



## **WEST VIRGINIA**

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

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

**Fiscal Years 2021 - 2023  
Annual Update FY 2023**

**Date of Approval: June 20, 2023**

**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 2021 - 2023)
- Part 2: Crash Reduction and National Program Elements (FY 2021 - 2023)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2021 - 2023)
- Part 4: Financial Information (FY 2023)
- Part 5: Certifications and Documents (FY 2023)

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 2023:

**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 2022 plans. States must carefully review and update this information to reflect FY 2023 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 2023 update). Include descriptions of the changes to your program, including how data tables were modified.
- The Trend Analysis areas in each section are only open for editing in Year 1 of a three-year plan. This data is not editable in Years 2 and 3.

**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.

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

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

We aim to reduce fatalities in West Virginia by 1.66% during each of fiscal years of FY2021, FY2022 and FY2023 for a total fatality reduction of 5% or 2 individual fatalities based upon FMCSA data generated on June 10, 2020 at the A & I Website reflecting an average between 2015 and 2019 of 40 individual fatalities in West Virginia.

**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:**

*Answer the questions about your CVSP activities and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. Please do not include activities or expenses associated with any other FMCSA grant program.*

Yes	No	Question
<input checked="" type="radio"/>	<input type="radio"/>	Are there initiatives involving "rural roads" included in this CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Does your State voluntarily submit an annual Training Plan to the National Training Center (NTC)?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State include activities regarding Migrant Worker Transportation in Rural Areas in this CVSP?

Currently, we have a total of 51 Enforcement Officers. This total includes 3 Managers, 6 Supervisors and 42 Officers. We have 1 Division Director, 1 Grant Manager, 1 SafetyNet Analyst (Position to be re-filled due to retirement), 5 Office Staff/Clerical Members and 2 Garage/Vehicle Support Personnel. The Enforcement Officers, Supervisors and the three Managers are certified to conduct road-side inspections and maintain their CVSA certification. The numbers of officers above includes 4 Officers who also perform Safety Audits with 2 Officers who conducts Compliance Reviews. The Public Service Commission of West Virginia does not conduct any Traffic Enforcement without conducting a minimum of a North American Standard Level III inspection. The Public Service Commission of West Virginia lacks jurisdiction over Non-Commercial Motor Vehicles.

**FY2022 Updates Per BIL Funding: Through the use of BIL funds we will add an employee to address IT needs as well as hire a Data Analyst while increasing overtime to 15%.**

**Update 8-4-2022 - The staffing updates made during June, 2022 as a result of the BIL funding will remain in place for FY2023.**

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

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

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

We continue to be a part of the Safety Management Task Force. This task force is the combination of several State and Federal agencies. Those agencies include the following: Federal Highway Administration, Federal Motor Carrier Safety Administration, National Highway Traffic Safety Administration, Governor's Highway Safety, WV State Police, Department of Transportation, Division of Motor Vehicles, Department of Health & Human Resources and PSCWV. **West Virginia's Strategic Highway Safety Plan was recently updated, signed and placed into effect on July 15, 2022.**

In conjunction with our multi-agency participation, participation with the Governor's Highway Safety program is an integral part of our program. As a result of our commitment to Click-It or Ticket campaign and the FMCSA seatbelt initiatives our Enforcement Officers noted 293 seat-belt violations between October 1, 2019 and September 30, 2020. We participate in Click-It or Ticket and Distracted Driving/Speed Enforcement activities with the Governor's Highway Safety Program.

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

In compliance with the Electronic Logging Device (ELD) regulation we have adopted the ELD regulations which are being enforced during our enforcement activities. All enforcement officers have an eROD account and they have received training on usage of the system. To meet roadside electronic data reporting requirements we utilize telematics to transfer data.

We utilize the inspection process to make observations of all commercial vehicle drivers and their passengers to keep an awareness and mindfulness of human trafficking conditions that exist in our nation and to monitor the State of West Virginia for any activity.

It is noted and in support of the Department's R.O.U.T.E.S. initiative that many of West Virginia's roadways meet the census definition of rural in that it is a non-urbanized area with a population of less than 50,000. Accordingly, rural road inspections are a part of our day-to-day operations and critical to our enforcement program.

UPDATE - 7-21-2021 - In compliance with the Enforcement of Drug and Alcohol Clearing House Requirements our Officer's utilize CDLIS for CDL verification, to review the Drug and Clearing House and medical certification on all inspections where a CDL is required.

UPDATE - 7-6-2022 - In compliance with the FY2023 Special Emphasis Area - Migrant Worker Transportation in Rural Areas we note that while enforcement on rural roads in West Virginia is critical to our day-to-day operations West Virginia does not have a significant issue with the transportation of migrant workers.

UPDATE - 8-4-2022 - We anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories in the FY2023 budget included herein.

**Part 1 Section 4 - MCSAP Structure**

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

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

**Instructions:**

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

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

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

Lead Agency Information	
Agency Name:	PUBLIC SERVICE COMMISSION OF WEST VIRGINIA
Enter total number of personnel participating in MCSAP activities	63
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	51
Traffic Enforcement Activities	51
Investigations*	6
Public Education and Awareness	10
Data Collection and Reporting	13
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	
Enter total number of personnel participating in MCSAP activities	0
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
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:	1
Total # of MCSAP Participating Personnel:	2



## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2021 - 2023 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

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

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

## Part 2 Section 2 - CMV Crash Reduction

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

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

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

### Trend Analysis for 2015 - 2019

#### 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 relate to each other and 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.
- The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable in Years 2 and 3.

### ALL CMV CRASHES

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

**Goal measurement as defined by your State:** Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2019	12/31/2019	36	1	14
01/01/2018	12/31/2018	60	1	38
01/01/2017	12/31/2017	54	1	32
01/01/2016	12/31/2016	26	1	4
01/01/2015	12/31/2015	22	1	2

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

**Goal measurement as defined by your State:** Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2019	12/31/2019	0	0.02	0
01/01/2018	12/31/2018	2	0.02	2
01/01/2017	12/31/2017	0	0.02	0
01/01/2016	12/31/2016	1	0.02	1
01/01/2015	12/31/2015	0	0.02	0

## Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

**Goal measurement as defined by your State:** Actual # Fatalities

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2019	12/31/2019	0	2.50	0
01/01/2018	12/31/2018	0	2.50	0
01/01/2017	12/31/2017	0	2.50	0
01/01/2016	12/31/2016	0	2.50	0
01/01/2015	12/31/2015	0	2.50	0

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

6-10-2020 - For years 2016 to 2019 the data was obtained from CMV Crashes and MOTORCOACH/PASSENGER CARRIER CRASHES data was obtained at <https://ai.fmcsa.dot.gov/DataDashboard/CrashReduction.aspx>. 2015 was not available on the A&I site and data previously utilized in the eCVSP was maintained for that year. 6-10-2020 - Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL data was obtained at <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HM2.5PL>

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

On a State level and prior to FY2014 WV's goal included a planned reduction for fatal and non-fatal crashes. Beginning with FY2014 goals were established that reflected fatal crashes and non-fatal crashes independently and not as a joint reduction rate.

Crash reduction continues to define our entire enforcement program.

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

The chart above reflects an increase in fatalities in West Virginia. It is our belief that the increase is as a result of more accurate crash data provided by first responders.

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

Our greatest obstacle that affects all elements our program is the loss of manpower through retirements, officers finding opportunities with greater salaries and other departures.

**Narrative Overview for FY 2021 - 2023****Instructions:**

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

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

Based upon SafetyNet Data generated on May 29, 2020 between CY2015 and CY2019 there were an average of 2,111.

The crashes are identified as follows:

TOTAL CRASHES	
CY 2015	2019
CY 2016	1929
CY 2017	2041
CY 2018	2261
CY 2019	2303
Average	2111

While this data reflects an increase during the last five years it is believed that more accurate and improved completion of the West Virginia Uniform Traffic Accident Report by first responders as well as an improved West Virginia economy resulting in increased

traffic has caused an increase in crashes.

We will seek to reduce crashes statewide by 6% or 127 individual crashes from the five year average referenced above. Specifically and given that many of West Virginia's roadways meet the census definition of a rural road given a non-urbanized area with a population of less than 50,000 - rural road enforcement is a part of our day-to-day operations and enforcement program which will aid our objectives outlined herein.

We will aim to reduce fatalities in West Virginia by 5% overall or 1.66% during FY2021, FY2022 and FY2023 for a total reduction of approximately 2 fatalities based upon the five year average referenced above of 40 averaged fatalities.

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

6-10-2020 - For years 2016 to 2019 the data was obtained from CMV Crashes and MOTORCOACH/PASSENGER CARRIER CRASHES data was obtained at <https://ai.fmcsa.dot.gov/DataDashboard/CrashReduction.aspx>. 2015 was not available on the A&I site and data previously utilized in the eCVSP was maintained for that year.

**Projected Goal for FY 2021 - 2023:**

**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 shown as 4 percent.**

Fiscal Year	Annual Crash Reduction Goals
2021	2069
2022	2027
2023	1986

We will seek to reduce crashes by 6% or 127 individual crashes between 2021 and 2023 from the three year average of 2,111 (CY2015 through CY2019) or approximately 2% each year from the beginning average.

***Program Activities for FY 2021 - 2023: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.***

In an effort to reduce crashes which will affect our efforts to reduce fatalities we will conduct high visibility enforcement aimed at increasing the number of inspections conducted.

We will conduct a minimum of 20,652 inspections in FY2021, 21,684 in FY2022 and 22,968 in FY2023 while increasing the hours devoted to CMV Traffic Enforcement, Patrolling by 2% each year as well or by an additional 114 hours above the 5,679 hours recorded and averaged for FY2015 through FY2019 for a total of 5,793 in FY2021, a total of 5,909 in FY2022 and a total of 6,027 in FY2023 .

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

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

Given that much of WV is rural in nature and in following with FMCSA R.O.U.T.E.S. initiative we will conduct inspections on rural roadways and indicate on the inspection report if the inspection did occur on a rural roadway.

We will continue efforts at hiring additional enforcement officers between 2021 and 2023.

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

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

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

These goals include conducting 20,652 inspections in FY2021 (5,161 per quarter), 21,684 in FY2022 (5,421 per quarter) and 22,968 in FY2023 (5,742 per quarter).

