 120 new entrant motor carriers come into the state's system every month; therefore, each investigator receives between eight and twelve new entrant carrier assignments every month. The investigator communicates with every assigned, new motor carrier by an introductory letter (regular mail or Email depending upon the carrier accessibility) which includes contact information and an offer of resources, such as our Motor Carrier Information System (MCIS telephone line) and Federal Motor Carrier Safety Administration web-site (FMCSA), as well as the Division State Patrol (DSP) website. Investigators also offer their regulatory knowledge and technical support to the motor carriers in the new entrant program.

The Motor Carrier Enforcement Section (MCES) is managed from the WSP Headquarters in Madison. One captain, two lieutenants, and two civilian staff are responsible for implementation and oversight of the operations of the MCSAP. The 2 lieutenants handle the oversight of 10 Inspector sergeants located in 5 regions across the State. Each Inspector sergeant is responsible for a staff of inspectors. Two civilian staff at headquarters are responsible for grants administration, IT management and implementation, program oversight, outreach, SafetyNet and other program operations.

Part 1 Section 4 - MCSAP Structure
Instructions:

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

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

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

Lead Agency Information	
Agency Name:	WISCONSIN STATE PATROL
Enter total number of personnel participating in MCSAP activities	121
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	106
Traffic Enforcement Activities	108
Investigations*	13
Public Education and Awareness	121
Data Collection and Reporting	13
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	17
Total # of MCSAP Participating Personnel:	29

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

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

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

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

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

Part 2 Section 2 - CMV Crash Reduction

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

Trend Analysis for 2013 - 2017

Instructions for all tables in this section:

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

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

ALL CMV CRASHES

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

Goal measurement as defined by your State: Large Truck Fatal Crashes per 100M VMT

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			
01/01/2017	12/31/2017	71	0.11	0.11
01/01/2016	12/31/2016	79	0.11	0.11
01/01/2015	12/31/2015	62	0.11	0.10
01/01/2014	12/31/2014	63	0.11	0.11
01/01/2013	12/31/2013	85	0.10	0.14

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 # Fatal Crashes

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	5		5
01/01/2016	12/31/2016	4		4
01/01/2015	12/31/2015	0		0
01/01/2014	12/31/2014	2		2
01/01/2013	12/31/2013	1		1

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: Actual # Fatal Crashes

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

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

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

Safetynet 7/2018 Wisconsin DT4000 Crash database 7/2018

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

ALL CMV CRASHES-Fatality rate has been reduced below the CVSP goal in Wisconsin. WSP will endeavor to lower the fatality rate for CMVs to achieve the target benchmark of maintaining large truck and bus fatalities per 100 million VMT to 0.11 or less annually through CY 2019.

PASSENGER: overview of bus occupants that were killed from 2013-2018 in Wisconsin.

On 9/6/16, one fatality occurred of a pedestrian by a school bus. The school bus failed to yield right of way to the pedestrian crossing in the crosswalk while making a left-hand turn. The school bus drove over the pedestrian and they died due to the injuries. The school bus had 33 non-injured occupants at the time of the crash.

On 2/26/16, one fatality occurred of the driver of a passenger car when it rear-ended a legally stopped school bus. The driver of the car traveled under the school bus. The passenger of the car was killed at the scene, while the driver later died at the hospital. Cause for the accident was exceeding speed limit and inattentive driving of the passenger car.

On 5/18/13, one fatality occurred on a party bus (converted school bus owned by a taxi cab company in Ellsworth, WI). The fatality was the result of a passenger falling out the back of the bus. The rear door was inspected and was found not to be defective. Although alcohol involvement was not tested for at the time, the circumstances (and eyewitness accounts) strongly suggest that human behavioral factors were the cause.

On 5/19/14 a passenger was killed on a metro bus in Madison. Madison PD indicated a security camera video shows a passenger was apparently drinking alcohol on the bus. When the subject got off he stumbled back toward the bus and was run over by the rear wheels. An investigation was conducted by Madison PD and the driver was declared not at fault and no charges were filed.

On 8/22/14 around 8:00 p.m., Brown Deer Police Department, River Hills Police Department, and North Shore Fire Department were dispatched to a report of a crash involving a Milwaukee County Transit Bus near Green Bay Rd. and Teutonia Ave. When crews arrived, it was determined that the bus had gone off the roadway and ended up in a ditch. The driver of the bus experienced a medical issue and at some point, became unconscious and died at the scene. Four other people were on board the bus. None of them were hurt when the bus rolled in the ditch.

Due to the circumstances involving each of these fatalities (human behavioral/medical factors and the fact that two involved metro buses that are not inspected by WSP) and after examining all of the motorcoach/passenger fatalities for all five years, WSP considers these as statistical outliers and will therefore, not be addressing the motorcoach/passenger element in the CVSP. However, the State realizes the importance of passenger safety and will be conducting at least three motor coach details throughout the state in FFY 2019 in support of national passenger carrier initiatives.

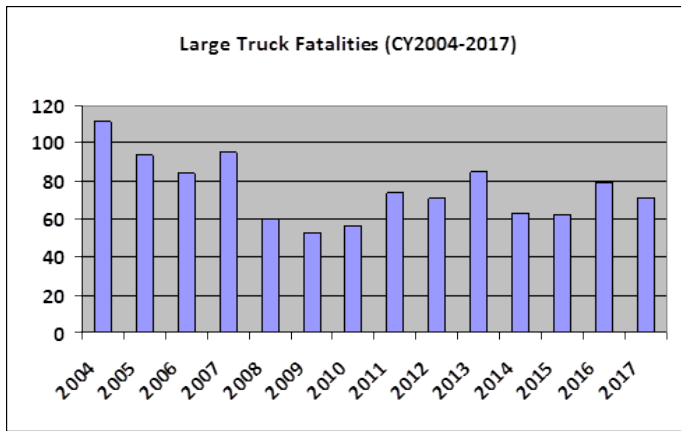
Hazmat: No fatalities were identified in the PHMSA database for the five-year measurement period. As a result, the WSP will not be addressing this element in the FFY 2019 CVSP. It should be noted that Wisconsin's good safety record is also the result of the fact that all inspectors are trained in general hazmat, non-bulk, and cargo tank. Wisconsin has no issues regarding Hazmat and therefore does not have extra details planned.

Narrative Overview for FY 2019**Instructions:**

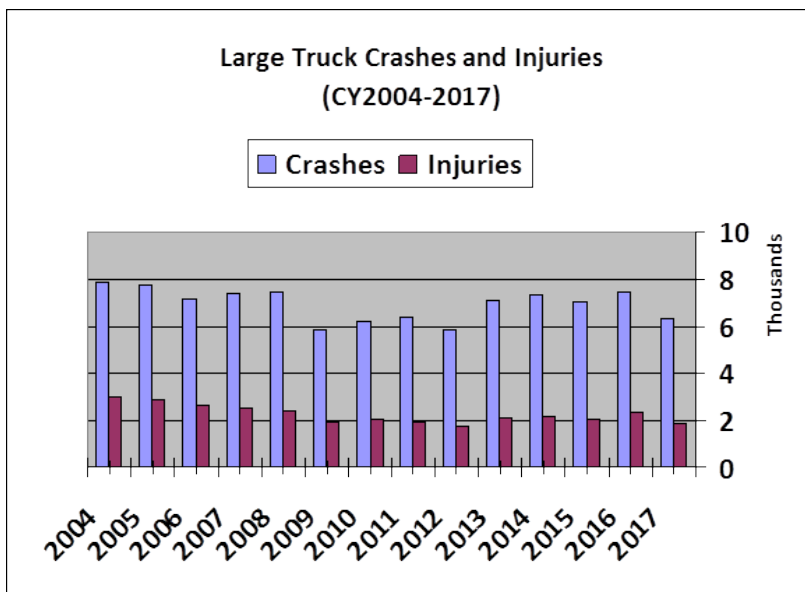
The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicles. The State has flexibility in setting its goal and it can be based on raw numbers (e.g., total number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

WSP will continue with efforts to lower the fatality rate for CMVs to achieve the target benchmark of maintaining large truck and bus fatalities per 100 million VMT to 0.11 or less annually through CY 2019. Fatality rate (per 100 million VMT) for the state has stayed steady at 0.11. We will continue with our CVSP strategies and in particular, WSP's crash reduction emphasis in reducing serious and fatal crashes in the 24 targeted counties.



Large truck crashes and injuries decreased by 13% and 15% respectively in CY 2017 when compared to the CY 2013-2016 average. This decrease is in spite of the continued economic expansion and increased movement of freight overall particularly in urban areas where fatalities are lower compared rural areas where fatalities are higher, and the majority of state enforcement occurs.



Wisconsin does not have any issues with Hazmat and CMVs and will not be planning on any extra details.

Enter the data source and capture date:

SafetyNet (2018) Wisconsin DT crash database (7/18) and WisDOT Traffic forecasting Section (commercial VMT) (7/18)

Projected Goal for FY 2019**Enter Crash Reduction Goal:**

Using the FFY2013-2017 data on total crashes, Wisconsin will reduce the total number of crashes in targeted counties by the end of FFY 2019. Note that this also supports Wisconsin's overall goal to lower large truck and bus fatalities to 0.11 or less annually through CY 2019. WSP will also research crash patterns in FFY 2017 throughout the state - including time of day and day of week travel and crash patterns in specific corridors in an effort to develop strategies that will reduce crashes overall while identifying corridors that should receive greater priority for education and enforcement. WSP will be implementing a new strategy by using WISLR crash maps and GIS server to pinpoint locations to focus efforts on past crashes.

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

To reduce total crashes, posts responsible for counties found to have the greatest number of crashes will be tasked with concentrated enforcement including mobile inspection. Wisconsin has targeted counties with a higher average incidence of crashes involving CMVs.

MCE Sergeants are familiar with motor carrier issues and risks within their Posts and are best at determining when and where special enforcement activities should take place.

They will schedule either long-term (month or more) focused activities or concentrated short-term details within their risk areas. When possible, they will coordinate efforts with other Posts and local law enforcement agencies. A minimum of three scheduled details in each of the counties in the Table will be conducted and reported to headquarters.

These details will occur at locations where significant motor carrier activity is expected. Each detail will consist of (at a minimum) 1 supervisor and 4 inspectors; will cover 4 hours of inspection team time per inspector and result in a minimum of 2 inspections by person assigned to the detail.

Special Details are activities that are generally planned by MCE Sergeants. In coordination with their supervising Lieutenant, the MCE Sergeant plans and implements details and submits a formal report at the conclusion of each detail identifying a summary of the number of officers involved, number of trucks stopped and NAS level, county, duration and times of details, how many vehicles and drivers were placed OOS and why, if any citations were issued and why.

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.

Using the FFY 2017 data on total crashes, Wisconsin will reduce the number of crashes in the targeted counties. Wisconsin will continue to monitor increased CMV traffic and safety issues from changing freight travel patterns and emerging industry (such as frac sand mining) and make the necessary adjustments to this list of counties if warranted.

10/1/2016-9/30/2017		Highest CMV crash counties
COUNTY	TRUCK CRASHES	RANK/24
Brown	31	11
Columbia	29	13
Dane	114	2
Dodge	25	16
Dunn	19	20
Eau Claire	17	23
Fond du Lac	27	14
Juneau	37	8
Kenosha	35	9
La Crosse	17	24
Manitowoc	20	19
Marathon	34	10
Milwaukee	264	1
Monroe	21	18
Outagamie	43	5
Racine	48	4
Rock	43	6
Sauk	18	21
Sheboygan	22	17
Walworth	31	12
Washington	27	15
Waukesha	56	3
Waupaca	18	22
Winnebago	40	7

COUNTY	MOBILE GOAL 2019

Brown	550
Columbia	600
Dane	1750
Dodge	600
Dunn	250
Eau Claire	380
Fond du Lac	700
Juneau	450
Kenosha	400
La Crosse	350
Manitowoc	300
Marathon	500
Milwaukee	1000
Monroe	300
Outagamie	400
Racine	500
Rock	1200
Sauk	600
Sheboygan	200
Walworth	350
Washington	400
Waukesha	500
Waupaca	100
Winnebago	700
	13080

In addition, Wisconsin will strive to meet the targets for the number of mobile inspections for each county that has been estimated based on trends in serious injury/fatal crashes when compared to the average number of serious injury/fatal crashes from FFY 2017, as well as management's professional judgment of the resources available to conduct mobile inspections throughout the Federal Fiscal Year. At the end of FFY 2019, WSP will analyze the crash statistics and the number of mobile inspections conducted and set new inspection number goals for FFY 2020.

The number of inspections and the number of mobile inspections will be measured quarterly. Crash data will be analyzed and reported quarterly and annually. Monitoring, evaluation, and reporting of special details and educational activities will be the responsibility of MCE sergeants. MCE lieutenants shall meet with MCE sergeants on a quarterly basis to discuss accomplishments and challenges. Headquarters will include a synopsis of all reported activities in MCSAP quarterly and annual report.

Part 2 Section 3 - Roadside Inspections

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

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

Trend Analysis for 2013 - 2017

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	9416	8094	7745	8059	8585
Level 2: Walk-Around	13064	11568	14921	16848	17636
Level 3: Driver-Only	8290	7690	8468	9188	10487
Level 4: Special Inspections	83	214	241	378	296
Level 5: Vehicle-Only	64	131	103	127	86
Level 6: Radioactive Materials	0	0	0	0	0
Total	30917	27697	31478	34600	37090

Narrative Overview for FY 2019

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 driver/vehicle inspection program is the MCSAP core safety activity, serving two fundamental purposes: 1) It has an immediate impact on removing unsafe drivers and/or CM vehicles from the highways and 2) Provides an avenue to collect critical, comprehensive data to evaluate carriers and direct safety initiatives at the state and national levels. Although difficult to measure, additional benefits include the deterrent effect by the mere presence of law enforcement on the roadways, educational outreach activities, long-term, sustained program activities, and awareness that they could be inspected at any time. In all traffic stops, inspectors are instructed to conduct a Commercial Driver's License Information System (CDLIS) CDL status check and to enforce registration requirements. Inspectors use Query Central to check for each motor carrier's authority and valid operating status. Inspectors are also trained to detect impaired drivers and have ready access to alcohol and drug detection equipment. All inspectors have preliminary breath testing (PBT) equipment in their vehicles and have access to intoximeters. Intoximeters are available at WSP SWEFs, WSP Posts, and local sheriff's offices. Inspectors receive mandatory PBT and intoximeters training to maintain their Chemical Test Permit. As applicable, WSP inspectors conduct and/or address the following during every traffic stop: • Driver behavior (traffic enforcement) • Highway criminal interdiction • Combat human trafficking • Drug and alcohol interdiction • Hazardous materials safety • Driver's license checks • Operating authority and valid operating status • Seatbelt use • Equipment integrity • Compliance with OOSO's (Out-of-Service Orders) checked through Query Central Staff assigned to mobile enforcement make every effort to split mobile inspections between Level 2s and 3s. When practical, vehicles found in need of a more thorough inspection are directed to a permanent facility or a safe inspection area for a Level 1 inspection.

