

# eCVSP

## WASHINGTON

### *Commercial Vehicle Safety Plan*

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

**Fiscal Years 2024 - 2026**

**Date of Approval: August 02, 2024**

**FINAL CVSP**



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

The Federal Motor Carrier Safety Administration (FMCSA) 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 crashes and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved crashes, 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 FMCSA by the due date each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. The State must submit a multi-year 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 2024 - 2026)
- Part 2: Crash Reduction and National Program Elements (FY 2024 - 2026)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2024 - 2026)
- Part 4: Financial Information (FY 2024)
- Part 5: Certifications and Documents (FY 2024)

All of the five eCVSP parts listed above contain subsections. Each subsection category will provide you with detailed explanation and instruction on what to do to complete the necessary tables and narratives.

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit either a 3-year plan or an Annual Update. 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 2024:

**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 if any updates are needed for the upcoming fiscal year by answering the "Yes/No" question provided in each Section of Parts 1-3.

- If "**Yes**" is selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If "**No**" is selected, the information in this section will not be editable and the user should move forward to the next section.
- Trend Analysis information that supports your current activities is not editable in Year 2 or 3 of an Annual Update plan.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2023 plans. States must carefully review and update this information to reflect FY 2024 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information added should detail major programmatic changes.
- Add any updates to the narrative areas and indicate changes by preceding it with the heading "**FY 2024 Update**". Below the heading, include descriptions of the changes to your program, including how any tables were modified.
- The Trend Analysis areas in each section can only be edited in Year 1 of a three-year plan. Trend Analysis data cannot be edited 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****Instructions:**

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

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

**Washington State Patrol Mission Statement:**

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

**Vision**

To be the best public safety agency in the United States.

**Values**

- Strong leadership
- Effective partnerships & Community Relationships
- Professional excellence
- Integrity & Accountability
- Respecting & Protecting the Rights of All
- Fostering a Culture of Continuous Improvement
- Diversity, Equity & Inclusion

**Commercial Vehicle Enforcement Division Mission Statement:**

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

**Commercial Vehicle Enforcement Bureau Goals:**

Goal - Promote safe travel of commercial vehicles on the state's highways.

Goal - Enhance safe transportation of school children.

Goal - Protect the state's infrastructure.

**Washington Utilities and Transportation Commission Mission Statement:**

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

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

**Instructions:**

Answer the questions about your CVSP initiatives and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. For questions answered "Yes", describe your State's initiatives and indicate if more details are provided in other CVSP sections. Please do not include activities or expenses associated with any other FMCSA grant program.

Yes	No	CVSP Initiative Questions
<input checked="" type="radio"/>	<input type="radio"/>	Is the National Roadway Safety Strategy (NRSS) being used as a resource in developing the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are initiatives involving rural roads included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are activities regarding Migrant Worker Transportation in Rural Areas included in the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Are initiatives regarding human trafficking/smuggling included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are activities regarding drug interdiction included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are initiatives regarding work zone safety included in the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Is your State submitting an annual Training Plan to the National Training Center (NTC)?

The Washington State Patrol (WSP) is the state's MCSAP lead agency and the authorized staffing in the Commercial Vehicle Enforcement Bureau (CVEB) is fifty fully commissioned officers and one hundred thirty-eight limited commissioned officers. Current staffing is thirty-two fully commissioned officers for traffic enforcement activities, one hundred-one limited commissioned officers for driver and vehicle inspections, twenty-three limited commissioned officers for investigations and five civil service employees for data collection and reporting for a total of 161 employees participating in MCSAP related activities. In addition, the WSP also has the following officers assigned to state mandated programs:

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

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

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

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

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

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

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

- Commercial Motor Vehicle CVSA Safety Inspection Program
- Hazardous Materials Program
- Compliance Investigation Program
- SafetyNet Database Management
- DataQ Management
- SafeSpect/ASPEN Oversight
- Portal Account Management

Washington State participates in the following federal programs:

- ITD Safety Program
- ISS
- CDL Program
- PRISM Safety Program
- CDLIS
- FMCSA Portal

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

Automated License Plate Readers (ALPR) are operating at eleven Innovative Technology Development (ITD) sites, (formally CVISN) around the state. The ALPR's have been very successful in checking the PRISM file to identify out of service carriers, over licensed capacity, expired vehicle registration violations and verifying log book entries for falsification.

Tire Anomaly and Classification System (TACS) has been installed at five Washington State Port of Entry scale facilities. The TACS has been extremely successful at identifying commercial vehicle tire violations and OOS tire violations. Washington has seen increases of over 100% in tire violation detection at locations where this technology is deployed. Washington will look into additional funds to install the TACS technology at other locations where feasible.

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

**Part 1 Section 4 - MCSAP Structure**

**Instructions:**

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

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

The national program elements sub-categories represent the number of personnel involved in that specific activity area.

- **Driver and Vehicle Inspections** includes the number of personnel conducting inspection activities.
- **Traffic enforcement activities** includes the number personnel conducting CMV and Non-CMV traffic enforcement activities.
- **Investigations** includes the number of personnel conducting Investigations, Compliance Reviews, and New Entrant Safety Audits.
- **Public Education and Awareness** includes the number of personnel conducting public education and awareness on CMV topics.
- **Data Collection and Reporting** includes the number of personnel responsible for collecting, processing, analyzing and reporting State data including inspections and crashes, uploading data via SafetyNet and SAFER, and monitoring the quality of data timeliness, accuracy, and completeness.

FMCSA recognizes that some staff may be involved in more than one area of activity.

Lead Agency Information	
Agency Name:	WASHINGTON STATE PATROL
Enter total number of personnel participating in MCSAP activities	163
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	101
Traffic Enforcement Activities	32
Investigations*	23
Public Education and Awareness	2
Data Collection and Reporting	5
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
Enter total number of personnel participating in MCSAP activities	8
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	6
Traffic Enforcement Activities	0
Investigations*	2
Public Education and Awareness	0
Data Collection and Reporting	0
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

<b>Non-funded Agency Information</b>	
Total number of agencies:	15
Total # of MCSAP Participating Personnel:	21

## 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 2024 - 2026 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures from the **Analysis & Information Online** (A&I Online) website, <https://ai.fmcsa.dot.gov/Grants>. Portal credentials are required to access this website.

- **MCSAP Performance Dashboard** – States can use this information to inform CVSPs and other activities with the goal of reducing crashes, injuries, and fatalities involving CMVs.

It provides a snapshot of MCSAP performance in four areas: Crash Overview, National Program Element goals, Enforcement Measures, and Funding Utilization.

- **Activity Dashboard** – This dashboard assists States in monitoring MCSAP activities identified in CVSPs and in preparing MCSAP quarterly reports. The reports are viewable by fiscal year and quarter. The most recent five fiscal years are available.

Reports are available in three areas: Crash Reduction, Out-of-Service (OOS) report, and National Program Elements (which includes reports on Roadside Inspections, Investigations, State Safety DQ, Safety Audits, Border Enforcement, and Traffic Enforcement).

- States can utilize other data reports available on A&I Online located in the Crash Statistics, Enforcement Programs, and Data Quality modules.
- States can also use internal State data sources.

It is important to always reference data source information used in developing problem statements, baseline information, objectives, and performance goals within the CVSP.

## Part 2 Section 2 - CMV Crash Reduction

FMCSA's primary mission is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing CMV-related crashes.

Performance data plays an important role in ensuring MCSAP-funded work across the country is actively and effectively promoting positive CMV safety outcomes. States can use the MCSAP Performance Dashboard to develop CVSPs, and to inform and inspire strategic conversations with FMCSA in the pursuit of our shared safety mission. Crash metrics are included in the Crash Overview section and represent the performance measures most commonly identified by the States.

States can use this data to identify State trends in key crash measures, and compare your State with nationwide and regional data.

### Trend Analysis for 2018 - 2022

#### 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 **Number of 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 **eCVSP Goal column**, enter the goal from the corresponding CVSP for the measurement period.
  - In the **Actual 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 # Fatal Crashes

**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			
01/01/2022	12/31/2022	86	77	86
01/01/2021	12/31/2021	79	47	79
01/01/2020	12/31/2020	48	72	48
01/01/2019	12/31/2019	74	55	74
01/01/2018	12/31/2018	57	75	57

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2022	12/31/2022	8	3	8
01/01/2021	12/31/2021	4	2	4
01/01/2020	12/31/2020	3	6	3
01/01/2019	12/31/2019	7	4	7
01/01/2018	12/31/2018	5	3	5

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

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

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

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

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2022	12/31/2022	1	0	1
01/01/2021	12/31/2021	1	2	1
01/01/2020	12/31/2020	3	0	3
01/01/2019	12/31/2019	1	0	1
01/01/2018	12/31/2018	1	0	1

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

The outcome column is expressed in the number of fatalities. The data source for the number of fatalities and outcomes in all three tables above was obtained on July 11, 2023 from A&I. The goal column was taken from the previous state eCVSP's.

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

Lessons learned - Because of our vacancy rate (29%) and limited resources SafetyNet staff developed a high crash corridor analysis report. The high crash corridors are identified as Traffic Enforcement Areas (TEAs). This report is given to supervisors to ensure their staff are using their discretionary time to patrol in the identified TEAs. The time spent in the TEAs is coded on their time and activity reports and evaluated monthly by the region lieutenant.

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

This project has been very effective in reducing the number of CMV involved crashes. For calendar years 2018 and 2019 we have seen a decrease of 4% of FMCSA reportable crashes on interstate highways in the identified TEAs. For the same time period we have also seen a 12% decrease of CMV caused crashes in the TEAs.

**Narrative Overview for FY 2024 - 2026**

**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.**

In CY2022 there were 2,215 FMCSA reportable crashes. This is an increase of 83 crashes, or 4% from CY2021. The CMV driver was the cause in 1,062 of the 2,215 crashes (48%).

In CY2022 there was an increase of 11, or 32% of passenger car driver caused fatalities from CY2021. In CY2022 passenger car drivers were the cause in 58% of CMV involved fatalities, therefore traffic enforcement on passenger cars driving around CMVs must be a priority for the future of our program.

Washington State's top four CMV crash causing violations in CY2021 were:

1. Speed
2. Following too closely
3. Vehicle right of way
4. Improper lane travel

Year	2018	2019	2020	2021	2022	*2023
Total Crashes	2,114	2,185	1,930	2,132	2,215	735
CMV Driver Caused	1,070	1,088	927	1,028	1,062	377
Passenger Car Driver Caused	933	984	894	974	1,006	328
Other Caused Crashes	111	113	109	130	147	30
Fatalities (Lives)	57	73	42	64	81	15
CMV Driver Caused	19	17	8	19	19	4
Passenger Car Driver Caused	24	43	26	34	45	11
Other Caused Crashes	8	15	8	11	13	0
Injuries	256	236	286	340	335	116
CMV Driver Caused injuries	99	109	115	137	144	51
Passenger Car Driver Caused injuries	131	103	149	190	166	63
Other Caused Crash injuries	26	24	22	13	25	2

**Migrant Worker Transportation in Rural Areas**

Washington has 24 USDOT numbers assigned to migrant workers, and per the Dart Report, none of those motor carriers were involved in a crash in CY2022. Based on this data WSP has determined that no additional special emphasis is necessary for migrant worker transportation in rural areas.

**Work Zone Crashes**

According to FMCSA's A&I Work Zone crash report, Washington has had 12 CMV involved fatal crashes within a work zone between the dates of 01/01/2017 - 12/31/2021. Washington has not identified a significant work zone safety problem and will not establish a specific work zone safety goal for the current fiscal year. However, the WSP and the Washington State Department of Transportation (WSDOT) have collaborated to establish safe speed limits within major corridor construction projects. Electronic speed signs are deployed to encourage safer speeds within construction areas. The WSP will continue to work closely with the WSDOT to monitor work zone safety, and to identify any work zone safety concerns.

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

The data source for the 2018 - 2023 crash data was obtained from the WSP SafetyNet database and our state developed CMV crash spreadsheet. The CY2023 crash data column represents January 1 through May 31, 2023. The crash data is maintained and analyzed by the MCSAP Program Manager. Data does not include statistics for not-in-commerce vehicles as stated in CFR 390.3 (F), Exceptions. Fatalities are the total number of lives lost. \*The data was obtained on August 1, 2023.

**Projected Goal for FY 2024 - 2026:**

**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 would be shown as 4 percent. If the crash reduction goal is 15 crashes per year, then each annual goal would be shown as 15.**

Fiscal Year	Annual Crash Reduction Goals
2024	3
2025	3
2026	3

The goals for 2021 through 2023 is to reduce CMV involved crashes and fatalities by 3% each year.

**Program Activities for FY 2024 - 2026: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.**

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

- Conduct 85,000 driver and vehicle inspections.
- Conduct 16,000 traffic contacts with CMV inspections.
- Conduct 1,000 traffic contacts without CMV inspections.
- Conduct 12,000 traffic contacts on non-CMV's operating aggressively around a CMV.
- Focus on top four crash causing violations during traffic enforcement activities.
- Conduct 851 New Entrant Safety Audits.
- Conduct 120 carrier investigations focusing on the identified high risk carriers.
- Provide 750 education and awareness presentations to CMV industry, civic groups, attorney's and others associated with the commercial vehicle industry.