We will increase the hours devoted to CMV Traffic Enforcement, Patrolling. This time will be increased by 2% each year or by an additional 114 hours in FY2021 for a total 5,793 or 1,448.25 per quarter; 5,909 in FY2022 or 1,477.25 per quarter; and 6,027 in FY2023 or 1,506.75 per quarter.

Given that much of WV is rural in nature and consistent with the Department's R.O.U.T.E.S. initiative enforcement on rural roads is an everyday activity and very much a part of our normal day-to-day operations which will continue. During the inspection process and in the state section of the report we will indicate if the inspection did occur on a rural roadway and generate quarterly inspection numbers to establish a baseline for future activities.

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

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

We will continue efforts at hiring additional enforcement officers.

**Update - 8-4-2022 - We anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available.**

**Update - 10-31-2022 - Based on guidance available in the FY2023 MCSAP Supplemental document it is noted that as the PSC are not first responders to CMV crashes in the state of West Virginia and as "work zone" is not a required SafetyNet field we do not have a baseline from which to establish a 15% increase in "work zones." However, and during the Spring of 2022 we instructed our Officers to include "work zone" as a special study field on inspections that occur at or near "work zones." Between 4-1-2022 and 9-30-2022 a total of 170 inspections were conducted in "work zones." This is an average of 34 per month. We will plan to increase the number of inspections occurring in the "work zones" by 15% or approximately 39 inspections per month. In addition, and as crash data is entered into SafetyNet, crashes found to have occurred in "work zones" will be printed which will allow us to establish a baseline of data through a spreadsheet.**

**Update - 11-29-2022 - Based on data provided to PSC of WV from the WV Department of Highways – Traffic Engineering Division and between FY2021 and FY2022 there were an average of 128 commercial vehicle crashes in work zones. This provided data also reflects that 73% of the crashes (93 crashes) in FY2021 and FY2022 occurred on the following ten routes and counties:**

Route	County
070	Ohio
077	Raleigh
081	Berkeley
064	Cabell
077	Raleigh
079	Marion
079	Monongalia

070 (ramps)	Ohio
064	Putnam
064	Raleigh

Based on this data and FMCSA priorities, during FY2023 and FY2024 we will seek to reduce crashes in the work zones throughout the state by 15% or 19 individual crashes. Emphasis will be on the top ten crash areas identified. The planned reduction is based on the 128 work zone crashes throughout the entire State. It is noted that as work zones are fluid the top ten identified will be used as the baseline of activities with the understanding that as additional work zone issues arise and establish a need, a change in work zone/roadway focus may occur.

The reduction in crashes will be accomplished through overtime activities. The Supervisors assigned to the areas described herein will work with construction crews to establish their planned work times and will establish scheduled activities to coincide with roadway construction. Enforcement activities will occur in as close of proximity of the work zone as safely feasible. A minimum of a Level III inspection will be conducted once vehicles are escorted to a safe inspection site. These activities will enable us to reduce crashes in work zones by FY2024 by 15% or 19 individual crashes.



**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 2021 - 2023. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

**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 2015 - 2019**

Inspection Types	2015	2016	2017	2018	2019
Level 1: Full	2556	2683	2344	2241	2936
Level 2: Walk-Around	10377	10932	9499	8731	10722
Level 3: Driver-Only	6898	6415	5466	5051	5876
Level 4: Special Inspections	1	2	3	0	0
Level 5: Vehicle-Only	1253	1251	1206	974	929
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>21085</b>	<b>21283</b>	<b>18518</b>	<b>16997</b>	<b>20463</b>

**Narrative Overview for FY 2021 - 2023****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 the roadside inspection application name(s) (e.g., Aspen) used by the State.**

The Public Service Commission of West Virginia utilizes Aspen for inspections. The State of WV is comprised of 55 counties. We have the State broken into five regions each with a Supervisor responsible for a specific area. The sixth supervisor is responsible for the investigations occurring in WV. The five regions give us the ability to have coverage throughout the entire State. When issues arise that require additional enforcement personnel we will pull officers from other areas and saturate the area of need. West Virginia weigh stations (fixed-facilities) located on I-64 in Putnam County, I-68 in Preston County, I-70 in Ohio County and I-77 in Wood County. The fixed locations are situated throughout the State and fall within assigned territories. The fixed facilities are utilized throughout the day for inspections.

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

The commercial vehicle inspection is the foundation of WV's MCSAP program.

As a result of our dedication to the MCSAP program we will see that 20,652 (5,161 inspections per quarter) inspections are conducted throughout FY2021 either road-side which includes rural roads or at our 8 fixed facilities that provide us with resources to conduct inspections. The number of inspections projected in FY2021 is a 5% increase over the average of inspections conducted between FY2015 through FY2019 which totaled 19,669.

The fixed locations are described as follows: I-68E Coopers Rock (Preston County), I-77 N&S Mineral Wells (Wood County), I-64 E&W Winfield (Putnam County), I-70E Wheeling (Ohio County), Bluestone Travel Plaza on the West Virginia Turnpike located on I-77 NB and the Mandatory Brake Check for all CMV's located on I-64 EB at Sandstone Mountain.

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

Through the utilization of air-cards our Enforcement Officers have the capability to check various computer programs necessary for a real-time compliance check at the roadside which includes but it not limited to CDL status, verifying operating authority and proof of insurance through the utilization of L&I and Safer on all inspections.

Our inspection numbers will increase to 21,684 (5,421 inspections per quarter) in FY2022 and 22,968 (5,742 inspections per quarter) in FY2023.

We plan to continue efforts at hiring additional enforcement officers.

In compliance with the Electronic Logging Device (ELD) regulation we have adopted the ELD regulations which are being enforced through our enforcement activities. Our enforcement officers have received training and receive updates as necessary and we use telematics to transfer data.

We utilize the inspection process to make observations of all drivers and passengers for human trafficking conditions.

It is noted that many of West Virginia's roadways meet the census definition of rural in that it is a non-urbanized area with a population of less than 50,000. Accordingly, rural road inspections are a part of our day-to-day operations. Consistent with the Department's R.O.U.T.E.S. initiative - enforcement on rural roads will continue. During the inspection process and in the state section of the report we will indicate if an inspection occurred on a rural roadway and will generate quarterly data to establish a baseline for future activities.

UPDATE - 10-14-2020: Beginning immediately refresher training will be conducted with our enforcement officers relating to ELD regulations and requirements. Our ELD transfer rate will improve to a minimum of 85%. On a quarterly basis Management will review FMCSA reports out-lining transfer rates and discuss with supervisors current rates.

UPDATE - 7-9-2021 - Enforcement of Drug and Alcohol Clearing House Requirements: Our Officer's utilize CDLIS for CDL verification, to review the Drug and Alcohol Clearing House (DACH) and medical certification on all inspections where a CDL is required. Training on DACH requirements were previously and will be conducted during our annual in-service (as necessary) with follow-up post in-service.

UPDATE - 7-23-2021 - Based upon the COVID pandemic our inspections in FY2020 did not meet anticipated goals. However, with the pandemic still on the horizon we believe goals are on target to be met for FY2021. Data will be updated in the quarterly PPR's to reflect current trends.

UPDATE - 8-2-2022 - As a result of the continuation of the COVID pandemic and the loss of staff we did not meet our projected goals for FY2021. It is believed that with the addition and training of additional enforcement officers projected goals in FY2022 will be met.

UPDATE - 8-4-2022 - We anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available.

## **Projected Goals for FY 2021 - 2023**

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

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2021 - 2023. For FY 2023, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

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

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

### MCSAP Lead Agency

**Lead Agency is:** PUBLIC SERVICE COMMISSION OF WEST VIRGINIA

**Enter the total number of certified personnel in the Lead agency:** 51

Projected Goals for FY 2023 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	4470	600	250	5320	25.76%
Level 2: Walk-Around	5950	980	70	7000	33.90%
Level 3: Driver-Only	6300	1012	100	7412	35.89%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	720	0	180	900	4.36%
Level 6: Radioactive Materials	0	20	0	20	0.10%
<b>Sub-Total Lead Agency</b>	<b>17440</b>	<b>2612</b>	<b>600</b>	<b>20652</b>	

### MCSAP subrecipient agency

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

**Subrecipient is:**

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

Projected Goals for FY 2023 - 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	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Non-Funded Agencies**

Total number of agencies:	1
Enter the total number of non-funded certified officers:	2
Enter the total number of inspections projected for FY 2023:	128

**Summary**

## Projected Goals for FY 2023 - Roadside Inspections Summary

<b>Projected Goals for FY 2023 Summary for All Agencies</b>					
<b>MCSAP Lead Agency: PUBLIC SERVICE COMMISSION OF WEST VIRGINIA</b>					
<b># certified personnel: 51</b>					
<b>Subrecipient Agencies:</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 1</b>					
<b># certified personnel: 2</b>					
<b># projected inspections: 128</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	4470	600	250	5320	25.76%
Level 2: Walk-Around	5950	980	70	7000	33.90%
Level 3: Driver-Only	6300	1012	100	7412	35.89%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	720	0	180	900	4.36%
Level 6: Radioactive Materials	0	20	0	20	0.10%
<b>Total MCSAP Lead Agency &amp; Subrecipients</b>	<b>17440</b>	<b>2612</b>	<b>600</b>	<b>20652</b>	

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

**Note:** The table below is created in Year 1. It cannot be edited in Years 2 or 3 and should be used only as a reference when updating your plan in Years 2 and 3.

<b>Projected Goals for FY 2022 Roadside Inspections</b>	<b>Lead Agency</b>	<b>Subrecipients</b>	<b>Non-Funded</b>	<b>Total</b>
Enter total number of projected inspections	21684	0	96	21780
Enter total number of certified personnel	53	0	3	56
<b>Projected Goals for FY 2023 Roadside Inspections</b>				
Enter total number of projected inspections	22968	0	96	23064
Enter total number of certified personnel	55	0	3	58

**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 Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

☐ 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 2015 - 2019**

Investigative Types - Interstate	2015	2016	2017	2018	2019
Compliance Investigations	15	10	12	9	12
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	1	7
CSA On-Site Focused/Focused CR	14	7	9	5	0
CSA On-Site Comprehensive	1	3	3	3	5
<b>Total Investigations</b>	<b>30</b>	<b>20</b>	<b>24</b>	<b>18</b>	<b>24</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2015	2016	2017	2018	2019
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
<b>Total Investigations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

**Narrative Overview for FY 2021 - 2023****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 2021 - 2023**

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2021 - 2023.

