



HAWAII

Commercial Vehicle Safety Plan

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

**Fiscal Years 2019 - 2021
Annual Update FY 2021**

Date of Approval: June 15, 2021

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 350.209, 350.211 and 350.213](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before the due date 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 or annual update each year to receive MCSAP funds.

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

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

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

REMINDERS FOR FY 2021:

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

Annual Updates for Multi-Year plans—States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will review the project plan submitted the previous year and indicate any updates for the upcoming fiscal year by answering the "Yes/No" question provided in each Section of Parts 1-3.

- If Yes is indicated selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. (Note: Trend Analysis information that supports your current activities is not editable.) Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If "No" is selected, then no information in this section will be editable and the user should move forward to the next section.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2020 plans. States must carefully review and update this information to reflect FY 2021 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information that is added should detail major programmatic changes. Do not include minor modifications that reflect normal business operations (e.g., personnel changes).
- Add any updates to the narrative areas and indicate changes by preceding it with a heading (e.g., FY 2021 update). Include descriptions of the changes to your program, including how data tables were modified.

Personally Identifiable Information - PII is information which, on its own or matched with other data, would permit identification of an individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized

individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

States are reminded **not** to include any PII in their CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

Part 1 Section 2 - Mission/Goal Statement

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

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

Instructions:

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

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

FY2021 Updates: Revised 2nd paragraph year date.. "The goal... to reduce the number of crashes of commercial vehicles to 190 crashes by 2021.

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

The goal of the Department of Transportation Motor Vehicle Safety Office is to remain under the national rate of 0.144 fatalities per 100 million vehicles miles traveled (VMT) and to continue to reduce the number of crashes of commercial vehicles to 137 crashes by ~~2020~~.2021.

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

Part 1 Section 3 - MCSAP Structure Explanation

Please review your State's CMV enforcement program description. You must answer the questions about your grant activities. You must select "yes" to make changes.

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

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.

FY2021 Updates: 1) Delete the entire second paragraph and replace with the following:

The Motor Carrier Section consists of 23 personnel with (1) Manager, (1) Supervisor, (3) Neighbor Island officers, (1) Safetynet Coordinator, (2) Section Supervisors and (15) officers. As of July 2020, there are 9 vacancies on Oahu, and we are still working to re-establish the Motor Carrier Safety Officer position for Kauai.

2) Third paragraph: Delete the entire paragraph from sentence #2. Currently, there are no certified county police officers that are able to conduct the vehicle inspections. The state MVSO offers to provide basic walk around commercial vehicle training to the county police officers so they will be able to identify and enforce on any safety violations discovered during their traffic stops. In addition, they are hired as special duty officers if they are needed to assist the Motor Vehicle Safety Office in special activities, such as Operation Safe Driver, ROADCHECK, etc. to issue safety violation citations for commercial motor vehicles.

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

The Motor Carrier Section consists of 23 personnel with (1) Manager, (1) Supervisor, (3) Neighbor Island Officers, (1) Safetynet Coordinator, (2) Section Supervisors and (12) officers. As of July 2019, there are 3 vacancies - 3 Motor Carrier Safety Officers here on Oahu. We have one emergency hire officer who is in one of the vacant Oahu position. He provides all the motor carrier training and certification for the newly hired officers and those officers who needs certification for the NAS Level I and the specialized area inspection certification. We lost the Motor Carrier Safety Officer position for the island of Kauai in 2017 and we are still working to re-establish that position.

Currently, there are no certified county police officers on Oahu and the neighbor islands to conduct inspections. The only certified officer on the the island of Maui was not able to maintain his certifications and lost his certifications in September 2018. There are 3 Honolulu police officers who completed the NAS Level I, Parts A and B course and passed the written exams in April 2019. They still have to complete the required number of inspections with a certified inspector in order for them to become certified inspectors to conduct inspections independently.

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

Updates: Updated the number of neighbor island officers; as of July 2019; the number of vacancies; and deleted the Maui county police officer information and added the 3 Honolulu officers.

Part 1 Section 4 - MCSAP Structure

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

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

Instructions:

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

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

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

Lead Agency Information	
Agency Name:	HAWAII DOT
Enter total number of personnel participating in MCSAP activities	23
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	22
Traffic Enforcement Activities	0
Investigations*	1
Public Education and Awareness	22
Data Collection and Reporting	1
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	COUNTY POLICE DEPARTMENT
Enter total number of personnel participating in MCSAP activities	10
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	10
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	0
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

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

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

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

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

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

Trend Analysis for 2013 - 2017**Instructions for all tables in this section:**

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

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

ALL CMV CRASHES

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

Goal measurement as defined by your State: Other

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

Number of reportable crashes

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

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: Other

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

Number of reportable crashes

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

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: N/A

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

Hawaii does not have a HM Goal

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

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

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

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

Hawaii continues to face the main challenge for many years, the shortage of personnel to conduct the inspections. Since 2008 we've had a constant turnover of officers mainly due to leaving for other job opportunities. The currently working generation wants more money but they don't want to put in the effort of work. So, we lose some officers, then, we hire to fill the vacancies, but, with the hiring of new officers, comes the training and certification process. This involves our senior officers working with the new officers, and this takes the senior officers away from conducting their own inspections. Presently, out of the 15 officers that we have, there are only 4 senior officers and one emergency hire officer that are able to provide the necessary training to the remaining junior officers. We still have 3 more vacancies on Oahu and one Maui. We have one newly hired officer on Kona who will need to go through the necessary training for the motor carrier operations, and one new officer for Oahu who will be coming on board in September 2018. Our officers are not full-time MCSAP officers - they have other state motor carrier operations, including the size and weight program, school bus and inspection station programs. Another obstacle that we face here in Hawaii is finding safe locations to conduct roadside inspections. With the continued development on the island, more and more areas where we once used to conduct inspections are no longer available - more commercial businesses have opened, areas are now private property, roadways have been widened and improved to accommodate more traffic and less shoulder areas, roadways continue to be under reconstruction, etc. We do not have pull out areas like on the mainland. We have only one facility whereby we can safely conduct vehicle inspections. Other than that, we try to find the safest area to conduct the roadside inspections by pulling the vehicles right off the roadways on to the shoulders.

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

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

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

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

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

For FY 2021 updates: According to data obtained from MCMIS through A & I online, the actual number of crashes for 2018 was 150, and in 2019 it went up to 211 crashes. As evident, the number of crashes fluctuates from year to year. For the FY 2021 CVSP, we will be using a starting base of 211 crashes from the 2019 data and readjusting our goal to reduce the number of crashes to 190 in 2021.

In the area of Motorcoach/passenger carrier crashes, likewise, the actual number of crashes in 2018 was 47, then it went up in 2019 to 93 crashes. For the FY 2021 CVSP, we will be using a starting base of 93 crashes from the 2019 data and readjusting our goal to reduce the number of crashes to 83 in 2021.

In the FY 2019 CVSP, the State of Hawaii did not have the completed data for 2018, so we used the data from the 2017 as the starting base of 148 crashes. Hawaii's goal was to reduce the number of reportable crashes from 148 in 2017 to 142 in 2019. However, in 2018, the actual number of crashes was 142 crashes. As evident, the goal for the number of reportable crashes was met in 2018, however, there are still fluctuating trends and we cannot predict what will happen from year to year. For the FY 2019 CVSP, in using a starting base of 145 crashes for three fiscal years the goal is to reduce the number of crashes to 137 in 2021.

In the area of Motorcoach/passenger carrier crashes, likewise, in the FY 2019 CVSP, the State of Hawaii did not have the completed data for 2018, so we used the data from the 2017 as the starting base. In 2017, there were 62 reported passenger carrier crashes, and Hawaii's goal was to reduce the number of reportable crashes to 74 crashes for the FY 2018 CVSP. Hawaii has met their goal of reducing the number of passenger carrier crashes to 74 by 2018, however, just as in the CMV crashes, there are still fluctuating trends. For the FY 2019 CVSP, the starting base for three fiscal years was to reduce the number of passenger vehicle crashes from 62 in 2019 to 58 reportable crashes in 2021.

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

UPDATES: up to date data was not available the previous year, so the data was updated.

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

Enter the data source and capture date:

All CMV Crashes: Data source: MCMIS data snapshot as of 5/29/2020, including crash records through 1/31/2020.

Motorcoach/Passenger Carrier Crashes: Data Source: MCMIS data snapshot as of 5/29/2020. Hazardous Materials

Crashes: Data Source: MCMIS data snapshot as of 5/29/2020.

Projected Goal for FY 2019 - 2021:

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

Fiscal Year	Annual Crash Reduction Goals
2019	211
2020	200
2021	190

FY 2021 Updates: Hawaii's projected goal for FY 2019-2021 will be to reduce the number of CMV crashes by 10 percent with an annual goal of 5 percent decrease per year. The starting base will be 211 reportable crashes to 190 reportable crashes by FY 2021. For the Motorcoach/passenger carrier crashes, Hawaii's projected goal for FY 2019-2021 will be to reduce the number of reportable crashes by 10 percent, with an annual goal of 5 percent decrease per year. The starting base will be 93 reportable crashes to 83 reportable crashes by FY 2021. All CMV Crashes: Hawaii's projected goal for FY 2019 - 2021 will be to reduce the number of CMV crashes by 5 percent, with an annual goal of 1.66 percent decrease per year. The starting base will be 145 reportable crashes to 137 reportable crashes by FY 2021. We will continue to carefully monitor the crash data to see if we can find the causes for the crashes and fatalities in the previous years. We will focus our enforcement on our findings in an effort to reduce the number of CMV crashes. We will also seek to achieve this goal through ongoing training of officers to be able to conduct more driver/vehicle inspections, to continue to reach out and educate drivers, carrier officials and the public on commercial vehicle safety. We will continue to work to ensure the completeness, and timeliness of our CMV crash data. Hawaii will continue in the effort to reduce the number of reportable CMV crashes. Motorcoach/Passenger Carrier Crashes: Hawaii's projected goal in the motorcoach/passenger carrier crashes for FY 2019 - 2021 will be to reduce the number of reportable crashes by 5 percent, with an annual goal of 1.67 percent decrease per year. The starting base of 62 reportable passenger vehicle crashes to 58 reportable crashes by FY 2021. We will continue to conduct more driver/vehicle inspections on passenger carriers and continue to reach out and educate the drivers, carriers and the public about passenger vehicle safety through our outreach activities. Hazardous Materials Crashes: Hawaii does not have a hazardous materials crash involving release and spill problem. We will continue to conduct vehicle inspections and enforce the FMCSR's against hazardous materials CMV's in a manner consistent with the enforcement for all CMV's.