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

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

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

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

**Part 2 Section 3 - Roadside Inspections**

*In this section, provide a trend analysis, an overview of the State’s roadside inspection program, and projected goals for FY 2024 - 2026. 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 2018 - 2022**

Inspection Types	2018	2019	2020	2021	2022
Level 1: Full	14226	12944	11460	10819	10023
Level 2: Walk-Around	27616	29597	26228	29708	23197
Level 3: Driver-Only	55673	54822	44573	51105	44407
Level 4: Special Inspections	30	46	292	196	129
Level 5: Vehicle-Only	488	450	280	447	279
Level 6: Radioactive Materials	61	65	43	23	28
<b>Total</b>	<b>98094</b>	<b>97924</b>	<b>82876</b>	<b>92298</b>	<b>78063</b>

**Narrative Overview for FY 2024 - 2026**

**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.**

SafeSpect and ASPEN

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

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

The CVEB is authorized 188 FTE’s for inspecting CMVs. Currently, we only have 133 positions filled. That is a 29% vacancy rate in officers conducting inspections. The 188 FTE’s does not include our New Entrant Safety Auditors, Compliance Investigators, Tow and Wrecking officers or managers.

The WSP has a goal to run 100% of all CDL drivers who are stopped for an inspection through the FMCSA Drug and Alcohol Clearinghouse. Utilizing programs like CDLIS, and the FMCSA Drug and Alcohol Clearinghouse online system allows officers to receive real-time data on CDL driver drug and alcohol program violations. In Washington, when a WSP and or local CMV enforcement officer goes through CVSA training and certification they obtain an FMCSA Portal account and CDLIS access. Officers are trained on how to use these programs and are encouraged to use the Portal and CDLIS to verify CDL driver status on every driver stoped for inspection.

**Projected Goals for FY 2024 - 2026**

**Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2024 - 2026. For FY 2024, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

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

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

**MCSAP Lead Agency**

**Lead Agency is:** WASHINGTON STATE PATROL

**Enter the total number of certified personnel in the Lead agency:** 133

Projected Goals for FY 2024 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	14023	523	305	14851	17.14%
Level 2: Walk-Around	24145	1005	70	25220	29.11%
Level 3: Driver-Only	46084	220	80	46384	53.53%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	25	0	150	175	0.20%
Level 6: Radioactive Materials	0	20	0	20	0.02%
<b>Sub-Total Lead Agency</b>	<b>84277</b>	<b>1768</b>	<b>605</b>	<b>86650</b>	

**MCSAP subrecipient agency**

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

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

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

Projected Goals for FY 2024 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	100	8	58	166	74.11%
Level 2: Walk-Around	0	0	0	0	0.00%
Level 3: Driver-Only	0	0	0	0	0.00%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	58	58	25.89%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Subrecipients</b>	<b>100</b>	<b>8</b>	<b>116</b>	<b>224</b>	

**Non-Funded Agencies**

Total number of agencies:	15
Enter the total number of non-funded certified officers:	21
Enter the total number of inspections projected for FY 2024:	2500

**Summary**

Projected Goals for FY 2024 - Roadside Inspections Summary

Projected Goals for FY 2024 Summary for All Agencies					
<b>MCSAP Lead Agency: WASHINGTON STATE PATROL</b>					
<b># certified personnel: 133</b>					
<b>Subrecipient Agencies: WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION</b>					
<b># certified personnel: 6</b>					
<b>Number of Non-Funded Agencies: 15</b>					
<b># certified personnel: 21</b>					
<b># projected inspections: 2500</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	14123	531	363	15017	17.29%
Level 2: Walk-Around	24145	1005	70	25220	29.03%
Level 3: Driver-Only	46084	220	80	46384	53.39%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	25	0	208	233	0.27%
Level 6: Radioactive Materials	0	20	0	20	0.02%
<b>Total MCSAP Lead Agency &amp; Subrecipients</b>	<b>84377</b>	<b>1776</b>	<b>721</b>	<b>86874</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.

The Washington State Patrol has a 29% vacancy rating for officers who conduct commercial vehicle inspections, and we have also lost 25 non-funded officers from local law enforcement agencies. Due to the limited number of resources the Washington State Patrol has implemented the 3, 2, 1 inspection philosophy. This encourages officers to start each inspection as a driver only inspection and escalate to a level 2 or 1 inspection if the officer observes indicators of defective equipment. The Washington State Patrol feels this is the best approach with current staffing levels however, the estimated percentage of level 1 inspections will not meet FMCSA's encouraged goal of 25 percent.

**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.

Projected Goals for FY 2025 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	85000	224	2500	87724
Enter total number of certified personnel	133	6	21	160
Projected Goals for FY 2026 Roadside Inspections				
Enter total number of projected inspections	85000	224	2500	87724
Enter total number of certified personnel	133	6	21	160

**Part 2 Section 4 - Investigations**

*Describe the State’s implementation of FMCSA’s interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year. The 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 2018 - 2022**

<b>Investigative Types - Interstate</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	1	1	0	0	0
CSA Off-Site	0	7	49	13	9
CSA On-Site Focused/Focused CR	94	70	35	45	41
CSA On-Site Comprehensive	60	60	28	44	36
<b>Total Investigations</b>	<b>155</b>	<b>138</b>	<b>112</b>	<b>102</b>	<b>86</b>
Total Security Contact Reviews	0	1	1	3	2
Total Terminal Investigations	32	38	28	66	30

<b>Investigative Types - Intrastate</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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	3	3	0	1
CSA On-Site Focused/Focused CR	18	8	5	7	8
CSA On-Site Comprehensive	15	13	14	15	12
<b>Total Investigations</b>	<b>33</b>	<b>24</b>	<b>22</b>	<b>22</b>	<b>21</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	39	41	25

**Narrative Overview for FY 2024 - 2026**

**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 2024 - 2026**

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2024 - 2026.

Projected Goals for FY 2024 - 2026 - Investigations						
Investigation Type	FY 2024		FY 2025		FY 2026	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	11	12	11	12	11	14
CSA On-Site Focused/Focused CR	50	12	50	12	50	14
CSA On-Site Comprehensive	44	12	44	12	44	14
<b>Total Investigations</b>	<b>105</b>	<b>36</b>	<b>105</b>	<b>36</b>	<b>105</b>	<b>42</b>
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

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

For the 2018 - 2022 Trend Analysis the number of investigations listed above were obtained from FMCSA's Western Service Center.

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

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

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

Current staffing level is:

- one lieutenant,
- one CVEO 4,
- five CVEO 3s,
- eight CVEO 2s,
- ten vacant CVEO 2s.

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

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

- Fatality/Injury Crashes - SMS (CSA BASIC's)
- Formal Complaints
- Out of Service Order Violations
- Officer Referrals (i.e. safety audits)
- Follow-up investigations

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

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

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

Carrier investigators will complete 144 enhanced compliance investigations on identified high risk carriers. We currently have ten investigator positions vacant in the CI program. We anticipate to fill vacant positions and train investigators during the next fiscal year increasing investigations by 20% from FY2022 total investigations.

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

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

The WSP did not meet our goals planned in the FY2023 CVSP for interstate and intrastate investigations. The investigation program goals were evaluated and it was determined that FY2023 goals were out of reach with the number of officer vacancies within the program. The WSP has set new goals for FY2024 that are a 20% increase from FY2022 total investigations.

**Part 2 Section 5 - Traffic Enforcement**

Traffic enforcement means documented enforcement activities by 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 2018 - 2022**

**Instructions:**

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2022	12/31/2022	21793	4747
01/01/2021	12/31/2021	24777	5457
01/01/2020	12/31/2020	22330	4219
01/01/2019	12/31/2019	24264	5983
01/01/2018	12/31/2018	24615	5103

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2022	12/31/2022	769	108
01/01/2021	12/31/2021	592	140
01/01/2020	12/31/2020	693	187
01/01/2019	12/31/2019	677	269
01/01/2018	12/31/2018	634	232

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2022	12/31/2022	4825	1571
01/01/2021	12/31/2021	5181	2022
01/01/2020	12/31/2020	6091	3725
01/01/2019	12/31/2019	6748	4550
01/01/2018	12/31/2018	4894	3632

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

The above data was obtained from the state owned time and activity reporting system on August 01, 2023.

**Narrative Overview for FY 2024 - 2026**

**Instructions:**

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

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

The majority of our officers work Monday through Friday between the hours of 0600 and 1800. A few officers are assigned to work weekends and holidays. If staffing allows, four of our five Port of Entry’s (POE) are open 24 hours a day 7-days a week.

The CVEB has MOU's to enforce federal regulations involving **CMVs with 15 city and county agencies. The city and county agencies have 21 certified officers in CMV enforcement and participate in the MCSAP program.** All officers conducting inspections are CVSA certified and attend quarterly training. All officers submit their inspections through the ASPEN system. If an officer completes a handwritten inspection form, the inspection report is sent to the CVEB headquarters and entered into SafetyNet by MCSAP funded employees.

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

very successful in checking the PRISM file and identifying over license capacity, expired tonnage, verify log book entries for falsification and expired registration violations.

**Tire Anomaly and Classification System (TACS) has been installed at five of Washington States Port of Entry scale facilities.** The TACS has been extremely successful at identifying commercial vehicle tire violations and OOS tire violations. Washington will look into additional funds to deploy the TACS technology at other locations where feasible.

The WSP has identified an increase in involved CMV crashes caused by moving violations. For the time period of 01/01/2021 - 12/31/2021 Washington has 1,016 crashes caused by one of the top four moving violations. For the time period of 01/01/2022 - 12/31/2022 Washington has 1,039 crashes caused by one of the top four moving violations a 2% increase when compared to last year. WSP command staff has encouraged CVSA certified Troopers to focus on CMV traffic enforcement to help reduce the number of moving violation caused crashes.

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

**Projected Goals for FY 2024 - 2026**

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2024 - 2026. 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 2024	FY 2025	FY 2026
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	16000	16000	16000
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	1000	1000	1000
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	12000	12000	12000
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	2500	2500	2500

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States must maintain an average number of safety activities which include the number of roadside inspections (including border inspections, if applicable), carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2014 and 2015.

The table below displays the information you input into this CVSP from the roadside inspections (including border inspections, if applicable), investigations, and new entrant safety audit sections. The sum of your planned activities must equal or exceed the average number of 2014/2015 activities to be eligible to utilize Federal funding for Non-CMV traffic enforcement.

FY 2024 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2024 Activities	Average 2014/15 Activities
91184	141	1645	92970	92137

**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.**

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

**Part 2 Section 6 - Safety Technology**

This section covers two of FMCSA’s safety technology programs:

- Innovative Technology Deployment (ITD)
- Performance and Registration Information Systems Management (PRISM)

Please complete the information below to indicate your State’s participation level in each program, along with specific information about how MCSAP Operations and Maintenance (O&M) funding is used to support each of these safety technology programs. **All O&M expenses for both ITD and PRISM must be included and described both in this section and in the appropriate section of Part 4, Financial Information.**

**Innovative Technology Deployment (ITD)**

The ITD program is a key component of the FMCSA’s drive to improve commercial motor vehicle safety. The ITD program empowers States to apply cutting-edge technology to share data more effectively and improve roadway safety.

With the enhanced funding provided to each State as part of the Bipartisan Infrastructure Law (BIL), certain technologies may be funded by MCSAP if certain criteria outlined below are met.

The technology:

- Is widely available not requiring any product development
- Can be fully deployed and operational within the period of performance
- Has a direct impact on CMV safety based on verified performance data
- Is outlined in a State’s approved ITD Program Plan/Top Level Design (PP/TLD) if required

If there is a need for any technology development as part of a MCSAP project, and if the time to fully implement the technology exceeds the MCSAP period of performance, then the HP-ITD grant would be the appropriate source for federal funding. All ITD technology projects proposed will be reviewed by the ITD Program Office for eligibility determination.

ITD O&M is defined as costs associated with deployment projects that maintain and repair real property, or a system, based on its current status and abilities. O&M costs may also include memberships, fees, dues, program travel, and other related program costs that maintain or support deployment activities, as defined previously in the MCSAP Comprehensive Policy (MCP) section 5.2.

**Performance and Registration Information Systems Management (PRISM)**

FMCSA’s PRISM program is a partnership with State CMV registration offices and law enforcement that improves highway safety by identifying and immobilizing commercial motor carriers that are prohibited from operating due to a Federal Out-of-Service (OOS) order. PRISM is a key component to FMCSA’s mission to reduce the number of CMV crashes, injuries and fatalities in a rapidly expanding interstate motor carrier population. PRISM provides States a safety mechanism to identify and immobilize motor carriers with serious safety deficiencies and hold them accountable through registration and law enforcement sanctions. States may fund new PRISM system development, deployment, as well as Operations and Maintenance. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

PRISM O&M are costs associated with projects that improve CMV safety, maintain and/or advance PRISM levels. O&M costs may also include memberships, fees, dues, program travel, and other related program costs that maintain or support PRISM deployment activities. All PRISM technology projects proposed will be reviewed by the PRISM Program Manager for eligibility determination.