We are fortunate to have 17 non-funded (7 county and 10 municipal) agencies that participate in MCSAP related inspections. The non-funded county agencies currently involved are: Dodge, Eau Claire, Green, Jefferson, Marathon, Milwaukee, St. Croix, Walworth, Washington, and Winnebago. The non-funded municipal (city/town) agencies currently involved are: Brookfield, Germantown, Greendale, Jackson, Menomonee Falls, Milwaukee, and Waukesha. The total MCSAP certified officers currently helping in our safety enforcement with MCSAP total is 29. These trained officers are involved in the safety activity and help Wisconsin to reach our safety goals by being an active part in the driver/vehicle inspection program.

The ability of the Wisconsin State Patrol to become more efficient and effective in conducting motor carrier inspection also has enormous ramifications in terms of projected freight movement within Wisconsin in the future. According to USDOT's Freight Analysis Framework:

- There is a total of 112,000 miles of public roadway with 11,750 miles of Interstate and State Highway system.
- Between 2012 and 2040, freight ton-miles to Wisconsin is forecasted to be greater than 44% and the number of freight ton-miles from Wisconsin will be greater than 26%
- The majority of freight moved to and from is by trucks.

The Wisconsin Division of State Patrol is anticipating the freight volume increase through increasing the efficiency and effectiveness of current personnel resources while reducing the number of enforcement facilities that is existing now and focusing investments and resources on key port of entry locations. These important technological improvements will improve operations of current staff levels by identifying vehicles operating in a condition that may be unsafe and will address concerns that staffing levels will not be capable of meeting the demands of the expected freight volume projections. We would attain innovative and complementary technologies that would be utilized at the Kenosha Safety Weight Enforcement Facility (SWEF). Kenosha's

erection included a Performance Brake Based Tester (PBBT). We are working to attain the Automated Thermal Inspection System (ATIS) to work with the PPBT system. This newly introduced system would provide the capability for the state to automatically screen and recognize malfunctioning running-gear on passing commercial motor vehicles (CMV) without human intervention. Given that ATIS was designed for high volume free-flow traffic, the system significantly reduces the amount of time it takes commercial vehicle law enforcement inspectors to screen vehicles for critical safety defects. ATIS incorporates permanently mounted thermal cameras on each side of a lane approaching the weigh station. High resolution thermal images are captured for each wheel set (both left and right) of each axle on the vehicle. The system automatically processes each image, identifying thermal anomalies such as inoperative brakes, failed bearings and under-inflated or damaged tires, and immediately displays this information and corresponding images on the IIS Smart Roadside display. Please see the attached proposal (Attachment 1) from Intelligent Imaging Systems (IIS) providing more detailed information regarding how the system is installed and operated.

ATIS and PBBT have been designed for very different purposes; however, because of this they complement each other as inspection tools. ATIS provides the in-motion screening aspect to identify the lack of operational brakes automatically without an inspector. ATIS automatically generates alerts on an exception basis. PBBT is a diagnostic test performed by an inspector, confirming the operation of brakes. So, PBBT checks can be done after the ATIS system does its job

The purchase of the ATIS for the Kenosha SWEF is part of an overall strategy to build a facility that will be state-of-the art and that continues to be used to train state inspectors and local law enforcement to renew their MCSAP certification or become certified. Also, Wisconsin is very interested in providing the technology and location that can be used by other states in the region or national level to conduct training. The Kenosha SWEF and its state-of-the art facility represents a significant investment and would be wholly consistent with the goals of meeting statewide inspection targets and enforcement objectives that have been articulated in the current CVSP and likely every CVSP that Wisconsin will develop in the future. Kenosha would follow suit in the addition of the thermal imager negotiated installation in FY2018-2019 at our Sparta 13 million-dollar SWEF.

Projected Goals for FY 2019

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Year 2019. 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: WISCONSIN STATE PATROL

Enter the total number of certified personnel in the Lead agency: 119

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	7530	700	20	8250	25.00%
Level 2: Walk-Around	13150	690	20	13860	42.00%
Level 3: Driver-Only	10890	0	0	10890	33.00%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only				0	0.00%
Level 6: Radioactive Materials				0	0.00%
Sub-Total Lead Agency	31570	1390	40	33000	

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:	17
Enter the total number of non-funded certified officers:	29
Enter the total number of inspections projected for FY 2019:	1600

Summary

Projected Goals for FY 2019 - Roadside Inspections Summary

Projected Goals for FY 2019 Summary for All Agencies					
MCSAP Lead Agency: WISCONSIN STATE PATROL					
# certified personnel: 119					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 17					
# certified personnel: 29					
# projected inspections: 1600					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	7530	700	20	8250	25.00%
Level 2: Walk-Around	13150	690	20	13860	42.00%
Level 3: Driver-Only	10890	0	0	10890	33.00%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only				0	0.00%
Level 6: Radioactive Materials				0	0.00%
Total ALL Agencies	31570	1390	40	33000	

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.

Part 2 Section 4 - Investigations

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



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

Trend Analysis for 2013 - 2017

Investigative Types - Interstate	2013	2014	2015	2016	2017
Compliance Investigations	112	73	61	62	52
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	46	56	33	28	4
CSA Off-Site					
CSA On-Site Focused/Focused CR					
CSA On-Site Comprehensive					
Total Investigations	158	129	94	90	56
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

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

Narrative Overview for FY 2019**Instructions:**

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

Projected Goals for FY 2019

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

Projected Goals for FY 2019 - Investigations		
Investigative Type	Interstate Goals	Intrastate Goals
Compliance Investigations	0	0
Cargo Tank Facility Reviews	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	9
CSA Off-Site	0	0
CSA On-Site Focused/Focused CR	54	0
CSA On-Site Comprehensive	21	1
Total Investigations	75	10
Total Security Contact Reviews	0	0
Total Terminal Investigations	0	0

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

Wisconsin has seen a downward trend in the number of investigations completed from FFY12 to FFY18. The state attributes this to a high staffing turnover in the Motor Carrier Investigation Unit (MCIU). The personnel assigned to this unit are tasked with Compliance Reviews, New Entrant Safety Audits, Requests for Data Reviews, and responding to the state's motor carrier enforcement information line. Since FFY12, ten investigators retired, accepted positions with FMCSA, or otherwise left the MCIU. The state has recruited and hired replacement personnel during this time and is continuing to provide training and mentorship to these individuals. As Wisconsin ends FFY18, two new investigators with significant inspection experience have joined the MCIU.

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

In FFY 2019, Wisconsin will conduct a minimum of 75 compliance reviews. This is based upon the actual number of CRs completed, and ability to complete with employee resources. The number of CRs completed depends upon the number and type of CRs generated by the SMS; the number of CRs assigned by FMCSA; and program/policy changes occurring to the SMS including software changes.

New Entrant Safety Audits, Compliance Reviews, Requests for Data Review, and the Motor Carrier Information System hotline are handled by the agency's Motor Carrier Investigation Unit (MCIU). This group is allotted 11 investigators, one lead investigator, and one sergeant. At the start of FFY2019, the MCIU will be fully staffed, however two recent transfer to the unit will still be completing their certifications in Investigative Safety Analysis. State investigators will continue to work with their federal counterparts in reviewing high risk carriers and those with improper activity in addition to assisting new entrants, completing requests for data review, and answering questions from carriers, drivers, and other stakeholders.

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

The goal of CRs conducted by the end of FFY 2019 is 75. In terms of qualitative aspects, the state measures its success of carrier compliance based on: (1) the number of carriers that are in good standing or in compliance with the federal threshold requirements for motor carriers and (2) for violate these thresholds and are not in good standing, the state measures the carrier's willingness and ability to follow-up and remove these outstanding violations (through the remediation plan) based on FMCSA's own assessment of whether the carrier has indeed become compliant with the thresh and standards set by FMCSA.

Part 2 Section 5 - Traffic Enforcement

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

Trend Analysis for 2013 - 2017
Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2016	09/30/2017	6417	6339
10/01/2015	09/30/2016	5815	5265
10/01/2014	09/30/2015	4585	5533
10/01/2013	09/30/2014	4095	6395
10/01/2012	09/30/2013	4189	4726

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2016	09/30/2017	5328	6522
10/01/2015	09/30/2016	12200	12684
10/01/2014	09/30/2015	8017	10594
10/01/2013	09/30/2014	4760	9922
10/01/2012	09/30/2013	5157	5441

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2016	09/30/2017	4342	4851
10/01/2015	09/30/2016	2719	3896
10/01/2014	09/30/2015	460	738
10/01/2013	09/30/2014	602	929
10/01/2012	09/30/2013	371	653

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

Aspen 2018; Tracs 2018; *The data for CMV Traffic Enforcement with an inspection is for inspectors only (troopers do not conduct inspections). **Data for the number of CMV traffic enforcement stops without an inspection includes both troopers and inspectors. *** The number of non-CMV Traffic Enforcement Stops/Citations/Warnings was added as a field (check box) in Aspen as of April 2012. Therefore, only partial year data for FFY 2012 is included and no data is available prior to 4/26/12. This data will continue to be collected and included. The data is for both troopers and inspectors.

Narrative Overview for FY 2019

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](#).

Wisconsin continues to emphasize its CMV traffic enforcement (TE) program. FMCSAs Large Truck Crash Causation Study (2010) found that the behavior of commercial truck drivers is a major factor in large truck crashes. Of the crashes between large trucks and other vehicles, trucks were assigned the critical reason for the crash 55 percent of the time. Of that percentage, 87% of the critical reasons for the crash had to do with driver behavior. The largest single category of critical reasons for large-truck crashes was driver decisions accounting for 38 percent of the crashes.

To promote highway safety, posts will assess where and when CMV TE should be directed and shall make TE a priority when the officer sees a moving violation occurring. In addition to routine TE, Posts shall conduct targeted TE projects. In addition to the work of the inspectors, the WSP will conduct non-inspection and targeted aerial traffic enforcement of CMVs. Aerial enforcement will include 1 aerial details for each of the NE, SW, and SE regions. These details will focus on driving behavior around CMVs by non-CMVs and by other CMV drivers. However, comprehensive and high-risk locations including all corridors will involve CMV only. Any Non-CMV enforcement conducted will not be charged to the MCSAP grant. Education will be a part of every stop so that drivers understand the possible impact of their behavior.

Allocation of Resources: A total of 25 FTE (5 sworn staff in each region) will be dedicated toward traffic enforcement efforts. A traffic enforcement detail will consist of a minimum of 1 supervisor and 4 inspectors; will cover 4 hours of inspection team time per inspector and result in a minimum of 2 inspections by person assigned to the detail. Each sergeant shall conduct a minimum of two traffic details during the year and emphasize TE inspections as part of their regular duties. MCE sergeants will ensure that all inspectors understand what criteria are needed for a MCSAP inspection to be checked TE (traffic enforcement) and that they receive refresher training on existing MCSAP traffic enforcement violation codes. An educational component, such as brochure handouts, shall be a part of each TE stop.

Projected Goals for FY 2019

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

			Enter Projected Goals (Number of Stops only)
Yes	No	Traffic Enforcement Activities	FY 2019
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	3500
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	5000
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	260

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
34600	85	552	35237	40586

The sum of your planned FY 2019 safety activities must equal or exceed the average number of 2004/2005 activities to be reimbursed for non-CMV traffic enforcement activities. Update the number of FY 2019 roadside inspections, investigations, and/or new entrant safety audits to be eligible for reimbursement.

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

Traffic enforcement (TE) will be accomplished by continuing with targeting high crash locations; monitoring construction zones; monitoring travel of certain Wisconsin commodities such as grains, logs, gravel, frac sand etc.; incorporating an educational component into every traffic stop to address driver behavior and driver decisions; and partnering with local law enforcement agencies where truck/auto traffic problems exist; patrolling areas not usually enforced (including rural roads), etc. We will continue with the use of aircraft to target aggressive driving and speed to promote the safe operations of CMVs. Combining these methods with a focus on traffic enforcement is supportive of FMCSA's national priority to increase the amount of traffic enforcement activity conducted nationwide while focusing primarily on driver behavior issues. Wisconsin will monitor its traffic enforcement efforts. Traffic enforcement reports that include documentation by activity goals sent to FMCSA on a quarterly and annual basis. The outcome of these reports is shared throughout Motor Carrier Enforcement and State Patrol. Any needed adjustments in traffic enforcement strategy in the affected regions of the state would happen with consultation with DSP, FMCSA and local law enforcement agencies.

Part 2 Section 6 - Safety Technology

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

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

Safety Technology Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Core CVISN Compliant	Yes
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: Wisconsin Department of Transportation-Division of Motor Vehicles

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

Narrative Overview for FY 2019

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.

Performance targets met

Program Activities: Describe any actions that will be taken to implement full participation in PRISM.

Performance targets met

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.

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

Part 2 Section 7 - Public Education and Outreach

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

Trend Analysis for 2013 - 2017

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

Public Education and Outreach Activities	2013	2014	2015	2016	2017
Carrier Safety Talks	51	46	63	64	57
CMV Safety Belt Education and Outreach	60	49	45	45	54
State Trucking Association Meetings	10	10	10	10	10
State-Sponsored Outreach Events	1	1	1	1	1
Local Educational Safety Events	5	5	5	5	5
Teen Safety Events	1	1	1	1	1

Narrative Overview for FY 2019

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 safely initiatives. Include the number of personnel that will be participating in this effort.

Passenger carrier initiative will be continued in FFY to educate the general public on passenger carrier rules and regulations due to previous outreach on passenger carrier details outcome.