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

FY 2021 Update: 1) We will be recruiting for the 9 vacant positions on Oahu once the hiring freeze is lifted due to the COVID-19. Usually we schedule the training with NTC for all new hires from April through September, however, with this COVID-19, we had to push back all our training tentatively scheduled from August 2020 to January 2021. In addition, with the COVID-19, we are not extending invitations to the county police officers this year due to the limited space availability for social distancing.

2) Remove paragraph #2 - working with HPD who attended the NAS Level I training.

3) Continue to conduct educational and safety presentations every quarter, however, with the COVID-19, we will be conducting the presentations mainly over the phone, and if requested, a one on one or a small group meeting with a safety representative(s) from the company and our officer - maintaining the social distancing. Reducing the number of safety presentations to 120 presentations per year (30 per quarter).

4) With COVID-19 and social distancing, public outreach campaigns will be limited to providing safety brochures to the public at satellite city hall counters. Once the restrictions are lifted, we will resume safety talks with the public about safety on our roadways.

All CMV Crashes: The State DOT Motor Vehicle Safety Office will be certifying two more motor carrier safety officers in conducting NAS Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections. We will also be recruiting for 3 more vacant motor carrier safety officer positions and provide them the necessary training to certify them to conduct NAS Level I, Hazardous Materials, Cargo Tank and Passenger Vehicle inspections. The State will schedule the training with the National Training Center for all new hires from April through September 2020. The training will be provided by instructors from the National Training Center who will conduct the training here in Hawaii. We will ensure that they all complete the classroom portion and the inspection certification in each area successfully to enable them to conduct vehicle inspections independently. The State will also extend invitations to the county police officers to attend the NAS Level I training in 2020 here in Hawaii.

We will work with the three Honolulu police officers who attended the NAS Level I training and passed the written exams in April 2019 to complete the required number of inspections to become certified inspectors in conducting NAS Level I, II or III inspections

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

The Motor Carrier Safety officers will continue to conduct educational and safety presentations every quarter to drivers and carrier officials with a focus on safe driving and compliance with all state and federal regulations. The presentations will be conducted through safety meetings at carrier terminals or at the State DOT conference room, and/or trucking association/fleet organization meetings. Safety brochures such as Distracted Driving, Seat belt safety, Aggressive driving and Safety on the Roadways, and Professional driver safety will be distributed for all drivers in the company. We will conduct a minimum of 160 safety presentations per year (40 per quarter).

The Motor Carrier Safety Officers will conduct four public outreach campaigns per year (1 every quarter) at various locations such as: the satellite city halls, drivers education classes, fairs, etc to increase public awareness of safety on the highways and driving around big trucks. At the satellite city halls, they will be able to target a wide range of age groups, since this is where the public goes to get their driver's license, renew their driver's license, get a road test, duplicate license, etc. They will reach out and educate the teenagers all the way up to the seniors about safe driving on the roadways and driving around big trucks. They will distribute 5,000 safety brochures per year pertaining to safe driving. Brochures such as distracted driving, seat belt usage, aggressive driving, safe driving, and teens and trucks. In addition, the Motor Vehicle Safety Office will participate in all DOT safety awareness campaigns such as "Click it or Ticket", "Distracted Driving" and any other DOT safety campaigns and distribute 800 safety brochures per year.

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

The Motor Carrier Safety Officers will maintain all levels of vehicle inspections and conduct a total of 4,325 inspections per year. Each officer will average about 300 hours dedicated to roadside inspections. They will target identified high crash areas and/or contributing factors that may lead to crashes and conduct at least 100 vehicle inspections (25 inspections per

quarter) in the targeted area and/or focusing on a contributing factor. The inspectors will continue to identify the Federal OOS orders by checking carrier data through compass portal during roadside inspections and notify the FMCSA Hawaii Division office. The Motor Vehicle Safety Office will participate in the CVSA sponsored Brake Checks, Brake Safety Week, Operation Safe Driver and the International Roadcheck events.

Updates; This year, there were only two new officers to certify, and 3 HPD officers attended the NAS Level I Parts A & B course, so update was made to reflect working with the HPD officers to get them certified in conducting the NAS Level I inspections. Also, new brochures were distributed - such as Distracted Driving, Safety on the Roadways and Professional Driver safety. An explanation of why we go to the satellite city halls to conduct our public outreach - since this is a location that a wide variety of ages of the public can be reached in our public outreach activity and since they go there for getting their drivers license and registration we can reach out to them to educate them about safe driving around the bigger trucks. Also included a statement that the Motor Vehicle Safety Office will participate in CVSA sponsored activities.

Motorcoach/Passenger Carrier Crashes:

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

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

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

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

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

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

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

FY 2021 Update: 1) Remove paragraph #2 - county police officers

2) Update paragraph #4 - reduce the number of crashes from 211 to 190 in 2021.

3) Update paragraph #6 - with the current shortage of manpower that we have and the COVID-19 restrictions, we will be reducing the number of inspections conducted from 4,325 to 4,000 inspections per year (1,000 per quarter)

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

The MCSO Manager will work with the three Honolulu police officers once they are certified inspectors in the NAS Level I, II or III to ensure that they are thoroughly competent in conducting the vehicle inspections and meet the federal standards in uniformity in conducting the vehicle inspections. We will monitor and evaluate the officers and provide them with additional training and/or assistance if deemed necessary. Projected target will be 32 inspections per year. Note: the inspection count may vary since the Honolulu police officers will be conducting the inspections whenever they are on duty. They have other assignments as police officers to fulfill. The Safetynet coordinator will report the number of inspections conducted by the county police officers on a quarterly basis to the Motor Carrier Safety Manager.

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

The Motor Carrier Safety Manager will keep a record of the number of safety presentations, public outreach campaigns, DOT safety campaigns and presentations to driver's education classes that have been conducted each quarter, and a log will be kept of the date, officer(s), activity and the number of safety brochures distributed. The Motor Carrier Safety Manager will submit quarterly and annual reports to FMCSA and evaluate the effectiveness of public outreach activities in reducing the number of CMV crashes from 142 to 140 in 2020.

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

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

Updates: Since we had 3 HPD officers attend the NAS Level I Parts A & B course, a performance measurement and monitoring was added to include the 3 HPD officers. The number of CMV crashes was updated for 2020.

Part 2 Section 3 - Roadside Inspections

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

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

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

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

Trend Analysis for 2013 - 2017

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

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

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

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

FY 2021 Update: 1) Paragraph #4 - Delete sentences 1-6, and add: For FY 2021, we will be reducing Hawaii's goal for conducting the number of vehicle inspections from 4,325 to 4,000 inspections. This reduction is due to the shortage of manpower (10 certified officers in the field and 9 vacancies) and with the COVID-19 safety precautions for the inspectors.

"Special Emphasis Area: Use of eRODS and Data Transfer - The ELD Monthly Report received May 2020, shows Hawaii has a 27.78% rate for transfers using web services. A DART request was submitted for all ELD transfers that were done between December 2017 through May 2020 to obtain more detailed information behind the State's ELD transfer stats. After reviewing the DART report dated July 17, 2020, we determined that ELD transfers is not an issue for Hawaii. Furthermore, while our inspectors are trained on the use of eRODS, ELDs are typically not encountered during roadside inspections. This is because all, if not the majority, of Hawaii motor carriers utilize the Hawaii hours of service exemption found in 49 CFR 395.1(i).

The State of Hawaii's commercial vehicle inspection program is a comprehensive program that focuses on program activities to keep unsafe CMV's and CMV drivers off of Hawaii's roadways. Commercial vehicle inspections are conducted statewide by our Motor Carrier Safety Officers and the local police departments throughout the year in an effort to reduce the number of CMV crashes and fatalities and to remain below the National CMV Fatality Reduction Goal. Hawaii conducts North American Standard Levels I to V inspections, general hazardous materials, cargo tank and passenger vehicle

inspections. Our roadside inspections are conducted at a fixed inspection site and at various random roadside locations throughout the state. In Hawaii, we have only one fixed inspection site. The other locations are areas that are coned off from the major thoroughfares. While conducting roadside inspections, officer and public safety is the first priority. We have been losing areas that we previously used to conduct Level I inspections. Although Level I inspections are our main focus, sometimes with community development and road constructions, for the safety of our officers, we also conduct Level II and III roadside inspections. We continue to focus our inspections targeting the high-risk locations, areas with a high concentration of CMV activity and areas where enforcement activity is low, and also target any contributing factors that may lead to crashes.

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

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

For FY 2020, Hawaii will be keeping the goal for our officers to conduct 4,325 inspections. This is an attainable goal for Hawaii right now. Although we currently have 3 vacant positions, we are hoping to bring the 3 on board by the end of FY 2020. Two officers have started the certification process and should be certified in the NAS Level I, General Hazmat, Cargo Tank and Passenger vehicle inspections by the end of the year 2019, and be able to conduct inspections independently. Our officer for Kona is now certified in the NAS Level I, General Hazmat, Cargo Tank and Passenger Vehicle Inspections. He has been going through the training for Hawaii's motor carrier operations and is now able to independently conduct inspections. To ensure consistency in our program, the field supervisors monitor the officers conducting the inspections to make sure that they are following the North American Standard procedures of inspection and making sure that their inspection reports are being entered accurately and completely. For any officers not following procedures, necessary action are taken to ensure that they adhere to procedures. The Motor Carrier Safety Manager also reviews the inspection reports of all officers to ensure accuracy and completeness.