**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, specific details must be included both in this section and in your Part 4 Spending Plan.

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

## Available data sources:

- The [Innovative Technology Deployment \(ITD\) website](#) is a centralized repository for information that States should utilize to plan and implement effective ITD programs. ITD users can log in to query information from SAFER and other FMCSA systems, as well as access resources including recordings of previous webinars, conference materials, and web infrastructure technical specifications.
- The [PRISM Data and Safety Hub \(DASH\)](#) is an online workspace where State partners can log in to access reports, submit data, get materials to help implement PRISM and obtain information on the Level Up initiative.

**Enter the agency name responsible for ITD in the State:** Washington State Department of Transportation

**Enter the agency name responsible for PRISM in the State:** Washington State Department of Licensing

***Narrative Overview for FY 2024 - 2026***

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

The state of Washington's PRISM program is administered by the Washington State Department of Licensing (DOL). Currently the state of Washington is considered to be in full participation of PRISM.

The state of Washington's ITD program is administered by the Washington State Department of Transportation (WSDOT). The WSDOT has an approved PP/TLT.

The WSP will not include O&M costs for ITD and PRISM in the FY2024 CVSP

***Program Activities for FY 2024 - 2026: Describe any activities that will be taken to implement, maintain or improve your ITD and PRISM programs. Include a description of O&M costs for ITD and PRISM.***

Currently the state of Washington is considered to be in expanded participation of PRISM. The WSP in coordination with the Department of Licensing will monitor Washington's PRISM status to ensure that Washington maintains full participation in PRISM.

The WSP and DOL will meet quarterly to discuss current PRISM issues and participation status.

Currently the state of Washington is Core compliant and in expanded phase with ITD participation. The WSP in coordination with the Washington State Department of Transportation will monitor Washington's ITD participation status to ensure Washington continues in the expanded phase of the ITD program. The WSP and WSDOT will meet quarterly to discuss ITD program participation.

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

The Washington State Patrol MCSAP Manager will monitor and coordinate with DOL and WSDOT to ensure that the state of Washington maintains full participation in PRISM and ITD. Quarterly updates will be submitted in the SF-PPR.

The WSP will not include O&M costs for PRISM and ITD in the FY2024 CVSP

**Part 2 Section 7 - Public Education and Outreach**

*A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses. 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 2018 - 2022**

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

<b>Public Education and Outreach Activities</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Carrier Safety Talks	186	163	54	147	264
CMV Safety Belt Education and Outreach	19	17	42	93	119
State Trucking Association Meetings	0	0	0	0	0
State-Sponsored Outreach Events	40	31	0	86	132
Local Educational Safety Events	14	13	39	150	217
Teen Safety Events	9	10	25	78	184

**Narrative Overview for FY 2024 - 2026**

**Performance Objective: 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 activities the State plans to conduct, including but not limited to passenger transportation, work zone safety, hazardous materials transportation, human trafficking/smuggling, and share the road safety initiatives. Include the number of personnel that will be participating in these efforts and any Public Education and Outreach activities that are not specifically listed in the Projected Goals table.**

The Washington State Patrol will provide 750 CMV related safety presentations to stakeholders during the grant performance period. The groups will included but are not limited to the following:

- CMV carriers and drivers
- Drivers education classes focusing on drivers who are new to motor vehicle operations
- Civic groups
- State sponsored outreach events (Washington State's Governors Safety Conference)
- Trucking Associations
- Courts and prosecutors
- Teen Safety Events

**Special Emphasis Area - Prospective and Mature Drivers**

Utilizing data from the crash spreadsheet, the SafetyNet Unit has identified that no additional emphasis is needed to target prospective and mature drivers. The SafetyNet Unit will continue to monitor and analyze crashes, and will recommend to the command staff if additional resources need to be added to this area.

**Work Zone Crash Outreach**

According to FMCSA's A&I Work Zone crash report, Washington has had 12 CMV involved fatal crashes within a work zone between the dates of 01/01/2017 - 12/31/2021. Washington has not identified a significant work zone safety problem and will not establish a specific work zone safety goal for the current fiscal year. However, the State will continue to monitor work zone safety, and work closely with Washington State Department of Transportation to identify any work zone safety concerns.

**Human Trafficking Outreach**

The WSP is committed to provide education and outreach on human trafficking. The WSP and partner local law enforcement agencies participate in the annual CVSA Human Trafficking Awareness Initiative to educate CMV drivers, motor carriers and the general public about the crime of human trafficking and the signs to look for. The WSP will also continue our partnership with Truckers Against Trafficking (TAT) to help eliminate human trafficking in the U.S. When available, WSP officers will attend TAT training and have TAT materials and handouts available at our inspection facilities.

**Projected Goals for FY 2024 - 2026**

**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 2024	FY 2025	FY 2026
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	225	225	225
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	125	125	125
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	25	25	25
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	100	100	100
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	150	150	150
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	125	125	125

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

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

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

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). All O&M expenses for SSDQ must be included and described both in this section and in the appropriate section of the Financial Information in Part 4.

**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:** Washington State Patrol

**Enter the agency or agencies name responsible for DataQs:** Washington State Patrol

**Enter the agency name responsible for the Crash Data Repository:** Washington State Department of Transportation

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 2024 - 2026.

SSDQ Measure	Current SSDQ Rating	Goal for FY 2024	Goal for FY 2025	Goal for FY 2026
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.**

June 30, 2023

**Narrative Overview for FY 2024 - 2026**

**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.).

**Program Activities FY 2024 - 2026:** Describe activities that will be taken to achieve or maintain a “Good” (Green) rating in all measures including the overall SSDQ rating. Include a description of all O&M costs for SSDQ. Also, describe how your State provides resources to conduct DataQs operations within your State, and how elevated/appeals requests are handled.

**Data Quality**

Washington currently has an overall "Green" rating in data quality and timeliness. The WSP has set a goal to not only have an overall "Green" rating, but to have 100% accuracy in all State Safety Data Quality categories. The WSP SafetyNet Team

refines, updates and corrects CMV inspection and crash data to insure the most accurate data is entered into FMCSA's databases.

#### **DataQs**

The WSP Safetynet Team is responsible for processing all DataQ requests for Washington. DataQs are sent to the reporting officers supervisor for review and consideration. The supervisor will contact the motor carrier and reporting officer for any follow up information and to notify them of the final decision. The average length a DataQ is under review for Washington is about 5 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.***

#### **Data Quality**

The WSP Safetynet Team monitors data quality by analyzing reports from the FMCSA A&I system. On a weekly basis the Safetynet Team will identify issues and take appropriate steps to correct data quality and timeliness. Results will be reported quarterly to FMCSA.

#### **DataQs**

The WSP Safetynet Team reviews and monitors DataQ timeliness on a monthly basis. Reports generated by the Safetynet Team on timeliness are sent out to supervisors to ensure a timely response of DataQs. Results will be reported quarterly to FMCSA.

**Part 2 Section 9 - New Entrant Safety Audits**

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 checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input checked="" 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 2018 - 2022**

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

New Entrant Safety Audits	2018	2019	2020	2021	2022
Interstate	763	994	922	1008	1428
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>763</b>	<b>994</b>	<b>922</b>	<b>1008</b>	<b>1428</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 2024 - 2026**

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 (NEWS)</a>	
Date information retrieved from NEWS Dashboard to complete eCVSP	10/27/2023
Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)	2048
Current Number of Past Dues	147

**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 2024 - 2026**

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

Projected Goals for FY 2024 - 2026 - New Entrant Safety Audits						
Number of Safety Audits/Non-Audit Resolutions	FY 2024		FY 2025		FY 2026	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	333	0	333	0	333	0
# of Safety Audits (Offsite)	1310	0	1310	0	1310	0
# Group Audits	2	0	2	0	2	0
<b>TOTAL Safety Audits</b>	<b>1645</b>	<b>0</b>	<b>1645</b>	<b>0</b>	<b>1645</b>	<b>0</b>
# of Non-Audit Resolutions	800	0	800	0	800	0

**Strategies:** Describe the strategies that will be utilized to meet the program objective above. Describe how the State will reduce past due Safety Audits. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.

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

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

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

The New Entrant Program has created a new civil service position at the Program Specialist job class that is funded by MCSAP. This position brings a basic knowledge of the regulations, administrative skills and abilities which is the first line of communication with each motor carrier. The Program Specialist brings continuity in interacting and gathering all the motor carrier documents needed to complete the safety audits. A single point of contact for motor carriers ensures a streamlined process of answering questions and ensuring all documents are current prior to getting an officer involved in the process. Once all documents are obtained, the SA can be assigned to an officer and completed immediately without the time consuming task of communicating with the carriers.

The Program Specialist position allows the administrative tasks mentioned above to be done by a non-certified detachment member. This will help certified officers to focus on accomplishing SA's when they are ready to go. The New Entrant Program anticipates with the added Program Specialist position, that 25 more SA's will be completed each month decreasing the overdue safety audits by 20%.

**Activity Plan for FY 2024 - 2026:** Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

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

- The new entrant supervisor will schedule two group audits annually with a minimum of four safety auditors.
- The supervisor will assign new on-site safety audits as entered into the program.
- The New Entrant supervisor, when time permits, will accompany safety auditors on safety audits (SA) and during CVSA inspections to ensure all guidelines are followed according to policies and procedures.
- All SAs will be reviewed by the new entrant supervisor for completeness, quality and consistency, and that the SAs follow all FMCSA regulations.
- The supervisor will use FMCSA reports to monitor the time line requirements to prevent overdue carriers appearing on the inventory.

To meet the New Entrant Program requirements, the WSP has implemented the usage of overtime funds to help complete safety audits. In addition, we are scheduling two planned Group Safety Audits annually. These efforts will be monitored and adjusted as needed to help achieve the goals.

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

**Performance Measurement 1:**

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

**Performance Measurement 2:**

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

**Performance Measurement 3:**

- Number of non-audit resolutions.

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

**Part 2 Section 10 - Border Enforcement**

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

**Trend Analysis for 2018 - 2022**

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

The Trend Analysis area is only open for editing during Year 1 of a 3-year plan.

Inspection Types	2018	2019	2020	2021	2022
Level 1: Full	68	82	42	33	36
Level 2: Walk-Around	210	393	89	109	128
Level 3: Driver-Only	1876	1141	512	902	940
Level 4: Special Inspections	0	0	0	0	0
Level 5: Vehicle-Only	0	0	0	0	0
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>2154</b>	<b>1616</b>	<b>643</b>	<b>1044</b>	<b>1104</b>

**Narrative Overview for FY 2024 - 2026**

The State chooses not to engage in border enforcement activities in FY 2024 - 2026. If this box is checked, no additional narrative is necessary in this section.

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

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

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

Check all objectives that apply (minimum of 1):

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

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

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

**Projected Goals for FY 2024 - 2026**

Summarize projected border enforcement activities in the table below.

**Note:** An inspection is counted as international commerce regardless of whether the transportation originated within the United States (US) or outside the US. All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the eCVSP, and not be indicated in BEG inspections on the inspection report which is uploaded into ASPEN.

Projected Goals for FY 2024 - 2026 - Border Enforcement			
	FY 2024	FY 2025	FY 2026
Number of International Commerce Regular CMV	1530	1530	1530
Number of International Commerce HM	30	30	30
Number of International Commerce Passenger	250	250	250
<b>Total International Commerce Inspections</b>	<b>1810</b>	<b>1810</b>	<b>1810</b>
Number of Fixed Facility International Inspections	305	305	305
Number of Non-Fixed Facility International Inspections	1505	1505	1505
Traffic Enforcement	310	310	310
Strike Force Activities (CMVs)	1250	1250	1250
Strike Force Activities (Passenger CMVs)	250	250	250

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

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

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

**Activity Plan for FY 2024 - 2026:** Describe the specific activities planned to reach border enforcement goals.

Based on the crash data recorded on the agency developed crash spreadsheet and federal border crossing data, CVEB will identify the best dates to schedule six 2 to 3 day emphasis that deploy officers to high crash border crossing corridors to focus enforcement on the top five crash causing driver violations and conduct CVSA inspections. CVEB expects the number of FMCSA reportable crashes near designated border crossings will be 3% lower than the CY2022 crash statistics.

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

Each border emphasis will have a minimum of 6 CVSA certified officers, of which at least two will be certified in passenger carrier inspections. During the six emphases it is anticipated that our officers will conduct a total of 500 inspections utilizing the 3, 2, 1 philosophy, that is, every inspection as a driver only inspection and escalating to a level 2 or 1 inspection if the officer observes indicators of defective equipment:

- 125 CVSA Level 1 Inspections
- 50 CVSA Level 2 Inspections
- 325 CVSA Level 3 Inspections

- Total CVSA Inspections is 500

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

**Performance Measurement Plan 1:**

During the grant performance period, reduce the number of fatal crashes involving carriers operating in international commerce to zero and injury crashes by 3% based on CY2022 statistical data. In CY2020, carriers operating in international commerce were involved in 2 fatal and 2 injury crashes.