Be available to stakeholders and participate in other public forums to educate audiences on CMV safety issues. Continue to staff a motor carrier hotline during regular working hours by the Motor Carrier Investigation Unit (MCIU). Provide educational materials as able. MCIU hotline answers on average 5000 calls a year from the public regarding CMV rules and regulations. Continue to have DSP handout three brochures with details on where to go for help: Motor Carrier Information Line System (MCIS), Do I need a DOT #, and DataQs. Have same brochures available for public online access. These brochures are updated annually and now have added initiative to combat human trafficking.

Projected Goals for FY 2019

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

			Performance Goals
Yes	No	Activity Type	FY 2019
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	50
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	10
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	10
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	2
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	5
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	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.

A total of 50 educational outreach activities (including 6 outreach events for MCIU). A total of 7000 calls answered, via WSP's motor carrier hotline. A minimum of 10 forums where educational materials are provided.

The information is entered SharePoint by the regions. It can be measured within the SharePoint system. Quarterly reports will include on the ongoing monitoring of progress. Annual reports will include totals.

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

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

SSDQ Compliance Status

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

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	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 2019.

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

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

A&I ONLINE data 7/16/18

Narrative Overview for FY 2019

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.

Good in all categories--no narrative is necessary

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

Good in all categories--no narrative is necessary

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.

Good in all categories--no narrative is necessary

Part 2 Section 9 - New Entrant Safety Audits

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

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

Yes	No	Question
<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 2013 - 2017

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

New Entrant Safety Audits	2013	2014	2015	2016	2017
Interstate	613	816	545	690	516
Intrastate	0	0	0	0	0
Total Audits	613	816	545	690	516

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

Narrative Overview for FY 2019

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

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

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

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

Projected Goals for FY 2019

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 on-site nor offsite audit. Group audits are conducted on multiple carriers at an alternative location (i.e., hotel, border inspection station, State office, etc.).

Projected Goals for FY 2019 - New Entrant Safety Audits		
Number of Safety Audits/Non-Audit Resolutions	FY 2019	
	Interstate	Intrastate
# of Safety Audits (Onsite)	53	0
# of Safety Audits (Offsite)	499	0
# Group Audits	0	0
TOTAL Safety Audits	552	0
# of Non-Audit Resolutions	700	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.

The State of Wisconsin proposes to conduct 552 New Entrant Safety audits within the statutory timeframes by utilizing 12 full-time Motor Carrier Investigators (MCI) to conduct NE Entrant audits with oversight by the Motor Carrier Investigator Supervisor (MCIS).

Wisconsin State Patrol does not currently conduct intrastate safety audits or have any programs or software in place to do so. We do not plan on conducting future intrastate safety audits; we do not plan to input any programs or software for future intrastate safety audits.

Activity Plan: 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.

Utilize MCIU and grant funding to process and complete safety audits effectively and efficiently to ensure that every New Entrant motor carrier receives a safety audit within the required timeframe: FMCSA requires 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. MCIU will require all New Entrant motor carriers to demonstrate sufficient compliance with applicable Federal Motor Carrier Safety Regulations (FMCSRs) and Hazardous Materials Regulations (HMRs).

MCIU and DSP as a whole will provide educational and technical assistance as needed to promote safe operation by New Entrant motor carriers.

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.

Wisconsin's Motor Carrier Investigator Supervisor (MCIS) is responsible for the investigation team work efforts, and reports to a motor carrier Lieutenant. The Lieutenant is responsible to FMCSA for the outcome of the grant program. Monitoring and evaluation occurs daily, reviewed monthly, and changed as needed. The MCIS, along with the Lead Investigator, will review all inspection and audit reports for quality, completeness, and accuracy throughout the month and will hold unit meetings on an as needed basis to monitor progress toward program goals. The MCIS will also use FMCSA reports to monitor the timeline requirements to prevent overdue carriers appearing in the inventory.

The motor carrier analyst will complete a financial and performance quarterly report, which will be submitted within 30 days of the end of each quarter, as required by FMCSA. And the annual (final) report will also be submitted by the motor carrier analyst within 90 days of the end of the federal fiscal year.

Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary.

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

Instructions:

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

Check this box if:

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

Narrative Overview for FY 2019

Enter your State's OOS Catch Rate percentage if below 85 percent: 57%

Project Goals for FY 2019: Enter a description of the State's performance goals.

WSP will strive to ensure that a motor carrier's operating authority is confirmed during each inspection and that action is taken if not in compliance. WSP will accomplish this through communication to inspectors through evaluation of the workplace routine when and if it occurs, memoranda, meetings and in-service training about the need to utilize Query Central to check the status of operating authority for every vehicle at each inspection and during traffic enforcement stops.

Note: the 57% OOS catch rate includes both interstate and intrastate motor carrier. For interstate, the catch rate was 67%.

Program Activities: 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.

WSP will review the work routine of each inspector to check for federal, out of service orders by educating inspectors of the need to check Query Central that a federal OOS violation must be checked for all inspections/traffic stops. For example, if federal OOS was not confirmed, it will be determined why the omission took place for that inspector (e.g., what were the circumstances surrounding the work routine) and appropriate action will be taken to resolve the issue to strive to ensure that it does not happen in the future. As in FFY 2018, awareness of the need to confirm federal OOS status will also be stressed at the annual, in-service meeting in which all inspectors attend in FFY 2019. 360Smartview is a recently added solution and will be used continuously to help identify OOS carriers.

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.

Wisconsin will strive to achieve a 100% catch rate and will measure progress on a quarterly and annual basis as part of the SF-PPR reporting to FMCSA. Wisconsin has implemented a new source to help with reaching the goals of OOS catch rate--360Smartview. The 360SmartView e-screening solution uses license plate cameras and OCR technology to identify and screen commercial carriers, trucks, trailers, and drivers for safety and regulatory compliance factors of interest to enforcement officers, helping them make more informed decision while focusing on at-risk vehicles and drivers during the inspection process. The system's approach to selecting vehicles for inspection ensures that policies and procedures related to safety and compliance of commercial traffic are uniformly and consistently applied. 360SmartView interfaces with weigh station systems, such as height detectors and static scales, and includes this information in the e-screening decision. Inspectors can use 360SmartView data to identify vehicles for further screening, while enforcement agencies can use the system to help schedule, inform and optimize their operation. 360SmartView's approach to safety and security vetting quickly identifies higher risk carriers, trucks, trailers and drivers, giving site enforcement officers time to screen more potentially unsafe vehicles and remove them from the road. Drivers using pre-pass that are non-compliant and bypass scales are much easier to identify using the 360SmartView interface.

Part 3 Section 2 - Passenger Carrier Enforcement**Instructions:**

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

Check this box if:

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

Part 3 Section 3 - State Specific Objectives – Past

Instructions:

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

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

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

Activity #1

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

For FFY18, WSP focused their attention on corridors that had planned construction project/work zones focusing on the top counties from 2016 serious crash results. This focus reduced the average number of serious injury and fatality CMV crashes in 15 targeted work zone counties for crash reduction through scheduled emphasis enforcement and inspection effort. Serious crashes are defined as those crashes requiring medical transport.

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

Reduction in crashes of 1%. See final results from previous county choices.

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

FFY 2018, WSP focused attention on corridors that have planned construction projects /work zones focusing on the top 15 counties that have experienced the highest crashes in construction zones from 2016 listed. A 1.0% annual reduction (by the end of FFY 2017) in the number of construction/work zone crashes involving at least 1 large truck compared to the average (FFY 2011-2014) of crashes for each county as identified in the following table. A minimum of three scheduled details in each of the counties in the Table will be conducted and reported to headquarters. These details will occur at locations where significant motor carrier traffic within a work zone construction site is expected. Each detail will consist of (at a minimum) 1 inspector and will cover 4hours of enforcement activity per inspector. When looking at the results from overall crashes in the specified counties, there was a 23% decrease.

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

The list of counties targeted for crash reduction based on calendar year 2016 included Brown, Chippewa, Dane, Eau Claire, Jackson, LaCrosse, Manitowoc, Marathon, Milwaukee, Monroe, Racine, Rock, Washington, Waukesha, and Winnebago.

Part 3 Section 4 - State Specific Objectives – Future

Instructions:

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

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

State Objective #1

Enter the title of your State-Identified Objective.

Large truck crashes in Workzones

Narrative Overview for FY 2019

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

For FFY 2019, WSP will focus attention on corridors that have planned construction projects /work zones focusing on the top 12 counties that have experienced the highest crashes in construction zones from CY2016. The counties are Brown, Dane, Dunn, Juneau, Marathon, Milwaukee, Racine, Rock, Sauk, Sheboygan, Waukesha, and Winnebago.

Projected Goals for FY 2019:

Enter performance goal.

A 1.0% annual reduction (by the end of FFY 2019) in the number of construction/work zone crashes involving at least 1 large truck compared to the average (FFY 2013-2017) of crashes for each county.

Program Activities: Describe the activities that will be implemented including level of effort.

A required 45 details will occur in Wisconsin to assist in the reduction of work zone crashes. A minimum of three scheduled details in each of the counties will be conducted and reported to headquarters. These details will occur at locations where significant motor carrier traffic within a work zone construction site is expected. Each detail will consist of (at a minimum) 1 inspector and will cover 4 hours of enforcement activity per inspector. An additional three details will be added in the 3 highest crash counties of Dane, Milwaukee, and Rock. This additional focus will help to lowering the stats for these high counties by having additional presence.

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.

These will be reported on the quarterly reports, along with annual reporting required by FMCSA. Ongoing efforts will be kept up to date and reviewed with actual crash statistics.

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	\$6,446,611.00	\$1,136,745.00	\$7,583,356.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$1,136,745.00
MOE Baseline:	\$11,035.35

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):	\$1,136,745.00
--	----------------

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
CAPTAIN	1	50.0000	\$95,222.40	\$47,611.20	\$40,469.52	\$7,141.68	\$0.00
LIEUTENANT	1	50.0000	\$83,449.60	\$41,724.80	\$35,466.08	\$6,258.72	\$0.00
LIEUTENANT	1	50.0000	\$83,200.00	\$41,600.00	\$35,360.00	\$6,240.00	\$0.00
INSPECTOR	40	100.0000	\$58,884.80	\$2,355,392.00	\$2,002,083.20	\$353,308.80	\$0.00
POLICY ANALYST	1	90.0000	\$61,484.80	\$55,336.32	\$47,035.87	\$8,300.45	\$0.00
IT SUPPORT	1	80.0000	\$65,478.40	\$52,382.72	\$44,525.31	\$7,857.41	\$0.00
MCIU MGR SGT	1	90.0000	\$73,507.20	\$66,156.48	\$56,233.01	\$9,923.47	\$0.00
MCIU 11 CIVILIAN	11	90.0000	\$58,676.80	\$580,900.32	\$493,765.27	\$87,135.05	\$0.00
MCIU INSPECTOR	1	90.0000	\$66,123.20	\$59,510.88	\$50,584.25	\$8,926.63	\$0.00
Subtotal: Salary				\$3,300,614.72	\$2,805,522.51	\$495,092.21	\$0.00
Overtime Project Costs							
INSPECTORS	9	100.0000	\$88,327.20	\$794,944.80	\$675,703.08	\$119,241.72	\$0.00
Subtotal: Overtime				\$794,944.80	\$675,703.08	\$119,241.72	\$0.00
TOTAL: Personnel				\$4,095,559.52	\$3,481,225.59	\$614,333.93	\$0.00
Accounting Method:	Accrual						

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

Salary and fringe is required to pay both sworn and non-sworn personnel to accomplish the goals and objectives of the CVSP. Salaries are based on 2,080 hours per year. The percentage of time utilized by each employee for the grant varies depending upon each employee's job duties and assignments on a daily basis. For inspectors working in the field, a total of 40 FTE are shown for budget purposes utilizing an average salary rate of \$28.31 for all Inspectors including inspector sergeants within the State Patrol. However, there are actually 108 inspectors who each utilize the MCSAP grant less than full-time. This is to ensure that the grant is leveraged and utilized by all inspectors throughout the state to meet the state's CVSP goals. Projecting the # of hours to be worked utilizing the grant for each of these sworn employees throughout the year is problematic given shifting law enforcement priorities on a daily basis throughout the year. Therefore, hours, salaries and fringes for inspectors are estimated and budgeted based on FTE and previous year actual expenditures, adjusting for projected salaries and applying the current fringe rates.

Overtime estimate: after all items in the entire budget have been estimated and budgeted for, the amount of overtime is then determined (amount remaining after all other items have been budgeted). Although overtime is the last budget item to be estimated, it still represents an extremely important element within the budget as it is used for mobile enforcement and inspection activities in order to meet CVSP goals such as the total number of inspections for the state. The amount or level of overtime can often play an important role in determining whether targets are met or not. In FFY 2019, 9 FTE have been designated for overtime work for inspectors at a rate of \$42.47 for a total of \$794,944.80. When overtime fringe is added the total overtime is \$945,812.69 which is below the 15% cap of the total FFY 2018 award.

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
SWORN	48.8900	100.0000	\$2,611,995.36	\$1,277,004.53	\$1,085,453.85	\$191,550.68	\$0.00
CIVILIAN	45.3100	100.0000	\$688,619.36	\$312,013.43	\$265,211.42	\$46,802.01	\$0.00
OVERTIME SWORN	19.2300	100.0000	\$794,944.80	\$152,867.88	\$129,937.70	\$22,930.18	\$0.00
TOTAL: Fringe Benefits				\$1,741,885.84	\$1,480,602.97	\$261,282.87	\$0.00

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

Salary and fringe is required to pay both sworn and non-sworn personnel to accomplish the goals and objectives of the CVSP. Salaries are based on 2,080 hours per year. The percentage of time utilized by each employee for the grant varies depending upon each employee's job duties and assignments on a daily basis. See table below showing hours (including estimated % time spent by each employee) multiplied by employee salary rate to obtain total salary in the far-right column. For inspectors working in the field, a total of 40 FTE is shown for budget purposes utilizing an average salary rate of \$28.31 for all Inspectors including inspector sergeants within the State Patrol. However, there are 108 inspectors who each utilize the MCSAP grant less than full-time. This is to ensure that the grant is leveraged and utilized by all inspectors throughout the state to meet the state's CVSP goals. Projecting the # of hours to be worked utilizing the grant for each of these sworn employees throughout the year is problematic given shifting law enforcement priorities daily throughout the year. Therefore, hours, salaries and fringes for inspectors are estimated and budgeted based on FTE and previous year actual expenditures, adjusting for projected salaries and applying the current fringe rates.