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

Projected Goals for FY 2019 - 2021

Instructions for Projected Goals:

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

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

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

MCSAP Lead Agency

Lead Agency is: HAWAII DOT

Enter the total number of certified personnel in the Lead agency: 10

Projected Goals for FY 2021 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	860	90	200	1150	28.75%
Level 2: Walk-Around	740	230	100	1070	26.75%
Level 3: Driver-Only	1100	180	140	1420	35.50%
Level 4: Special Inspections	200	10	0	210	5.25%
Level 5: Vehicle-Only	25	25	100	150	3.75%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Sub-Total Lead Agency	2925	535	540	4000	

MCSAP subrecipient agency

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

Subrecipient is: COUNTY POLICE DEPARTMENT

Enter the total number of certified personnel in this funded agency: 0

Projected Goals for FY 2021 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
Sub-Total Funded Agencies	0	0	0	0	

Non-Funded Agencies

Total number of agencies:	
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2021:	

Summary

Projected Goals for FY 2021 - Roadside Inspections Summary

Projected Goals for FY 2021 Summary for All Agencies					
MCSAP Lead Agency: HAWAII DOT					
# certified personnel: 10					
Subrecipient Agencies: COUNTY POLICE DEPARTMENT					
# certified personnel: 0					
Number of Non-Funded Agencies:					
# certified personnel:					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	860	90	200	1150	28.75%
Level 2: Walk-Around	740	230	100	1070	26.75%
Level 3: Driver-Only	1100	180	140	1420	35.50%
Level 4: Special Inspections	200	10	0	210	5.25%
Level 5: Vehicle-Only	25	25	100	150	3.75%
Level 6: Radioactive Materials	0	0	0	0	0.00%
Total ALL Agencies	2925	535	540	4000	

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.

Note: States in Year 2 or Year 3 of a multi-year plan cannot edit the table shown below. It should be used as a reference.

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

Part 2 Section 4 - Investigations

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

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

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

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

Trend Analysis for 2013 - 2017

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

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

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

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

Projected Goals for FY 2019 - 2021

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

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

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

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

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

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

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

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

Part 2 Section 5 - Traffic Enforcement

Please review the description of your State's traffic enforcement program, projected goals and monitoring. You must answer the questions about your traffic enforcement activities in the Projected Goals area. You must select "yes" to make changes.

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

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

Trend Analysis for 2013 - 2017**Instructions:**

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

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

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

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

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

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

The Motor Carrier safety officers in Hawaii do not have the authority to conduct traffic enforcement. They are not trained to issue moving citations and do not have pull over or arrest powers. Hawaii uses the county police officers

who attended the North American Standard Level I training and are certified inspectors to assist in conducting traffic enforcement (moving violations) on commercial motor vehicles. They are able to conduct enforcement in high crash corridors, high crash hours or in high risk areas. The officers turn in copies of any citations that were given, either in conjunction with an inspection or during a traffic enforcement stop. The data above is from two Honolulu police officers who were certified inspectors and turned in copies of their citations, along with their inspection reports to the MVSO Manager in 2015 and 2016. The Honolulu county police officers who were issuing citations were transferred out to another detail in 2017 and were no longer issuing citations to during traffic stops to CMV drivers. No citations were turned in by other officers, despite announcements made by the Motor Carrier Safety Administrator during the Traffic Commanders meetings each quarter, to have their officers turn in copies of citations issued to CMV drivers to the Motor Carrier Safety Manager. The manager keeps a log of all citations issued by the police officers. The capture date of the log is as of July 23, 2018.

Narrative Overview for FY 2019 - 2021

Instructions:

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

FY 2021 Updates: There are no county police officers who are certified to conduct CMV inspections. Hawaii will hire the county police officers for special duty assignments to assist the motor carrier safety officers in bringing in the CMV's to the inspection site for inspection if needed. The motor carrier safety officers do not have pull over or pursuit powers, and at some inspection sites, our motor carrier safety officers are experiencing CMV drivers ignoring / bypassing the signal of the officers to enter the inspection site. The role of the hired special duty county police officer will be to chase down the CMV driver who failed to come in to the inspection site upon the direction of our motor carrier safety officer, and turn them around to report back to the inspection area for an inspection. We will hire a special duty county police officer to assist at the site once a quarter or as needed. The motor carrier safety officers will be conducting the inspections since the county police officers are not certified to conduct inspections.

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

Projected Goals for FY 2019 - 2021

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

Note: If you answer "No" to "Non-CMV" traffic enforcement activities, the State does not need to meet the average number of 2004/2005 safety activities because no reimbursement will be requested. If you answer "No" and then click the SAVE button, the Planned Safety Activities table will no longer be displayed.

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2019	FY 2020	FY 2021
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection			24
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection			
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV			
<input type="radio"/>	<input checked="" type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)			

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States 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 2021 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2021 Activities	Average 2004/05 Activities
4000	6	4	4010	3823

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

The state DOT motor carrier safety officers do not have the authority to conduct traffic enforcements. We will continue to work with the traffic commanders at the quarterly Traffic Commanders Meetings to address the issue of commercial vehicle enforcement and continue to invite them to attend the NAS Level I courses and also extend to their officers any CMV enforcement training. We will hire special duty county police officers to assist our motor carrier safety officers to bring in the CMV's who bypass the signal of our officers to enter the inspection site. It will be for a period of 4 hours, once a quarter or as needed. We anticipate an average of 6 stops per quarter, however, from past experience, once the truckers are aware that they need to come in to be inspected when signaled to come in, a special duty officer may not be necessary every quarter. Our motor carrier safety officers will be conducting the inspections and providing on the job training for the county police officers of basic CMV inspections - violations that the county police officers will be able to enforce without their inspection certification. The supervisor at the site will be signing for the assigned duty of the county police officer, and the manager will be keeping a log of the date, time, officer assigned and number of vehicles pulled in for inspection and reported to FMCSA Division office on a quarterly basis.

Part 2 Section 6 - Safety Technology

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

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

Performance and Registration Information Systems Management (PRISM) is a condition for MCSAP eligibility in [49 CFR 350.207\(27\)](#). 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.

PRISM, Operations and Maintenance (O&M) costs are eligible expenses subject to FMCSA approval. For Innovative Technology Deployment (ITD), if the State has an approved ITD Program Plan/Top-Level Design (PP/TLD) that includes a project that requires ongoing O&M, this is an eligible expense so long as other MCSAP requirements have been met. O&M expenses must be included and described both in this section and in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

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

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

Available data sources:

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

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

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

Narrative Overview for FY 2019 - 2021

Problem Statement Narrative and Projected Goal:

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

FY 2021 Update: Hawaii had been actively in contact with Lydia Katabazi, Camille White and the PRISM team through conference calls for finalizing a bill for Hawaii's PRISM program to introduce to the 2020 Legislative session in January 2020. The bill was submitted for the 2020 Legislative session, however, due to the COVID-19, the legislative session was cut short and the PRISM bill did not go through. Hawaii will need to re-introduce the bill in the 2021 session. Implementation plan submitted to FMCSA in September 2020.

Hawaii has to go thru legislation to implement any regulations. A bill was submitted into legislation for the Legislative Session in February 2019 to implement a law to start the process for "PRISM" compliance, however, the bill did not pass. We will try again next legislative session in 2020. Currently, we are working to find an alternative plan in order to comply with the FAST Act requirements to propose to our Agency for evaluation. We are looking at running a manual notification / spreadsheet to all of our DMV offices in the islands to notify them of any Out of Service Orders that we have on carriers or vehicles so that a hold could be placed on their registration. We are also seeking suggestions from other states.

Update: Because it did not pass legislation, we had to provide a new narrative of a plan we propose to implement. Timeline will be to introduce a legislation draft by the 1st quarter of 2020 and re-introduce it to the next legislative session in January-April 2020. In the meantime, we will be developing an alternative plan in the second quarter of 2020 in case it does not pass legislation again.

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

FY 2021 Update: Since the bill was not introduced in the 2020 Legislative Session due to the COVID-19, Hawaii will be working with the DIT and County DMV office to start implementation in phases. Between August and December 2020, DIT and the county will work to see if a "stopper" can be put in place to flag out the OOS order carriers and vehicles when they come in for registration. They are looking at possibly using a category that is already in the database system that can be used for flagging out these vehicles and if they meet the requirements for the category. The DOT-MVSO will be gathering a listing of the vehicles / carriers that are on the current OOS order and working with the DIT and County. They will be running through tests to see the compatibility and if the vehicles/carriers can be flagged out to suspend/revoke any current vehicle registrations for an OOS carrier and prevent them from registering any new vehicles until the OOS is resolved. If this works, the county will add it into their database system. If not, another method will be attempted. In November 2020, the bill will be submitted to DOT's administration to be put in the Administration packet that is submitted to the Governor prior to the 2021 Legislative Session. The 2021 Legislative Session will run from January to May. During January to May 2021, the OOS vehicles/carriers will be in the database system and flagged out. At the end of the Legislative session in May, all bills that passed will be sent to the Governor for approval. Upon approval of the bill, DOT will be working with the county DMV to educate the stakeholders of the new law that will be implemented and how they are to proceed. By September 1, 2021, Hawaii will be in full participation of the PRISM program.

Hawaii will propose a "PRISM" alternative plan for Agency evaluation until the next legislative session in 2020. We will be working on procedures to implement such a program for Hawaii.

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

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

Part 2 Section 7 - Public Education and Outreach

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

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

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

Trend Analysis for 2013 - 2017

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

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

Narrative Overview for FY 2019 - 2021

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

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

FY 2021 Update: 1) Limited public appearances due to COVID-19, however, brochures and information to be made readily available to the public at the counters. Once the COVID-19 pandemic settles down, our officers will go back to visiting the sites and talking with the public at sites where there is a wide range of target groups. We will also be incorporating Public Service Announcements as a public outreach and education activity to reach out to the public during this COVID-19 pandemic. We plan to air the spot on five major networks (KHON, KITV, KHNL, KGMB and SPECTRUM) to promote safe driving around commercial motor vehicles. We will be airing the PSA every quarter - the number of spots will vary depending on the day of the week and the season.

2) Reducing the number of safety presentations to 120 safety presentations (30 per quarter) due to staff shortage and the COVID-19 restrictions of social distancing.. These presentations will be conducted mainly through the phone - our officers will be mailing the safety packets to those interested and/or referring them to the Hawaii DOT website which has all the information and requirements for a motor carrier to operate on Hawaii's roadways. For carriers who need assistance, our officers will be providing the assistance by going over the requirements and the packets with them. Presentations will be conducted as requested - limited to one or two representatives and our officer in a social distancing setting.