**Performance Measurement Plan 2:**

During the grant performance period, officers will conduct 1,215 CVSA inspections with a minimum of 50% of the inspections on carriers engaged in international commerce. 5% of the inspections will be conducted on passenger carriers engaged in international commerce.

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

**Performance Measurement Plan 3:**

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

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

**Performance Measurement Plan 4**

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

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

**Part 3 - National Emphasis Areas and State Specific Objectives****Part 3 Section 1 - Overview**

*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 national emphasis areas and priorities outlined in the MCSAP Planning Memorandum that do not fit well within any section in Part 2 – Crash Reduction.*

*States may include any State-specific objectives. For example, create an objective to provide refresher training to MCSAP funded personnel on detecting human trafficking and human smuggling in Section 5.*

*Specific goals and activities must be projected for the three fiscal year period (FYs 2024 - 2026).*

**Part 3 Section 2 - Enforcement of Federal OOS Orders during Roadside Activities**

**Instructions:**

FMCSA has established an Out-of-Service (OOS) catch rate of at least 85 percent for carriers operating while under a Federal **Imminent Hazard (IH) and unsatisfactory/unfit (UNSAT/UNFIT) OOS** order. If your catch rate is below 85 percent, States must develop performance goals and activities to meet the FMCSA threshold of at least 85 percent.

The OOS Catch Rate report is located on the [A&I Online website](#) in the Grants module. Select the OOS report from the Activity Dashboard to view your catch rate. Portal credentials are required to access this website.

**Your State's FY 2022 Federal IH and UNSAT/UNFIT OOS Catch Rate percentage: 57.14%**

Data Source: Last completed fiscal year, FMCSA Motor Carrier Management Information System (MCMIS) and the Safety and Fitness Electronic Records (SAFER) as of 04/28/2023

**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.

**Narrative Overview for FY 2024 - 2026**

**Project Goal:** Increase the IM and UNSAT/UNFIT OOS catch rate percentage to meet the FMCSA threshold of at least 85 percent.

**Projected Goals for FY 2024 - 2026:** *Enter a description of the State's performance goals.*

Fiscal Year	Goal (%)
2024	100
2025	100
2026	100

YTD FY2023 Washington State has identified 19 out of 23 (or 82.61%) on all OOS carriers stopped for an inspection. Carriers classified as UNSAT/UNFIT imminent hazard Washington State has identified 3 out of 6 (or 50%). We have set a goal to identify 100% of all OOS carriers when stopped during enforcement activities. Officers will verify all carriers out of service (OOS) status and applicable operating authority at the time of the inspection. Officers shall take appropriate enforcement action on all OOS carriers. Officers will forward a copy of the inspection report to the local FMCSA office through their chain of command. All CVEB officers have access to the ISS system and FMCSA Portal, including Query Central. If the information is not available during the CVSA inspection, the officers will contact the local FMCSA office or validate the carriers OOS status and applicable operating authority when information is available. CDL's are verified through the National Law Enforcement Telecommunications System (NLETS), Commercial Drivers License Information System (CDLIS) or Washington State's Department of Licensing. Washington has started to transition from the ASPEN inspection software to the SafeSpect software. We anticipate this will help reduce the number of systems an officer has to check for OOS carriers. SafeSpect is capable of checking a carriers OOS status while off line and this could potentially help Washington meet its goal of identifying 100% of all OOS carriers when stopped.

**Program Activities for FY 2024 - 2026:** *Describe policies, procedures, and/or technology that will be utilized to identify OOS carriers at roadside. Include how you will conduct quality assurance oversight to ensure that inspectors are effectively identifying OOS carriers and preventing them from operating.*

By CVEB policy and training, all CVEB and local law enforcement officers are expected to check driver/company status on all enforcement stops. When an officer is working in an area where they do not have connectivity, they shall record all pertinent company/driver information on a Uniform Driver/Vehicle Inspection Report (UDVIR) for verifying OOS status and applicable operating authority by SafetyNet staff. If an officer determines a driver/company was OOS at the time of the enforcement stop, they are to notify their supervisor who will forward the information to the MCSAP Manager so the original inspection can be amended accordingly. If a citation is warranted, the officer shall complete and forward to the appropriate court for action. (this information is advanced to the MCSAP Manager so the inspection can be updated accordingly). When an officer determines a driver/company was OOS at the time of the enforcement stop, they are to forward appropriate copied/scanned/photographed documentation (taken at the time of the enforcement stop), along with the officers case report to FMCSA. Washington has set a goal to identify 100% of all OOS carriers when stopped during enforcement activities.

***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.***

YTD FY23 Washington State has identified 25% of OOS carriers classified as UNSAT/UNFIT imminent hazard. Our primary strategy is discussing the OOS carrier information at our bi-annual supervisor meetings. In addition, when an officer does not correctly identify an OOS carrier, the supervisor is notified and is required to discuss the situation with the reporting officer and respond to the MCSAP Manager with an explanation on the reason the carrier was not identified. Another key component of our OOS strategy is validating the company and driver information on handwritten inspection reports through the FMCSA Portal, Query Central program, on 100% of the handwritten UDVIRs submitted to the SafetyNet work group prior to being entered into the federal database. The OOS information will be tracked and reported to the MCSAP Manager for evaluation and inclusion in the quarterly progress report submitted to FMCSA. The results of the audits will be shared with the CVEB command staff.

We will monitor our progress using the monthly FMCSA OOS Catch Rate Reports and include the results in our quarterly MCSAP report.

### Part 3 Section 3 - Passenger Carrier Enforcement

#### Instructions:

FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high-risk carriers. States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.

#### Check this box if:

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

### Part 3 Section 4 - State Specific Objectives – Past

#### Instructions:

Describe any State-specific CMV problems that were addressed with FY 2023 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 2023 CVSP.

#### Progress Report on State Specific Objectives(s) from the FY 2023 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2023 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

#### Activity #1

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

CVEB officers conducted statewide seat belt surveys quarterly; increase CMV driver seat belt use to 99.5% during the performance period from 99.3% in FY 2019, through education and enforcement.

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

The goal in the FY2023 MCSAP grant is to have 99.5% compliance in seat belt usage.

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

During the first three quarters of FY2023 our officers conducted nine random seat belt surveys throughout the state. They contacted 4,155 CMV drivers to check for seat belt usage and 4,122 drivers were wearing their seat belts. This is a 99.2% compliance rate.

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

N/A

### Part 3 Section 5 - State Specific Objectives – Future

#### Instructions:

The State may include additional objectives from the national priorities or emphasis areas identified in the NOFO as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include human trafficking/smuggling initiatives, work zone safety details, 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 2024 - 2026. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

#### State Objective #1

##### **Enter the title of your State-Identified Objective.**

Reduce Fatal CMV Crashes - Commercial Motor Vehicle Seat belt usage

##### **Narrative Overview for FY 2024 - 2026**

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

From 9/1/2022 to 6/30/2023 the state of Washington had 7 commercial motor vehicle collisions where the CMV driver resulted in a fatality. Of those 7 drivers, 5 or 71% were not wearing or improperly wearing their seat belt. In the National Roadway Safety Strategy report unrestrained occupants is in the top three categories of risky behavior as a contributor to roadway fatalities.

##### **Projected Goals for FY 2024 - 2026:**

##### **Enter performance goal.**

Decrease the number of CMV drivers resulting in a fatality not wearing or improperly wearing a seat belt by 50% for FY2024 compared to FY2023

##### **Program Activities for FY 2024 - 2026: Describe the activities that will be implemented including level of effort.**

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

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

Decrease the number of CMV drivers resulting in a fatality not wearing or improperly wearing a seat belt by 50% for FY2024 compared to FY2023. Quarterly, the SafetyNet Unit will provide a detailed report to the MCSAP Manager that outlines the number of CMV driver fatality crashes, outreach activities, and seat belt emphasis results. All the information will be included in our quarterly report submitted to FMCSA.

#### State Objective #2

##### **Enter the title of your State-Identified Objective.**

Human Trafficking Education and Awareness

##### **Narrative Overview for FY 2024 - 2026**

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

In 2021 the National Human Trafficking Hotline identified 233 cases with 337 victims involving human trafficking in Washington. The state of Washington borders Canada to the

north with 13 different border crossings and I-5 a major corridor that runs from the Canadian border to the state of Oregon makes Washington a high-risk state for human trafficking.

***Projected Goals for FY 2024 - 2026:***

***Enter performance goal.***

The WSP will emphasize our efforts on education and outreach to WSP personnel who interact with the public on a daily basis. Specifically educating our Commercial Vehicle Enforcement Officers and Commercial Vehicle Troopers to recognize the indicators of human trafficking equipping them with the proper knowledge, resources and procedures to help victims of human trafficking.

***Program Activities for FY 2024 - 2026: Describe the activities that will be implemented including level of effort.***

The WSP will plan and coordinate one Truckers Against Trafficking (TAT) educational presentation each year at varied locations throughout the state. The TAT training will be conducted in person or via webinar depending on location and schedules.

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

The WSP will plan and coordinate one Truckers Against Trafficking (TAT) educational presentation each year at varied locations throughout the state. The TAT training will be conducted in person or via webinar depending on location and schedules. The number of TAT presentations and attendees will be compiled by the SafetyNet Unit and submitted to the MCSAP Manager for inclusion in the quarterly report submitted to FMCSA.

## 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 justify 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 2024 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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$9,829,781.00	\$517,357.00	\$10,347,138.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,552,071.00
MOE Baseline:	\$8,941,847.00

**Part 4 Section 2 - Personnel**

Personnel costs are salaries for employees working directly on a project. Only salaries for employees of the lead MCSAP agency should be applied to personnel costs. Salaries for employees of subrecipients should be placed in Contractual and Subaward.

**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 prior approval (15% of MCSAP Award Amount):	\$1,552,071.00

Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Assistant Chief	1	25.0000	\$205,008.00	\$51,252.00	\$48,689.40	\$2,562.60	\$0.00
Confidential Secretary	1	25.0000	\$74,940.00	\$18,735.00	\$17,798.25	\$936.75	\$0.00
CVD Captain	1	50.0000	\$176,127.00	\$88,063.50	\$83,660.32	\$4,403.18	\$0.00
MCSA Captain	1	50.0000	\$176,127.00	\$88,063.50	\$83,660.32	\$4,403.18	\$0.00
MCSA Lieutenant	1	75.0000	\$147,246.00	\$110,434.50	\$104,912.77	\$5,521.73	\$0.00
MCSA Lieutenant	1	50.0000	\$149,820.00	\$74,910.00	\$71,164.50	\$3,745.50	\$0.00
Commercial Vehicle Enforcement Officer 4	2	100.0000	\$99,789.00	\$199,578.00	\$189,599.10	\$9,978.90	\$0.00
Commercial Vehicle Enforcement Officer 3	7	100.0000	\$86,011.00	\$602,077.00	\$571,973.15	\$30,103.85	\$0.00
Commercial Vehicle Enforcement Officer 3	1	75.0000	\$86,011.00	\$64,508.25	\$61,282.84	\$3,225.41	\$0.00
Commercial Vehicle Enforcement Officer 2	25	100.0000	\$74,191.00	\$1,854,775.00	\$1,762,036.25	\$92,738.75	\$0.00
Commercial Vehicle Enforcement Officer 1	12	100.0000	\$67,240.00	\$806,880.00	\$766,536.00	\$40,344.00	\$0.00
MCSAP Manager	1	85.0000	\$90,385.00	\$76,827.25	\$72,985.89	\$3,841.36	\$0.00
Transportation Planning Specialist 2	1	100.0000	\$77,028.00	\$77,028.00	\$73,176.60	\$3,851.40	\$0.00
Transportation Planning Technician 2	3	100.0000	\$61,627.00	\$184,881.00	\$175,636.95	\$9,244.05	\$0.00
Office Assistant 3	1	100.0000	\$43,798.00	\$43,798.00	\$41,608.10	\$2,189.90	\$0.00
Information Technology Customer Support Journey Supervisor	1	100.0000	\$92,700.00	\$92,700.00	\$88,065.00	\$4,635.00	\$0.00
Information Technology Customer Support Journey	3	100.0000	\$86,618.00	\$259,854.00	\$246,861.30	\$12,992.70	\$0.00
Trooper - 10 year	2	90.0000	\$106,541.00	\$191,773.80	\$182,185.11	\$9,588.69	\$0.00
Administrative Assistant 3	1	50.0000	\$50,588.00	\$25,294.00	\$24,029.30	\$1,264.70	\$0.00
Secretary Senior	2	100.0000	\$44,802.00	\$89,604.00	\$85,123.80	\$4,480.20	\$0.00
Program Specialist	1	100.0000	\$60,000.00	\$60,000.00	\$57,000.00	\$3,000.00	\$0.00
Estimated MOE Salaries	1	0.0000	\$9,957,603.00	\$0.00	\$0.00	\$0.00	\$9,957,603.00
<b>Subtotal: Salary</b>				<b>\$5,061,036.80</b>	<b>\$4,807,984.95</b>	<b>\$253,051.85</b>	<b>\$9,957,603.00</b>
Overtime Project Costs							
Estimated MOE OT	1	0.0000	\$315,976.00	\$0.00	\$0.00	\$0.00	\$315,976.00
Trooper	15	10.0000	\$106,541.00	\$159,811.50	\$151,820.93	\$7,990.57	\$0.00
Commercial Vehicle Enforcement Officer 1	15	10.0000	\$67,513.03	\$101,269.54	\$96,206.06	\$5,063.48	\$0.00
<b>Subtotal: Overtime</b>				<b>\$261,081.04</b>	<b>\$248,026.99</b>	<b>\$13,054.05</b>	<b>\$315,976.00</b>
<b>TOTAL: Personnel</b>				<b>\$5,322,117.84</b>	<b>\$5,056,011.94</b>	<b>\$266,105.90</b>	<b>\$10,273,579.00</b>
<b>Accounting Method:</b>	<b>Accrual</b>						

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

The Washington State Patrol (WSP) Commercial Vehicle Enforcement Bureau (CVEB) funds 64.65 full time equivalent (FTE) employees using MCSAP grant funds. If an officer performs a function that is not MCSAP eligible their time is coded on their Time and Activity Report (ie. Time Card) so the costs will not be charged to the MCSAP grant. The MCSAP grant is only charged for actual hours worked performing MCSAP eligible activities (ie. personnel costs, fringe benefits, etc.). The overtime in the budget will not exceed the 15% maximum threshold. Twenty-two of the FTEs are assigned to the Compliance Investigation Unit; eight are assigned to the New Entrant Safety Program, three to training/hazardous materials program, one is the MCSAP manager and the remaining FTE's are assigned to line enforcement work, data management, supervision, management and oversight

of functions related to MCSAP.