Overtime estimate: after all items in the entire budget have been estimated and budgeted for, the amount of overtime is then determined (amount remaining after all other items have been budgeted). Although overtime is the last budget item to be estimated, it still represents an extremely important element within the budget as it is used for mobile enforcement and inspection activities to meet CVSP goals such as the total number of inspections for the state. The amount or level of overtime can often play an important role in determining whether targets are met or not.

In FFY 2019, 9 FTE have been designated for overtime work for inspectors at a rate of \$42.47 for a total of \$794,944.80. When overtime fringe is added the total overtime is \$ \$795,044.80 which is less than the cap of 15% of the total FFY 2019 award.

table updated

<u>Positions/Salary</u>	<u>sworn 48.89% or civilian 45.31%</u>	<u>MCSAP SALARY</u>	<u>Fringe</u>
Captain (50%)	48.89	\$47,611.20	\$23,277.12
Lieutenant (50%)	48.89	\$41,724.80	\$20,399.25
Lieutenant (50%)	48.89	\$41,600.00	\$20,338.24
Inspectors: 83200 hours (40 FTE) distributed to 108 MCSAP inspectors	48.89	\$2,355,392.00	\$1,151,551.15
MCEI Manager/Sergeant	48.89	\$66,156.48	\$31,960.20
MCIU Inspector (1 sworn)	48.89	\$59,510.88	\$29,094.87
SWORN	0.4889	\$2,611,995.36	\$1,277,004.53
IT Support - 80%	45.31	\$52,382.72	\$23,735
MCIU (11 civilian)	45.31	\$580,900.32	\$263,206
Policy Analyst - 90%	45.31	\$55,336.32	\$25,072.89
CIVILIAN	0.4531	\$688,619.36	\$312,013.43
		\$3,300,614.72	\$1,589,017.96

Fringe Includes:

- Unemployment Compensation
- Disability Insurance
- FICA/Medicare (employer contribution)
- Health Insurance
- Flex-plan administration
- Life insurance
- Retirement contribution
- Post Retirement Health Benefit contribution

Salaries and fringe rates are based on 2,080 hours with a fringe rate (State FY 2018) of 48.89% for sworn and 45.31% for civilians per Wisconsin Department of Administration (DOA) rates. The fringe rates for each employee (or group of employees) are shown below and are applied (multiplied by) each employee's salary amount to develop the fringe amounts in the far right column. The WisDOT overtime fringe rate of 19.23% was only applied to the amount of overtime salary for sworn personnel as civilians will not be using overtime. These fringe rates are as of 8/10/16 and are subject to change throughout the year.

The chart below shows the after-the-fact breakdown of average percentages from SFY2018, appropriation 564. These amounts add up to be the 100% fringe rate. Example: insurance is 45% of the 48.89% for sworn personnel.

Appr 564 FY 17

(General and Protective Combined)

Unemployment	0.08%
Wage Cont	0.54%
Social Security	11.44%

Medicare	2.68%
Health Insurance	45.00%
Health Admin Fees	0.00%
HSA Contribution	0.13%
Health Opt Out	0.20%
Life Insurance	0.17%
Retirement	26.77%
Pension Obligation Bond	12.99%
	100.00%

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
ROUTINE MCSAP TRAVEL	123	2	100.0000	\$158,000.00	\$134,300.00	\$23,700.00	\$0.00
CVSA ANNUAL MEETING	2	5	100.0000	\$4,400.00	\$3,740.00	\$660.00	\$0.00
NAIC TRAINING COMPETITION	1	5	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
CVSA WORKSHOP	2	5	100.0000	\$4,600.00	\$3,910.00	\$690.00	\$0.00
FMCSA ANNUAL PLANNING	2	3	100.0000	\$3,500.00	\$2,975.00	\$525.00	\$0.00
NEW ENTRANT/CR STATE TRAVEL	13	1	100.0000	\$10,320.00	\$8,772.00	\$1,548.00	\$0.00
COHMED TRAINING	1	5	100.0000	\$2,250.00	\$1,912.50	\$337.50	\$0.00
FMCSA IT TRAINING	1	5	100.0000	\$1,950.00	\$1,657.50	\$292.50	\$0.00
FMCSA CR TRAINING	2	10	100.0000	\$5,500.00	\$4,675.00	\$825.00	\$0.00
FMCSA NEW ENTRANT TRAINING	2	10	100.0000	\$5,500.00	\$4,675.00	\$825.00	\$0.00
UNSCHEDULED FMCSA REQUESTED TRAVEL	5	2	100.0000	\$2,750.00	\$2,337.50	\$412.50	\$0.00
POST CRASH TRAINING	2	5	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
COHMED REGIONAL TRAINING	1	3	100.0000	\$1,600.00	\$1,360.00	\$240.00	\$0.00
TOTAL: Travel				\$204,370.00	\$173,714.50	\$30,655.50	\$0.00

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

Travel expenses are required for staff to travel on business, attend in-service training (instate) and out of state training to be informed about FMCSA and state-related policies and procedures that achieve the goals of the CVSP. Routine MCSAP-related travel is based on previous years expenses and includes lodging/meal allowance, instate travel for educational events and annual in-service training. Conference travel is also based on previous year expenses and includes expenses for air travel, travel by automobile, taxi cab expenses, meals and lodging. The cost of attending each conference event is derived by estimating the number of attendees and multiplying these persons by the estimated cost based on previous years and any new information on the location of the conference if available. Unscheduled FMCSA requested travel covers travel for unanticipated, but necessary training or seminars directly related to the motor carrier enforcement function at the request of CVSA or FMCSA. New entrant/CR travel is for the MCUI that is responsible for all of the new entrants, compliance reviews, and expanded efforts related to their unit as their expectation level shows an increase in travel throughout the state. The number is based on roughly 6 travel days in 12months per investigator or 86 overall. Receiving certification training (Part A/Part B, CR training) is based on 2 new inspector recruits respectively.

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
THERMAL IMAGER	1	\$400,000.00	100	\$400,000.00	\$340,000.00	\$60,000.00	\$0.00
BRAKE BOARD	1	\$28,537.06	100	\$28,537.06	\$25,014.91	\$3,522.15	\$0.00
TOTAL: Equipment				\$428,537.06	\$365,014.91	\$63,522.15	\$0.00
Equipment threshold is greater than \$5,000.							

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

Thermal imager to be installed at Kenosha SWEF to help in the enforcement of safety by showing heat source (or lack of) on brakes and other systems on CMVs. The Automated Thermal Inspection System (ATIS) automatically screens and recognizes malfunctioning running-gear on passing commercial motor vehicles (CMV) without human intervention. For the first time, roadside inspectors can automatically screen a CMV's mechanical running gear, together with safety, security, and credentialing as part of an integrated roadside screening solution. Image below shows the Smart Roadside solution offered at Kenosha which incorporates other roadside sensors and lane control. IIS ATIS automatically processes each image, identifying thermal anomalies such as non-operational brakes and flat tires, and immediately displays this information with corresponding images and alerts on the IIS Smart Roadside display. IIS ATIS incorporates weather-resistant, ruggedized sensors on each side of a weigh station lane at a height and setback that minimizes maintenance and optimizes flexibility and performance. High resolution thermal images are captured for each wheel set (both left & right) of each axle on the vehicle. User-defined screening rules allows CVE inspectors to screen for unsafe equipment on all passing CMVs including inoperative brakes, failed bearings and damaged tires. The quote for the Kenosha SWEF contains: ATIS sensors and triggers, installed, which include: Two Thermal Cameras and accessories, OVC – Overview Camera and accessories, Poles, cabling and roadside cabinets; ATIS system equipment & scale house workstation which includes PC, UPS, monitor, keyboard, mouse and communication equipment; Radar system. This pole mounted standalone system includes solar panel & speed sign; ATIS SW which includes: Local user interface, Roadside Sensor Integration, Lane Control Functionality; Design & Engineering Services; Civil & Construction (doesn't include stripping or guard rail); Installation, Mobilization & Freight Premium 3-axle brake board will be used at the Sparta SWEF. Sparta is the state-of-the-art 11.5 million-dollar SWEF training and enforcement facility completed in 2017. The classroom at Sparta would benefit by using the Bendix Tractor / Trailer air brake system with Premium ABS/ATC (Steer axle, single drive & single trailer axle). This is a similar brake board that the Fox Valley Technical College has and uses to educate their students in how the brake system work in CMVs. Our MCSAP In-service is held at the college and our inspectors used their unit for training in our brake board class held in May. Having the break board onsite at the Sparta SWEF will benefit more than DSP, for it will also benefit classes held there along with shareholders that visit.

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
OFFICE & GENERAL SUPPLIES	1 YEAR	\$95,065.57	100.0000	\$95,065.57	\$80,805.73	\$14,259.84	\$0.00
UNIFORMS RELATED	145 SET	\$1,000.00	100.0000	\$145,000.00	\$123,250.00	\$21,750.00	\$0.00
CVSA INSPECTION BROCHURES	3000 EA	\$1.00	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
MCIU BROCHURE	12000 EA	\$0.12	100.0000	\$1,440.00	\$1,224.00	\$216.00	\$0.00
DOT# BROCHURE	12000 EA	\$0.12	100.0000	\$1,440.00	\$1,224.00	\$216.00	\$0.00
DATA QS BROCHURE	12000 EA	\$0.12	100.0000	\$1,440.00	\$1,224.00	\$216.00	\$0.00
DSR RADAR	8 EA	\$3,000.00	100.0000	\$24,000.00	\$20,400.00	\$3,600.00	\$0.00
LASER RADAR	13 EA	\$1,800.00	100.0000	\$23,400.00	\$19,890.00	\$3,510.00	\$0.00
Digital camera	119 ea	\$210.00	100.0000	\$24,990.00	\$21,241.50	\$3,748.50	\$0.00
TOTAL: Supplies				\$319,775.57	\$271,809.23	\$47,966.34	\$0.00

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

To efficiently conduct office work and mobile enforcement in support of the CVSP goals and objectives, all-purpose office supplies are required including such items as pens, paper, printer cartridges, thumb drives, computer peripherals, safety supplies, small inspection tools, appliances used primarily for office work are needed. The needs are covered for 108 inspector staff at 7 individual posts and 13 investigators located throughout the state, along with those located at central office. Projected costs are consequential to the average annual expenses associated with motor carrier enforcement from previous years. Office and general supply needs can vary significantly based upon projects and fluctuating law enforcement priorities. The amount estimated is **\$95,065.57** as items. Uniform repair, alterations, safety glasses and other supplies related to inspector uniforms will be required to conduct inspections and represent the State during motor carrier education enforcement activities. The amount can vary considerably depending upon age of uniforms and replacement needs per inspector and is estimated on previous year expenses for replacement uniforms, repairs and new uniforms for recruits. Three types of inhouse brochures are provided at the safety weight enforcement facilities, at traffic stops and at outreach and educational workshop which help to promoting the motor carrier enforcement safety. A CVSA created inspection brochure helps DSP give written knowledge after the inspection to the carrier. We have found that having the brochures available to the public after initial contact with DSP helps the information get to those affected and spread knowledge after. DSR Radars will be supplied to the new recruits or replace others at the end of their lifespan. Laser radars will be distributed to the 7 regions for new or replacement for Inspectors vehicles. **Digital cameras were added for additional enforcement evidence of vehicles inspected by using newer technology to increase efficiency.**

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
Auxilium Inc./PrePass Safety	EIN 465391041	Contract	100.0000	\$22,500.00	\$19,125.00	\$3,375.00	\$0.00
Description of Services: Smartview license and software contract agreement							
Intelligent Imaging Systems	EIN 98042446	Contract	100.0000	\$24,900.00	\$21,165.00	\$3,735.00	\$0.00
Description of Services: IIS Smart Roadside site license safety platform							
TOTAL: Contractual and Subaward				\$47,400.00	\$40,290.00	\$7,110.00	\$0.00

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

Our Sparta SWEF has Prepass Safety/Auxilium's SmartView 360 program, while Kenosha is forecasting having Intelligent Imaging Systems' Smart Roadside program.

E-Screening annual software and registration fees-360SmartView Annual Fee of \$22,500 (based on what 360SmartView would charge the State for the service). This is a CMV only activity and considered 100% MCSAP cost - The 360SmartView e-screening solution uses license plate cameras and OCR technology to identify and screen commercial carriers, trucks, trailers, and drivers for safety and regulatory compliance factors of interest to enforcement officers, helping them make more informed decision while focusing on at-risk vehicles and drivers during the inspection process. The system's approach to selecting vehicles for inspection ensures that policies and procedures related to safety and compliance of commercial traffic are uniformly and consistently applied. 360SmartView interfaces with weigh station systems, such as height detectors and static scales, and includes this information in the e-screening decision. Inspectors can use 360SmartView data to identify vehicles for further screening, while enforcement agencies can use the system to help schedule, inform and optimize their operation. 360SmartView's approach to safety and security vetting quickly identifies higher risk carriers, trucks, trailers and drivers, giving site enforcement officers time to screen more potentially unsafe vehicles and remove them from the road. Drivers using pre-pass that are non-compliant and bypass scales are much easier to identify using the 360SmartView interface. Participation in this program would also qualify the state to obtain free weigh-in-motion technology for its Safety Weight Enforcement Facilities. More information about 360SmartView can be found here: https://www.neudesic.com/wp-content/uploads/2014/03/CS_Xerox_PrePass_360Smartview_e-Screening.pdf

Purchase for the IIS Smart Roadside Inspection System (SRIS or Smart Roadside) software at the Kenosha safety and weigh enforcement facility (SWEF). The total price for SRIS SW site license for Kenosha is \$24,900. IIS Smart Roadside is the most comprehensive roadside safety platform available for commercial vehicle enforcement. It offers a single, unified system that eliminates multiple, stand-alone systems and streamlines roadside operations. Smart Roadside supports mainline screening (virtual sites), ramp screening (weigh stations) and remote screening (trailer and van). SRIS single interface operates and controls facilities, static scales and electronic screening. IIS Smart Roadside seamlessly supports the widest variety of 3rd party integrations over 40 standard hardware roadside sensors including WIMs, camera systems, sensor systems, ALPRs, over-height detectors, lane signals, security systems, scanners and message signs. The Smart Roadside architecture is the product of continuous improvement and unparalleled innovation. With cloud-based deployments, it is committed to reducing roadside hardware and deployment costs. The IIS Smart Roadside architecture is: Scalable: Supports multiple sites, statewide, in any kind of deployment — fixed, mainline sorting, ramp sorting, mobile or virtual – with the same, concise operator interface; Pioneering: Bringing to market never before seen sensor technology, including the IIS automated thermal imaging system, automated CVSA decal and HazMat readers and Vehicle Waveform Identification System; Flexible: Supports the widest variety of sensors and equipment available, linked to any kind of data source; Authoritative: Only uses quality, auditable, transparent and non-proprietary data sources; Under your control: The agency has direct control over all screening data and system configuration, and all data is controlled and owned by the agency; proven: IIS Smart Roadside is an award-winning end to end solution, delivering unmatched measurable outcomes for many referenceable agencies.