1) 4 Public Awareness Campaign (1 per quarter) - to be held at Satellite City Halls, Job Fairs, shopping centers, etc where there are a number of public in attendance. At the satellite city halls, there are a wide range of customers from teenagers all the way up to seniors who go to renew their license, get a duplicate license, go for roadtest, get their license, etc. The target

age group is a wide range - we will be reaching out to all age groups to educate them about safe driving on the roadways and to increase their awareness of driving around big trucks.

2) 4 DOT Sponsored Safety Awareness Campaign (1 per quarter) - to be held in conjunction with the public awareness campaigns and through the motor carriers safety officers roadside enforcement activities.

3) 160 safety presentations to carriers (40 per quarter) - These presentations will be conducted through attendance at carrier's safety meetings or presentations at the DOT conference room. The topics covered at the carrier presentations may vary from requested topics such as new federal regulations, hours of service, driver medical certificates, etc. For the presentations conducted at the DOT conference room, our officers go over all the federal and state regulations that are required by the commercial carriers in order to be in compliance to be operating on Hawaii's roadways (driver qualification files, maintenance files, hours of service, etc.)

4) State Trucking Association Meetings (1 per year) - The Hawaii Transportation Association, the Oahu Fleeting Association or the ILWU invites speakers from the MVSO office to give presentations at their safety meetings for members. The topics vary depending on the issues or problems that the trucking association is encountering at the time (ranging from driver qualifications, new federal regulations, safety initiatives that are coming up, or just a recap of how the industry is doing in the area of safety - what are the common violations found, OOS violations, etc.) These meetings are to keep the industry up to date on various safety issues.

5) Teen safety activity - (1 per year) Attend a driver's education class at a high school and /or provide resources and information for teens in the driver's education classes - information such as safe driving around commercial vehicles, NO ZONE, distracted driving, aggressive driving and speeding.

Updates: To include an explanation of where the public outreach activities will be held to show that we are trying to reach a wide range of age groups to reach out to them and educate everyone about safe driving around the big trucks and raise their awareness. In addition, the DOT sponsored campaigns would be held in conjunction with our MVSO public outreach activities and our roadside enforcement activities.

Projected Goals for FY 2019 - 2021

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

			Performance Goals		
Yes	No	Activity Type	FY 2019	FY 2020	FY 2021
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	160	160	120
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	8	8	8
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	1	1	1
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	4	4	4
<input type="radio"/>	<input checked="" type="radio"/>	Local Educational Safety Events			
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	1	1	1

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

FY 2021 Update: the performance goals in the table was changed for FY 2021 - reduction due to shortage of staff and the COVID-19 restrictions of social distancing.

The MVSO Manager will keep a record on the number of safety presentations, including driver's education class for teens, public outreach campaigns and DOT safety campaigns and PSA announcements aired that have been conducted each quarter, and a log will be kept of the date, time, duration, officers, activity, number of individuals in attendance, and the number of brochures distributed. The brochures that are distributed are safety brochures such as "No-Zone", Distracted Driving, Passenger Driver safety, Teens and driving, Professional driver safety, Safety on our roadways and Seat belt usage. The total number of brochures distributed: Public Outreach Campaigns - 3,200 brochures per year (800 per quarter); and the DOT safety campaigns - 800 brochures per year (200 per quarter) depending what the targeted safety campaign is per quarter. The DOT campaigns targets seat belt usage, cell phone and texting, and pedestrian safety.

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

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

Updates: The number of carrier talks in the tables were reduced for 2020 and 2021 - from 180 talks to 160 talks for 2020 and 200 talks to 175 talks in 2021 -- reason being that the number of new carriers are slowing down and the number of days that the presentations are held are reduced due to unavailability of staff. We increased the number of brochures to be distributed from 1,000 to 3,200 brochures - giving the public a variety of safety brochures.

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

Please review your State's SSDQ compliance levels and Narrative Overview and identify if changes are needed for the upcoming fiscal year. You must select 'yes' to make changes.

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

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

SSDQ Compliance Status

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

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

Available data sources:

- [FMCSA website SSDQ information](#)

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

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

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

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

Data source: A & I Online data snapshot as of 5/29/2020

Narrative Overview for FY 2019 - 2021

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

FY 2021 Update: A & I Online data snapshot of 5/29/2020 shows Hawaii's overall state rating as "GOOD" in all areas.

In the current SSDQ rating, Hawaii has been rated "FAIR" in the Crash Timeliness Category. This is the result of crashes that occurred between 3/1/2018 and 2/28/2019 - the traffic records were not available and came out later than 90

days. There were some crash records from Oahu, however most of the late ones were from the neighbor islands. The safetynet coordinator has been working to make sure that all crashes are uploaded in a timely manner.

Update: MCMIS data snapshot was updated to reflect May 31, 2019 and the crash time period was updated to reflect the current 3/1/2018 and 2/28/2019.

Program Activities FY 2019 - 2021: Describe activities that will be taken to maintain a "Good" overall SSDQ rating. These activities should include all measures listed in the table above. Also, describe program activities to achieve a "Good" rating for all SSDQ measures based upon the Problem Statement Narrative including measurable milestones.

Motor Carrier Safety Manager and/or Division Administrator will continue to work with the Traffic Commanders on all islands to make sure that the crash records from the police departments on the neighbor islands has been uploaded to the new DOT Traffic database system. With the new system, our safetynet coordinator will be obtaining the crash reports from the DOT traffic department through a consultant. There are still glitches in the program as of July 2019 which they are still working on. Once the glitches are fixed, he will be able to access all MVR's for all islands thru a network on a monthly basis. Once the crash reports are obtained, he will process and upload them into the safetynet system. He will continue working with the DOT FARS personnel on a monthly basis to cross check the accident reports that the Motor Vehicle Safety Office has on file and what FARS has on file to make sure that no fatal records are missing and also to check for accuracy in the reports to ensure that there are no non-matched records.

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

Updated: To reflect that there is a new system in obtaining the crash reports from the DOT traffic department, however, with a new system there are glitches - once the glitches are worked out then accessibility to the MVARs should be on a monthly basis.

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

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

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

Part 2 Section 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. You must complete the safety audit data questions for the current year. You must select "yes" to make changes.

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

States must conduct interstate New Entrant safety audits in order to participate in the MCSAP ([49 CFR 350.201](#).) A State may conduct intrastate New Entrant safety audits at the State's discretion if the intrastate safety audits do not negatively impact their interstate new entrant program.

Note: 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 checked="" 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 checked="" type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input checked="" type="radio"/>	<input type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

Trend Analysis for 2013 - 2017

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

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

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

Narrative Overview for FY 2019 - 2021

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

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

Program Objective: The Statutory time limit for processing and completing interstate safety audits is: If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later, a safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

Projected Goals for FY 2019 - 2021

For the purpose of completing the table below:

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

Projected Goals for FY 2019 - 2021 - New Entrant Safety Audits						
	FY 2019		FY 2020		FY 2021	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	2	0	2	0	0	0
# of Safety Audits (Offsite)	0	0	0	0	4	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	2	0	2	0	4	0
# of Non-Audit Resolutions	0	0	0	0	0	0

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

FY 2021 Update: Hawaii's compliance review officer attended the New Entrant training in January 2020. Hawaii does not have many new entrants - past records show that we have an average of four new entrant safety audits conducted in a year. Our officer will try to complete four new entrant safety audits per year and if there are any additional new entrant audits that need to be completed, we will coordinate with the FMCSA Division office.

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

Currently, Hawaii has one certified officer to conduct compliance reviews. Hawaii does not have enough new entrants to have one certified officer to conduct only new entrant audits. We will be using our certified compliance review officer to conduct the new entrant audits as assigned from the Hawaii Division FMCSA office. Hawaii's compliance review officer will need to be trained to conduct a New Entrant Safety audit since safety audits use different software and procedures which are not covered in the compliance review training and to ensure uniformity in conducting of the safety audits in accordance with the FMCSA program. When a New Entrant Safety Audit training class is available from NTC, Hawaii will seek to get approval from the State to send the officer for the necessary training. Once the officer is trained and certified to conduct the new entrant audits, Hawaii will conduct the required number of audits necessary.

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

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

FY 2021 Update: Hawaii's officer will coordinate with FMCSA Division office to complete four new entrant safety audits and any additional audits if necessary.

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

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

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

requirements for conducting new entrant safety audits. A report will be submitted quarterly and annually of the number of new entrant safety audits completed to the Hawaii Division FMCSA office.

Part 3 - National Emphasis Areas and State Specific Objectives

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

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

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

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

Instructions:

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

Check this box if:

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

Part 3 Section 2 - Passenger Carrier Enforcement

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

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

Instructions:

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

Check this box if:

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

Narrative Overview for FY 2019 - 2021

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

FY 2021 Update: According to MCMIS data snapshot as of 5/29/2020, Hawaii had 47 reportable passenger vehicle crashes in 2018, and in 2019 it went up to 93 crashes. Of the 93 crashes, 63 accounted for the larger buses, greater than 15 passengers (Data source: Safetynet Crash Characteristics Summary report dated 6/3/2020)

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

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

In 2018, there were 47 reportable passenger vehicle crashes which accounted for 31.97% of the 142 crashes reported. Of the 47 crashes, 30 accounted for the larger buses, greater than 15 passengers (Data source: Safetynet Crash Characteristics Summary report dated 7/12/2019).

Update: Updated the statistics for the number of reportable crashes.

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

FY 2021 Update: The updated statistics shows an increase of the number of passenger vehicle crashes from 2018 with 50 crashes to 93 crashes in 2019. Based on this statistic which shows fluctuations in the number of

crashes from year to year, Hawaii will be readjusting the goal to reduce the number of crashes using 93 crashes as the starting base and to reduce the number of crashes by 5% per year to 83 crashes in 2021.

The number of reportable passenger vehicle crashes has been fluctuating from year to year. Hawaii's projected goal for FY 2019 - 2021 will be to reduce the number of reportable crashes by 5 percent, with an annual goal of 1.67 percent decrease per year. The starting base of 62 reportable passenger vehicle crashes to be reduced to 58 reportable crashes by FY 2021. As evident, in FY 2018 there were 47 reportable passenger crashes which is below the benchmark goal of 58 reportable crashes for FY 2021. We will however maintain the goal this year of 1.67 percent decrease per year since there is still fluctuations in the amount of reportable crashes from year to year.