Salaries were estimated based on the current actual salaries of the individuals expected to work on grant funded activities. Not all individuals are assigned to the grant full time, so these salaries were adjusted by the percentage of time they work on the grant. Based on the number of employees and their percentage of assignment to grant funded activities, we expect an average of 64.65 FTE's to work in the MCSAP grant program.

The Commercial Vehicle Division Computer Support (CVDCS) group supports 248 MCSAP eligible and funded employees, 21 CVSA certified local law enforcement officers from 15 jurisdictions, eight investigators at Washington Utilities and Transportation Commission, and 14 MCSAP eligible and funded support staff within the Commercial Vehicle Division (CVD) and Motor Carrier Safety Division (MCSD). In addition to the 248 employees previously mentioned, the Washington State Patrol has another 1,257 uniformed law enforcement personnel and 1,009 support staff throughout the state that are supported by our Information Technology Division (ITD). ITD is staffed with 110 computer support personnel (which includes supervisors and managers). The four CVD/MCSD IT Support positions funded by the MCSAP grant service the SafetyNet database and a total of 248 MCSAP computers (including desktops, portables, spares) located throughout the 71,000 square miles of Washington State. CVD/MCSD IT Support personnel maintain all FMCSA required software, hardware, network and operating policies as well as other program-related software installed on MCSAP eligible and funded officers computers. In addition the CVD/MCSD IT Support group supports WSP software applications that are needed by MCSAP eligible and funded positions to perform their work, such as ASPEN, SafetyNet, CAPRI, eRODS, PMDC, CITE, and SECTOR. During the grant performance period, CVD/MCSD IT Support will work approximately 8,320 hours in the MCSAP program of which approximately 2,000 hours will be spent traveling to rural locations in Washington State to support MCSAP eligible and funded officer's computers and programs. Any work performed outside the scope of the MCSAP program is coded on their time and activity report and paid by state-provided funds. In addition, CVD/MCSD IT Support provides MCSAP related computer training to CVSA certified officers, officers in-service training, and to Trooper Basic training classes. The training includes requesting, configuring and confirming federal website accounts and how to access FMCSA online applications (e.g. Portal, MCMIS, QC, Etc...) and all FMCSA program updates. The training will also include classes on all FMCSA CMV inspection-based software programs such as SafeSpect, ASPEN and CAPRI, which are critical for providing inspection and compliance review reports/data to FMCSA. The Washington State Patrol uploads an average of over 92,000 CVSA inspections performed by MCSAP eligible and funded officers each year and over 2,500 FMCSA reportable crashes. Without the support of the 4 MCSAP funded IT positions, we cannot guarantee the same continued connectivity with the federal system as we have now and the WSP may not be able to achieve our inspection, data quality, and timeliness goals as outlined in the eCVSP.

### 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
MCSA Captain	38.4500	50.0000	\$176,127.00	\$33,860.41	\$32,167.39	\$1,693.02	\$0.00
Confidential Secretary	39.0100	25.0000	\$74,940.00	\$7,308.52	\$6,943.09	\$365.43	\$0.00
Lieutenant - 15 year	33.5700	75.0000	\$147,246.00	\$37,072.86	\$35,219.22	\$1,853.64	\$0.00
Lieutenant - 15 year	33.9600	50.0000	\$149,820.00	\$25,439.43	\$24,167.46	\$1,271.97	\$0.00
MCSAP Manager	34.5200	85.0000	\$90,385.00	\$26,520.76	\$25,194.72	\$1,326.04	\$0.00
CVEO 4 - Step M	38.9700	100.0000	\$199,578.00	\$77,775.54	\$73,886.76	\$3,888.78	\$0.00
CVEO 3 - Step L	39.6500	100.0000	\$602,077.00	\$238,723.53	\$226,787.35	\$11,936.18	\$0.00
CVEO 3 - Step L	37.2400	75.0000	\$86,011.00	\$24,022.87	\$22,821.73	\$1,201.14	\$0.00
CVEO 2 - Step L	39.6900	100.0000	\$1,918,931.00	\$761,623.71	\$723,542.52	\$38,081.19	\$0.00
CVEO 1	35.8900	100.0000	\$93,249.00	\$33,467.06	\$31,793.71	\$1,673.35	\$0.00
Information Technology System Specialist 5	33.5100	100.0000	\$92,700.00	\$31,063.77	\$29,510.58	\$1,553.19	\$0.00
Assistant Chief	36.8700	25.0000	\$205,008.00	\$18,896.61	\$17,951.78	\$944.83	\$0.00
Administrative Assistant 3	31.7300	50.0000	\$50,588.00	\$8,025.78	\$7,624.49	\$401.29	\$0.00
CVD Captain	38.4500	50.0000	\$176,127.00	\$33,860.41	\$32,167.39	\$1,693.02	\$0.00
Information Technology System Specialist 4	35.5900	100.0000	\$86,618.00	\$30,827.34	\$29,285.97	\$1,541.37	\$0.00
Information Technology System Specialist 3	38.9000	100.0000	\$149,844.00	\$58,289.31	\$55,374.84	\$2,914.47	\$0.00
Office Assistant 3	34.1900	100.0000	\$43,798.00	\$14,974.53	\$14,225.80	\$748.73	\$0.00
Trooper - 10 year	35.6700	90.0000	\$191,773.80	\$61,565.14	\$58,486.89	\$3,078.25	\$0.00
Transportation Planning Specialist 2	38.0100	100.0000	\$77,028.00	\$29,278.34	\$27,814.42	\$1,463.92	\$0.00
Transportation Planning Technician 2	37.5400	100.0000	\$184,881.00	\$69,404.32	\$65,934.10	\$3,470.22	\$0.00
Secretary Senior - Step L	35.9600	100.0000	\$89,604.00	\$32,221.59	\$30,610.51	\$1,611.08	\$0.00
Estimated MOE Benefits	100.0000	0.0000	\$3,450,388.00	\$0.00	\$0.00	\$0.00	\$3,450,388.00
Program Specialist	35.2500	100.0000	\$60,000.00	\$21,150.00	\$20,092.50	\$1,057.50	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$1,675,371.83</b>	<b>\$1,591,603.22</b>	<b>\$83,768.61</b>	<b>\$3,450,388.00</b>

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

Fringe Benefits were estimated based on the current actual salaries of the individuals expected to work on grant funded activities and the various benefit rates/amounts applicable to each position. The total calculated benefits were divided by the computed salaries to determine an average fringe benefit rate.

Commissioned officer salary calculations are as of July 1, 2023. Civil Service salary calculations are as of July 1, 2023.

Benefit Rates/Amounts as of July 1, 2023:

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

Retirement, Washington State Patrol Retirement System for Troopers - 17.68%

Retirement, Public Employees Retirement System (CVEO's) - 12.14%

Retirement, Public Employees Retirement System (Civil Service employees) - 12.86%

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

Industrial Insurance, Civil Service - \$30.00

Health Insurance - \$938.00

Medicare Tax - 1.45%

Benefits include set rates for OASDI, retirement and Medicare (6.2%, variable depending on collective bargaining agreements, and 1.45% respectively). Industrial insurance and health insurance are a set amount each month per employee (\$30/mo or \$148/mo depending on the position's risk and \$938 month, respectively). Since salaries vary by position and individuals within job classifications, it is impossible to assign a single rate for the fixed benefits rate per position. The benefits rate was calculated as the total benefits for each job classification divided by the total salary for the position. Rates vary substantially.

**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 §200.475](#).

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
Estimated MOE Travel	1	1	0.0000	\$0.00	\$0.00	\$0.00	\$123,982.00
Crash Reconstruction Training Travel	3	10	100.0000	\$15,000.00	\$14,250.00	\$750.00	\$0.00
CVSA Fall Conference	4	5	100.0000	\$9,500.00	\$9,025.00	\$475.00	\$0.00
CVSA Spring Conference	4	5	100.0000	\$9,500.00	\$9,025.00	\$475.00	\$0.00
MCSAP Planning Meeting	2	4	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
COHMED	1	7	100.0000	\$3,000.00	\$2,850.00	\$150.00	\$0.00
NAIC	2	7	100.0000	\$3,500.00	\$3,325.00	\$175.00	\$0.00
CVSA Data Quality Workshop	2	4	100.0000	\$4,000.00	\$3,800.00	\$200.00	\$0.00
In-state Travel for CVD/MCSD IT Staff	4	30	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
CVD/MCSD Computer Tech Support Training and Related Travel Costs	1	5	100.0000	\$1,000.00	\$950.00	\$50.00	\$0.00
New Entrant and Compliance Investigations Travel Costs	20	50	100.0000	\$15,000.00	\$14,250.00	\$750.00	\$0.00
New Entrant Auditor/Compliance Investigator In-service Training	24	2	100.0000	\$10,000.00	\$9,500.00	\$500.00	\$0.00
In-state Inspector Challenge; lodging and per-diem	12	2	100.0000	\$6,000.00	\$5,700.00	\$300.00	\$0.00
Border Enforcement Emphasis; lodging and per-diem	4	3	100.0000	\$3,000.00	\$2,850.00	\$150.00	\$0.00
CVD and MCSD Statewide Supervisor Meeting: Lodging and per-diem	12	6	100.0000	\$6,500.00	\$6,175.00	\$325.00	\$0.00
Miscellaneous MCSAP Related Travel	1	4	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
Recruitment Travel	2	16	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
<b>TOTAL: Travel</b>				<b>\$106,000.00</b>	<b>\$100,700.00</b>	<b>\$5,300.00</b>	<b>\$123,982.00</b>

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

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

The budgeted amount for travel is \$91,000.00. For the six conferences/workshops our staff will be attending the total cost is \$34,500.00. At each conference/workshop, the WSP personnel participate in numerous committee meetings. The committees our personnel attend discuss critical issues involving commercial vehicle safety and provide information to members of the committee on Washington States position on the matters discussed. The amount of personnel attending each conference is based on our perceived need to successfully represent Washington State's interests.