Projected Goals for FY 2021 - 2023 - Investigations						
Investigation Type	FY 2021		FY 2022		FY 2023	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	8	0	4	0	4	0
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	6	0	3	0	3	0
CSA On-Site Focused/Focused CR	6	0	3	0	3	0
CSA On-Site Comprehensive	6	0	3	0	12	0
<b>Total Investigations</b>	<b>26</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>22</b>	<b>0</b>
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

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

We will complete activities adequate to maintain the certification of the officer assigned to this program.

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

At the present time, we have two enforcement officer conducting reviews and as such, adequate activities will be conducted to maintain certifications and compliance.

Based upon only two officers conducting reviews we will annually strive to maintain program levels as identified above with the hope we are able to add additional activities as needed.

The projections are referenced above.

We will conduct 6 Interstate and 4 Intrastate CSA Off-Site Investigations each year between FY2021 and FY2023 and will conduct 6 Intrastate CSA On-Site Focused/Focused CR's each year between FY2021 and FY2023.

UPDATE - September 28, 2020 - WV will conduct a total of 26 Interstate investigations for each year beginning with FY 2021 and ending with FY 2023. WV will conduct 8 Interstate Compliance investigations, 6 Interstate CSA Off-Sites investigations, 6 Interstate CSA On-Site Focused CR investigations, and 6 Interstates CSA On-Site Comprehensive investigation for each fiscal year. WV will not be conducting any Intrastate investigations. The Chart should reflect 0's in each category of Intrastate investigations with a total of 0 Intrastate investigations for FY 2021 through FY 2023.

UPDATE - July 23, 2021 - We had one officer who conducted investigations to retire in the FY2021. During FY2022 we expect to fill the vacancy to add the additional personnel to conduct investigations. We believe the current staff will successfully conduct 13 Interstate investigations. WV will conduct 4 Interstate Compliance investigations, 3 Interstate CSA Off-Site investigations, 3 Interstate CSA On-Site Focused CR investigations and 3 Interstate CSA On-Site Comprehensive investigations until the additional person is trained and at full capacity.

UPDATE - July 7, 2022 - Based on a retirement during FY2021 we added and have begun training an additional officer to conduct investigations.

UPDATE - October 25, 2022 - Based on the completion of training of an additional officer it is estimated we will increase investigations in FY2023 by 69% or an additional 9 investigations.

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

On a quarterly basis the management team will review data to ascertain the goals referenced above are on target for completion.



## 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). The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.*

### Trend Analysis for 2015 - 2019

#### Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2018	09/30/2019	5135	6879
10/01/2017	09/30/2018	4974	5646
10/01/2016	09/30/2017	4561	7435
10/01/2015	09/30/2016	4594	9003
10/01/2014	09/30/2015	5206	11608

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

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

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

SafetyNet Inspection Reports were utilized to capture the number of CMV Traffic Stops With an Inspection. Citation is maintained in data maintained and submitted monthly by the Supervisors. The Reports were generated for the federal fiscal year on May 28, 2020.

### **Narrative Overview for FY 2021 - 2023**

#### **Instructions:**

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

Our level of effort includes all 51 of the Public Service Commission of West Virginia's MCSAP Enforcement Officers conducting Traffic Enforcement on a daily basis throughout the entire State of West Virginia and not just limited to a specific area.

Experience, data, and a number of studies have shown that maintenance of a strong enforcement presence in the form of traffic enforcement and roadside inspections is a primary force in ensuring that CMV vehicles and drivers operate safely on the nation's highways. Traffic Enforcement and inspections are the foundation of the State of West Virginia's MCSAP program, and not only help to ensure that unsafe vehicles and drivers are dealt with appropriately according to the circumstances; they provide data which helps identify new carriers and carriers that have unsafe operating practices.

Our statewide Traffic Enforcement activities play a critical role in minimizing the risks associated with the transportation of hazardous materials and passengers.

Our practice of routine Traffic Enforcement leads to inspections that can be instrumental in identifying national problems, such as fatigued drivers or specific mechanical violations which seem to occur Nationally. In addition, routine Traffic Enforcement enables our Enforcement Officers to utilize this time to keep a watchful eye for potential human trafficking conditions.

Based upon SafetyNet data generated on May 28, 2020 and between FY2015 and FY2019 an average of 4,894 Traffic Enforcement Activities were conducted in conjunction with an inspection. We will verify operating authority and proof of insurance through the utilization of L&I and Safer.

The State of West Virginia does not conduct non-CMV traffic enforcement.

In FY2021 we will strive to conduct a minimum of 5,138 (5% increase) Traffic Enforcement Activities conducted with a CMV Inspection; in FY2022 we will strive to conduct a minimum of 5,395 (5% increase) Traffic Enforcement Activities conducted with a CMV Inspection; and in FY2023 we will strive to conduct a minimum of 5,665 (5% increase) Traffic Enforcement Activities conducted with a CMV Inspection. These activities are referenced in the table.

In compliance with the Electronic Logging Device (ELD) regulation we adopted the regulations and they are being enforced during our enforcement activities. All enforcement officers have an eROD account and have received training on usage of the system. To meet roadside electronic data reporting requirements we utilize telematics to electronically transfer data

It is noted that many of West Virginia's roadways meet the census definition of rural in that it is a non-urbanized area with a population of less than 50,000. Accordingly, much of our traffic enforcement activities will occur on rural roadways.

### **Projected Goals for FY 2021 - 2023**

*Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2021 - 2023. 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 2014/2015 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 2021	FY 2022	FY 2023
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	5138	5395	8595
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	0	0	0
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	6	6	6

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

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

In FY2021 - 5,138 Traffic Enforcement Activities conducted with a CMV Inspection (1,284.5 per quarter).

In FY2022 - 5,395 Traffic Enforcement Activities conducted with a CMV Inspection (1,348.75 per quarter).

In FY2023 - 5,665 Traffic Enforcement Activities conducted with a CMV Inspection (1,416.25 per quarter).

In addition and in conjunction with our inspection program we will strive to increase the hours devoted to CMV Traffic Enforcement, Patrolling by 2% each year or by an additional 114 above the 5,679 hours recorded and averaged for FY2015 through FY2019 for a total of 5,793 in FY2021, a total of 5,909 in FY2022 and a total of 6,027 in FY2023.

Given that much of WV is rural in nature and consistent with the Department's R.O.U.T.E.S. initiative enforcement on rural roads is an everyday activity and very much a part of our normal day-to-day operations which will continue. During the inspection process and in the state section of the report we will indicate if the inspection did occur on a rural roadway and generate quarterly inspection numbers to establish a baseline for future activities.

UPDATE - 7-12-2021 - Based upon FMCSA special emphasis areas as outlined in the Planning Memo of 5-20-2021 - the WVPSA will record a special study code of "workzone" on all inspections conducted in areas of work zones which will allow us to evaluate data of issues occurring in the areas impacted throughout the State of West Virginia. The numbers of inspections and findings will be monitored at a minimum on a quarterly basis.

UPDATE - 8-2-2022 - As a result of the need for increased safety in "work zones" and last year we placed emphasis on safety in the work zones and had officers include a SafetyNet special study code of "workzone" on inspections in those areas. As a result of our commitment to FMCSA special emphasis concerns the PSCofWV conducted 618 inspections in work zones between 10-1-2021 and 7-31-2022.

UPDATE - 8-4-2022 - We anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available.

UPDATE - 10-24-2022 - Based on FMCSA supplemental memo dated August 10, 2022, it is noted that in FY2022 a total of 7,814 inspections were done in conjunction with traffic enforcement activities. During FY2023 we anticipate hiring a minimum of five additional officers as well as continuing the training of other recently hired officers. As a result of these new hires our number of inspections will increase which will enable us to increase the number of inspections done in conjunction with an inspection by 10%. This will be approximately 781 additional activities during FY2023 for a total of 8,595 (chart above has been adjusted to reflect the increase).

**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 maintain, at a minimum, full PRISM participation. 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 Financial Information Part per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).*

**Safety Technology Compliance Status**

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

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Core ITD Compliant	Yes
PRISM	Full Participation	No

Available data sources:

- [FMCSA ITD website](#)
- [PRISM Data and Activity Safety Hub \(DASH\) website](#)

**Enter the agency name responsible for ITD in the State:** WV Department of Motor Vehicles

**Enter the agency name responsible for PRISM in the State:** WV Department of Motor Vehicles - IRP Division

**Narrative Overview for FY 2021 - 2023**

**Problem Statement Narrative and Projected Goal:** Describe any challenges encountered in implementing, maintaining, or improving your PRISM and/or ITD program compliance level (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

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

West Virginia is fully participating in the PRISM project.

Updated - 7-23-2021 - As stated in Section 2.7 of the MCSAP Comprehensive policy and as a subgrantee to DMV on the ITD grant the WVPSC needs O&M costs covered to allow the purchase of annual maintenance contract for our Virtual Smart Roadside Inspection System located on I-64 in Putnam County, West Virginia, I-77 in Wood County, West Virginia,

US Route 50 in Wood County, West Virginia and any other virtual sites added in FY2022 or FY2023. This contract will enable the necessary repairs and updates to the system as needed.

Updated - 9-28-2021 - Level participation corrected to full.

Updated - 10-5-2021 - The WV Division of Motor Vehicles - IRP section will submit quarterly PRISM reports. PSC will monitor the PRISM reports quarterly on the ITD webpage.

***Program Activities for FY 2021 - 2023: Describe any activities that will be taken to implement, maintain or improve your PRISM and/or ITD programs.***

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

During FY2021 we will bid for a maintenance contract for our Virtual Smart Roadside Inspection System located at the I-64 Eastbound Weigh Station at mile marker 39 in Putnam County.

Update - 7-23-2021 - During FY2022 and FY2023 as part of our O&M we will bid a maintenance contract for our Virtual Smart Roadside Inspection Systems located at the I-64 Eastbound Weigh Station at mile marker 39 in Putnam County, the Virtual Smart Roadside Inspection System located at the I-77 Southbound Weigh Station at mile marker 169.5 in Wood County, the US Route 50 Inspection System located in Wood County and other virtual systems that may be added during FY2022 and FY2023.

Update - 8-2-2022 - During FY2023 and as part of our O&M we will again bid out a maintenance contract for Virtual Smart Roadside Inspection Systems located at the I-64 Eastbound Weigh Station at mile marker 39 in Putnam County, The Virtual Smart Roadside Inspection System located at the I-77 Southbound Weigh Station at mile marker 169.5 in Wood County and any other virtual systems that may be added during the year.

***Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress (e.g., including quarterly SF-PPR reporting).***

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

Quarterly we will make efforts to secure a maintenance contract for our ITD equipment.

## 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. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

### Trend Analysis for 2015 - 2019

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

Public Education and Outreach Activities	2015	2016	2017	2018	2019
Carrier Safety Talks	13	13	5	13	9
CMV Safety Belt Education and Outreach	0	0	0	0	0
State Trucking Association Meetings	1	1	0	1	1
State-Sponsored Outreach Events	1	0	3	2	4
Local Educational Safety Events	3	2	5	1	3
Teen Safety Events	0	0	0	0	0

### Narrative Overview for FY 2021 - 2023

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

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

Public education and awareness activities are essential to increasing the awareness of the general public and specifically prospective and mature drivers of "Sharing the Road Safely" with CMV traffic while focusing on the FMCSA ban on hand-held mobile devices and utilization of seat-belts.

These activities will raise the awareness of drivers of all ages and social groups of their responsibility in sharing the road which includes MCSAP partners at all levels while directly impacting the behaviors of carriers will have a direct result on our fatality reduction goal of 5% and specifically each year during FY2021 - 1.66%, FY2022 - 1.66% and FY2023 - 1.66%.

UPDATE - 10-14-2022 - We address human trafficking at each training session we conduct with law enforcement throughout the State of West Virginia and with industry. We have distributed TAT material at major truck stops across the state, we keep handout materials at weigh stations and distribute to officers as needed. Officers have received TAT training.

### Projected Goals for FY 2021 - 2023

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 2021	FY 2022	FY 2023
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	11	12	13
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	4	4	4
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	3	4	5
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	3	4	5
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	1	1	1

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

On a quarterly basis the management team will review data to ascertain the following goals are on target for completion in FY2021, FY2022 and FY2023.

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

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

**Update - 7-12-2021** - As referenced in the MCSAP Overview at tab 4 (MCSAP Structure) it is noted that 10 employees will participate in outreach efforts. During the efforts outlined above and in addition to other matters of relevance we will incorporate safety in work-zones to the attention of the participants.



**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.

MCSAP lead agencies are allowed to use MCSAP funds for Operations and Maintenance (O&M) costs associated with State Safety Data Quality (SSDQ) requirements to ensure 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.).

Data Quality Program	Current Compliance Level	Include O & M Costs?
SSDQ Performance	Good	No

Available data sources:

- [FMCSA SSDQ website](#)
- [FMCSA DataQs website](#)

**Enter the agency name responsible for Data Quality:** Public Service Commission of West Virginia

**Enter the agency or agencies name responsible for DataQs:** Public Service Commission of West Virginia

**Enter the agency name responsible for the Crash Data Repository:** West Virginia Division of Highways

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 2021 - 2023.

SSDQ Measure	Current SSDQ Rating	Goal for FY 2021	Goal for FY 2022	Goal for FY 2023
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.**

7-6-2020 - <https://ai.fmcsa.dot.gov/DataQuality/StateOverall.aspx?State=WV>

**Narrative Overview for FY 2021 - 2023**

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

The State of West Virginia is Good in all categories and we will continue efforts at maintaining our rating as good based upon the entry of timely, complete and concise data while continuing to educate our enforcement officers on the inspection process and educate newly hired law enforcement officers on commercial motor vehicles and the corresponding federal regulations.



***Program Activities FY 2021 - 2023: Describe activities that will be taken to achieve or maintain a "Good/Green" rating in all measures including the overall SSDQ rating. Also, describe how your State provides resources to conduct DataQs operations within your State, and describe how elevated/appeals requests are handled.***

Between FY2021 and FY2023 the State of West Virginia will continue activities that will maintain our rating as Good in all categories.

This will include the entry of timely, complete and concise data that meets the requirements of the FMCSA.

We will continue to educate our enforcement officers on thorough completion of the inspection report.

As we are not first responders to crashes we will continue efforts at educating first responders to CMV definitions, basics of the federal regulations and the definition of an accident from part 390.

UPDATE - 10-24-2022 - DATA Q'S - As an agency we continue to complete Data Q's in a timely and efficient manner. When we receive notification of a Data Q an initial evaluation is conducted. The individual responsible for Data Q's makes contact with the officer responsible as well as the officer's Supervisor and Manager. The officer responds accordingly. The Supervisor and Manager are notified of the officers response. They then review the response. The matter is then resolved and closed within ten days.

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

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

We will continue working with the Division of Highways to see the establishment of a direct link from their ReportBeam system which houses all crash records in West Virginia directly into the Public Service Commission of West Virginia's SafetyNet system.

Incomplete records would be rejected by the SafetyNet program and provided to staff for review and clarification prior to re-uploading.

On a quarterly basis, as classes are scheduled/conducted at the WV State Policy Academy and through education and outreach we will continue training first responders who complete crash reports at the time of CMV accidents as to proper definitions, federal code and who to contact at the WVPSC.

UPDATE - 8-4-2022 - Our current data quality on the A&I website is Good.

## 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 350.207](#).) 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. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

For the purpose of this section:

- **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.).

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 checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input 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 2015 - 2019

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

New Entrant Safety Audits	2015	2016	2017	2018	2019
Interstate	261	268	249	239	239
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>261</b>	<b>268</b>	<b>249</b>	<b>239</b>	<b>239</b>

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

### Narrative Overview for FY 2021 - 2023

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

Please complete the information below by entering data from the NEWS Dashboard regarding Safety Audits in your State. Data Source: <a href="#">New Entrant website</a>	
Date information retrieved from NEWS Dashboard to complete eCVSP	08/10/2022
Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)	115
Current Number of Past Dues	0

**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:** Meet the statutory time limit for processing and completing interstate safety audits of 120 days for Motor Carriers of Passengers and 12 months for all other Motor Carriers.

#### Projected Goals for FY 2021 - 2023

Summarize projected New Entrant safety audit activities in the table below.

Projected Goals for FY 2021 - 2023 - New Entrant Safety Audits						
	FY 2021		FY 2022		FY 2023	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	25	0	30	0	52	0
# of Safety Audits (Offsite)	215	0	220	0	208	0
# Group Audits	0	0	0	0	0	0
<b>TOTAL Safety Audits</b>	<b>240</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>260</b>	<b>0</b>
# of Non-Audit Resolutions	51	0	56	0	61	0

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

Between FY2021 and FY2023 processing and completing safety audits will occur within the statutory time limits.

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

We will maintain compliance with all Federal and program timeliness requirements during this three year span.

**Activity Plan for FY 2021 - 2023:** Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

During FY2021 the WVPSC will complete 240 New Entrant Safety Audits, during FY2022 the WVPSC will complete 250 New Entrant Safety Audits and during FY2023 the WVPSC will complete 260 New Entrant Safety Audits.

All Safety Audits will occur within the statutory guidelines outlined above from when a new carrier enters the program. This completion of the Safety Audits will ensure that new carriers are in full compliance with the CMV safety and hazardous materials regulations.

Between FY2021 and FY2023, the auditors assigned to this program will annually conduct required driver/vehicle inspections to maintain certification.

During the safety audit process we will also conducting 51 Non-Audit Resolutions in FY2021; 56 Non-Audit Resolutions in FY2022; and 61 Non-Audit Resolutions in FY2023.

In FY2021 approximately 89% of these audits will be conducted off-site with the remaining 11% conducted onsite at the carrier's principal place of business.

In FY2022 approximately 88% of these audits will be conducted off-site with the remaining 12% conducted onsite at the carrier's principal place of business.

In FY2023 approximately 86% of these audits will be conducted off-site with the remaining 14% conducted onsite at the carrier's principal place of business.

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

The WVPSC's New Entrant Supervisor will review all inspection and audit reports for quality, completeness and accuracy throughout the month and will hold quarterly meetings to monitor progress toward program goals.

The Managers will use FMCSA reports to monitor timeline requirements to prevent overdue carriers appearing in the inventory.

The Managers will track the auditor's activities through the utilization of MCMIS reports on meeting goals and objectives while reviewing SafetyNet data to ascertain all inspectors maintain certification.

These activities will occur between FY2021 and FY2023.

UPDATE - 10-14-2022 - The New Entrant Safety Audit Supervisor makes the officer assignments to conduct on-site and off-site Safety Audits. The Public Service Commission of West Virginia coordinates all efforts with the WV Division Office. The "Projected Goals" have been adjusted for FY2023 to reflect 80% off-site (208) and 20% on-site (52) for the total of 260.

UPDATE - 8-4-2022 - During FY2022 an officer successfully attended training for the ability to conduct Safety Audits. The supervisor assigned to the program will monitor the training and progress of the new officer conducting Safety Audits.

UPDATE - 8-4-2022 - The supervisor previously assigned the New Entrant program passed away during this program year. We conducted interviews to fill the Supervisor position and promoted a New Entrant Officer who worked on the program to the position of Supervisor over the New Entrant program.

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

*FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the MCSAP CVSP Planning Memorandum and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2021 - 2023).*

#### 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 Imminent Hazard (IH) or UNSAT/UNFIT 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 2021 - 2023

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

A&I MCSAP Data generated on July 7, 2020 relating to Passenger Carrier Vehicles (Buses only) for fiscal years 2016 through 2019 and generated on July 12, 2017 for FY2015 with the data marked as Summary Statistics for Buses and as reported in our previous eCVSP.

The trends relating to the number of Passenger Carrier Vehicles (buses only) involved in crashes is noted as follows:

FY2015	91
FY2016	78
FY2017	106
FY2018	94
FY2019	96

Five year average of crashes: 93

Based upon the data trends referenced herein, crashes trends referenced above that show an upward from our low-point in FY2016 of 78 crashes to our five year average of 93 or an increase of 19% as well as recent events throughout the United States involving Passenger Carriers, WV will continue indefinitely our commitment to reducing crashes involving Passenger Carrier Vehicles. Specifically between 2021 and 2023 we will reduce crashes by 3% annually for a total reduction of 9 crashes.

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

**Projected Goals for FY 2021 - 2023: 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 2021, 2022 and 2023 must also be included.**

Based upon trend analysis outlined herein between FY2015 and FY2019 there were an average of 2,111 commercial vehicle crashes in West Virginia. 4.4% of those crashes involved Passenger Carrier Vehicles (buses only).