Update: To reflect the updated statistics and to show that although the number of reportable crashes has dropped, Hawaii still has fluctuations in the number of crashes from year to year and therefore, will be maintaining the goal to reduce the number of crashes by 1.67 percent per year.

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

FY 2021 Update: No changes

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

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

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

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

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

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

FY 2021 Update: With the COVID-19 travel restrictions for the tourist, many of the tour companies here have been struggling with no customers. Until the travel restrictions are lifted, passenger vehicle operations will be slow. We don't know when the band will be lifted, however, we will try to conduct as many passenger vehicle inspections as possible once the tour business starts to pick up. During the slow period, we will be conducting terminal inspections with some of the passenger carriers. The MVSO officers will conduct 540 passenger vehicle inspections (135 per quarter).

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

the activities and record the number of inspections, outreach activities, safety presentations, and state audits conducted and will submit a report of the two weeks activity to FMCSA.

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

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

Part 3 Section 3 - State Specific Objectives – Past

No updates are required for this section.

Instructions:

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

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

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

Activity #1

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

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

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

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

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

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

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

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

Part 3 Section 4 - State Specific Objectives – Future

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

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

Instructions:

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

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

State Objective #1

Enter the title of your State-Identified Objective.

CMV SEAT BELT USAGE

Narrative Overview for FY 2019 - 2021

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

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

Projected Goals for FY 2019 - 2021:

Enter performance goal.

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

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

The Motor Vehicle Safety Office will conduct safety presentations to drivers and carrier officials every quarter to educate them and increase their awareness of the importance of seat belt usage. The presentations will be conducted through safety meetings at carrier terminals, here at the MVSO conference room, and /or trucking association meetings. This will be in conjunction with our safety presentations on safe driving. We will conduct a minimum of 160 safety presentations per year (40 per quarter) The officers will distribute seat belt brochures to the commercial vehicle drivers at the weigh stations and enforcement sites, including CVSA sponsored roadside activities such as Operation Air Brake and ROADCHECK. A total of 500 seat belt brochures to be distributed per year (125 per quarter) The Motor Carrier Safety Officers will conduct two in-house seat belt surveys at a minimum of 5 high CMV traffic locations for 4 hours in length, one during the first quarter and the second in the third quarter. The surveys will be conducted at the same locations, and same time periods. The officers will keep a tally of the number of CMV

drivers wearing seat belts. The Motor Carrier Safety Officers will conduct enforcement on seat belt usage during roadside inspections targeting seat belt usage and issue citations for any seat belt violations on a quarterly basis for a duration of one week. The Motor Carrier Safety Officers will conduct an enforcement activity targeting only seat belt usage twice a year – one day during the second quarter and one day during the fourth quarter. At the enforcement site, commercial vehicles will be pulled in and drivers will be checked for seat belt usage. Any driver not wearing a seat belt will be issued a citation.

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

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

State Objective #2

Enter the title of your State-Identified Objective.

CMV Seat Belt Usage - Annual Update for FY 2020

Narrative Overview for FY 2019 - 2021

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

Same as FY 2019

Projected Goals for FY 2019 - 2021:

Enter performance goal.

Same as FY 2019

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

Same as FY 2019

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.

Same as FY 2019 - Updated for FY 2020, The MVSO Manager will review the reports on a quarterly basis and evaluate its effectiveness in increasing seat belt usage among commercial vehicle drivers for a total of 80.68% usage by 2021.

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 2021 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			
	85.01% Federal Share	14.99% State Share	Total Estimated Funding
Total	\$1,106,164.00	\$195,190.00	\$1,301,354.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount):	\$195,190.00
MOE Baseline:	\$55,397.81

Part 4 Section 2 - Personnel

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

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

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

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

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

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

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

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 14.99 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 14.99 percent limitation as provided in the MCP. Any deviation from the 14.99 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 (14.99% of MCSAP Award Amount):	\$195,190.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Safety Net Coordinator	1	100.0000	\$55,836.00	\$55,836.00	\$47,466.18	\$8,369.82	\$0.00
Supervisor	1	37.0000	\$67,944.00	\$25,139.28	\$21,370.90	\$3,768.38	\$0.00
MCSO i	2	42.0000	\$36,276.00	\$30,471.84	\$25,904.11	\$4,567.73	\$0.00
MCSO II	4	42.0000	\$45,004.00	\$75,606.72	\$64,273.27	\$11,333.45	\$30,397.81
MCSO I	9	42.0000	\$36,376.00	\$137,501.28	\$116,889.84	\$20,611.44	\$0.00
MCSO III	2	42.0000	\$46,745.00	\$39,265.80	\$33,379.86	\$5,885.94	\$0.00
MCSO III	1	53.0000	\$45,900.00	\$24,327.00	\$20,680.38	\$3,646.62	\$0.00
Manager	1	37.0000	\$86,076.00	\$31,848.12	\$27,074.09	\$4,774.03	\$0.00
MCSO IV	2	42.0000	\$51,648.00	\$43,384.32	\$36,881.01	\$6,503.31	\$15,000.00
Subtotal: Salary				\$463,380.36	\$393,919.64	\$69,460.72	\$45,397.81
Overtime Project Costs							
Subtotal: Overtime				\$0.00	\$0.00	\$0.00	\$0.00
TOTAL: Personnel				\$463,380.36	\$393,919.64	\$69,460.72	\$45,397.81
Accounting Method:	Accrual						

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

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

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
Safetynet Coordinator	50.0000	100.0000	\$55,836.00	\$27,918.00	\$23,733.09	\$4,184.91	\$0.00
Supervisor	50.0000	37.0000	\$67,944.00	\$12,569.64	\$10,685.45	\$1,884.19	\$0.00
MCSO i	50.0000	42.0000	\$72,552.00	\$15,235.92	\$12,952.06	\$2,283.86	\$0.00
MCSO II	50.0000	42.0000	\$180,016.00	\$37,803.36	\$32,136.64	\$5,666.72	\$0.00
MCSO I	50.0000	42.0000	\$327,384.00	\$68,750.64	\$58,444.92	\$10,305.72	\$0.00
MCSO III	50.0000	42.0000	\$93,490.00	\$19,632.90	\$16,689.93	\$2,942.97	\$0.00
MCSO iii	50.0000	53.0000	\$45,900.00	\$12,163.50	\$10,340.19	\$1,823.31	\$0.00
Manager	50.0000	37.0000	\$86,076.00	\$15,924.06	\$13,537.04	\$2,387.02	\$0.00
MCSO IV	50.0000	42.0000	\$103,296.00	\$21,692.16	\$18,440.51	\$3,251.65	\$10,000.00
TOTAL: Fringe Benefits				\$231,690.18	\$196,959.83	\$34,730.35	\$10,000.00

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

The fringe benefit cost covers the cost of health insurance, retirement, worker's compensation and unemployment benefits. It is based on twenty-three part time Hawaii MCSAP officers. It is calculated as 50% of the employees average salary (Base amount). This amount as a payroll additive rate is recognized by the cognizant agency.

Part 4 Section 4 - Travel

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

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Conference Travel	1	10	100.0000	\$8,100.00	\$6,885.81	\$1,214.19	\$0.00
IT Workshop	2	12	100.0000	\$8,600.00	\$7,310.86	\$1,289.14	\$0.00
CVSP Planning Meeting	1	5	100.0000	\$3,600.00	\$3,060.36	\$539.64	\$0.00
CVSA North American Inspectors Competition	1	7	100.0000	\$4,500.00	\$3,825.45	\$674.55	\$0.00
CSA Investigations Training	1	5	100.0000	\$3,600.00	\$3,060.36	\$539.64	\$0.00
Island Officer MCSAP Inspection Certification	2	45	100.0000	\$12,562.00	\$10,678.96	\$1,883.04	\$0.00
MCSAP Inspection	4	24	100.0000	\$5,880.00	\$4,998.59	\$881.41	\$0.00
MCSAP Training	3	15	100.0000	\$3,650.00	\$3,102.87	\$547.13	\$0.00
New Entrant Audit	1	17	100.0000	\$7,470.00	\$6,350.25	\$1,119.75	\$0.00
Routine Motor Carrier Safety In-Service Training/Staff Meetings	3	6	100.0000	\$1,920.00	\$1,632.19	\$287.81	\$0.00
Manager Performance Evaluation for Island Officers	1	3	100.0000	\$1,020.00	\$867.10	\$152.90	\$0.00
Training Travel for Island Officers	3	72	100.0000	\$14,800.00	\$12,581.48	\$2,218.52	\$0.00
Training for County Police Officers	3	60	100.0000	\$6,000.00	\$5,100.60	\$899.40	\$0.00
TOTAL: Travel				\$81,702.00	\$69,454.88	\$12,247.12	\$0.00

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

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

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

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

Total days of travel is one day per island for a total of 3 trips. Total cost inclusive of air fare (\$750.00); per diem (\$60) and miscellaneous expenses including meal allowance and parking (\$210) for a total cost of \$1,020.00

3) **Conference Travel** – The MCSO Manager to attend the CVSA Fall and Spring Workshops to keep abreast of current motor carrier issues and to focus on the nation's immediate issues in the regulation of commercial motor vehicles. To enable the Manager to network

with representatives from other states to discuss issues that they face and to get different perspectives on dealing with CMV safety. Since Hawaii is a member of CVSA, the Manager can also vote on motor carrier issues that might affect the State of Hawaii.

Total days of travel is five days per trip for a total of 2 trips. Total cost inclusive of air fare (\$3,800); per diem (\$1,600); miscellaneous expenses including excess lodging, baggage, and ground transportation (\$2,700) for a total cost of \$8,100..

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

Total days of travel is six days for two people. Total cost inclusive of air fare (\$3,800); per diem (\$2,000); and miscellaneous expenses including excess lodging, baggage, ground transportation and registration feed (\$2,800) for a total cost of \$8,600.00

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

Total days of travel is five days for one person. Total cost inclusive of air fare (\$1,900); per diem (\$900); and miscellaneous expenses including excess lodging, baggage and ground transportation (\$800) for a total cost of \$3,600.00

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

Total days of travel is seven days for one person – Total cost inclusive of air fare (\$1,800); per diem (\$1,500); and miscellaneous expenses including excess lodging, baggage and ground transportation (\$1,200) for a total cost of \$4,500.00.