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

1. Crash Reconstruction Training Travel - \$15,000. The budgeted amount will provide lodging and per-diem for Major Accident Investigation Team members to attend CMV crash reconstruction training. Vouchering will be based on exact costs.
2. In-state travel for CVD/MCSD Information Technology (IT) staff that support the MCSAP grant program - \$5,000. IT support travel is used in support of SafetyNet and our statewide deployment of ASPEN, Century, and other MCSAP related programs. It is necessary to maintain the program when we encounter system problems so accuracy and timeliness of our data is not compromised. Our four IT personnel will take approximately 30 two-day trips during the performance period. All costs in travel for IT support that exceeds the \$5,000 will be paid with non-MCSAP funds. The budgeted amount for IT support travel is based on past costs for similar activities. Vouchering will be based on exact costs.
3. CVD/MCSD Computer Tech Support Training and Related Travel Costs - \$1,000. The budgeted amount for eligible IT training programs in this proposal is based on past costs for similar activities. The IT training will be in support of the MCSAP grant program. Vouchering will be based on exact costs.
4. New Entrant and Compliance Investigations travel costs - \$15,000. The budgeted amount will be used to support our New Entrant Auditors and Compliance Investigators in-state travel to conduct safety audits and compliance investigations. In addition, if new auditors/investigators need to attend training related to their assignment, funds in this line item may be used. Vouchering will be based on exact costs.
5. New Entrant Auditor/Compliance Investigator In-service Training - \$10,000. The budgeted amount for the in-service training in this proposal is based on prior costs for this training. The benefits of this training is for all officers to receive FMCSA updates and other applicable training for a successful program. Vouchering will be based on exact costs.
6. In-state Inspector Challenge; lodging and per-diem - \$6,000. The budgeted amount for the State Inspector Challenge in this proposal is based on prior costs for this event. Only officers involved in the challenge or providing training will be eligible for grant funded lodging and per-diem. Vouchering will be based on exact costs.
7. Border Enforcement Emphasis; lodging and per-diem - \$3,000. The budgeted amount will provide lodging and per-diem to officers for participating in border enforcement emphasis outside of their normal patrol area. We anticipate conducting five emphasis focused on international commerce and motor coaches crossing at the Canadian Border. The emphasis locations will vary between the Blaine Port of Entry (high traffic area) and remote sites on the eastern side of Washington. Vouchering will be based on exact costs.
8. CVD and MCSD Statewide Supervisor Meeting: Lodging and per-diem - \$6,500. CVD and MCSD will hold two 3 or 4 day statewide supervisor meetings. The meetings allow the management team an opportunity to brief all supervisors on changes to federal and state laws and provide future direction on enforcement activities. The budgeted amount will be used for lodging and per-diem costs only. Vouchering will be based on exact costs.
9. Miscellaneous MCSAP Related Travel - \$5,000. The budgeted amount will be used on additional miscellaneous MCSAP related travel such as: FMCSA requested conferences, MCSAP related travel for training, and/or other conference attendance related to CMV enforcement training and standardization. Vouchering will be based on exact costs.
10. Recruitment Travel - \$5,000. The budgeted amount for recruitment travel will provide lodging and per-diem for two CVEO Officers to attend in-person career fairs in a dedicated effort to recruit new employees for commercial vehicle enforcement. Vouchering will be based on exact costs.

**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 equipment threshold amount. To refer to Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies see [2 CFR § 200.1](#) Definitions.

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 how many of each item, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP activities.

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
Estimated MOE Equipment	1	\$1,019,683.00	0	\$0.00	\$0.00	\$0.00	\$1,019,683.00
Vehicles	3	\$45,000.00	100	\$135,000.00	\$128,250.00	\$6,750.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$135,000.00</b>	<b>\$128,250.00</b>	<b>\$6,750.00</b>	<b>\$1,019,683.00</b>
<b>Equipment threshold is greater than \$5,000.</b>							

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

Three of our assigned vehicles are exceeding their life cycle based on Washington State's vehicle replacement policy. Therefore the CVEB will use MCSAP funds to purchase three new vehicles used by officers to complete MCSAP eligible activities. The cost for purchasing the vehicles is approximately \$45,000 each based on the states procurement contracts. The total cost for purchasing three vehicles is \$135,000. Costs for equipping the vehicles will be paid with state funds.

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

**Part 4 Section 6 - Supplies**

Supplies means all tangible property other than that described in Equipment in [2 CFR §200.1](#) Definitions. 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.

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Office Supplies	100 box	\$50.00	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
Uniform and related supplies	100 piece	\$50.00	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
Laptops/Printers/Inverters for WSP MCSAP eligible employees - 10 @ \$5,000 for each complete system	10 box	\$5,000.00	100.0000	\$50,000.00	\$47,500.00	\$2,500.00	\$0.00
Miscellaneous IT parts and equipment used by CVD/MCSD Computer Support Techs for MCSAP eligible positions	350 box	\$100.00	100.0000	\$35,000.00	\$33,250.00	\$1,750.00	\$0.00
Mobile Phone Purchase	25 Yearly	\$1,000.00	100.0000	\$25,000.00	\$23,750.00	\$1,250.00	\$0.00
Estimated MOE Supplies	1 piece	\$275,224.00	0.0000	\$0.00	\$0.00	\$0.00	\$275,224.00
Crash Reconstruction Equipment	10	\$2,000.00	100.0000	\$20,000.00	\$19,000.00	\$1,000.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$140,000.00</b>	<b>\$133,000.00</b>	<b>\$7,000.00</b>	<b>\$275,224.00</b>

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

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

- Office Supplies - \$5,000. Supplies purchased will be used in direct support of the MCSAP program. Examples of supplies needed are copy paper, printer ink, pens, paper clips, etc. Vouchering will be based on exact costs.
- Uniform and related supplies - \$5,000. Items purchased will be used by officers performing MCSAP eligible activities. Examples of items needed are uniform pants and shirts, gun belts, hats, practice ammunition, gloves, etc. Vouchering will be based on exact costs.
- Laptops/Printers/Inverters for WSP employees- \$50,000. The ten new computers, printers and inverters requested will be used to replace outdated computers currently in use by MCSAP eligible employees. The cost of the computer, printer and inverter is reasonable for this type of purchase with the required features to fulfill our reporting requirements. The cost for the computer, printer, and inverter is \$5,000 per employee. Vouchering will be based on exact costs.
- Miscellaneous IT parts and equipment used by CVD/MCSD Computer Support Techs for MCSAP eligible positions - \$35,000. The CVEB has a robust computer network that requires general maintenance. This funding will be used to help maintain our our CVEB network to ensure timely and accurate submission of CMV data to FMCSA. Examples of the IT parts needed by our officers are hardware, computer cabling, computer mounts for patrol cars, mouse, printers, monitors, etc. Vouchering will be based on exact costs.
- Mobile Phone Purchase - \$25,000. Officers in the field need communications to properly and efficiently conduct MCSAP related activities. Mobile phones purchased will be used to replace outdated phones currently used by MCSAP eligible employees. Vouchering will be based on exact costs.

6. **Crash Reconstruction Equipment - \$20,000.** Items purchased will be used by the WSP Major Accident Investigation Team when conducting CMV crash reconstruction. Examples of equipment would consists of drum and disc brake gauges, GNSS equipment, UAV technology, and adapters to connect to CMV electronic control modules. Crash reconstruction equipment will only be used for CMV involved crashes.

**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 §200.1 Definitions](#)). All contracts issued under a Federal award must comply with the procurement standards described in [2 CFR §200.317](#), [2 CFR §200.318](#), and [Appendix II to Part 200](#).

**Note:** Contracts are separate and distinct from subawards; see [2 CFR §200.331](#) 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 §200.1 Definitions](#) and [2 CFR §200.331](#)).

**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 §200.1 Definitions](#)).

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 non-proprietary identifier that replaced 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
Washington State Utilities and Transportation Commission	SE54F8NNBH57	Subrecipient	100.0000	\$160,000.00	\$152,000.00	\$8,000.00	\$0.00
Description of Services: Compliance Investigations and Destination Checks on motor coach companies and intrastate carriers							
<b>TOTAL: Contractual and Subaward</b>				<b>\$160,000.00</b>	<b>\$152,000.00</b>	<b>\$8,000.00</b>	<b>\$0.00</b>

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

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

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

- 3 Investigator 3 position at Range 57 Step E;

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

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

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

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

**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 §200.1](#) Definitions) 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. For more information, please see [2 CFR § 200.414](#) Indirect (F&A) costs.

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

**Your State will claim reimbursement for Indirect Costs.**

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Other	31.34	\$7,892,113.37	\$2,473,388.33	\$2,349,718.91	\$123,669.42
<b>TOTAL: Indirect Costs</b>			<b>\$2,473,388.33</b>	<b>\$2,349,718.91</b>	<b>\$123,669.42</b>

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Crash Reconstruction Training Registration	9 Registration	\$1,100.00	100.0000	\$9,900.00	\$9,405.00	\$495.00	\$0.00
Crash Reconstruction Software Licensing	2 Annual	\$4,600.00	100.0000	\$9,200.00	\$8,740.00	\$460.00	\$0.00
Estimated MOE Other Costs	1 piece	\$313,567.00	0.0000	\$0.00	\$0.00	\$0.00	\$313,567.00
Maintenance Contract for SafetyNet iLINX scanner and data storage	1 Annual	\$5,500.00	100.0000	\$5,500.00	\$5,225.00	\$275.00	\$0.00
CVSA Decals	8000 sticker	\$0.42	100.0000	\$3,360.00	\$3,192.00	\$168.00	\$0.00
CVSA Membership	1 Annual Membership	\$14,800.00	100.0000	\$14,800.00	\$14,060.00	\$740.00	\$0.00
Conference and Training Registration Costs	15 Registration Fee	\$800.00	100.0000	\$12,000.00	\$11,400.00	\$600.00	\$0.00
Training Manuals - NAS Part B and General Hazardous Materials	100 book	\$30.00	100.0000	\$3,000.00	\$2,850.00	\$150.00	\$0.00
MCSAP Vehicle Fuel Costs	15 Annual	\$10,000.00	100.0000	\$150,000.00	\$142,500.00	\$7,500.00	\$0.00
MCSAP Vehicle Maintenance Costs	15 Annual	\$4,500.00	100.0000	\$67,500.00	\$64,125.00	\$3,375.00	\$0.00
Verizon Wireless Card Communication Backbone account charges (based on 135 users)	64 Annual	\$781.25	100.0000	\$50,000.00	\$47,500.00	\$2,500.00	\$0.00
Online Platform Testing for New Employee Testing and Interviews	1 Annual	\$5,000.00	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
Recruitment Advertisement	2 Biannual	\$2,500.00	100.0000	\$5,000.00	\$4,750.00	\$250.00	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$335,260.00</b>	<b>\$318,497.00</b>	<b>\$16,763.00</b>	<b>\$313,567.00</b>

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

1. Crash Reconstruction Training Registration - \$9,900. Registration fees for 3 Major Accident Investigation Team members to attend three CMV crash reconstruction training events. Each training registration fee is \$1,100 per student per training event. Vouchering will be based on exact costs.
2. Crash Reconstruction Software Licensing - \$9,200. This line item pays for CMV crash reconstruction software licensing for 2 computers within the WSP Major Accident Investigation Team. The software will include; Cummins Insight Software, Detroit DDL Software, TruckCrypt (FLA), and Bendix Acom Pro Software.
3. Maintenance Contract for iLINX - \$5,500. This line item pays for the maintenance contract for the iLINX scanner and data storage. All of the CVSA inspections, CMV crash reports and supporting documents are scanned into the iLINX data storage. The iLINX scanner and data storage is only used for commercial vehicle information. Vouchering will be based on exact costs.
4. CVSA Decals - \$3,360. We will be purchasing 8,000 CVSA Decals at \$.42 each. The 8,000 decals are budgeted to cover level one inspections for 12 months. Vouchering will be based on exact costs.
5. CVSA Membership - \$14,800. Vouchering will be based on exact costs.
6. Conference and Training Registration Costs - \$12,000. Conference and training registration fees are \$800 per attendee. We will pay conference and training registration costs for 15 employees to attend MCSAP eligible conferences and training for FY24. Vouchering will be based on exact costs.
7. Training Manuals - \$3,000. For our CVEO Basic Training Class and our hazardous materials class we will purchase the NAS Part B and General Hazardous Materials training manuals. Vouchering will be based on exact costs.
8. MCSAP Vehicle Fuel Costs - \$150,000. Fuel for fifteen vehicles used during MCSAP eligible activities. The annual cost of fuel for the vehicles is approximately \$10,000 each. Vouchering will be based on exact costs.
9. MCSAP Vehicle Maintenance Costs - \$63,000. Maintenance for fifteen vehicles used during MCSAP eligible activities. The annual cost for maintenance per vehicle is approximately \$4,500. Vouchering will be based on exact costs.
10. Verizon Wireless Card Communication Backbone account charges (based on 64 users) - \$50,000. The WSP does not supply wireless air cards to all officers. Air cards paid for under the MCSAP grant are only given to officers performing MCSAP eligible activities. Without the air cards over half of all officers performing roadside inspections would not have access to ASPEN on line functions nor FMCSA Portal data. Vouchering will be based on exact costs.
11. Online Testing Platform for New Employees - \$5,000.00. This line item is for an online software program for new employee testing and screening. Vouchering will be based on exact costs.
12. Recruitment Advertisement - \$5,000.00. This line item is used to purchase advertisement to notify and recruit for open Commercial Vehicle Enforcement Officer positions. Examples include but not limited to: social media, billboards, radio ads, news paper ads etc. Vouchering will be based on exact costs.
13. All costs that exceed the amounts listed above will either have additional funds reallocated through the grant reallocation process or the excess costs will be paid by state funds. It is anticipated that FY24 funding will cover activities for more than a 12 month period.