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
INSPECTOR FLEET COSTS	41000 MILES	\$12.87	100.0000	\$527,670.00	\$448,519.50	\$79,150.50	\$0.00
MCSAP AIRCARDS	50 YEAR	\$600.00	100.0000	\$30,000.00	\$25,500.00	\$4,500.00	\$0.00
WIRELESS COMMUNICATIONS, IT NETWORK	12 MONTH	\$5,200.00	100.0000	\$62,400.00	\$53,040.00	\$9,360.00	\$0.00
INSERVICE MANUALS/BOOKS	135 SET	\$170.00	100.0000	\$22,950.00	\$19,507.50	\$3,442.50	\$0.00
CVSA DUES	1 YEAR	\$14,800.00	100.0000	\$14,800.00	\$12,580.00	\$2,220.00	\$0.00
AIRCRAFT/PILOT RENTAL	24 HOUR	\$132.00	100.0000	\$3,168.00	\$2,692.80	\$475.20	\$0.00
EVENT DATA RECORDER	4 PAYMENTS	\$2,850.00	100.0000	\$11,400.00	\$9,690.00	\$1,710.00	\$0.00
CVSA DECALS	10000 EA	\$0.28	100.0000	\$2,800.00	\$2,380.00	\$420.00	\$0.00
MASTER LEASE	2 PAYMENTS	\$28,600.00	100.0000	\$57,200.00	\$48,620.00	\$8,580.00	\$0.00
HAZMAT SOFTWARE LICENSE	28 EA	\$480.00	100.0000	\$13,440.00	\$11,424.00	\$2,016.00	\$0.00
FLEET COST	1 EA	\$11,035.35	0.0000	\$0.00	\$0.00	\$0.00	\$11,035.35
TOTAL: Other Costs				\$745,828.00	\$633,953.80	\$111,874.20	\$11,035.35

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

NOTE: The State does not charge indirect costs or use an indirect cost pool. All costs are charged directly.

New books and manuals (e.g., hazmat manuals) are used for annual in-service training and estimated based upon previous year expenditure. The manuals are used by 135 personnel (includes local law enforcement) throughout the year and in the field while conducting enforcement and providing education to various groups.

IT/Network expenses based on pro-rated portion (40%) of time directly spent on MCSAP time/activities including data/word processing equipment, communication tower maintenance, internet usage, computer equipment maintenance, mainframe/batch computer charges, database access, host connect circuit charges, data storage, CICS/DB2 applications usage, personal computer equipment, PC software purchases on personal computers, email charges for maintenance and support of email systems provided from the State Department of Administration (DOA) and state consolidated network charges (DOA).

Utilizing and maintaining digital infrastructure is critical for motor carrier enforcement education and enforcement activities. These costs can fluctuate due to computer usage patterns by personnel as well as changing maintenance needs which vary throughout the year. As such, these costs are based on previous year expenses which are 40% time directly spent on MCSAP activities. Telecommunications based on prorated portion (40% directly spent on MCSAP activities) including: utilizing and maintaining voice communication infrastructure is also critical for conducting motor carrier enforcement (e.g., communication among inspector staff and headquarters) as well as communication with the motor carrier community and general public. Two categories of telecommunications exist: wired phone expenses including voicemail and cellular/wireless service. The amount estimated for each of the categories is based on actual cost from previous year expenses – costs can fluctuate throughout the year depending upon usage patterns as well as due to the fact that different coverage plans exist for different needs depending upon the individual user and where the user is located in the state. Costs for wired phone and cellular/wireless include not only the service but the phones and ancillary equipment if they malfunction, need repair or need to be replaced. Air cards allow inspectors, investigators, and headquarter staff to have secured internet access on their laptops using their cellular service. This is important for data communication when reporting inspection and other data including data on out of service carriers under a federal order. For inspectors, there are 40 air cards @ \$60/month for 12 months already prorated at 40% based upon the estimated time that the air cards are used for MCSAP activities.

Master Lease - A payment used to cover the cost of master lease financed data, word processing and computer equipment. Master lease financing is similar to a loan with the Department of Administration/State of Wisconsin acting as the financier. These payments occur each February 1st and August 1st and are initiated by the DOA State Controller's Office. WisDOT pays DOA who finances the purchase of IT-related supplies for WisDOT and the MCSAP program including laptops, servers, printers, communication infrastructure, networking, etc. For the MCSAP program, this annual payment covers the 39 tough books that were purchased in FFY 2016 (pro-rated at the time of the purchase at 26 FTE inspectors, 1 FTE IT specialist, and 12 investigators 100% MCSAP time). 39 tough books*\$4,400/toughbook = \$171,600 broken into three years of payments = \$57,200 per year

CVSA Decals are used for North American Standard Level I and/or Level V inspections. "Pass Inspection" means that during a North American Standard Level I or Level V Inspection no defects are found of critical vehicle inspection and the vehicle must not have any violations of the items contained in operational policy and *North American Standard Out-of Service Criteria*. The number of CVSA decals needed (10,000) are based upon the number used in previous years. 10,000*\$0.28 per decal = \$2,800.

Event Data Recorder (EDR) Diagnostic Tool Maintenance - EDR is used to gather records on CMV only (100% MCSAP). The payment covers the cost of the software license maintenance that is assessed four times annually for diagnostic tools that are used as part of the inspection process to access the data records and history (black box) of four diesel engine types. Diagnostic equipment and annual software license maintenance charges will be assessed by

vendors.

Aircraft/Pilot Rental: The use of aircraft for enforcement on CMV only (100% MCSAP) to promote the safe operations of CMVs and to conduct speed enforcement and observe whether vehicles are following too close. The rate of \$132/hr. pays for the pilot, fuel, and rental of the aircraft. Three (3) aircraft details are planned for under this grant at 8 hours per detail or 24 hours total. Details (3) X 8 hours X \$132/hr. = \$3,168

CVSA dues are paid to the organization once per year (\$14,8000). CVSA promotes commercial motor vehicle safety and security by providing leadership to enforcement, industry and policy makers. Being part of this organization helps to inform the Wisconsin State Patrol regarding current trends in policy while promoting communication between the states and FMCSA. This also supports the goals of the CVSP.

Fleet costs include mileage, fuel, and cost of repairs for vehicles (based on FTE for MCSAP only activities) that are used by inspectors for mobile enforcement and MCSAP-related business such as driving to safety presentations or meetings with motor carriers. The rate is for squad cars is set each year by the WisDOT Office of Policy, Performance and Improvement. The FY 2018 rate for squad cars is \$0.39 per mile. For 33 (FTE) vehicles, the total rate would then be \$12.87/mile multiplied by an estimated miles.

Software licenses are required to conduct routine enforcement by inspectors (HazMat).

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	\$6,446,611.00	\$1,136,745.00	\$7,583,356.00

Summary of MCSAP Funding Limitations

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,136,745.00
MOE Baseline:	\$11,035.35

Estimated Expenditures
Personnel

	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
CAPTAIN	\$40,469.52	\$7,141.68	\$47,611.20	\$0.00
LIEUTENANT	\$35,466.08	\$6,258.72	\$41,724.80	\$0.00
LIEUTENANT	\$35,360.00	\$6,240.00	\$41,600.00	\$0.00
INSPECTOR	\$2,002,083.20	\$353,308.80	\$2,355,392.00	\$0.00
POLICY ANALYST	\$47,035.87	\$8,300.45	\$55,336.32	\$0.00
IT SUPPORT	\$44,525.31	\$7,857.41	\$52,382.72	\$0.00
MCIU MGR SGT	\$56,233.01	\$9,923.47	\$66,156.48	\$0.00
MCIU 11 CIVILIAN	\$493,765.27	\$87,135.05	\$580,900.32	\$0.00
MCIU INSPECTOR	\$50,584.25	\$8,926.63	\$59,510.88	\$0.00
Salary Subtotal	\$2,805,522.51	\$495,092.21	\$3,300,614.72	\$0.00
INSPECTORS	\$675,703.08	\$119,241.72	\$794,944.80	\$0.00
Overtime subtotal	\$675,703.08	\$119,241.72	\$794,944.80	\$0.00
Personnel total	\$3,481,225.59	\$614,333.93	\$4,095,559.52	\$0.00

Fringe Benefits

	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
SWORN	\$1,085,453.85	\$191,550.68	\$1,277,004.53	\$0.00
CIVILIAN	\$265,211.42	\$46,802.01	\$312,013.43	\$0.00
OVERTIME SWORN	\$129,937.70	\$22,930.18	\$152,867.88	\$0.00
Fringe Benefits total	\$1,480,602.97	\$261,282.87	\$1,741,885.84	\$0.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
ROUTINE MCSAP TRAVEL	\$134,300.00	\$23,700.00	\$158,000.00	\$0.00
CVSA ANNUAL MEETING	\$3,740.00	\$660.00	\$4,400.00	\$0.00
NAIC TRAINING COMPETITION	\$1,700.00	\$300.00	\$2,000.00	\$0.00
CVSA WORKSHOP	\$3,910.00	\$690.00	\$4,600.00	\$0.00
FMCSA ANNUAL PLANNING	\$2,975.00	\$525.00	\$3,500.00	\$0.00
NEW ENTRANT/CR STATE TRAVEL	\$8,772.00	\$1,548.00	\$10,320.00	\$0.00
COHMED TRAINING	\$1,912.50	\$337.50	\$2,250.00	\$0.00
FMCSA IT TRAINING	\$1,657.50	\$292.50	\$1,950.00	\$0.00
FMCSA CR TRAINING	\$4,675.00	\$825.00	\$5,500.00	\$0.00
FMCSA NEW ENTRANT TRAINING	\$4,675.00	\$825.00	\$5,500.00	\$0.00
UNSCHEDULED FMCSA REQUESTED TRAVEL	\$2,337.50	\$412.50	\$2,750.00	\$0.00
POST CRASH TRAINING	\$1,700.00	\$300.00	\$2,000.00	\$0.00
COHMED REGIONAL TRAINING	\$1,360.00	\$240.00	\$1,600.00	\$0.00
Travel total	\$173,714.50	\$30,655.50	\$204,370.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
THERMAL IMAGER	\$340,000.00	\$60,000.00	\$400,000.00	\$0.00
BRAKE BOARD	\$25,014.91	\$3,522.15	\$28,537.06	\$0.00
Equipment total	\$365,014.91	\$63,522.15	\$428,537.06	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
OFFICE & GENERAL SUPPLIES	\$80,805.73	\$14,259.84	\$95,065.57	\$0.00
UNIFORMS RELATED	\$123,250.00	\$21,750.00	\$145,000.00	\$0.00
CVSA INSPECTION BROCHURES	\$2,550.00	\$450.00	\$3,000.00	\$0.00
MCIU BROCHURE	\$1,224.00	\$216.00	\$1,440.00	\$0.00
DOT# BROCHURE	\$1,224.00	\$216.00	\$1,440.00	\$0.00
DATA QS BROCHURE	\$1,224.00	\$216.00	\$1,440.00	\$0.00
DSR RADAR	\$20,400.00	\$3,600.00	\$24,000.00	\$0.00
LASER RADAR	\$19,890.00	\$3,510.00	\$23,400.00	\$0.00
Digital camera	\$21,241.50	\$3,748.50	\$24,990.00	\$0.00
Supplies total	\$271,809.23	\$47,966.34	\$319,775.57	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Auxlilium Inc./PrePass Safety	\$19,125.00	\$3,375.00	\$22,500.00	\$0.00
Intelligent Imaging Systems	\$21,165.00	\$3,735.00	\$24,900.00	\$0.00
Contractual and Subaward total	\$40,290.00	\$7,110.00	\$47,400.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
INSPECTOR FLEET COSTS	\$448,519.50	\$79,150.50	\$527,670.00	\$0.00
MCSAP AIRCARDS	\$25,500.00	\$4,500.00	\$30,000.00	\$0.00
WIRELESS COMMUNICATIONS, IT NETWORK	\$53,040.00	\$9,360.00	\$62,400.00	\$0.00
INSERVICE MANUALS/BOOKS	\$19,507.50	\$3,442.50	\$22,950.00	\$0.00
CVSA DUES	\$12,580.00	\$2,220.00	\$14,800.00	\$0.00
AIRCRAFT/PILOT RENTAL	\$2,692.80	\$475.20	\$3,168.00	\$0.00
EVENT DATA RECORDER	\$9,690.00	\$1,710.00	\$11,400.00	\$0.00
CVSA DECALS	\$2,380.00	\$420.00	\$2,800.00	\$0.00
MASTER LEASE	\$48,620.00	\$8,580.00	\$57,200.00	\$0.00
HAZMAT SOFTWARE LICENSE	\$11,424.00	\$2,016.00	\$13,440.00	\$0.00
FLEET COST	\$0.00	\$0.00	\$0.00	\$11,035.35
Other Costs total	\$633,953.80	\$111,874.20	\$745,828.00	\$11,035.35

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$6,446,611.00	\$1,136,744.99	\$7,583,355.99	\$11,035.35
Total Costs Budgeted	\$6,446,611.00	\$1,136,744.99	\$7,583,355.99	\$11,035.35

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	\$6,446,611.00	\$1,136,745.00	\$7,583,356.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,136,745.00
MOE Baseline:	\$11,035.35

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$2,805,522.51	\$495,092.21	\$3,300,614.72	\$0.00
Overtime Subtotal	\$675,703.08	\$119,241.72	\$794,944.80	\$0.00
Personnel Total	\$3,481,225.59	\$614,333.93	\$4,095,559.52	\$0.00
Fringe Benefits Total	\$1,480,602.97	\$261,282.87	\$1,741,885.84	\$0.00
Travel Total	\$173,714.50	\$30,655.50	\$204,370.00	\$0.00
Equipment Total	\$365,014.91	\$63,522.15	\$428,537.06	\$0.00
Supplies Total	\$271,809.23	\$47,966.34	\$319,775.57	\$0.00
Contractual and Subaward Total	\$40,290.00	\$7,110.00	\$47,400.00	\$0.00
Other Costs Total	\$633,953.80	\$111,874.20	\$745,828.00	\$11,035.35
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$6,446,611.00	\$1,136,744.99	\$7,583,355.99	\$11,035.35
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
Total Costs Budgeted	\$6,446,611.00	\$1,136,744.99	\$7,583,355.99	\$11,035.35

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? Dave Ross
2. What is this person's title? Secretary of Wisconsin Department of Transportatio
3. Who is your Governor's highway safety representative? David Pabst
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, Dave Ross, Secretary of Wisconsin Department of Transportatio, on behalf of the State of WISCONSIN, 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? Dave Ross
2. What is the title of your certifying State official? Secretary
3. What are the phone # and email address of your State official? 608-266-1114 daveb.ross@dot.wi.gov

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

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

I, Dave Ross, 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

FFY 2019 Certification of MCSAP Conformance (State Certification)

I, Dave Ross, Secretary, on behalf of the State (or Commonwealth) of Wisconsin, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:


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

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

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

Date

Signature

7/2/18


Annual Review of Laws, Regulations, Policies and Compatibility Certification

I, Dave Ross, Secretary, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program.