As there is not a significant amount of motorcoach/passenger carrier fatalities, between FY2021 and FY2023 we will strive for zero fatalities with a reduction of crashes by 3% annually for a total reduction of 9 crashes.

***Program Activities for FY 2021 - 2023: Provide additional information regarding how these activities will be implemented.***

Through the utilization of MCSAP funds and our 21 certified motorcoach/passenger carrier enforcement officers, we will work to increase our enforcement efforts relating to passenger carrier transportation safety.

We will participate with FMCSA in all motorcoach strike force initiatives and conducting origin/destination inspections.

We will participate in and conduct other safety initiatives focused on the motorcoach industry while raising awareness of the federal ban on the use of hand-held cellular devices.

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

Through utilization of the 21 certified bus inspectors and while conducting motorcoach/passenger carrier inspections we will educate carriers on highway safety, hours of service, driver safety, tailgating, and ban of CMV drivers to utilize hand-held mobile devices as well as seat-belt usage.

During FY2021 we will conduct a minimum of 600 motorcoach/passenger carrier inspections (3.% of all inspections conducted in the State) with the anticipation of 150 per quarter.

During FY2022 it is anticipated that we will conduct a minimum of 650 motorcoach/passenger carrier inspections (3% of all inspections conducted in the State) with the anticipation of 162.50 per quarter.

During FY2023 it is anticipated that we will conduct a minimum of 689 motorcoach/passenger carrier inspections (3% of all inspections conducted in the State) with the anticipation of 172 per quarter.

This will be monitored on a quarterly basis by the Manager in charge of the passenger carrier program.

The regular routine passenger carrier/motor coach inspections will be performed by the 21 certified bus inspectors in conjunction with regular inspections and terminal inspections as well as continual participation with FMCSA in the targeted bus strike-forces aimed at tourist destinations throughout West Virginia including but not limited to casinos while verifying credentials and operating authority of all carriers inspected.

UPDATE - 8-4-2022 - At the present time and as a result of employee retirements and/or resignations we currently have 17 certified passenger carrier inspectors. It is anticipated during FY2023 we will conduct a training class to increase the number of certified inspectors.

**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 2020 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 2020 CVSP.*

**Progress Report on State Specific Objectives(s) from the FY 2020 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2020 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*



**Part 3 Section 4 - State Specific Objectives – Future**

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

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

**Instructions:**

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

*Describe any State-specific objective(s) identified for FY 2021 - 2023. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

The *Spending Plan* should include costs for FY 2023 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. The budget category tables use 95 percent in the federal share calculation.
- **State Share** means the portion of the total project costs paid by State funds. The budget category tables use 5 percent in the state share calculation. A State is only required to contribute 5 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 5 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 a 95 percent Federal share and 5 percent State share automatically and populates these

values in each line. Federal share is the product of Total Project Costs x 95 percent. State share equals Total Project Costs minus Federal share. It is important to note, if Total Project Costs are updated based upon user edits to the input values, the share 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 ensure 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 15% of the MCSAP Award Amount.
- Planned MOE Costs equal or exceed the MOE Baseline amount.
- States' planned Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' planned Total Project Costs are within \$5 of the Federal share.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$3,451,854.00	\$181,677.00	\$3,633,531.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$545,030.00
MOE Baseline:	\$359,621.50

## Part 4 Section 2 - Personnel

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

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

Salary and Overtime project costs must be separated when reporting to FMCSA, regardless of the Lead MCSAP Agency or Subrecipient pay structure.

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

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

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

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

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

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

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

### Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$545,030.00
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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
Supervisors	6	50.0000	\$53,577.16	\$160,731.48	\$152,694.91	\$8,036.57	\$30,000.00
Enforcement Officers	42	50.0000	\$43,860.54	\$921,071.34	\$875,017.77	\$46,053.57	\$104,921.50
Support Staff	9	50.0000	\$46,212.83	\$207,957.73	\$197,559.84	\$10,397.89	\$40,000.00
Division Director	1	50.0000	\$84,320.60	\$42,160.30	\$40,052.29	\$2,108.01	\$25,000.00
Managers	3	50.0000	\$68,929.47	\$103,394.20	\$98,224.49	\$5,169.71	\$20,000.00
IT Analyst	1	100.0000	\$86,000.00	\$86,000.00	\$81,700.00	\$4,300.00	\$0.00
Data Analyst	1	100.0000	\$55,340.00	\$55,340.00	\$52,573.00	\$2,767.00	\$0.00
<b>Subtotal: Salary</b>				<b>\$1,576,655.05</b>	<b>\$1,497,822.30</b>	<b>\$78,832.75</b>	<b>\$219,921.50</b>
Overtime Project Costs							
Employee overtime	51	15.0000	\$55,455.72	\$424,236.25	\$403,024.44	\$21,211.81	\$19,000.00
<b>Subtotal: Overtime</b>				<b>\$424,236.25</b>	<b>\$403,024.44</b>	<b>\$21,211.81</b>	<b>\$19,000.00</b>
<b>TOTAL: Personnel</b>				<b>\$2,000,891.30</b>	<b>\$1,900,846.74</b>	<b>\$100,044.56</b>	<b>\$238,921.50</b>
<b>Accounting Method:</b>	<b>Cash</b>						

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

**Update - 8-3-2022 - FY2023 - Updates made as a result of the FY2022 BIL funding remain in place for our FY2023 eCVSP.**

**Update - 8-3-2022 - FY2023 - It is noted that we anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories.**

**Update - 5-27-2022 - FY 2022 Updates Per BIL Funding: Charts were modified to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC.**

**The rate of overtime was increased from 7.8% of the average salary to 15% of the average salary.**

**Based on needs that exist and to enhance our enforcement activities and provide program support we have added two needed positions, IT Analyst and Data Analyst. These two positions will support our program in a capacity that will no longer require us to pull support from the agencies IT and Data Staff and have them as dedicated MCSAP employees.**

**Update - 5-3-2021 - Based upon the increase in the award the overtime allotment was increased from 4% to 7.8% increasing the overtime expense from \$113,129.66 to \$220,602.85.**

In an effort to balance the anticipated funds for FY2021 as outlined in the Notice of Funding dated May 20, 2021 with salaries and all aspects of the budget that are included in this eCVSP and given all MCSAP Officers, Managers, Supervisors and Office Staff dedicate 100% of their time to the Motor Carrier Safety Assistance Program - percentages of time had to be reduced to meet budget limitations. Had this not been done we would have exceeded the anticipated funds for the entire grant in this line-item alone.

The Division Director records and devotes approximately 50% of his time as MCSAP. He records actual MCSAP time on the weekly time reports.

This budget takes into account 42 Enforcement Officers, 6 Supervisors, 1 Division Director, 3 Managers and 9 Support Staff that are necessary to maintain the day-to-day operations of the State of West Virginia's MCSAP program outlined in this Multiyear CVSP.

The hourly rates referenced above are the averages of the salaries of all respective position classifications included herein.

All staff record MCSAP eligible time on their weekly time-sheet by a code and actual hours are billed to the grant.

All Enforcement Officers assigned to the MCSAP program dedicate 100% of their time to said program and the grant is charged based upon actual recorded time. Percentage of time calculated on the personnel spending chart reflects only the amount of personnel cost for the MCSAP budget. The rest of the personnel cost will be reflected in the MOE expenditures.

All employees work 1,820 hours annually. All **personnel** are 100% dedicated to the MCSAP activities. The percentages reflected in the table are actual costs that are billed to the grant. Any remaining, unbilled, costs of salaries are MOE.

As referenced above the overtime expense is now estimated at \$220,602.85 which is 7.8% of the averaged annual salary of the enforcement officers, supervisors and managers based on the annual hours worked of 1,820 per year. This will be to enhance and effectuate the details outlined in this CVSP at an average approximate averaged salary of \$55,455.72.

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

All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant.

**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. If using an approved rate by the applicant's Federal cognizant agency for indirect costs, a copy of the indirect cost rate agreement must be provided in the "My Documents" section in eCVSP and 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 rate, rate approved by HHS Statewide Cost Allocation or cognizant agency, or an aggregated rate). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

**Actual Fringe Rate:** a fringe rate approved by your cognizant agency or a fixed rate applied uniformly to each position.

**Aggregated Rate:** a fringe rate based on actual costs and not a fixed rate (e.g. fringe costs may vary by employee position/classification).

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 more information on this item see the [Fringe Benefits Job Aid below](#).

**Fringe costs method: Actual Fringe Rate**

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

**Fringe Benefit Rate:** 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.

**Base Amount:** The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.

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
Data Analyst	35.8000	100.0000	\$55,340.00	\$19,811.72	\$18,821.13	\$990.59	\$0.00
IT Analyst	35.8000	100.0000	\$86,000.00	\$30,788.00	\$29,248.60	\$1,539.40	\$0.00
Supervisors	35.8000	50.0000	\$321,342.96	\$57,520.38	\$54,644.36	\$2,876.02	\$11,000.00
Support Staff	35.8000	50.0000	\$415,915.46	\$74,448.86	\$70,726.42	\$3,722.44	\$7,000.00
Enforcement Officers	35.8000	50.0000	\$1,842,142.60	\$329,743.52	\$313,256.34	\$16,487.18	\$37,000.00
Division Director	35.8000	50.0000	\$84,320.60	\$15,093.38	\$14,338.71	\$754.67	\$4,300.00
Managers	35.8000	50.0000	\$206,788.41	\$37,015.12	\$35,164.36	\$1,850.76	\$5,000.00
Overtime	35.8000	15.0000	\$2,828,241.72	\$151,876.58	\$144,282.75	\$7,593.83	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$716,297.56</b>	<b>\$680,482.67</b>	<b>\$35,814.89</b>	<b>\$64,300.00</b>

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

**Update - 8-3-2022 - FY2023 - Updates made as a result of the FY2022 BIL funding remain in place for our FY2023 eCVSP.**

**Update - 8-3-2022 - FY2023 - It is noted that we anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories.**



**Update - 5-27-2022 - FY2022 Updates Per BIL Funding: Charts were modified to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC.**

**The rate of overtime was increased from 7.8% of the average salary to 15% of the average salary. As such, an increase in the fringe rate was necessary.**

**Based on needs that exist and to enhance our enforcement activities and provide program support we have added two needed positions, IT Analyst and Data Analyst. These two positions will support our program in a capacity that will no longer require us to pull support from the agencies IT and Data Staff and have them as dedicated MCSAP employees.**

**Update - 5-3-2021 - Based upon the increase in the award the line item for overtime was increased which resulted in an increase of the fringe for overtime from \$40,500.42 to \$78,975.82.**

The fringe benefits expense of \$601,065.14 is necessary to maintain WV's MCSAP program and support the personnel (payroll costs) allocated in the budget described here.