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

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

8) MCSAP Training - These trips are necessary to provide additional training for the Hilo, Kona and Maui officers to train them on the policy and procedures in regards to conducting vehicle inspections, safety presentations and other operations that are MCSAP eligible in order to ensure uniformity in motor carrier enforcement. We will be bringing the officers to Oahu for training.

Total days of travel is three days for each officer for five trips. Total cost inclusive of air fare (1,250.00); per diem (1,600.00); and miscellaneous expenses including excess lodging, parking and ground transportation (\$800) for a total cost of \$3,650.00.

9) MCSAP Inspections - These trips are necessary to ensure safe motor carrier operations on all islands. We will be sending a team of two to four officers to assist the island officers in conducting vehicle inspections on their islands. Being a sole officer on each island, it is difficult for the officers to be able to conduct as much inspections while having to take care of other motor carrier issues that arise on each island.

Total days of travel is three days for four officers for 8 trips. Total cost inclusive of air fare (\$2,000.00); per diem (\$2,600.00); and miscellaneous expenses including excess lodging, parking and ground transportation (\$1,280.00) for a total cost of \$5,880.00.

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

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

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

Inter-island Travel - These trips are necessary to meet the requirements of MCSAP participation – the states must have a New Entrant program that allows them to meet the requirements for completion of safety audits and to address and prevent overdue audits. The

certified officer from Oahu will be traveling to conduct the new entrant safety audits on the neighbor islands. Total days of travel is one day for 13 trips. Cost inclusive of air fare (\$3,250); per diem (\$260); and miscellaneous expenses including meal allowance, parking and ground transportation (\$910) for a total cost of \$4,420.00.

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

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

Total days of travel is five days for one person. Total cost inclusive of air fare (\$1,900); per diem (\$900); and miscellaneous expenses including excess lodging, baggage and ground transportation (\$800) for a total cost of \$3,600.00

13) **Island Officer MCSAP Inspection Certification** - These trips are necessary to bring the new island officers who are not certified to conduct inspection to Oahu to certify them in the NAS Level I, General HM, Cargo Tank and Passenger Vehicle Inspections.

Total days of travel is 5 days for a total of nine trips. Total cost inclusive of air fare (\$2,250); per diem (\$3,645) and miscellaneous expenses including excess lodging, parking and ground transportation (\$6,667) for a total cost of \$12,562.00

Part 4 Section 5 - Equipment

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

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

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

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

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

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

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

Part 4 Section 6 - Supplies

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Personal Safety Equipment	23 officers	\$500.00	100.0000	\$11,500.00	\$9,776.15	\$1,723.85	\$0.00
DOT Inspection Sign and Stand	4 Each	\$650.00	100.0000	\$2,600.00	\$2,210.26	\$389.74	\$0.00
Supplies for Safetynet	1 each	\$405.00	100.0000	\$405.00	\$344.29	\$60.71	\$0.00
Laptop Computer Bags	6 each	\$250.00	100.0000	\$1,500.00	\$1,275.15	\$224.85	\$0.00
Laptop Computers	4 each	\$2,800.00	100.0000	\$11,200.00	\$9,521.12	\$1,678.88	\$0.00
Inspection Tools	10 sets	\$250.00	100.0000	\$2,500.00	\$2,076.25	\$423.75	\$0.00
Batteries for Flashlight and Tint Meter	12 months	\$24.50	100.0000	\$294.00	\$249.93	\$44.07	\$0.00
Inspection Equipment	5 sets	\$300.00	100.0000	\$1,500.00	\$1,275.15	\$224.85	\$0.00
Office Supplies	12 months	\$255.00	100.0000	\$3,060.00	\$2,601.31	\$458.69	\$0.00
Supplies for COVID-19	1 each	\$5,153.00	100.0000	\$5,153.00	\$4,316.57	\$836.43	\$0.00
TOTAL: Supplies				\$39,712.00	\$33,646.18	\$6,065.82	\$0.00

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

- 1) Personal Safety Equipment** – Safety toe shoes, safety glasses, caps and bump caps, gloves and safety vests for inspections for 23 officers. Necessary for the protection, identification and safety of the officers in performing their duties as safety officers on our roadways (conducting inspections and CMV enforcement activities). The cost of \$500.00 per officer (23 officers) per year, for a total cost of \$11,500.00.
- 2) Laptop Computers** – Necessary to fulfill the MCSAP reporting requirements when conducting roadside inspections, compliance reviews and new entrant safety audits. We will be replacing the older laptops as a scheduled replacement and utilizing the older laptops as spares and for the new officers. The cost of \$2,800 per laptop times 4, for a total of \$11,200.00.
- 3) Laptop Computer Bags** – Necessary for the officers to transport their laptop computers, printer and accessories in order to conduct their roadside inspections, compliance reviews and new entrant safety audits. Six bags to be replacement for the older and /or broken bags. The cost of \$250.00 per bag times 6, for a total cost of \$1,500.00.
- 4) Inspection tools** – These tools are necessary for the officer to be able to conduct MCSAP vehicle inspections (Brake inspection tool, chambermate, tire pressure gauge, tire depth gauge, chain safe gauge, etc) For the new officers and as replacement for broken / worn out / older equipment that is used by the senior officers. The cost of \$250.00 per set times 10 sets, a total cost of \$2,500.00.

- 5) **Batteries for Flashlight and Tint Meter** - Necessary for the power source for the flashlight for the inspectors to thoroughly conduct a Level I inspection and check the undercarriage of the vehicle, and for the tint meter. AAA and 9V batteries supply for the year, the cost of \$24.50 per month for 12 months, a total cost of \$294.00
- 6) **DOT Inspection Sign and Stands** – Necessary for the safety of the officers when conducting roadside inspections – to alert the traffic of roadside inspections being conducted. As a replacement to the existing signs and stand for Oahu (4 vehicles) - A cost of \$650.00 per set of sign and stand, times four, for a total of \$2,600.00
- 7) **Office Supplies** – (Laptop computer Paper, computer printer ink, folders, etc.) for the 23 officers in the MCSAP program. Necessary for the officers to carry out their duties – printing out the inspection reports, conducting compliance reviews, processing the reports and keeping records and timesheets. The cost of the office supplies based on past expenses for 23 officers on an annual basis is \$3,060.00. When purchasing the supplies for MCSAP use, the expenses are specifically charged to a MCSAP code.
- 8) **Inspection Equipment** - (Creepers and Wheel chocks). Necessary for the officers to safely inspect the undercarriage of the vehicles and to properly secure the vehicle during an inspection. The creepers provide the mobility under the vehicle for the inspectors and the chocks, which are a requirement for safety when conducting a vehicle inspection. The cost for a set of creeper and wheel chocks is \$300.00 times 5 sets for the new officers and as a replacement for broken / worn out / and older equipment., a total cost of \$1500.00
- 9) **COVID-19 Supplies** - (Masks, gloves, sanitizers, disinfecting wipes, shields, etc) Necessary for the protection of the inspectors from the COVID-19 infection during the roadside inspections. The cost of \$5,153 for a years supply.
- 10) **Supplies for Safetynet System** - (External hard drive and flash drive) Necessary to store and backup files from the safetynet system (Inspections and crash reports) Cost of the external hard drive (\$350.00) and flash drive (\$55.00) for a total cost of \$405.00.

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
Honolulu Police Department	DUNS 172444390	Contract	100.0000	\$23,500.00	\$19,977.35	\$3,522.65	\$0.00
Description of Services: Overtime for CMV enforcement / inspections							
TOTAL: Contractual and Subaward				\$23,500.00	\$19,977.35	\$3,522.65	\$0.00

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

- 1) Overtime for County Police Officers - The cost for 10 county police officers trained on identifying safety violations on commercial vehicles and conduct any traffic enforcement onf CMV's and issue citations for safety violations. The total cost for part-time labor rate (\$16,000.00) and fringe rate (\$7,500.00). The total cost for 10 county police officers, inclusive of part-time labor rate and fringe rate is \$23,500.00

Part 4 Section 8 - Other Costs

Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs (typically non-tangible) may include utilities, leased property or equipment, fuel for vehicles, 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 in the “My Documents” area in the eCVSP tool and through Grants.gov. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

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

Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Salaries and Wages (SW)	50	\$463,380.36	\$231,690.18	\$196,959.82	\$34,730.36
TOTAL: Indirect Costs			\$231,690.18	\$196,959.82	\$34,730.36

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
Publications and Printing	1 Each	\$2,750.00	100.0000	\$2,750.00	\$2,337.78	\$412.22	\$0.00
Mileage Reimbursement	1 Each	\$862.50	100.0000	\$862.50	\$733.21	\$129.29	\$0.00
Communication Costs	1 Each	\$12,540.00	100.0000	\$12,540.00	\$10,660.25	\$1,879.75	\$0.00
Facility Improvement Costs	1 Each	\$4,800.00	100.0000	\$4,800.00	\$4,080.48	\$719.52	\$0.00
Copy Machine Rental	1 Item	\$624.00	100.0000	\$624.00	\$530.46	\$93.54	\$0.00
Shipping and Postage Costs	1 each	\$7,499.00	100.0000	\$7,499.00	\$6,374.90	\$1,124.10	\$0.00
Training Costs	1 each	\$5,250.00	100.0000	\$5,250.00	\$4,463.03	\$786.97	\$0.00
Conference Costs	4 each	\$550.00	100.0000	\$2,200.00	\$1,870.22	\$329.78	\$0.00
Vehicle Usage Cost	1 each	\$19,200.00	100.0000	\$19,200.00	\$16,321.92	\$2,878.08	\$0.00
CVSA Membership dues	1 each	\$7,800.00	100.0000	\$7,800.00	\$6,630.78	\$1,169.22	\$0.00
PRISM O & M Cost	1 each	\$42,450.00	100.0000	\$42,450.00	\$36,086.75	\$6,363.25	\$0.00
PSA Announcements	4 quarters	\$30,925.00	100.0000	\$123,700.00	\$105,157.37	\$18,542.63	\$0.00
TOTAL: Other Costs				\$229,675.50	\$195,247.15	\$34,428.35	\$0.00