**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).

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$9,829,781.00	\$517,357.00	\$10,347,138.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,552,071.00
MOE Baseline:	\$8,941,847.00

<b>Estimated Expenditures</b>				
<b>Personnel</b>				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Assistant Chief	\$48,689.40	\$2,562.60	\$51,252.00	\$0.00
Confidential Secretary	\$17,798.25	\$936.75	\$18,735.00	\$0.00
CVD Captain	\$83,660.32	\$4,403.18	\$88,063.50	\$0.00
MCSA Captain	\$83,660.32	\$4,403.18	\$88,063.50	\$0.00
MCSA Lieutenant	\$104,912.77	\$5,521.73	\$110,434.50	\$0.00
MCSA Lieutenant	\$71,164.50	\$3,745.50	\$74,910.00	\$0.00
Commercial Vehicle Enforcement Officer 4	\$189,599.10	\$9,978.90	\$199,578.00	\$0.00
Commercial Vehicle Enforcement Officer 3	\$571,973.15	\$30,103.85	\$602,077.00	\$0.00
Commercial Vehicle Enforcement Officer 3	\$61,282.84	\$3,225.41	\$64,508.25	\$0.00
Commercial Vehicle Enforcement Officer 2	\$1,762,036.25	\$92,738.75	\$1,854,775.00	\$0.00
Commercial Vehicle Enforcement Officer 1	\$766,536.00	\$40,344.00	\$806,880.00	\$0.00
MCSAP Manager	\$72,985.89	\$3,841.36	\$76,827.25	\$0.00
Transportation Planning Specialist 2	\$73,176.60	\$3,851.40	\$77,028.00	\$0.00
Transportation Planning Technician 2	\$175,636.95	\$9,244.05	\$184,881.00	\$0.00
Office Assistant 3	\$41,608.10	\$2,189.90	\$43,798.00	\$0.00
Information Technology Customer Support Journey Supervisor	\$88,065.00	\$4,635.00	\$92,700.00	\$0.00
Information Technology Customer Support Journey	\$246,861.30	\$12,992.70	\$259,854.00	\$0.00
Trooper - 10 year	\$182,185.11	\$9,588.69	\$191,773.80	\$0.00
Administrative Assistant 3	\$24,029.30	\$1,264.70	\$25,294.00	\$0.00
Secretary Senior	\$85,123.80	\$4,480.20	\$89,604.00	\$0.00
Program Specialist	\$57,000.00	\$3,000.00	\$60,000.00	\$0.00
Estimated MOE Salaries	\$0.00	\$0.00	\$0.00	\$9,957,603.00
<b>Salary Subtotal</b>	<b>\$4,807,984.95</b>	<b>\$253,051.85</b>	<b>\$5,061,036.80</b>	<b>\$9,957,603.00</b>

Estimated MOE OT	\$0.00	\$0.00	\$0.00	\$315,976.00
Trooper	\$151,820.93	\$7,990.57	\$159,811.50	\$0.00
Commercial Vehicle Enforcement Officer 1	\$96,206.06	\$5,063.48	\$101,269.54	\$0.00
<b>Overtime subtotal</b>	<b>\$248,026.99</b>	<b>\$13,054.05</b>	<b>\$261,081.04</b>	<b>\$315,976.00</b>
<b>Personnel total</b>	<b>\$5,056,011.94</b>	<b>\$266,105.90</b>	<b>\$5,322,117.84</b>	<b>\$10,273,579.00</b>

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
MCSA Captain	\$32,167.39	\$1,693.02	\$33,860.41	\$0.00
Confidential Secretary	\$6,943.09	\$365.43	\$7,308.52	\$0.00
Lieutenant - 15 year	\$35,219.22	\$1,853.64	\$37,072.86	\$0.00
Lieutenant - 15 year	\$24,167.46	\$1,271.97	\$25,439.43	\$0.00
MCSAP Manager	\$25,194.72	\$1,326.04	\$26,520.76	\$0.00
CVEO 4 - Step M	\$73,886.76	\$3,888.78	\$77,775.54	\$0.00
CVEO 3 - Step L	\$226,787.35	\$11,936.18	\$238,723.53	\$0.00
CVEO 3 - Step L	\$22,821.73	\$1,201.14	\$24,022.87	\$0.00
CVEO 2 - Step L	\$723,542.52	\$38,081.19	\$761,623.71	\$0.00
CVEO 1	\$31,793.71	\$1,673.35	\$33,467.06	\$0.00
Information Technology System Specialist 5	\$29,510.58	\$1,553.19	\$31,063.77	\$0.00
Assistant Chief	\$17,951.78	\$944.83	\$18,896.61	\$0.00
Administrative Assistant 3	\$7,624.49	\$401.29	\$8,025.78	\$0.00
CVD Captain	\$32,167.39	\$1,693.02	\$33,860.41	\$0.00
Information Technology System Specialist 4	\$29,285.97	\$1,541.37	\$30,827.34	\$0.00
Information Technology System Specialist 3	\$55,374.84	\$2,914.47	\$58,289.31	\$0.00
Office Assistant 3	\$14,225.80	\$748.73	\$14,974.53	\$0.00
Trooper - 10 year	\$58,486.89	\$3,078.25	\$61,565.14	\$0.00
Transportation Planning Specialist 2	\$27,814.42	\$1,463.92	\$29,278.34	\$0.00
Transportation Planning Technician 2	\$65,934.10	\$3,470.22	\$69,404.32	\$0.00
Secretary Senior - Step L	\$30,610.51	\$1,611.08	\$32,221.59	\$0.00
Estimated MOE Benefits	\$0.00	\$0.00	\$0.00	\$3,450,388.00
Program Specialist	\$20,092.50	\$1,057.50	\$21,150.00	\$0.00
<b>Fringe Benefits total</b>	<b>\$1,591,603.22</b>	<b>\$83,768.61</b>	<b>\$1,675,371.83</b>	<b>\$3,450,388.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Estimated MOE Travel	\$0.00	\$0.00	\$0.00	\$123,982.00
Crash Reconstruction Training Travel	\$14,250.00	\$750.00	\$15,000.00	\$0.00
CVSA Fall Conference	\$9,025.00	\$475.00	\$9,500.00	\$0.00
CVSA Spring Conference	\$9,025.00	\$475.00	\$9,500.00	\$0.00
MCSAP Planning Meeting	\$4,750.00	\$250.00	\$5,000.00	\$0.00
COHMED	\$2,850.00	\$150.00	\$3,000.00	\$0.00
NAIC	\$3,325.00	\$175.00	\$3,500.00	\$0.00
CVSA Data Quality Workshop	\$3,800.00	\$200.00	\$4,000.00	\$0.00
In-state Travel for CVD/MCSD IT Staff	\$4,750.00	\$250.00	\$5,000.00	\$0.00
CVD/MCSD Computer Tech Support Training and Related Travel Costs	\$950.00	\$50.00	\$1,000.00	\$0.00
New Entrant and Compliance Investigations Travel Costs	\$14,250.00	\$750.00	\$15,000.00	\$0.00
New Entrant Auditor/Compliance Investigator In-service Training	\$9,500.00	\$500.00	\$10,000.00	\$0.00
In-state Inspector Challenge; lodging and per-diem	\$5,700.00	\$300.00	\$6,000.00	\$0.00
Border Enforcement Emphasis; lodging and per-diem	\$2,850.00	\$150.00	\$3,000.00	\$0.00
CVD and MCSD Statewide Supervisor Meeting: Lodging and per-diem	\$6,175.00	\$325.00	\$6,500.00	\$0.00
Miscellaneous MCSAP Related Travel	\$4,750.00	\$250.00	\$5,000.00	\$0.00
Recruitment Travel	\$4,750.00	\$250.00	\$5,000.00	\$0.00
<b>Travel total</b>	<b>\$100,700.00</b>	<b>\$5,300.00</b>	<b>\$106,000.00</b>	<b>\$123,982.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Estimated MOE Equipment	\$0.00	\$0.00	\$0.00	\$1,019,683.00
Vehicles	\$128,250.00	\$6,750.00	\$135,000.00	\$0.00
<b>Equipment total</b>	<b>\$128,250.00</b>	<b>\$6,750.00</b>	<b>\$135,000.00</b>	<b>\$1,019,683.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Office Supplies	\$4,750.00	\$250.00	\$5,000.00	\$0.00
Uniform and related supplies	\$4,750.00	\$250.00	\$5,000.00	\$0.00
Laptops/Printers/Inverters for WSP MCSAP eligible employees - 10 @ \$5,000 for each complete system	\$47,500.00	\$2,500.00	\$50,000.00	\$0.00
Miscellaneous IT parts and equipment used by CVD/MCSD Computer Support Techs for MCSAP eligible positions	\$33,250.00	\$1,750.00	\$35,000.00	\$0.00
Mobile Phone Purchase	\$23,750.00	\$1,250.00	\$25,000.00	\$0.00
Estimated MOE Supplies	\$0.00	\$0.00	\$0.00	\$275,224.00
Crash Reconstruction Equipment	\$19,000.00	\$1,000.00	\$20,000.00	\$0.00
<b>Supplies total</b>	<b>\$133,000.00</b>	<b>\$7,000.00</b>	<b>\$140,000.00</b>	<b>\$275,224.00</b>

<b>Contractual and Subaward</b>				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Washington State Utilities and Transportation Commission	\$152,000.00	\$8,000.00	\$160,000.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$152,000.00</b>	<b>\$8,000.00</b>	<b>\$160,000.00</b>	<b>\$0.00</b>

<b>Other Costs</b>				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Crash Reconstruction Training Registration	\$9,405.00	\$495.00	\$9,900.00	\$0.00
Crash Reconstruction Software Licensing	\$8,740.00	\$460.00	\$9,200.00	\$0.00
Estimated MOE Other Costs	\$0.00	\$0.00	\$0.00	\$313,567.00
Maintenance Contract for SafetyNet iLINX scanner and data storage	\$5,225.00	\$275.00	\$5,500.00	\$0.00
CVSA Decals	\$3,192.00	\$168.00	\$3,360.00	\$0.00
CVSA Membership	\$14,060.00	\$740.00	\$14,800.00	\$0.00
Conference and Training Registration Costs	\$11,400.00	\$600.00	\$12,000.00	\$0.00
Training Manuals - NAS Part B and General Hazardous Materials	\$2,850.00	\$150.00	\$3,000.00	\$0.00
MCSAP Vehicle Fuel Costs	\$142,500.00	\$7,500.00	\$150,000.00	\$0.00
MCSAP Vehicle Maintenance Costs	\$64,125.00	\$3,375.00	\$67,500.00	\$0.00
Verizon Wireless Card Communication Backbone account charges (based on 135 users)	\$47,500.00	\$2,500.00	\$50,000.00	\$0.00
Online Platform Testing for New Employee Testing and Interviews	\$4,750.00	\$250.00	\$5,000.00	\$0.00
Recruitment Advertisement	\$4,750.00	\$250.00	\$5,000.00	\$0.00
<b>Other Costs total</b>	<b>\$318,497.00</b>	<b>\$16,763.00</b>	<b>\$335,260.00</b>	<b>\$313,567.00</b>

<b>Total Costs</b>				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$7,480,062.16</b>	<b>\$393,687.51</b>	<b>\$7,873,749.67</b>	<b>\$15,456,423.00</b>
Indirect Costs	\$2,349,718.91	\$123,669.42	\$2,473,388.33	NA
<b>Total Costs Budgeted</b>	<b>\$9,829,781.07</b>	<b>\$517,356.93</b>	<b>\$10,347,138.00</b>	<b>\$15,456,423.00</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.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$9,829,781.00	\$517,357.00	\$10,347,138.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$1,552,071.00
MOE Baseline:	\$8,941,847.00

<b>Estimated Expenditures</b>				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
;;;Salary Subtotal	\$4,807,984.95	\$253,051.85	\$5,061,036.80	\$9,957,603.00
;;;Overtime Subtotal	\$248,026.99	\$13,054.05	\$261,081.04	\$315,976.00
Personnel Total	\$5,056,011.94	\$266,105.90	\$5,322,117.84	\$10,273,579.00
Fringe Benefits Total	\$1,591,603.22	\$83,768.61	\$1,675,371.83	\$3,450,388.00
Travel Total	\$100,700.00	\$5,300.00	\$106,000.00	\$123,982.00
Equipment Total	\$128,250.00	\$6,750.00	\$135,000.00	\$1,019,683.00
Supplies Total	\$133,000.00	\$7,000.00	\$140,000.00	\$275,224.00
Contractual and Subaward Total	\$152,000.00	\$8,000.00	\$160,000.00	\$0.00
Other Costs Total	\$318,497.00	\$16,763.00	\$335,260.00	\$313,567.00
	95% Federal Share	5% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$7,480,062.16	\$393,687.51	\$7,873,749.67	\$15,456,423.00
Indirect Costs	\$2,349,718.91	\$123,669.42	\$2,473,388.33	NA
<b>Total Costs Budgeted</b>	<b>\$9,829,781.07</b>	<b>\$517,356.93</b>	<b>\$10,347,138.00</b>	<b>\$15,456,423.00</b>

**Part 5 - Certifications and Documents****Part 5 Section 1 - Overview**

*Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to and abide by 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.*

*These certifications must be completed and signed on an annual basis.*

**Part 5 Section 2 - State Certification**

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

1. What is the name of the person certifying the declaration for your State? John Batiste
2. What is this person's title? Chief
3. Who is your Governor's highway safety representative? Shelly Baldwin
4. What is this person's title? Director

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

- Yes
- Yes, uploaded certification document
- No

**State Certification declaration:**

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

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

**Part 5 Section 3 - Annual Review of Laws, Regulations, Policies and Compatibility Certification**

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

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

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

- Yes
- Yes, uploaded certification document
- No

I, John Batiste, certify that WASHINGTON 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 4 - New Laws/Legislation/Policy Impacting CMV Safety**

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

Yes  No

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

Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
SB 5041	11/18/2023	Amending Chapter 46.25	AN ACT Relating to compliance with federal motor carrier safety administration requirements for the drug and alcohol clearinghouse; amending RCW 46.25.052, 46.25.060, 46.25.088, 46.25.100, 46.25.090, 46.25.120, and 46.20.324; reenacting and amending RCW 46.25.010; adding a new section to chapter 46.25 RCW; repealing RCW 46.25.123 and 46.25.125; and providing an effective date.