This expense provides for 42 Enforcement Officers, 6 Supervisors, 3 Managers, 1 Division Director and 9 Support Staff supported by this budget.

The items included as part of the actual fringe rate of 35.8% is an across the board rate, applied uniformly to all positions based on individual salary and includes the following items:

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

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

All PSC personnel are 100% dedicated to the MCSAP Program except for the Division Director. The percentage reduction in the chart above is based upon needing to include all items in our grant application and to make the projected figures total.

All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

**Updated - 10-5-2021 - Base amounts were reviewed, verified and adjusted to reflect accuracy of salaries listed to determine accurate fringe rates.**



**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
Tolls for Travel on WV Turnpike	61	365	100.0000	\$1,200.00	\$1,140.00	\$60.00	\$200.00
Conference Travel-Determined During FY2020	7	28	100.0000	\$8,000.00	\$7,600.00	\$400.00	\$4,200.00
Routine MCSAP Travel	61	305	100.0000	\$38,033.50	\$36,131.82	\$1,901.68	\$2,000.00
Travel for Drone Training	2	5	100.0000	\$1,137.00	\$1,080.15	\$56.85	\$0.00
<b>TOTAL: Travel</b>				<b>\$48,370.50</b>	<b>\$45,951.97</b>	<b>\$2,418.53</b>	<b>\$6,400.00</b>

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

**Update - 8-3-2022 - FY2023 - We anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories.**

**Update - 8-3-2022 - FY2023 - Travel expenses for two officers to receive drone training. Estimated at 5 days with four nights lodging for a total expense of \$1,137 (\$568.50 each officer).**

**Update - 5-27-2022 - FY 2022 Updates Per BIL Funding: Charts were modified above to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC. No other changes made.**

All travel billed to the grant regardless of percentage of time assigned to the program will be 100% MCSAP related and will be evidenced on the travel reimbursement forms.

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

The estimated Conference Travel expense not including the Maintenance of Effort in the amount of \$8,000 allows for routine travel expenses associated with the grant coordinator's annual attendance at the annual MCSAP planning and related conferences/sessions as well as management attendance at the semi-annual and the annual CVSA conferences, HAZMAT conference or other MCSAP/CVSA, etc. conferences scheduled by FMCSA, CVSA or others during FY2022. This figure will also include any required updates/conferences for the New Entrant program staff. The estimated cost includes lodging, meal allowance and travel expenses including but not limited to air-fare, rental car, parking or other expenses.

The estimated routine MCSAP-related Travel Expense (Lodging/M meal Allowance) is noted to be \$38,033.50. This estimated expense allows for approximately \$623.50 to be utilized for routine travel by each of the 42 Enforcement Officers, 6 Supervisors, 3 Managers, Division Director, Grant Manager and Support Staff (total of 61 individuals) during special operations in targeted enforcement areas that require additional saturation from officers from other regions that necessitates travel, routine road-checks that necessitates travel to other regions as well as outreach efforts throughout the State and training, as necessary. Enforcement officers and others may travel monthly to perform his or her duties, as needed and necessary.

**Updated - 10-5-2021** - Travel costs were based on trend analysis over previous grants, projections of hiring additional officers and increased activities that are anticipated post-COVID as we return to normal. We utilize GSA rates for all travel.

**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
Mobile and Portable Radios	5	\$4,000.00	100	\$20,000.00	\$19,000.00	\$1,000.00	\$0.00
Vehicle Emergency Equipment	20	\$4,000.00	100	\$80,000.00	\$76,000.00	\$4,000.00	\$0.00
Portable Scales	24	\$4,000.00	100	\$96,000.00	\$91,200.00	\$4,800.00	\$0.00
Drone	1	\$9,883.00	100	\$9,883.00	\$9,388.85	\$494.15	\$0.00
Temporary Inspection Shed	2	\$11,000.00	100	\$22,000.00	\$20,900.00	\$1,100.00	\$0.00
Ammunition (Gun) Safe	2	\$1,000.00	100	\$2,000.00	\$1,900.00	\$100.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$229,883.00</b>	<b>\$218,388.85</b>	<b>\$11,494.15</b>	<b>\$0.00</b>
Equipment threshold is \$1,000							

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

**Update - 10-14-2022 - FY2023 - Ammunition (Gun) Safe - These safes will be located at two scale facilities for the secure storage of ammunition, weapons and evidence obtained during the inspection process.**

**Update - 10-14-2022 - FY2023 - Portable Scales - The need for this purchase is multifaceted. 24 scales would equip for four officers with a complete set of six for use at the roadside. It is noted that we have scales that can no longer meet certification, scales that are outdated with replacement parts we are unable to obtain and we anticipate hiring a minimum of five additional officers during FY2023.**

**Update - 8-3-2022 - FY2023 - We anticipate hiring a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories.**

**Update - 7-21-2022 - FY2023 - Ammunition (Gun) Safe - The purchase of two Ammunition (Gun) Safes will enable us to maintain all ammunition in a secure safe that is locked and only accessible by management and/or range officers.**

**Update - 7-21-2022 - FY2023 - Temporary Inspection Shed - The purchase of two Temporary Inspection Sheds will enable us to conduct more effective roadside inspections during inclement weather.**

**Update - 7-21-2022 - FY2023 - Drone - The purchase of a drone will enable us to fully conduct post-crash inspections while assisting the West Virginia State Police and other law enforcement entities while also enabling our officers access to crash scenes involving haz-mat.**

**Update - 7-12-2022 - FY2023 - Portable Scales - The purchase of these scales will be used during roadside inspections in an effort to make WV's roadways safer. It is estimated that each scale will cost approximately \$4,000 for a total expense of \$96,000.**

**Update - 5-27-2022 - FY 2022 Updates Per BIL Funding: Charts were modified to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC.**

**The funds allocated through BIL will enable us to obtain 20 new vehicles that will include crew cab trucks and Ford Explorers. These new vehicles will result in a need for vehicle emergency equipment necessary for roadside inspections. This equipment may include and not be limited to exterior lighting, bar lights, speakers and mounts, siren and light controller, cb radios, consoles, laptop mounts, dashlights, rear directional mounts and any other accessories necessary to complete the vehicle for purposes of enforcement. It is anticipated that the cost will be approximately \$4,000 per vehicle.**

**Vehicle Emergency Equipment:** With replacing older vehicles with new vehicles per the state's acquisition process it is anticipated 5 vehicles will be replaced in FY2021 and the equipment and accessories necessary will cost approximately \$10,000. This will result in a need to update outdated safety equipment with new equipment on said vehicles. It is anticipated that this equipment will include exterior lighting, bar lights, speakers and mounts, siren and light controller, cb radios, consoles, laptop mounts, dashlights, rear directional mounts and other accessories as necessary to complete the package.

**Mobile and Portable Radios:** With obtaining new vehicles obtaining new mobile and portable radios is a must as they will be more compatible with new equipment but will also enable us to provide our officers with safety through communications. The estimated cost is \$4,000 per radio for a total purchase price of \$20,000.

**Updated - 10-5-2021 - We anticipate hiring five additional officers that will need to be equipped with a mobile radio which will be mounted in the vehicle and a portable radio which will be worn by the officer at all times. Based on the anticipated hirings we received a preliminary quote.**

All PSC personnel are 100% dedicated to the MCSAP Program except for the Division Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.

**Part 4 Section 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
Supplies & Materials: General Office Supplies	12 Monthly	\$1,000.00	100.0000	\$12,000.00	\$11,400.00	\$600.00	\$0.00
Supplies & Materials: Computers and Replacements	12 Monthly Expense	\$450.00	100.0000	\$5,400.00	\$5,130.00	\$270.00	\$0.00
IT Equipment for Safety Auditors and Investigators	6 Per Officer	\$350.00	100.0000	\$2,100.00	\$1,995.00	\$105.00	\$0.00
Uniforms	51 Per Officer	\$365.00	100.0000	\$18,615.00	\$17,684.25	\$930.75	\$0.00
IT Equipment for Remote Training & FMCSA Updates	12 Monthly	\$166.66	100.0000	\$1,999.92	\$1,899.92	\$100.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$40,114.92</b>	<b>\$38,109.17</b>	<b>\$2,005.75</b>	<b>\$0.00</b>

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

**Update - 8-3-2022 - FY2023 - It is anticipated that we will hire a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories.**

**5-27-2022 - FY 2022 Updates Per BIL Funding: Charts were modified to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC.**

**Supplies and Materials - General Office Supplies:** This line item will support the day-to-day operations of the MCSAP program by providing items necessary that will include but not be limited to paper, ink, letterhead, copy machine paper, toner typewriter cartridges, calculator ribbons, staplers, staples, shredders, tape, tape dispensers, microfilming supplies, photographic film, cameras, thumb-drives, file folders, notebooks, labels, tabs, pens, pencils, highlighters, envelopes, packings supplies, small office type machines that could include label-makers, adding machines, calculators and other items needed or identified. This line item may also include telephones, safe deposit boxes, ammunition, service weapons, etc. Supplies and Materials are for use by all individuals assigned to the MCSAP program and will include items not specifically listed above. It is estimated that this will be an expense of approximately \$12,000 annually.

**Supplies and Materials - Computers and Replacements:** This line item will be utilized to purchase or replace any computers or computer related equipment. This line item is necessary based upon changes in staffing as a result of hiring new employees/officers, retirements and other departures. This could include but not be limited to lap-tops, desk-tops, word processors, cell phones, printers, portable printers, etc. This line item will also cover any necessary repairs or replacements due to failure and/or breakage. Supplies and Materials are for use by all individuals assigned to the MCSAP program. It is an estimated expense of \$5,400 annually.

**IT Equipment for Safety Auditors and Investigators:** As a result of COVID19 our Auditors are performing more of the day-to-day operations from remote locations including their homes. In an effort to remain productive and efficient the following items are needed: external monitor, external keyboard, external mouse, desktop scanner/printer and external HDMI connector. It is estimated this equipment will cost approximately \$350 per auditor for a total of \$2,100.00.