For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

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

(Enter information on any exceptions to the above certification here)

Signature of Certifying Official: _____



Title of Certifying Official: _____

Sec. DOT


Date of Certification: _____

7/20/18

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

Date _____

Signature _____

7/2/18


Attachment- Review Checklist						
Wisconsin Department of Transportation System/Billing Review						
6/30/2016						
Script Number	Script Description- Overview	Status	Comments	Comments	Comments	
A1	Diagram of systems with integration and interface points	Confirmed	Interface Reports Needed			
A2	Customizations if using a Commercial Off The Shelf (COTS) application	Confirmed	Any new need to be discussed			
A3	Accounting Code Structure (What is it and did it change)	Completed	Did not change			
A4	Federal-aid project numbering scheme and whether or not all work phases of a project are included in one project or if separate projects are established for each work phase (Is this different from before?)	Confirmed	Federal project per phase, master project id			
A5	State project numbering scheme (Is this different from before?)	Confirmed	Did not change			
A6	CMIA Clearance Pattern	Confirmed	April 15 Update			
A7	Personnel Training and User Help	Confirmed	Ongoing	No Further Questions		
A8	Identify Go-Live Date	Confirmed	1-Jul-16			
A9	Identify if parallel systems will be run and for how long	Confirmed	N/A			
A10	Data Migration and Reconciliation plans, efforts, results	Confirmed	Status update monthly	100% Complete		
A11	Identify any known system problems and related plans for remediation	In Process	Status update monthly			
A12	System Security	Confirmed	need role spreadsheet			
A13	System Disaster Recovery	Confirmed	Discussed in Nov 15			
A14	System Change Process	Confirmed	DOA/DOT relationship	Continue talking		
A15	System Documentation	Confirmed				
A16	User Access/Maintenance	Confirmed	same as A12			
A17	Identify if applying an indirect cost rate	N/A				

Attachment- Review Checklist			
Wisconsin Department of Transportation System/Billing Review			
6/30/2016			
Script Number	Script Description- Overview	Status	Comments
A18	Identify if applying a payroll additive rate or applying actual benefits (or a combination of the two)	Confirmed	Allocation vs. Additive % Option 2 for correction
A19	Identify if applying equipment utilization rates	Confirmed	Applied
A20	Identify if your State utilizes GARVEES, SIBs, TIFIA's, and/or toll, bridge credits	Confirmed	SIB process with FHWA
A21	Identify if performing an interface with (to and/or from) FMIS	Confirmed	To FMIS from PS
A22	Identify GASB34 Methodology: Depreciation or Modified Approach	Confirmed	In review with FHWA
A23	Identify how non-participating project costs are identified and excluded from federal-aid billings	Confirmed	TBD
A24	Any other information necessary to establish a general understanding of system functionality (set the ground work for the demonstration)	Confirmed	TBD
Script Number	Script Description- Live Demonstration	Bill/Demo	Comments
B1	A minimum of three federal-aid projects will be set-up and billed (As indicated below, this includes one project that begins with Preliminary Engineering and progresses through the entire lifecycle to ROW and Construction, final voucher, and closing – using the State's routine methodology; one project that is an LPA administered project; and one project that utilizes proportional billing.)	Billing	3 master projects with all phases
B1a		Demo/Bill	All federal projects id need to tie to master project. This should be completed at least 3 times ? Need to review Real Estate (right-of-way) transaction on bill (state funded project). LPA - ?
B2	At least two federal program codes will be used on each project	Billing	A sequence on one phase must have two federal program codes per master project.
B3	At least one project modification will be performed adding an activity to a project	Demo/Bill	Add a new activity(phase) to a current billed item. You can set up all phases and then add a phase as part of the review Andrew will double-check what project this was added to.

Attachment- Review Checklist			
Wisconsin Department of Transportation System/Billing Review			
6/30/2016			
Script Number	Script Description- Overview	Status	Comments
B4	At least one project modification will be performed increasing funds on a program code	Demo/Bill	Same as B3, can increase funding, this would be a good redistribution example
B5	At least one project will be setup where the local government entity is the sub-grantee that is administering the project and billing the State for reimbursement of eligible costs	Bill	Verify in Prod Resource Andrew will go back and look at projects 3340-09-19, 3340-09-20, 3340-09-21. Will look at the transaction to ensure cost is incurred prior to reimbursement.
B6	Should demonstrate all methods used by the State to distribute incurred costs to multiple program codes on a project:	Bill	Will see multiple sequences and program codes billed on a master project
B6a	<ul style="list-style-type: none"> - One of the projects can be used to demonstrate billing a sequence of federal program codes (i.e. bill one program code until exhausted, then bill the second program code until exhausted, etc.) 	Bill	Should see multiple sequences billed and show OTL/ODL Status
B6b	<ul style="list-style-type: none"> - One of the projects can be used to demonstrate a preset or proportional distribution of billings to multiple program codes (i.e. Transactions billed at 50% ITS program code, 30% NHS program code, and 20% State or other funds) 	Bill	Show a project that includes a proportional bill between two program codes and could include a state and local line
B6c	<ul style="list-style-type: none"> - If some other method of distributing costs to program codes on a project is used it should be demonstrated 	Bill	As needed, fund redistribution
B7	At least one credit transaction will be processed against a project	Bill	Should show a credit transaction on a bill (redistribution)
B8	Multiple activities should be established on each project (PE, ROW, Construction, Utilities, SP&R, Other) to demonstrate capabilities to process varying types of transactions within approved project authorization dates	Bill	Should identify a master project with all phases added and approved authorization dates
B9	Must demonstrate a non-participating incurred cost to allow for verification that it won't bill to federal funds.	Bill	Demo through Master Project ID and State Project Accounts.
		Bill	Show billing of a non-participating costs to show not going to a bill

Attachment- Review Checklist			
Wisconsin Department of Transportation System/Billing Review			
6/30/2016			
Script Number	Script Description- Overview	Status	Comments
	Must demonstrate incurring a cost prior to project authorization date, so that it can be verified that it doesn't bill to federal funds		Show an expense being charged before project authorization, should reject or post to state funds
B10		Demo/Bill	Manual Process, Update Documentation
B11	Must demonstrate application/billing of equipment rate	Bill	Post transaction for equipment utilization
B12	Must demonstrate application/billing of payroll burden/additive rate. Allocation method approved for one year.	Bill	Show methodology including allocations and percentages billed
B13	Must demonstrate application/billing of indirect cost (if utilized/approved in your State)	N/A	No Indirect Costs
B14	Must demonstrate entering/incurring costs and billing of various types of costs: PE labor, CE labor, Consultant contract cost, construction contract estimate, ROW purchase, equipment use, stockpiled material/inventory use, small purchase (or other incidental) cost, and utilities	Bill	Should use several different costs on transactions with the bill
B15	Must demonstrate the application and project billing of in-kind contributions and donations on a local project	Bill	Show accounting for in kind and match transactions
B16	Must demonstrate tracking and use of toll and bridge credits (if utilized in your state)	N/A	No bridge or toll
B17	Must demonstrate ability to track and utilize innovative finance methods applicable to your State (GARVEEs, SIBs, TIFIA, tapered match, etc)	Bill	In the event this program expands will have to revisit.
B18	Must demonstrate audit trail, tracking, and billing of debt service payments for GARVEEs (if utilized in your state)	Bill	Manual Process Spreadsheet
B19	Must demonstrate that amounts computed for billing are correct based on participation/matching ratio applied to costs incurred.	Bill	FHWA will calculate program costs based on program code (payroll...). DOT should monitor/test rounding percentages, validate to include rounding are 3 decimals and FD is 6 decimals.
B20	Must demonstrate use and conversion of advance construction (if utilized in your State)	Bill	Will review AC transactions to show successful conversion

Attachment- Review Checklist						
Wisconsin Department of Transportation System/Billing Review						
6/30/2016						
Script Number	Script Description- Overview	Status	Comments	Comments		
B21	Must demonstrate FMIS and RASPS EDS Interfaces if used by your State	Bill	Will use FMIS 5 test in the bill process to prove the EDS works	Will ask if there are rounding issues with interfaces.		
B22	Must demonstrate closing a project and adjusting detail record amounts minimally at each work phase completion and at final voucher – this includes methodology of tracking expenditures by detail record, so that each record is a reflection of actual amounts	Bill/Demo	Provide a close out of a phase to ensure accounting and recon have been done	Will demo Wed afternoon.		
B23	Must demonstrate system access, security, roles and separation of duties functionalities	Demo	Review roles and job duties to ensure compliance			
B24	Must demonstrate report capabilities and generation of those reports for billing and federal-aid program administration (Detailed billing report, Accrued unbilled report, Transaction Bill History report, and Interface Control reports are mandatory.)	Bill	Will review reports to ensure effective tracing of transactions to billed reports to include Prod Resource	Will demo Thursday. State DOT to provide FHWA Division Office access to reports.		
B25	Also see review plan for other functionalities that should be demonstrated	Bill/Demo	As needed			
C1	Business process demonstrated by DOT staff	Bill/Demo	DOT Staff	Training presentation on Thursday.		

Attachment - Action Item List
Wisconsin Department of Transportation System Review (PeopleSoft STAR)
6/30/2016

Item	Deliverable	Description	Pre/Post Go Live	Compliance	Status	Report Reference
1	System	Redistribution of federal charges to include previously billed (BLD) and ensuring costs are not changed for Prog Code	Pre Go Live	Observation	Post Go Live*	2
2	System/Process	Fringe and Leave Allocation- review correction for time and labor and how it affects allocation rates	Pre Go Live	Required Resolution	Complete	1
3	Reports	Add % to reports for overhead delivery and dates to ensure audit trail is followed	Post Go Live	Observation	In Progress	7
4	System	Review manual processes to ensure efficiency to include use of templates, inferred fields, and automation	Pre/Post Go Live	Observation	In Progress	6
5	Documentation	Continue to develop training and documentation- Ongoing	Pre/Post Go Live	Observation	In Progress	4
6	System	Data Migration and Conversion Updates	Pre Go Live	Observation	Complete	5
7	Reports/System	Using user defined fields to link Master Project ID to Project/Federal ID Phases	Post Go Live	Observation	In Progress	3
8	Letter	Documenting forgoing the fringe and leave rate for a year due to the allocation method	Pre Go Live	Required Resolution	Complete	5
9	Letter	Go-Live and Migration/Conversion Completion (list any projects with issues)	Pre Go Live	Required Resolution	Complete	5
10	Review	FHWA needs to review actual voucher and documentation in March to ensure compliance in a real time environment	Post Go Live	Required Resolution	In Progress	Follow Up Item
11	Reports	Work to convert required reports into excel csv formats to better research	Post Go Live	Observation	In Progress	
12	Letter	Documenting use of Modified Accrual for Fringe/Leave Allocation	Pre Go Live	Required Resolution	Complete**	1
13	System	Provide documentation supporting approval of interfaces inbound/outbound for STAR	Pre Go Live	Required Resolution	Complete	5

* Reviewed redistribution but have continuing questions on traceability, will discuss more after go live

** One year approval with review in March and points in between



U.S. Department
of Transportation

**Federal Highway
Administration**

Office of Technical
Services

Resource Center

Finance Services
Team

Financial System/Billing Review



Wisconsin Department of Transportation

May 2-6, 2016

FINAL REPORT



Table of Contents

Executive Summary	1
Background	3
Purpose and Objective	6
Scope and Methodology.....	7
Team Members	11
Observations and Recommendations	12
Successful Practices	16
Conclusion	17
Appendices	19



Executive Summary

The Wisconsin Department of Transportation (WisDOT) requested our assistance through the Wisconsin Federal Highway Administration (FHWA) Division Office to conduct a system review of their new PeopleSoft (PS) ERP commonly known as State Transforming Agency Resources (STAR). This process involved several months of coordination which included on-site visits and conference calls.

The FHWA Resource Center (RC) and FHWA Wisconsin Division Office conducted the review of the WisDOT STAR ERP May 2-6, 2016. As noted in the content of this review report, we used the minimum criteria that are required to meet the objectives of the Federal-aid Highway Program and incorporated a billing review that was piloted by the WisDOT. FHWA and WisDOT successfully completed the review of the new PS STAR and FHWA supports the WisDOT decision to implement the system as of July 1, 2016.

Throughout our review we created action items that are included as part of this review and we have also attached a checklist of the criteria to support any recommendations and legal references. FHWA understands the complexity of developing and implementing a system and we appreciate the great working relationship and partnership of the WisDOT. The key areas that we recommend being addressed in the near future are as follows:

- Labor Dilution and Fringe Allocation/Distribution within STAR to include credits
- Redistribution of billed transactions to include adequate supporting documentation
- Manual Processes to include direct key projects outside of FIIPS. (Recommended)

The allocation of fringe benefits is commonly done through an approved rate between the Division Office and the DOT. WisDOT is currently using a system generated allocation/dilution method that allocated fringe based on the dollars and hours an employee works and allocates a distributable and equitable share based on the total dollars allocated in a the labor cost pool through labor dilution. FHWA has allowed this approach pending ongoing review to ensure federal dollars are spent in an equitable manner as compared to state and local dollars. Credits can also be a potential problem due to the fact that the cost pool changes from pay period to pay period so the federal share for corrections could increase or decrease depending on the number of hours charged to the federal government. Second, the redistribution process must ensure that federal dollars already spent must not be changed when this process occurs, we will continue to audit and ensure that the redistribution process has a valid audit trail to the source transactions. Third, manual processes especially directly into STAR are subject to error and don't have the same level of review that are originated in FIIPS. FHWA recommends rigid internal controls around manual processes and well documented procedures to ensure checks and balances.