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

- Conference Costs (Registration fees)** – Necessary attendance at the CVSA Conferences, (Fall, Spring and IT Workshop), to keep personnel abreast of current issues as it relates to the motor carrier enforcement. The cost of \$550.00 per conference, times 4, for a total cost of \$2,200.00
- Training Costs** - Includes FMCSR and HAZMAT regulation manuals, materials and supplies (highlighters, markers, pencils, tabs, easel board pads, post-it notes, etc.) for the National Training Center courses held here on Oahu – NAS Level I Parts A and B, General Hazardous Materials, Cargo Tank, Other Bulk Packaging, and Passenger Vehicle Inspector. The cost inclusive of the FMCSR manuals (\$2,500); Hazmat manuals (\$2,500); supplies (\$250.00) for a total cost of \$5,250.00
- CVSA Membership dues** – Annual membership fee – Total cost of \$7,800.00
- Publications and Printing** – Includes other publications that the officers use as reference for MCSAP vehicle inspections and compliance reviews, job-aids for the county police officers, outreach pamphlets and brochures. The cost inclusive of the OOS Criteria Handbook and CFR 49, Parts 400-599, pocketbooks for roadside inspections (\$1,300.00); seat belt brochures for outreach activity (\$700.00); and printing of safety brochures for safety presentations and outreach activities (\$500), poster and pictures for outreach activity (\$250) for a total cost of \$2,750.00
- Mileage reimbursement** – for 23 officers to perform MCSAP related activities such as vehicle inspections, compliance reviews, outreach activities, etc. Mileage cost incurred are from use of the inspector's personal vehicles. Mileage rate of \$.57.5 per mile times an average of 1,500 miles for all officers, for a total of \$862.50
- Copy Machine rental** – The rental of the copy machine is shared with administration. A code is punched in whenever it is used for MCSAP purposes. Based on the average use of the machine for MCSAP at \$52.00 per month times 12 months, for a total cost of \$624.00

- 7) **Vehicle Usage Cost** – Includes the usage and fuel costs of state vehicles and equipment for MCSAP activities. Whenever a vehicle or equipment is used for MCSAP activities, a MCSAP charge code is entered in the equipment use report. Usage rate of \$.57 per mile for vehicles, and \$2.00 for equipment per hour. Based on the average usage and fuel cost of \$1600 per month times 12 months for a total cost of \$19,200.00.
- 8) **Shipping and Postage Costs** – includes shipping the island officers laptop to Oahu and back in order to update their programs necessary to conduct vehicle inspections and compliance reviews, to ship supplies and equipment to the island officers as needed to perform MCSAP related activities (safety supplies, ink cartridges for their printers, current regulation books, etc.), to ship conference / workshop materials, shipping charges for FMCSR and HAZMAT manuals, equipment and supplies and any other postage costs related to MCSAP activities. Based on an average from past years, a total of \$7,499.00.
- 9) **Communication costs** - Includes cell phones for the officers in the field to be used strictly for MCSAP eligible activities for communication with the office to check and verify any driver and carrier information etc. A total of 11 phones - 1 phone for each island officer (3); 1 phone for the manager; 1 phone for the supervisor and 1 phone for each state vehicle (6) - 11 phones at \$495.00 per month times 12 months (\$5,490). Mobile hot spot devices to enable the officers to run a check of the driver, vehicle and carrier information while in the field conducting roadside inspections thru the FMCSA compass portal / Query Central. Currently there are 11 mobile hot spots - 1 for each island (3); 6 for each vehicle on Oahu; 1 for the Sand Island Facility; and 1 for the office / CR officer conducting compliance reviews. Eleven mobile hot spots @ \$50.00 per month service times 12 months (\$6,600). The total communication cost is \$12,540.00
- 10) **Facility Improvement Cost** – The Hawaii DOT inspectors have only one fixed site, the Sand Island Scale Facility to conduct vehicle inspections safely. The inspection site at the Sand Island Facility is covered with dirt, debris, and loose asphalt to the extent that creepers cannot be used safely on the area for inspection purposes given the need for inspectors to quickly egress from the underside of a CMV in the event of an emergency. The area is used solely for inspecting vehicles and it is the only area that the officers are able to perform MCSAP inspections in a safe and efficient manner. The cost of sweeping the area on a quarterly basis is \$1,200.00 for a total cost of \$4,800.00 annually.
- 11) **PRISM O & M Cost** - The cost for 3 employees to modify the current City and County database system to accompany the requirements for the FMCSA PRISM program that will be able to identify OOS carriers to suspend/revoke their registration to prevent them from operating on our roadways. The employees will run quarterly queries and reports from the database for the PRISM program. The total cost for part-time labor rate (\$8,000.00), fringe rate (\$5,350.00) and administrative overhead cost (\$800.00) for three employees is \$42,450.00
- 12) **National PSA** - With COVID-19 and safety protocols limiting in-person public outreach and education activities, we will focus on reaching out to the public through the Public Service Announcements. We plan to air the spot on the five major networks (KHON, KITV, KHNL, KGMB and Spectrum) to promote safe driving around commercial motor vehicles. The number of spots will vary and the airtime costs changes from week to week, depending on the season. Costs are normally higher during the holidays and also the time of day we select. We will be airing the PSA every quarter for \$30,925.00 for a total of \$123,700.00 for four quarters. The quarterly PSA expense is based off of discussions and past average expenses by the Department of Transportation Highway Safety Office who regularly conduct PSA campaigns for highway safety.

Hawaii's IDC rate of 50% for FY 2021 is a newly approved IDC rate - see approved document uploaded.

FY 2020 Updates: Hawaii's IDC rate of 47% for FY 2020 is a newly approved IDC rate - see approved document uploaded.

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			
	85.01% Federal Share	14.99% State Share	Total Estimated Funding
Total	\$1,106,164.00	\$195,190.00	\$1,301,354.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of Basic Award Amount):	\$195,190.00
MOE Baseline:	\$55,397.81

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Safety Net Coordinator	\$47,466.18	\$8,369.82	\$55,836.00	\$0.00
Supervisor	\$21,370.90	\$3,768.38	\$25,139.28	\$0.00
MCSO i	\$25,904.11	\$4,567.73	\$30,471.84	\$0.00
MCSO II	\$64,273.27	\$11,333.45	\$75,606.72	\$30,397.81
MCSO I	\$116,889.84	\$20,611.44	\$137,501.28	\$0.00
MCSO III	\$33,379.86	\$5,885.94	\$39,265.80	\$0.00
MCSO III	\$20,680.38	\$3,646.62	\$24,327.00	\$0.00
Manager	\$27,074.09	\$4,774.03	\$31,848.12	\$0.00
MCSO IV	\$36,881.01	\$6,503.31	\$43,384.32	\$15,000.00
Salary Subtotal	\$393,919.64	\$69,460.72	\$463,380.36	\$45,397.81
Overtime subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Personnel total	\$393,919.64	\$69,460.72	\$463,380.36	\$45,397.81

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Safetynet Coordinator	\$23,733.09	\$4,184.91	\$27,918.00	\$0.00
Supervisor	\$10,685.45	\$1,884.19	\$12,569.64	\$0.00
MCSO i	\$12,952.06	\$2,283.86	\$15,235.92	\$0.00
MCSO II	\$32,136.64	\$5,666.72	\$37,803.36	\$0.00
MCSO I	\$58,444.92	\$10,305.72	\$68,750.64	\$0.00
MCSO III	\$16,689.93	\$2,942.97	\$19,632.90	\$0.00
MCSO iii	\$10,340.19	\$1,823.31	\$12,163.50	\$0.00
Manager	\$13,537.04	\$2,387.02	\$15,924.06	\$0.00
MCSO IV	\$18,440.51	\$3,251.65	\$21,692.16	\$10,000.00
Fringe Benefits total	\$196,959.83	\$34,730.35	\$231,690.18	\$10,000.00

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Conference Travel	\$6,885.81	\$1,214.19	\$8,100.00	\$0.00
IT Workshop	\$7,310.86	\$1,289.14	\$8,600.00	\$0.00
CVSP Planning Meeting	\$3,060.36	\$539.64	\$3,600.00	\$0.00
CVSA North American Inspectors Competition	\$3,825.45	\$674.55	\$4,500.00	\$0.00
CSA Investigations Training	\$3,060.36	\$539.64	\$3,600.00	\$0.00
Island Officer MCSAP Inspection Certification	\$10,678.96	\$1,883.04	\$12,562.00	\$0.00
MCSAP Inspection	\$4,998.59	\$881.41	\$5,880.00	\$0.00
MCSAP Training	\$3,102.87	\$547.13	\$3,650.00	\$0.00
New Entrant Audit	\$6,350.25	\$1,119.75	\$7,470.00	\$0.00
Routine Motor Carrier Safety In-Service Training/Staff Meetings	\$1,632.19	\$287.81	\$1,920.00	\$0.00
Manager Performance Evaluation for Island Officers	\$867.10	\$152.90	\$1,020.00	\$0.00
Training Travel for Island Officers	\$12,581.48	\$2,218.52	\$14,800.00	\$0.00
Training for County Police Officers	\$5,100.60	\$899.40	\$6,000.00	\$0.00
Travel total	\$69,454.88	\$12,247.12	\$81,702.00	\$0.00

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

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Personal Safety Equipment	\$9,776.15	\$1,723.85	\$11,500.00	\$0.00
DOT Inspection Sign and Stand	\$2,210.26	\$389.74	\$2,600.00	\$0.00
Supplies for Safetynet	\$344.29	\$60.71	\$405.00	\$0.00
Laptop Computer Bags	\$1,275.15	\$224.85	\$1,500.00	\$0.00
Laptop Computers	\$9,521.12	\$1,678.88	\$11,200.00	\$0.00
Inspection Tools	\$2,076.25	\$423.75	\$2,500.00	\$0.00
Batteries for Flashlight and Tint Meter	\$249.93	\$44.07	\$294.00	\$0.00
Inspection Equipment	\$1,275.15	\$224.85	\$1,500.00	\$0.00
Office Supplies	\$2,601.31	\$458.69	\$3,060.00	\$0.00
Supplies for COVID-19	\$4,316.57	\$836.43	\$5,153.00	\$0.00
Supplies total	\$33,646.18	\$6,065.82	\$39,712.00	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Honolulu Police Department	\$19,977.35	\$3,522.65	\$23,500.00	\$0.00
Contractual and Subaward total	\$19,977.35	\$3,522.65	\$23,500.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Publications and Printing	\$2,337.78	\$412.22	\$2,750.00	\$0.00
Mileage Reimbursement	\$733.21	\$129.29	\$862.50	\$0.00
Communication Costs	\$10,660.25	\$1,879.75	\$12,540.00	\$0.00
Facility Improvement Costs	\$4,080.48	\$719.52	\$4,800.00	\$0.00
Copy Machine Rental	\$530.46	\$93.54	\$624.00	\$0.00
Shipping and Postage Costs	\$6,374.90	\$1,124.10	\$7,499.00	\$0.00
Training Costs	\$4,463.03	\$786.97	\$5,250.00	\$0.00
Conference Costs	\$1,870.22	\$329.78	\$2,200.00	\$0.00
Vehicle Usage Cost	\$16,321.92	\$2,878.08	\$19,200.00	\$0.00
CVSA Membership dues	\$6,630.78	\$1,169.22	\$7,800.00	\$0.00
PRISM O & M Cost	\$36,086.75	\$6,363.25	\$42,450.00	\$0.00
PSA Announcements	\$105,157.37	\$18,542.63	\$123,700.00	\$0.00
Other Costs total	\$195,247.15	\$34,428.35	\$229,675.50	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$909,205.03	\$160,455.01	\$1,069,660.04	\$55,397.81
Indirect Costs	\$196,959.82	\$34,730.36	\$231,690.18	NA
Total Costs Budgeted	\$1,106,164.85	\$195,185.37	\$1,301,350.22	\$55,397.81