**Uniforms and Other Related Items:** The estimated expense of \$18,615 for Uniforms and Other Related Items will provide for approximately \$365 for each of the 42 Enforcement Officers, 6 Supervisors or 3 Managers (total of 51 individuals) for such items that includes the uniform required for wear each day of work. The Public Service Commission of West Virginia has a winter uniform and a summer uniform and will include upkeep of the uniform through dry-cleaning services. This will also include the purchase of bullet proof vests and any other uniform related items necessary. This figure will be adjusted per officer based upon additional officers hired throughout the year and in an effort to equip those officers with necessary uniforms.

**IT Equipment for Remote Training & FMCSA Updates:** COVID19 made us aware of our lack of adequate remote training capabilities. This estimated expense of \$1,999.92 will enable us to add necessary equipment throughout the State and in our weigh stations which have adequate space to enable our required and necessary FMCSA training and updates as well as allowing us the technology to allow real-time virtual communications and meetings with our enforcement officers throughout the State. Items that may be included in this expense are as follows: large monitors, projectors, meeting software, etc.

All PSC personnel are 100% dedicated to the MCSAP Program except for the Division Director. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, supplies, uniforms and computers are 100% dedicated to the MCSAP program.

## Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

The Unique Entity Identifier (UEI) is the new, non-proprietary identifier that replaces the DUNS number. All contractors and subrecipients must be registered in the System for Award Management (SAM.gov). The UEI will be requested in and assigned by SAM.gov. Enter the UEI number of each entity in the space provided in the table.

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	UEI Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Lease Cost of Enforcement Vehicles	UNKNOWN	Contract	100.0000	\$250,000.00	\$237,500.00	\$12,500.00	\$50,000.00
Description of Services: Lease Cost of Enforcement Vehicles							
O&M: ITD Maintenance	UNKNOWN	Contract	100.0000	\$71,969.00	\$68,370.55	\$3,598.45	\$0.00
Description of Services: Maintenance for Virtual Smart Roadside Inspection System							
Lease cost of color copier with binding machine	UNKNOWN	Contract	100.0000	\$6,000.00	\$5,700.00	\$300.00	\$0.00
Description of Services: Color copier with binding machine for use in training materials and day-to-day operations							
<b>TOTAL: Contractual and Subaward</b>				<b>\$327,969.00</b>	<b>\$311,570.55</b>	<b>\$16,398.45</b>	<b>\$50,000.00</b>

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

**Update - 10-14-2022 - FY2023 -In reference to FMCSA comments and at the present time the UEI for the three vendors/contractors above is unknown. The UEI has been changed to unknown in all three line items.**

**Update - 8-3-2022 - FY2023 - It is anticipated that we will hire five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such and if additional hires are made we will need to reallocate funding categories.**

**Update - 7-21-2022 - FY2023 - Lease Cost of Color Copier with Binding Machine - The monthly lease on this color copier with binding machine will enable us to prepare our training materials in-house without the necessity of obtaining external services. The annual expenses is estimated at \$6,000 or \$500 per month.**

**Update - 5-27-2022 - FY 2022 Updates Per BIL Funding: Charts were modified to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC.**

**Update - 5-27-2022 - Lease Costs of Enforcement Vehicles was increased from \$60,000 to \$250,000. The purpose of this increase will enable us to obtain approximately 20 new vehicles that will include crew cab trucks and Ford Explorers to be used during the inspection process. Obtaining these vehicles will enable us to removing more car type vehicles from our fleet. These new crew cab trucks and Explorers will replace 20 older vehicles from our fleet. The trucks and Explorers are much more efficient and safer for officers performing roadside inspections. An average of \$4,807.69 will be spent on each of the 52 vehicles once the crew cab trucks are obtained.**

**Lease Cost of Enforcement Vehicles:** Enforcement Officers, Supervisors and Managers are 100% dedicated to the MCSAP Program. The Division Director is 50% dedicated to the program. Approximately 51 vehicles are billed 100% to the grant. One vehicle is billed to the grant at 50% of their lease cost. \$60,000 is estimated as the expense of for Lease Cost of MCSAP Vehicles which will be utilized to pay the monthly lease amounts on the following vehicles currently assigned to the MCSAP fleet.

The vehicles provided for through MCSAP funding include vehicles for the 42 Enforcement Officers, 6 Supervisors, 3 Managers and 1 Division Director for the total of 52 vehicles charged against the MCSAP funding with that number increasing as additional staff are hired. These vehicles are necessary for Enforcement Officers to effectuate the CVSP on a regional basis which will result in reducing fatalities. It is noted that vehicles are assigned as necessary and available with adjustments to the described vehicles occurring based upon need as well as the receipt of additional fleet vehicles, etc. The budget described herein allows for an approximate average annual expense of \$1,153.85 per vehicle.

It is further noted that the for the award of a contract they are subjected to the competitive bid process via the WV Department of Administration and awarded to the most cost effective bidder. In addition, the lease agreements depreciate on a monthly basis and as such, the monthly payment amount is never the same. The vehicles currently in our fleet (subject to change) are described as follows:

5	2017	Ford Explorers
3	2016	Ford Explorers
2	2017	Chevrolet Tahoes
13	2015	Ford Interceptors
1	2014	Ford Expedition
1	2014	Ford Taurus Interceptor
5	2013	Ford Expedition
1	2012	Ford Expedition
2	2013	Ford Taurus
4	2011	Ford Crown Victorias
1	2010	Ford Taurus
1	2010	Ford Explorer
5	2010	Ford Crown Victorias
8	2020	Ford Explorer

The fleet described above is subject to change based upon issues, accidents and mechanics.

With the exception of the Division Director all PSC personnel are 100% dedicated to the MCSAP Program. All MCSAP eligible activities with the exception of weight enforcement without an inspection are billed to the grant. MCSAP grant equipment, uniforms and computers are 100% dedicated to the MCSAP program.



O&M: ITD Maintenance: This will provide support of the ITD grant to which the Public Service Commission of West Virginia was a subgrantee - a maintenance contract/agreement is needed relating to the Virtual Smart Roadside Inspection System installed at the I-64 Eastbound Weigh Station located at mile marker 39 in Putnam County and at the I-77 Southbound Weigh Station located at mile marker 169.5 in Wood County, the US Route 50 Inspection System located in Wood County and other virtual systems that may be added during FY2022 and FY2023. This maintenance contract/agreement will enable our equipment to receive timely updates as well as service in the event of system malfunction while providing routine maintenance (e.g. server host fees, inspection, cleaning, servicing), preventative care and servicing to maintain current functional levels of the system and to avoid failures before they turn into major defects. This maintenance contract will be bid out once the CVSP is awarded and the contract will be awarded to the lowest bidder. It is estimated that the cost will be approximately \$71,969 annually.

As stated in Section 2.7 of the MCSAP Comprehensive Policy at section 2.7 - Innovative Technology Deployment - The FMCSA expects MCSAP lead agencies to use MCSAP formula funds to support ITD operations and maintenance costs even if the program is administered by a non-MCSAP lead agency.

UPDATE - 10-14-2020 - MCSAP grant equipment, vehicles, uniforms, supplies, computers, etc. are 100% deducted to the MCSAP program.

## Part 4 Section 8 - Other Costs

*Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs (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 not claim reimbursement for Indirect Costs.**

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Postage and Freight Expense	12 Monthly	\$150.00	100.0000	\$1,800.00	\$1,710.00	\$90.00	\$0.00
Printing Expense	12 Monthly	\$150.00	100.0000	\$1,800.00	\$1,710.00	\$90.00	\$0.00
Training Costs (Tuition Fees, Materials and Other Expenses - As Needed)	1 As Needed	\$9,000.00	100.0000	\$9,000.00	\$8,550.00	\$450.00	\$0.00
Communications (Air Cards and Cell Phones)	61 Per Person	\$524.59	100.0000	\$31,999.99	\$30,399.99	\$1,600.00	\$0.00
Maintenance for Leased Vehicles	52 Per Vehicle	\$917.31	100.0000	\$47,700.12	\$45,315.11	\$2,385.01	\$0.00
Fuel for Leased Vehicles	52 Per Vehicle	\$2,736.62	100.0000	\$142,304.24	\$135,189.02	\$7,115.22	\$0.00
Annual CVSA Membership	1 Annual	\$10,300.00	100.0000	\$10,300.00	\$9,785.00	\$515.00	\$0.00
CVSA Decals	4 Quarterly	\$275.00	100.0000	\$1,100.00	\$1,045.00	\$55.00	\$0.00
Fingerprint Identification Unit - Monthly Service Charge	240 Monthly	\$100.00	100.0000	\$24,000.00	\$22,800.00	\$1,200.00	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$270,004.35</b>	<b>\$256,504.12</b>	<b>\$13,500.23</b>	<b>\$0.00</b>

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

**Update - 8-3-2022 - FY2023 - It is anticipated that we will hire a minimum of five additional officers during FY2023. The number of officers hired could be increased based on need as well as candidates available. As such, and if additional hires are made we will need to reallocate funding categories.**

**Update - 7-21-2022 - FY2023 - The training expenses were increased to \$9,000 which now includes tuition expenses for two officers to receive training on drone usage.**

**Update - 7-12-2022 - FY2023 - Monthly Service Fee for Fingerprint Identification Units. We obtained 20 Fingerprint Identification Units that operate through the utilization of a monthly service charge. It is estimated that the 20 units will cost approximately \$24,000 annually to be utilized at their full capability.**

**Update - 5-27-2022 - FY2022 Updates Per BIL Funding: Charts were updated to reflect the change in the cost share to 95% from FMCSA and 5% from WVPSC.**

**As a result of the current economic state in the Nation and based on fuel expenses that are anticipated to continue to increase we have increased our line item for fuel from \$75,654.80 to \$142,304.24 or approximately \$2,736.62 per vehicle.**

**Communications:** The estimated expense of \$31,999.99 will provide air cards and/or mobile phones on an annual basis to the Enforcement Officers, Supervisors, Managers, Division Director, grant manager, radio shop staff and support staff depending on COVID related needs. These communicational devices will allow our staff the ability to communicate remotely in real-time at an expense of approximately \$524.59 for each of the 61 individuals referenced above and identified herein.

**CVSA Membership Dues:** The Public Service Commission of West Virginia is a member of the Commercial Vehicle Safety Alliance. The annual membership is \$10,300.