We have additional recommendations and observations that have been detailed as part of this review and we will continue to work with WisDOT to address any new issues and analyze future solutions that will improve their process.

All noted issues critical for go live were met and all outstanding items are being reviewed and updated as post go live activities continue.



Background (WISDOT Systems and Interfaces)

System Reviewed:

WisDOT ERP PeopleSoft (PS) version 9.2 off-the-shelf financial/project management software package configured and customized for the Wisconsin Department of Transportation (Statewide System). The WISDOT ERP provides for:

Finance:

- General Ledger (GL)
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Project Costing (PC)
- Inventory (IV)
- Asset Management (AM)
- Commitment Control (CC)
- Cash Management (CM)
- Controlling/Management Reporting (CO)
- Billing (BL)

Human Resources:

- Personnel Administration (PA)
- Position Management (PM)
- Payroll Administration (PY)
- Time and Labor Management (TL)
- Benefits (BF)

Business Intelligence/Production Resource Tools within PeopleSoft

Imaging

Workflow



WisDOT STAR ERP interfaces with:

PeopleSoft (PS) Financials:

- Financial Integrated Improvement Programming System (FIIPS)-To/From PS
- Consultant Administration and Reporting Systems (CARS)- To/From PS
- Real Estate Automated Data System (READS)- ToPS
- AASHTOWARE Site Manager (SM)- To PS
- Telecom Billing- To PS
- Data Warehouse/Enterprise Tables- From PS
- GSB Fleet Chargeback and Dedicated Billing- To PS

PeopleSoft (PS) Human Resources Capital Management (HCM):

- State Payroll Reporting System -To/From PS Financials

** PS Financials and PS HCM have a real time interface.

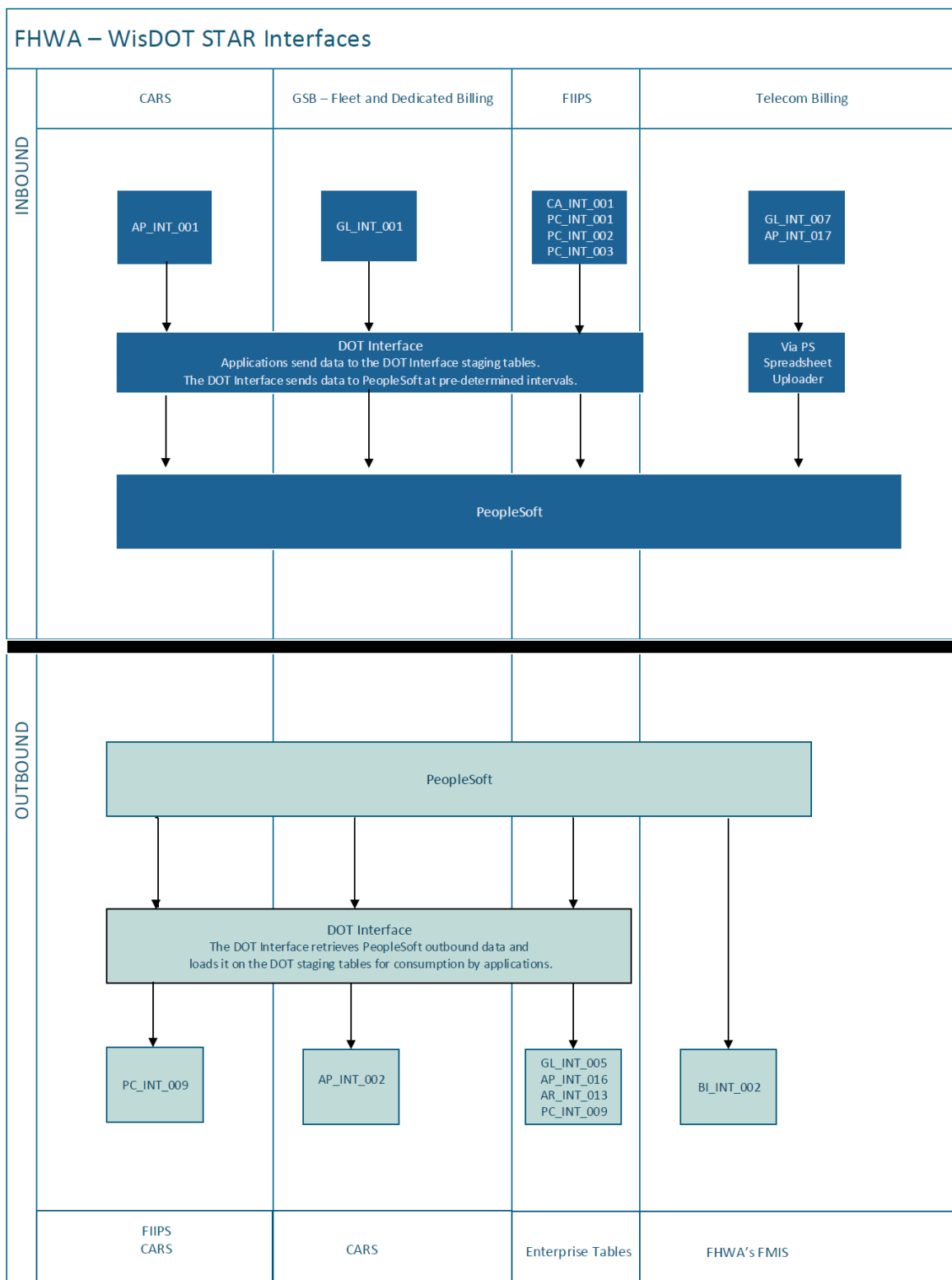
Major System Customizations identified by WisDOT

- Redistribution

Other Systems Used/Demonstrated:

- FHWA Fiscal Management Information System (FMIS) - FMIS authorizations are handled in FIIPS and cost information is transferred using PS and Current Bill.
- FHWA Current Bill

The WisDOT PeopleSoft production mainframe environment is hosted in a secure data center in Milwaukee, WI. The STAR ERP disaster recovery process is governed by the WISDOT Incident Response Plan which includes all scenarios, declaration procedures, and communication procedures. . Data is transferred in real time and is replicated on the servers through Oracle Enterprise Manager. Data recovery is tested on a regular basis, by Wisconsin DOA as the service provider. WisDOT has seamlessly switched over to the alternate site and it has achieved planned results.





Purpose and Objective

The purpose of this review was to determine that the Wisconsin Department of Transportation (WisDOT) financial management/project delivery system (WisDOT PeopleSoft STAR) supports the functionalities of the FHWA Federal-aid highway program (FAHP) required under MAP-21, Title 23 U.S.C., 23 CFR, 49 CFR, 2 CFR, and applicable OMB Circulars. The WisDOT is scheduled for implementation on July 1, 2016 and was reviewed by FHWA May 2-6, 2016. 23 U.S.C. Section 106 requires that FHWA perform reviews of State Transportation Department's financial management systems that affect projects approved under the FAHP.



Scope and Methodology

Scope

The review covered a comprehensive testing of WisDOT ERP capabilities to satisfy the primary elements of the FAHP (Federal Aid Highway Program). Where system capabilities were limited or unable to satisfy all requirements; consideration was given as to how those requirements are being accomplished outside of the system - either manually or through the use of another automated application. FHWA is concerned with a State's ability to plan/track federal-aid projects from project conception to completion, and the sufficiency of accounting controls to properly manage federal funds overall and those obligated for reimbursement on specific projects. WisDOT's ability to bill FHWA and validate the cost data supporting the reimbursements of Federal aid funds was the primary focus. Additionally, the review assessed internal controls and the implementation of generally accepted accounting principles.

An on-site review was conducted May 2-6, 2016. The location of the review was at the Wisconsin Department of Transportation in Madison, WI.

Disclaimer: This review was conducted based on a WisDOT system and process demonstration by WisDOT personnel to plan/track federal aid projects from conception to completion and to account for federal aid funds throughout the process. This review is not an audit and should not be relied upon as an audit of a financial system therefore we provide no assurance or certification as part of the review.

Methodology

WisDOT demonstrated the system capabilities by developing and completing a slide presentation and test scripts through live use of the system (in a test environment) that covered the following elements/capabilities. The WisDOT also participated in a pilot review which incorporated a billing review component. The methodology below is what was used to review the minimum requirement of the WisDOT PS ERP:

A. Begin test script with an overview of the end-to-end system that covers the following:

- Diagram of systems with integration and interface points
- Customizations if using a Commercial Off The Shelf (COTS) application
- Accounting Code Structure (What is it and did it change)
- Federal-aid project numbering scheme and whether or not all work phases of a project are included in one project or if separate projects are established for each work phase (Is this different from before?)
- State project numbering scheme (Is this different from before?)
- CMIA Clearance Pattern
- Personnel Training and User Help



- Identify Go-Live Date
- Identify if parallel systems will be run and for how long (no parallel systems working)
- Data Migration and Reconciliation plans, efforts, results
- Identify any known system problems and related plans for remediation
- System Security
- System Disaster Recovery
- System Change Process
- System Documentation
- User Access/Maintenance
- Identify if applying an indirect cost rate (N/A)
- Identify if applying a payroll additive rate or applying actual benefits (allocation method within the STAR system is utilized with a one year condition to be reviewed, no fringe rate for one year)
- Identify if applying equipment utilization rates
- Identify if your State utilizes GARVEES, SIBs, TIFIA's, and/or toll, bridge credits (no GARVEES and TIFIA's)
- Identify if performing an interface with (to and/or from) FMIS (to FMIS only)
- Identify GASB34 Methodology: Depreciation or Modified Approach (depreciation)
- Identify how non-participating project costs are identified and excluded from federal-aid billings
- Any other information necessary to establish a general understanding of system functionality (set the ground work for the demonstration and billing review)

B. Live demonstration (in a test environment) and a billing review (current bill) will cover the following components:

- A minimum of three federal-aid projects will be set-up and billed
(As indicated below, this includes one project that begins with Preliminary Engineering and progresses through the entire lifecycle to ROW and Construction, final voucher, and closing – using the State's routine methodology; one project that is an LPA administered project; and one project that utilizes proportional billing.) (STIP is process and tracked in FIIPS)
- At least two federal program codes will be used on each project
- At least one project modification will be performed adding an activity to a project
- At least one project modification will be performed increasing funds on a program code
- At least one project will be setup where the local government entity is the sub-grantee that is administering the project and billing the State for reimbursement of eligible costs
- Should demonstrate all methods used by the State to distribute incurred costs to multiple program codes on a project:
 - One of the projects can be used to demonstrate billing a sequence of federal program codes (i.e. bill one program code until exhausted, then bill the second program code until exhausted, etc.)



- One of the projects can be used to demonstrate a preset or proportional distribution of billings to multiple program codes (i.e. Transactions billed at 50% ITS program code, 30% NHS program code, and 20% State or other funds)
- If some other method of distributing costs to program codes on a project is used it should be demonstrated
- At least one credit transaction will be processed against a project
- Multiple activities should be established on each project (PE, ROW, Construction, Utilities, SP&R, Other) to demonstrate capabilities to process varying types of transactions within approved project authorization dates
- Must demonstrate a non-participating incurred cost to allow for verification that it won't bill to federal funds.
- Must demonstrate incurring a cost prior to project authorization date, so that it can be verified that it doesn't bill to federal funds (manual process)
- Must demonstrate application/billing of equipment rate
- Must demonstrate application/billing of payroll burden/additive rate (system generated)
- Must demonstrate application/billing of indirect cost (N/A)
- Must demonstrate entering/incurring costs and billing of various types of costs: PE labor, CE labor, Consultant contract cost, construction contract estimate, ROW purchase, equipment use, stockpiled material/inventory use, small purchase (or other incidental) cost, and utilities
- Must demonstrate the application and project billing of in-kind contributions and donations on a local project
- Must demonstrate tracking and use of toll and bridge credits (if utilized in your state)
- Must demonstrate ability to track and utilize innovative finance methods applicable to your State (GARVEEs, SIBs, TIFIA, tapered match, etc.) (no GARVEES and TIFIA)
- Must demonstrate audit trail, tracking, and billing of debt service payments for GARVEES (if utilized in your state) (n/a)
- Must demonstrate that amounts computed for billing are correct based on participation/matching ratio applied to costs incurred.
- Must demonstrate use and conversion of advance construction (if utilized in your State)
- Must demonstrate FMIS and RASPS EDS Interfaces if used by your State
- Must demonstrate closing a project and adjusting detail record amounts minimally at each work phase completion and at final voucher – this includes methodology of tracking expenditures by detail record, so that each record is a reflection of actual amounts
- Must demonstrate system access, security, roles and separation of duties functionalities
- Must demonstrate report capabilities and generation of those reports for billing and federal-aid program administration (Detailed billing report, Accrued unbilled report, Transaction Bill History report, and Interface Control reports are mandatory.)
- Also see review plan for other functionalities that should be demonstrated

C. In order for the review to assess training, internal controls, security, etc. the review



demonstration should be performed by those persons that actually perform these tasks in production (normal business process).

Disclosures

Disclosures represent items that the reviewer did not review. They are identified because there was or may have been expectation that these items would be covered in the review. The FHWA WI Division Office should consider these items for possible further review based on the risk they may present.

- System documentation was not reviewed – WisDOT and WI DOA provided adequate information to support system documentation. As part of the review we did request and review certain aspects of documentation to support issues as it related to findings and observations and was limited in nature.
- Load tests were to be conducted by WisDOT, no verification of system load capacity was performed by FHWA review team.
- Ability of the WisDOT ERP system to generate accurate and complete financial statements and reports, as required by GAAP, GASB, and the State of WI was not reviewed. FHWA relies on the OMB A-133/2CFR200 Subpart F required single audit to determine adequacy in this area.
- This review was based on the WisDOT being able to carry out the functions of the Federal-aid Highway Program to include project controls, billing, and internal controls around processes. FHWA also reviewed this information in a test environment prior to go live which may not adequately reflect results in production. The information contained in this report is a review and should not be held in the same regards as a financial system audit.