Part 4 Section 10 - Financial Summary

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85.01% Federal Share	14.99% State Share	Total Estimated Funding
Total	\$1,106,164.00	\$195,190.00	\$1,301,354.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (14.99% of Basic Award Amount):	\$195,190.00
MOE Baseline:	\$55,397.81

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$393,919.64	\$69,460.72	\$463,380.36	\$45,397.81
Overtime Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Total	\$393,919.64	\$69,460.72	\$463,380.36	\$45,397.81
Fringe Benefits Total	\$196,959.83	\$34,730.35	\$231,690.18	\$10,000.00
Travel Total	\$69,454.88	\$12,247.12	\$81,702.00	\$0.00
Equipment Total	\$0.00	\$0.00	\$0.00	\$0.00
Supplies Total	\$33,646.18	\$6,065.82	\$39,712.00	\$0.00
Contractual and Subaward Total	\$19,977.35	\$3,522.65	\$23,500.00	\$0.00
Other Costs Total	\$195,247.15	\$34,428.35	\$229,675.50	\$0.00
	85.01% Federal Share	14.99% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$909,205.03	\$160,455.01	\$1,069,660.04	\$55,397.81
Indirect Costs	\$196,959.82	\$34,730.36	\$231,690.18	NA
Total Costs Budgeted	\$1,106,164.85	\$195,185.37	\$1,301,350.22	\$55,397.81

Part 5 - Certifications and Documents

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

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

Part 5 Section 1 - State Certification

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

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

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

- ☒ Yes
- ☐ No

State Certification declaration:

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

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

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

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

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

- ☒ Yes
- ☐ No

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

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below. In regards to the regulatory incompatibility finding related to farmers, Hawaii submitted a bill into the 2020 Legislation Session to repeal the current statute which is outdated and superseded by the Federal requirements set forth in 49 CFR 390.5 and 390.39. However, due to the COVID-19 pandemic, the legislation session was cut short and the bill did not go through. We will be submitting the bill again for the 2021 Legislative Session which tentatively begins in January 2021.

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

FY 2021 Certification of MCSAP Conformance (State Certification)

I, **Jade T. Butay, Director of Transportation**, on behalf of the **State of Hawaii**, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. §31102, as amended, do hereby certify as follows:

1. The State has designated **the Department of Transportation** as the Lead State Agency to administer the Commercial Vehicle Safety Plan (CVSP) throughout the State for the grant sought and **the Motor Vehicle Safety Office** to perform defined functions under the CVSP.
2. The State has assumed responsibility for and adopted commercial motor carrier and highway hazardous materials safety regulations, standards and orders that are compatible with the Federal Motor Carrier Safety Regulations (FMCSRs) and the Hazardous Materials Regulations (HMRs) and the standards and orders of the Federal Government.
3. The State will cooperate in the enforcement of financial responsibility requirements under 49 C.F.R. part 387.
4. The State will enforce registration (i.e., operating authority) requirements under 49 U.S.C. §§13902 and 31134 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.
5. 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.
6. The Lead State Agency and any subrecipient of Motor Carrier Safety Assistance Program (MCSAP) funds have 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.
7. The State has undertaken efforts to emphasize and improve enforcement of State and local traffic laws as they pertain to Commercial Motor Vehicle (CMV) safety.
8. 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.
9. The State will maintain the maintenance of effort required under 49 C.F.R. §350.225.

10. The State requires that all reports required in the CVSP be available to the Federal Motor Carrier Safety Administration (FMCSA) upon request, meets the reporting requirements, and uses the forms for recordkeeping, inspections, and investigations that FMCSA prescribes.
11. The State implements performance-based activities, including deployment and maintenance of technology, to enhance the efficiency and effectiveness of CMV safety programs.
12. The State dedicates sufficient resources to a program to ensure that accurate, complete, and timely motor carrier safety data are collected and reported, and to ensure the State's participation in a national motor carrier safety data correction system prescribed by FMCSA.
13. The State will ensure that the Lead State Agency will coordinate the CVSP, data collection, and information systems with the State highway safety improvement program under 23 U.S.C. §148(c).
14. The State will ensure participation in information technology and data systems as required by FMCSA for jurisdictions receiving MCSAP funding.
15. The State will ensure that information is exchanged with other States in a timely manner.
16. The laws of the State 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.
17. The State will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.
18. 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.
19. 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).
20. The State will address activities in support of the national program elements listed in 49 C.F.R. §350.203.

21. The State will ensure that detection of criminal activities and CMV size and weight enforcement activities described in 49 C.F.R. §350.227(b) funded with MCSAP funds will not diminish the effectiveness of other CMV safety enforcement programs.
22. The State will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
23. 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.
24. The State has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable FMCSRs, HMRs, or compatible State laws, regulations, standards, and orders on CMV safety.
25. The State will transmit to its roadside inspectors at the notice of each Federal exemption granted pursuant to 49 U.S.C. §31315(b) and 49 C.F.R. §§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.
26. 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.
27. 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.
28. The State will ensure that it cooperates in the enforcement of hazardous materials safety permits issued under subpart E of part 385 of this subchapter by verifying possession of the permit when required while conducting vehicle inspections and investigations, as applicable.
29. 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.

30. 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 of 49 C.F.R. subpart D.

Date Sep 4, 2020

Signature 

1 - State Certification

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

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

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

Yes

Yes, uploaded certification document

No

State Certification declaration:

I, *Jade T. Butay, Director of Transportation*, on behalf of the State of *Hawaii* have the authority to make the following certification on behalf of the State. As a condition of approval of a grant under the authority of 49 U.S.C. section 31102, I certify that the State satisfies all conditions required to qualify for MCSAP funding, as specifically detailed in 49 C.F.R. section 350.207.

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

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

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

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

Yes

Yes, uploaded certification document

No

State Compatibility Review of Laws, Regulations, Standards, and Orders on CMV Safety Certification

I, **Jade T. Butay**, on behalf of the State of **Hawaii** have the authority to make the following certification on behalf of the State. I certify that the State has conducted the annual review required by 49 C.F.R. section 350.303 of its laws, regulations, standards, and orders on commercial motor vehicle (CMV) safety and that the State's safety laws, regulations, standards, and orders on CMV safety are compatible with the Federal Motor Carrier Safety Regulations (49 C.F.R. parts 390, 391, 392, 393, 395, 396, and 397) and the Hazardous Material Regulations (49 C.F.R. parts 107 (subparts F and G only), 171-173, 177, 178, and 180), 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, regulations, standards, and orders on CMV safety that:

(1) As applicable to interstate commerce not involving the movement of hazardous materials:

(i) Are identical to or have the same effect as the FMCSRs; or

(ii) If in addition to or more stringent than the FMCSRs, have a safety benefit, do not unreasonably frustrate the Federal goal of uniformity, and do not cause an unreasonable burden on interstate commerce when enforced;

(2) As applicable to intrastate commerce not involving the movement of hazardous materials:

(i) Are identical to or have the same effect as the FMCSRs; or

(ii) Fall within the limited variances from the FMCSRs allowed under 49 C.F.R. sections 350.305 or 350.307; and

(3) As applicable to interstate and intrastate commerce involving the movement of hazardous materials, are identical to the HMRs.

3 - New State Laws, Regulations, Standards, and Orders on CMV safety

The State will provide answers to the questions below regarding any new State laws, regulations, standards, and orders on CMV safety since the last CVSP or annual update that was submitted.

Has the State adopted/enacted any new or updated State laws, regulations, standards, and orders on CMV safety since the last CVSP or annual update was submitted?

Yes No

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

If there is no formal bill, please include a description of standards or orders on CMV safety and effective date and include a hyperlink or URL in the summary.

Law, Regulation, Standard, or Order Adoption			
Bill Number	Effective Date	Code Section Change	Summary of Change

Certifications required by 49 C.F.R. sections 350.211 and 350.213

Part 5 ECVSP

Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to as a condition of participation in MCSAP, as required by 49 C.F.R. sections 350.207, 350.211, 350.213, and 350.303. 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.

State of Hawaii
Department of Transportation
Highways Division

Fiscal Year 2021 Indirect Cost, Payroll Additive and Equipment Rates Negotiation Agreement

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

Section I: Rate

Indirect Cost Rate – 50 percent (rounded) of total direct salaries and wages

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

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

Section III: General

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

The rate approval is subject to an audit review of the indirect cost rate methodology at the conclusion of Fiscal Year 2020. The approval will be rescinded if the audit and the carry-forward adjustments are not completed in a timely manner.

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


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

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

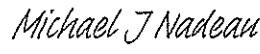
E. Audit: Adjustments to amounts resulting from audit of the cost allocation proposal upon which the negotiation of the agreement was based will be compensated for in a subsequent negotiation.

State of Hawaii
Department of Transportation
Highways Division

Federal Highway Administration
Responsible Agency for the Federal
Government

 8/14/2020

Tammy L. Lee, Date
Administrative Services Officer

 Aug 14, 2020

Michael Nadeau Date
Financial Manager