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

**Training Costs:** The estimated expense of \$5,000 will be used to provide training opportunities to our Enforcement Officers throughout the State of West Virginia. These training items identified herein include, but are not limited to, the following:

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

This budget allows approximately \$5,000 to be used as needed by the 42 Enforcement Officers, 6 Supervisors, 3 Managers, the Division Director, Grant Manager and Office staff which will be utilized for the purposes of training as needed, justified and referenced above and may include fees for instructors.

**Maintenance of Leased MCSAP Vehicles:** The estimated expense of \$47,700.12 will be used to provide routine maintenance and repair of the 52 vehicles currently identified in our fleet. This will allow approximately \$917.31 per vehicle for the fiscal year to perform necessary maintenance which includes, but is not limited to tire replacement, oil changes, wipers, fluids, car washes, repairs on an as needed basis, etc.

**Fuel Costs:** The budgeted amount of \$75,654.80 will be used to supply the 52 vehicles currently assigned in our fleet with \$1,454.90 in fuel annually to enable us to promote the State Program Objectives and National Program Elements which will enable the State of West Virginia to reduce fatalities.

**UPDATE - 10-14-2020:** MCSAP grant equipment, vehicles, uniforms, computers, supplies, etc. are 100% dedicated to the MCSAP program.

**UPDATE - 10-28-2021:** Printing expenses as well as Postage and Freight expenses have been moved to this the "OTHER" section from the "SUPPLIES" section.

**UPDATE - 10-28-2021:** Printing Expense: This line item will be utilized for external copying and printing of items necessary in the day-to-day operations of the WVPSC Enforcement/MCSAP program including but not limited to exhibits, business cards, training materials, duplicating materials, binding of printed documents, contractual fees for printing of necessary items, etc. It is estimated this expense is estimated at \$1,800 annually and will be utilized by all individuals assigned to the MCSAP program.

**UPDATE - 10-28-2021:** Postage and Freight: This line item will be utilized for postage, box rent, postage meter or any charges connected with the United States Postal System or charges by Central Mail. Freight will include any charges for shipping or receiving material. This will include but not limited to courier services charges, motor freight, air freight and any other express mail charges which may include a fuel surcharge. United Parcel Service, Federal Express and similar type companies charges are to be considered freight charges. Postage and freight are for use by all individuals assigned to the MCSAP program and is estimated at \$1,800 annually.

**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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$3,451,854.00	\$181,677.00	\$3,633,531.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$545,030.00
MOE Baseline:	\$359,621.50

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Supervisors	\$152,694.91	\$8,036.57	\$160,731.48	\$30,000.00
Enforcement Officers	\$875,017.77	\$46,053.57	\$921,071.34	\$104,921.50
Support Staff	\$197,559.84	\$10,397.89	\$207,957.73	\$40,000.00
Division Director	\$40,052.29	\$2,108.01	\$42,160.30	\$25,000.00
Managers	\$98,224.49	\$5,169.71	\$103,394.20	\$20,000.00
IT Analyst	\$81,700.00	\$4,300.00	\$86,000.00	\$0.00
Data Analyst	\$52,573.00	\$2,767.00	\$55,340.00	\$0.00
<b>Salary Subtotal</b>	<b>\$1,497,822.30</b>	<b>\$78,832.75</b>	<b>\$1,576,655.05</b>	<b>\$219,921.50</b>
Employee overtime	\$403,024.44	\$21,211.81	\$424,236.25	\$19,000.00
<b>Overtime subtotal</b>	<b>\$403,024.44</b>	<b>\$21,211.81</b>	<b>\$424,236.25</b>	<b>\$19,000.00</b>
<b>Personnel total</b>	<b>\$1,900,846.74</b>	<b>\$100,044.56</b>	<b>\$2,000,891.30</b>	<b>\$238,921.50</b>

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Data Analyst	\$18,821.13	\$990.59	\$19,811.72	\$0.00
IT Analyst	\$29,248.60	\$1,539.40	\$30,788.00	\$0.00
Supervisors	\$54,644.36	\$2,876.02	\$57,520.38	\$11,000.00
Support Staff	\$70,726.42	\$3,722.44	\$74,448.86	\$7,000.00
Enforcement Officers	\$313,256.34	\$16,487.18	\$329,743.52	\$37,000.00
Division Director	\$14,338.71	\$754.67	\$15,093.38	\$4,300.00
Managers	\$35,164.36	\$1,850.76	\$37,015.12	\$5,000.00
Overtime	\$144,282.75	\$7,593.83	\$151,876.58	\$0.00
<b>Fringe Benefits total</b>	<b>\$680,482.67</b>	<b>\$35,814.89</b>	<b>\$716,297.56</b>	<b>\$64,300.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Tolls for Travel on WV Turnpike	\$1,140.00	\$60.00	\$1,200.00	\$200.00
Conference Travel-Determined During FY2020	\$7,600.00	\$400.00	\$8,000.00	\$4,200.00
Routine MCSAP Travel	\$36,131.82	\$1,901.68	\$38,033.50	\$2,000.00
Travel for Drone Training	\$1,080.15	\$56.85	\$1,137.00	\$0.00
<b>Travel total</b>	<b>\$45,951.97</b>	<b>\$2,418.53</b>	<b>\$48,370.50</b>	<b>\$6,400.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Mobile and Portable Radios	\$19,000.00	\$1,000.00	\$20,000.00	\$0.00
Vehicle Emergency Equipment	\$76,000.00	\$4,000.00	\$80,000.00	\$0.00
Portable Scales	\$91,200.00	\$4,800.00	\$96,000.00	\$0.00
Drone	\$9,388.85	\$494.15	\$9,883.00	\$0.00
Temporary Inspection Shed	\$20,900.00	\$1,100.00	\$22,000.00	\$0.00
Ammunition (Gun) Safe	\$1,900.00	\$100.00	\$2,000.00	\$0.00
<b>Equipment total</b>	<b>\$218,388.85</b>	<b>\$11,494.15</b>	<b>\$229,883.00</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Supplies & Materials: General Office Supplies	\$11,400.00	\$600.00	\$12,000.00	\$0.00
Supplies & Materials: Computers and Replacements	\$5,130.00	\$270.00	\$5,400.00	\$0.00
IT Equipment for Safety Auditors and Investigators	\$1,995.00	\$105.00	\$2,100.00	\$0.00
Uniforms	\$17,684.25	\$930.75	\$18,615.00	\$0.00
IT Equipment for Remote Training & FMCSA Updates	\$1,899.92	\$100.00	\$1,999.92	\$0.00
<b>Supplies total</b>	<b>\$38,109.17</b>	<b>\$2,005.75</b>	<b>\$40,114.92</b>	<b>\$0.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Lease Cost of Enforcement Vehicles	\$237,500.00	\$12,500.00	\$250,000.00	\$50,000.00
O&M: ITD Maintenance	\$68,370.55	\$3,598.45	\$71,969.00	\$0.00
Lease cost of color copier with binding machine	\$5,700.00	\$300.00	\$6,000.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$311,570.55</b>	<b>\$16,398.45</b>	<b>\$327,969.00</b>	<b>\$50,000.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Postage and Freight Expense	\$1,710.00	\$90.00	\$1,800.00	\$0.00
Printing Expense	\$1,710.00	\$90.00	\$1,800.00	\$0.00
Training Costs (Tuition Fees, Materials and Other Expenses - As Needed)	\$8,550.00	\$450.00	\$9,000.00	\$0.00
Communications (Air Cards and Cell Phones)	\$30,399.99	\$1,600.00	\$31,999.99	\$0.00
Maintenance for Leased Vehicles	\$45,315.11	\$2,385.01	\$47,700.12	\$0.00
Fuel for Leased Vehicles	\$135,189.02	\$7,115.22	\$142,304.24	\$0.00
Annual CVSA Membership	\$9,785.00	\$515.00	\$10,300.00	\$0.00
CVSA Decals	\$1,045.00	\$55.00	\$1,100.00	\$0.00
Fingerprint Identification Unit - Monthly Service Charge	\$22,800.00	\$1,200.00	\$24,000.00	\$0.00
<b>Other Costs total</b>	<b>\$256,504.12</b>	<b>\$13,500.23</b>	<b>\$270,004.35</b>	<b>\$0.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$3,451,854.07</b>	<b>\$181,676.56</b>	<b>\$3,633,530.63</b>	<b>\$359,621.50</b>
<b>Total Costs Budgeted</b>	<b>\$3,451,854.07</b>	<b>\$181,676.56</b>	<b>\$3,633,530.63</b>	<b>\$359,621.50</b>

## Part 4 Section 10 - Financial Summary

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$3,451,854.00	\$181,677.00	\$3,633,531.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$545,030.00
MOE Baseline:	\$359,621.50

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$1,497,822.30	\$78,832.75	\$1,576,655.05	\$219,921.50
Overtime Subtotal	\$403,024.44	\$21,211.81	\$424,236.25	\$19,000.00
Personnel Total	\$1,900,846.74	\$100,044.56	\$2,000,891.30	\$238,921.50
Fringe Benefits Total	\$680,482.67	\$35,814.89	\$716,297.56	\$64,300.00
Travel Total	\$45,951.97	\$2,418.53	\$48,370.50	\$6,400.00
Equipment Total	\$218,388.85	\$11,494.15	\$229,883.00	\$0.00
Supplies Total	\$38,109.17	\$2,005.75	\$40,114.92	\$0.00
Contractual and Subaward Total	\$311,570.55	\$16,398.45	\$327,969.00	\$50,000.00
Other Costs Total	\$256,504.12	\$13,500.23	\$270,004.35	\$0.00
	95% Federal Share	5% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$3,451,854.07	\$181,676.56	\$3,633,530.63	\$359,621.50
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
<b>Total Costs Budgeted</b>	<b>\$3,451,854.07</b>	<b>\$181,676.56</b>	<b>\$3,633,530.63</b>	<b>\$359,621.50</b>



## Part 5 - Certifications and Documents

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

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

### Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? Robert D. Blankenship
2. What is this person's title? Director of Transportation
3. Who is your Governor's highway safety representative? Everett Frazier
4. What is this person's title? Commission of the WV Department of Motor Vehicles

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

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

#### State Certification declaration:

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

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

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

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

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

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

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

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

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

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

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

☐ Yes ☒ No

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

☐ Yes ☒ No