Team Members

FHWA Review Team:

Andrew A. Callihan Jr., FHWA, Resource Center, Finance Services Team, Financial Program Specialist (Review Team Leader)

Eric Berger, FHWA, Resource Center, Finance Services Team, Financial Program Specialist

Lori Platz, FHWA WI Division, Financial Manager

WisDOT ERP Team:

Casey Newman, WisDOT Manager

Jim Donlin, WisDOT

Sherri Voigt, WisDOT

David Esse, WisDOT

Jay Schad, WisDOT

Mona Yee, WisDOT

Julie Seston, WisDOT

Henry Wang, WI DOA STAR

Ray Baez, WI DOA STAR



Observations and Recommendations

Based on the review conducted May 2-6, 2016, the FHWA review team supports the WisDOT decision to move forward with the implementation of the WisDOT ERP on July 1, 2016 as it relates to the federal-aid highway program requirements. The review team is confident that the system as demonstrated and supplemented by processes will provide the necessary functionality as outlined in the above listed elements/capabilities that supports the federal-aid program granted to WisDOT by the FHWA under Title 23 U.S.C. There are however, some issues that need to be addressed. The observations and recommendations are identified below. The recommendations and observations are also included in an attachment noted Attachment A- WI Review Script Checklist and Attachment B- WI Action Items List.

Issue 1: Labor Dilution and Fringe Rate Allocation Method and Credits- System Generated

Recommendation: FHWA recommends that WisDOT regularly review the new allocation method for fringe to include credits to ensure equitable and fair distribution to all sources including federal projects/awards. FHWA also recommends that the allocation method be well documented to include a clear audit trail to source transactions and projects.

Noted Issue Requiring Action: FHWA requires that the allocation method be reviewed after a one year period to ensure compliance. As outlined in an email sent June 8, 2016, the leave policies must be documented to support allocations, fair and equitable treatment, and must be based on either cash or modified accrual. The review of this allocation will also include credits to ensure a clear audit trail and documented procedures. FHWA will make a final decision on this allocation method in 2017 after the one year period has come to a conclusion.

Legal Reference- 2CFR200.431 (b) Compensation-Fringe Benefits, 2CFR200.302 Financial Management

Action Items Reference: Attachment B- Items 2 and 12 (letter has been submitted)

Issue 2: Redistribution of BLD (billed) transactions to FHWA-Program Code Integrity

Recommendation: FHWA recommends that WisDOT use Production Resource Queries to validate that all accounting lines requiring redistribution maintain their original program code for the items that have been previously billed. The reports for the redistributed amounts should be traceable back to the original billed transaction and should not have changed program codes throughout the process. Reviews and reports should be checked to ensure compliance.



Noted Issue Requiring Action: FHWA requires that once a program code has been billed that the program code remains unchanged unless there is an error or an ineligible expense. The redistribution process allows for the removal of expenses but it must maintain the integrity of the expense and program code used when the funds are redistributed. WisDOT should validate that all expenses redistributed can be linked to the source transaction to include phase, activity, and program code. Reports should be used to validate that this is occurring. The main issue with the expense is that it could result in an improper payment if the transaction were changed after it is billed to FHWA. (This item will be reviewed as part of a subsequent billing review)

Legal Reference- 2CFR200.302 Financial Management, 200.303 Internal Controls, 200.306 Cost Sharing or Matching, 200.408 Limitation of allowance of costs, 23USC302

Action Items Reference: Attachment B- Item 1

Issue 3: Linking Master Project ID to Federal Project Number/Phase- Future System Recommendation

Recommendation: FHWA recommends that WisDOT look at ways to link master project id in FIIPS to related phases within FMIS as a better way to track total project costs.

Noted Issue: The WisDOT currently has a separate federal project number for each phase on a project. Tracking these projects for PE and ROW requires looking at the master project number that is not currently linked to all phases in the project except in FIIPS. The WisDOT does have the ability to pull reports out of FIIPS that link the projects, but FHWA recommends an integrated system approach through a defined field that can be logged in STAR and in FMIS in the related projects field.

Legal Reference- 2CFR200.302 Financial Management, 200.303 Internal Controls, 23USC302

Action Items Reference: Attachment B- Item 7

Issue 4: Training and development of documentation for STAR processes. (Ongoing)

Recommendation: FHWA recommends cross training and development of employees within WisDOT to allow for succession planning. High turnover within DOT's is a nationwide concern due to the fact the federal aid process is rather complicated. FHWA recommends that standard operating procedures be updated and documentation kept up to date to prevent breakdown in processes due to illness, retirement, etc.



Noted Issue: Inadequate training and staff not knowing processes can lead to incorrect federal billings and increase improper payments.

Legal Reference- 2CFR200.302 Financial Management, 200.303 Internal Controls, 23USC302

Action Items Reference: Attachment B- Item 5

Issue 5: Letters and documentation to support review and follow up. (Completed)

Requirement : As part of the FHWA review process, there is requirement to document in letters conversion and migration results, cutover, approval of rates, and interface approvals from business owners.

Noted Issue: These letters and documentation are required for audit purposes and to show evidence that these functions have been completed. To date FHWA has received information regarding rates, interface approvals, and we are awaiting final results on migration and conversion.

Legal Reference- 2CFR200.302 Financial Management, 200.303 Internal Controls, 23USC302

Action Items Reference: Attachment B- Item 6, 8, 9, and 13

Issue 6: Update and automate manual processes to improve efficiency of operations.

Recommendation : As part of the FHWA review process, there is a requirement to review job functions and make recommendations to improve the federal aid process.

Noted Issue: FHWA noted several processes that were very cumbersome and took an extreme amount of time with multiple steps to completion. These processes were not supported by adequate templates and inferred fields that would ease the workload on data entry. As a reviewer FHWA noted this as a risk due to time involved and the many fields that had to be populated. The WisDOT agreed to look into this to improve automation and less manual data entry.

Legal Reference- 2CFR200.302 Financial Management, 200.303 Internal Controls, 23USC302

Action Items Reference: Attachment B- Item 4



Issue 7: Update reports to include better tracking of rates and output formats.

Recommendation : As part of the FHWA review process, there is a requirement to review reporting to ensure a clear audit trail back to source documentation and also to validate there are processes to review information entered into the system.

Noted Issue: FHWA noted that rates based on FIIPS data could change from project to project. These rates are not calculated and stored on reports which would help in auditing these projects after changes had been made. FHWA also noted that creating reports in a CSV or excel format would help in researching potential issues and provide another way to validate project costs more effectively.

Legal Reference- 2CFR200.302 Financial Management, 200.303 Internal Controls, 23USC302

Action Items Reference: Attachment B- Item 3 and 11

Note: Attachment B- Item 10 includes a review of billing which will be conducted in March 2017 to review voucher and output of the new system.

The review team, in conjunction with feedback from the STAR ERP team and WisDOT, discussed preliminary recommendations to resolve or accept identified issues throughout the review. FHWA has provided WisDOT with a complete list of action items in Attachment A- WI Review Script Checklist and Attachment B- WI Action Item List.



Successful Practices

This review is not complete without addressing a few of the successful practices that were noted as part of our review:

WisDOT agreed to be a pilot for a new billing review format that had not yet been fully tested by the FHWA Resource Center. WisDOT enthusiastically accepted the challenge to include several more phone calls and working through logistics on the new format. WisDOT and the Division Office were able to go through the review with very few problems. This was a model that will be rolled out to other states in the future. FHWA appreciates the DOT's willingness to participate.

The WisDOT also created an interface between STAR and FIIPS their project management system that allowed for more timely edits and better coordination between FMIS. This improvement to allow the systems to check edits and review project information will strengthen the projects interacting between FIIPS, STAR, and FMIS.

Staff and Training- FHWA was impressed with the staff on board and their knowledge of the PS ERP. The WisDOT illustrated positive professionalism and readily answered questions regarding system requirements. We also noted that there was new staff on board with less than a year's experience and they were proficient with system requirements and WisDOT knowledge.



Conclusion

Based on the review conducted May 2-6, 2016, the FHWA review team supports the WisDOT decision to move forward with the implementation of the WisDOT STAR ERP on July 1, 2016 as it relates to the federal aid highway program requirements. The review team is confident that the system as demonstrated and supplemented by processes will provide the necessary functionality. There are however, some issues that need to be addressed. The review team, in conjunction with feedback from the STAR team and WisDOT, discussed preliminary recommendations to resolve or accept identified issues throughout the review.

A follow-up plan and an action plan were established at the conclusion of the on-site review and are supported below:

Follow-up Activities

- The WisDOT must notify the FHWA WI Division Office when it has successfully migrated existing FHWA project data to the WisDOT ERP with a validation/certification that the data was migrated in its entirety and in the correct amounts. This should be accomplished within one week of go-live.
- Letters from WisDOT to the WI Division Office on forgoing use of fringe rate and using an allocation method, equipment utilization rate, and a detailed summary of projects that had issues during migration. (this has been accomplished)
- The FHWA WI Division Office should minimally perform a transaction billing review 3-9 months after go-live and conduct other reviews based on risk as verification that the production system functions as demonstrated and that associated processes support compliance with federal-aid requirements. This review should also include the fringe allocation process to include credits to ensure fair and equitable treatment to all funding sources including federal awards. (scheduled for March 2017)
- Pursuant to this report the WisDOT is required to provide the FHWA WI Division Office a response/corrective action plan on any outstanding issues that have not been resolved. The corrective action plan should include estimated completion dates for all actions to be implemented (add completion dates if already remediated). It is expected that corrective actions will be taken within a reasonable amount of time. If corrective actions are not taken within a reasonable and acceptable amount of time the FHWA WI Division Office may consider taking actions in accordance with 2CFR200.338 Remedies for noncompliance and 23 CFR 1.36 until compliance or remedial action has been accomplished. (ongoing)



- The FHWA Division office will perform follow-up on the action plan. This includes providing written concurrence/non-concurrence regarding the WisDOT action plan and monitoring actions until all items are completed/closed. (ongoing)
- Technical assistance can be obtained through the FHWA WI Division Office for taking corrective actions. The FHWA WI Division Office if desired can request further technical assistance from the FHWA Resource Center, Finance Services Team.
- The FHWA WI Division Office should document this review in Financial Integrity, Review and Evaluation (FIRE) work papers and populate in INPUT as required. (ongoing)



Appendices

Attachment A- WI Review Script Checklist

Attachment B- WI Action Items List



U.S. Department
of Transportation
**Federal Highway
Administration**



Report prepared by:

***Andrew Callihan and Eric Berger
FHWA Resource Center Finance Services Team
61 Forsyth Street, Suite 17T26
Atlanta, GA 30303
Email: RC-TST-Finance@DOT.GOV
For additional copies of this report, contact us.***

Payroll Allocation

Payroll has two INPUT analysis types:

PY1 - Salary

PY3 - Fringe

Both go through allocation processes resulting in:

PY2 - Offset accounting

PAY - the analysis type which is FUND-Distributed

SALARY PY1

To start, people enter time in PeopleSoft HRMS. When the Payroll is processed, the PROJ_RESOURCE PY1 records are created by a feed directly from HR. PY1 transactions go through a primary allocation processes followed by a two secondary (clean-up) process.

Primary

Discontinued in FY 2019

~~**TLDHOURS1** – this allocates the PY1 quantity (hours) by employee and results in PYH~~

~~NOTE: Tom Junk (as of 11/17/17) is not aware of any use of PYH. DOA (Ananth) has suggested it is used by some agencies for establishing service charges.~~

~~———— It uses the same allocation ‘basis’ as TLD COST1 and applies it to quantity (hours)~~

TLDCOSTS1 – this allocates the PY1 by employee based on ‘hours’ and results in PAY

Hours is the basis to remove the impact of overtime from the allocation.

NOTE: people with total time off with pay are not allocated as they do not have any ‘basis’

EXAMPLE:

			pool		basis		target	
			PY1				PAY	
Department	Project	Employee		TRC				
		\$10 hourly wage			BASIS % hours	Time off * % hours	total Allocated to Project	
0606210000	39505100101	40	\$ 400.00	REGL	53%	\$ 26.67	\$ 426.67	
0606210000	39505100184	35	\$ 350.00	REGL	47%	\$ 23.33	\$ 373.33	
0600000000	39501080623	5	\$ 50.00	VACT			\$ -	
			\$ 800.00				\$ 800.00	
	BASIS sum of hours worked	75						
NOTE:								
For people who take total 'time off with pay' in a two week period. All salary is absorbed in 395010806xx.								

Secondary

TLCODDTRC – this moves cost directly from PY1 to PY3 for a handful of TRC codes that are rarely used and are not included in the primary allocation POOL. These costs normally remain in 395010806xx.

TLCTTOWP – this moves cost directly from PY1 to PY3 for employees that used time-off with pay over the entire two weeks’ pay period. This is required because they have no basis on which to allocate the time. These costs remain in 395010806xx.

FRINGE PY3

Fringe is calculated in the payroll processing. Results are sent to GL. In the Fringe allocation, there are three steps.

TLDFRINGE – this copies fringe records from JRNL_LN into PROJ_RESOURCE based on account #

TLDFRINGIIB – this allocates the PY3 pool by project within a department and results in PAY

NOTE: 395010806xx is excluded so that projects at the division level are not overstated

The allocation is based on “project within department” because fringe does not have an association to ‘employee’. ‘Employee’ is not available because GL does carry this attribute.

TLDFRINGIIC – this moves PY3 costs in 395010806xx to PAY

EXAMPLE:

project within department							
POOL	PY3 Fringe	BASIS	(PAY labor)		TARGET	PAY fringe	
0606210000	306.00	0606210000	800.00		0606210000	306.00	
39505100101	231.00	39505100101	\$ 426.67	53%	39505100101	\$ 163.20	53%
39505100184	75.00	39505100184	\$ 373.33	47%	39505100184	\$ 142.80	47%
0600000000	370.83	0600000000	3,167.59		0600000000	370.83	
39501080623	343.00	39501080623		0%	39501080623	\$ 343.00	92%
39505500000	27.83	39505500000	3167.59	100%	39505500000	\$ 27.83	8%
old method - projects at Division level absorbed all time off fringe							
<i>this was particularly impactful on seperation payouts and long leaves</i>							
0600000000	370.83	0600000000	3,167.59		0600000000	370.83	
39501080623	343.00	39501080623		0%	39501080623	\$ -	0%
39505500000	27.83	39505500000	3167.59	100%	39505500000	\$ 370.83	100%