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

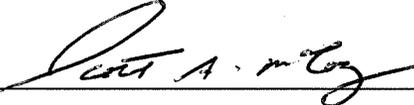
Yes  No

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

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

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

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

Signature of Certifying Official: 

Title of Certifying Official: ASSISTANT CHIEF

Date of Certification: 8-8-23

## **FY 2024 Certification of MCSAP Conformance (State Certification)**

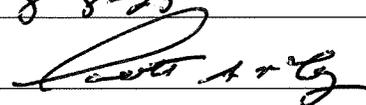
I, John Batiste, Chief, on behalf of the State of Washington, as requested by the Administrator as a condition of approval of a grant under the authority of 49 U.S.C. § 31102, as amended, do hereby certify as follows:

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

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

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

Date 8-8-23

Signature  ASSISTANT CHIEF

# **WASHINGTON STATE PATROL TITLE VI PROGRAM COMPLIANCE PLAN**

**Federal Fiscal Year 2024  
(October 1, 2023 to September 30, 2024)**



**Prepared by  
Commercial Vehicle Division**

**Washington State Patrol Commercial Vehicle Enforcement Bureau**  
**FMCSA Applicant Title VI Program Compliance Plan**

**Policy Statement:**

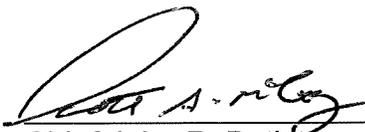
The Washington State Patrol (WSP) is committed to complying with 49 CFR Part 21 and 49 CFR Part 303. The provisions of this Title VI plan apply to all recipients of Federal assistance with and through the WSP. A recipient includes any public and private entity or any individual receiving the benefits of any Federal Motor Carrier Safety Administration program. The Title VI program applies to all WSP operations.

No person shall be discriminated against in regards to State Patrol activities and services because of race, national origin, color, sex, age, disability, low-income, or limited English proficiency (LEP).

WSP has designated the Human Resource Division Commander as the Title VI Program Coordinator/Affirmative Action Officer.

The attached FMCSA Title VI Program Assurance form will be completed and signed by the WSP Chief when submitting FMCSA grant applications.

The Title VI Program Coordinator and WSP Managers/Directors will have the authority and responsibility to effectively implement the Agency's Title VI Program.



ASSISTANT CHIEF FOR:

Chief John R. Batiste

8-8-23

Date of Signature

**FMCSA Title VI Assurance:**

**The United States Department of Transportation**

**Standard Title VI/Non-Discrimination Assurances**

**DOT Order No. 1050.2A**

The ***Washington State Patrol*** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (USDOT), through the **Federal Motor Carrier Safety Administration (FMCSA)**, is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898, 3 C.F.R. 859 (1995), entitled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI, to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following Federal Highway Administration (FHWA) website for more information and facts about Environmental Justice:

[https://www.environment.fhwa.dot.gov/env\\_topics/environmental\\_justice.aspx](https://www.environment.fhwa.dot.gov/env_topics/environmental_justice.aspx)

Additionally, Executive Order 13166, 3 C.F.R. 289 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the "*application of Title VI's prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*" When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT's "*Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons,*" dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

### **Specific Assurances**

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FMCSA Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Washington State Patrol**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.";*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or

structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, The Washington State Patrol also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Washington State Patrol gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on the Washington State Patrol, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

\_\_\_\_\_  
*Washington State Patrol*

by \_\_\_\_\_

*Chief John R. Batiste*

DATED \_\_\_\_\_

## **Description of Federal Aid Programs:**

The Washington State Patrol Commercial Vehicle Enforcement Bureau (CVEB) applies for federal funding from the U.S. Department of Transportation through the Federal Motor Carrier Safety Administration (FMCSA) annually. The funds provided by FMCSA are used by CVEB to improve highway safety by reducing the number and severity of crashes that involve commercial vehicles. WSP is the lead MCSAP agency in the state.

Funds provided to CVEB by FMCSA are used for commercial vehicle safety related activities. These activities include: commercial vehicle inspections, commercial vehicle safety investigations, commercial vehicle crash investigations, commercial vehicle safety education and awareness projects, commercial vehicle and traffic enforcement in high crash areas throughout the state, and passenger carrier inspections.

CVEB receives both matching and 100% funding from FMCSA for different activities within the program.

The CVEB Division's activities benefit all of the people traveling through the state which includes minority groups. Increasing the safety on Washington roadways benefits all members of the Public.

CVEB uses inspection selection software to identify carriers for inspections done at roadside.

## **Notification to Beneficiaries/Participants:**

The WSP hereby gives notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related nondiscrimination authorities in all programs and activities. Title VI and related non-discrimination authorities require that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income or LEP, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the WSP receives federal financial assistance.

Any person who would like more information regarding WSP's Title VI Program and/or believes they have been aggrieved may contact the WSP to request the information and/or file a formal complaint with the WSP. Information on how to file a complaint can be found on the WSP website at [wsp.wa.gov](http://wsp.wa.gov). Any such complaint may be filed in writing or electronically either with the WSP Office of Professional Standards located at 106 11<sup>th</sup> Avenue SW, Olympia, WA 98504 or through a local detachment office.

The language above will be accessible to the members of the public through:

1. The Commercial Vehicle Enforcement Page at <http://www.wsp.wa.gov/title-vi/>
2. Posters in facilities accessible to the public.

### **Sub-Recipient Compliance Reports:**

The WSP provides MCSAP funding to the Washington Utilities and Transportation Commission (UTC) for inspection and compliance reviews on motor coach companies operating within the state of Washington. To ensure compliance with Title VI, the WSP will:

1. Require UTC to annually submit a signed FMCSA Title VI Program Assurance.
2. Require UTC to periodically submit Title VI Program documentation, to include a Policy Statement, Notice to the Public, Complaint Disposition Process, etc.
3. Review Title VI Program requirements with UTC annually to ensure they understand their program responsibilities. During the review, have UTC personnel responsible for the Title VI program provide investigative reports on all Title VI complaints received, to include any resolutions.
4. Additional on-site reviews will be conducted whenever the WSP receives information of a potential Title VI violation.
5. Ensure FMCSA Title VI Program Assurance language is used by UTC in contracts involving FMCSA funding provided to them through the WSP.
6. Have UTC report on their quarterly MCSAP report on any policy changes affecting their Title VI program, any Title VI complaints received by UTC, and the resolution to the complaint.

### **Training:**

Training is provided to employees including all relevant updates. The Title VI Program Coordinator/Affirmative Action Officer, the Human Resource Division Commander, is responsible for identifying training needs and ensuring training is provided when necessary.

The Title VI Program training PowerPoint, case study and FMCSA Enforcement Memorandum regarding limited English proficiency are located on the WSP training site. Managers and supervisors are required to review the PowerPoint annually. Documentation of compliance will be recorded on the Employee Annual Review Checklist.

### **Access to Records:**

The Title VI coordinator or his/her designee will maintain permanent records, which include but are not limited to, implementation of Title VI Program requirements, Title VI complaints or lawsuits, and related documentation, records of correspondence to and from complainants, and Title VI investigations. These documents shall be made available to FMCSA staff upon request for compliance reviews and/or complaint investigations conducted by the FMCSA. These documents shall also be made available to FMCSA Staff through periodic submissions as required by FMCSA. The documents specified in this section as being available for FMCSA review only apply to those programs or incidents which occurred during the utilization of FMCSA grant

funds.

## **Unbiased Enforcement**

The WSP is committed to unbiased and equitable treatment of all persons in enforcing the law and providing services. Employees conducting motor vehicle enforcement, including CMV inspections, will adhere to WSP Regulation Manual Policy 8.00.260 **Unbiased Policing** with an effective date of August 31, 2022.

## **CMV Inspection Selection**

It is the policy of the WSP to uphold and ensure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 (Title VI) and related non-discrimination authorities as identified in the FMCSA Title VI Program Assurance signed by the Chief of the WSP. Employees conducting motor vehicle enforcement, including CMV inspections, will adhere to the WSP CVD/MCSD Standard Operating Procedures Manual with an effective date of May31, 2022.

The Commercial Vehicle and Motor Carrier Safety Divisions are committed to the unbiased and equitable treatment of all persons in enforcing the law and providing services. Employees conducting motor vehicle enforcement, including CMV inspections, will adhere to the following selection criteria, which prohibits biased based policing of any type.

- A. These authorities require that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any WSP program or activity based on race, color, national origin, sex, age, disability, income level, or limited English proficiency.
- B. CMV inspection selection operating procedures are data-driven, objective, and non-discriminatory in their applications. Inspections will be random, data-driven, or when probable cause exists. Criteria for selection of CMV's for inspection at Ports of Entry, scale facilities, and during mobile operations.
  1. Inspection priority is given to an observed violation of law or regulations related to the driver or the vehicle, including equipment, size, weight and load violations.
  2. When available, CVD and MCSD personnel will consistently use standardized electronic vehicle screening systems that utilize ISS carrier safety rating information. Carriers that are poorly rated or have insufficient date will take priority in the inspection selection.
  3. When CMV traffic patterns are minimal, CMVs with no valid CVSA decal may be selected for inspection.
  4. Vehicles displaying a valid CVSA decal will not be subject to re-inspection unless an equipment violation is observed or a driver violation is suspected.

5. In the specific case of Level V inspections, inspections should only be done on vehicles on the "ready line awaiting dispatch" or "vehicles not slated for maintenance."
6. Inspectors shall not interrupt or otherwise disturb any driver of a CMV in an off duty or sleeper berth status, when the CMV is legally parked, for the sole purpose of conducting a random inspection.

C. Documentation:

1. All inspections will be documented through the ASPEN inspection program.
2. Inspections shall be uploaded as soon as possible, but no later than the end of the inspecting employee's shift.
3. Inspections containing out-of-service violations should be uploaded immediately.
4. When the ASPEN program is not available, CVSA inspections are to be documented on a hand written Driver-Vehicle Examination Report.

### **Complaint Disposition Process:**

#### **ACCEPTING COMPLAINTS:**

The WSP considers all complaints against the agency and any of its employees and fully investigates all such complaints as appropriate. A complaint can come from either an external or internal source and can be accepted from:

1. Aggrieved person.
2. Third party.
3. Any employee.
4. Employing agency.
5. Notice of civil claim.
6. Governmental agency.
7. Human rights complaint.
8. Anonymous person.

A Title VI complaint may be given to the agency in person, telephone, e-mail, or by letter. No employee shall attempt to discourage, interfere, or delay an individual from making a complaint. Employees accepting complaints shall be responsive and courteous. Information regarding the Title VI complaint shall be sent to the Title VI coordinator.

#### **COMPLAINT PROCESS:**

Supervisors and command employees shall initiate a local investigation when the alleged misconduct is reported or is a part of the routine supervisory/management discipline process. Local investigations shall follow the procedures outlined in the Administrative Investigation Manual.

Employees, who receive complaints, including anonymous complaints, shall report the information, irrespective of the chain of command, to the appropriate supervisor.

If the complaint alleged is against a member of the Office of Professional Standards (OPS), employees shall report the complaint directly to the Chief. The Chief shall determine if the complaint requires the investigative expertise of Internal Affairs.

Upon completion of the investigation, the commander in consultation with the Title VI Coordinator shall make a finding regarding the incident as outlined in the Administrative Investigation Manual.

**COMPLAINTS FROM MEMBERS OF THE PUBLIC:**

Employees shall courteously and promptly record in writing any complaint made by a member of the Public against any employee or the department. Employees may attempt to resolve the complaint, but shall never attempt to dissuade any member of the Public from lodging a complaint. Employees shall follow established department procedures for processing complaints.

**INTERFERENCE WITH DISCIPLINE**

From the time a complaint is received until the case is completely adjudicated, employees shall not influence, or attempt to influence, any of the participants in a department disciplinary procedure, except as expressly provided by regulation. Employees shall not ridicule, embarrass, or threaten witnesses for having given evidence in a disciplinary matter. Information for the general public to file a complaint is located on the WSP website at <http://www.wsp.wa.gov/title-vi/>

WSP Human Resource Division maintains a Title VI Program Complaints Log (that contains the information required in the FMCSA Title VI Program Checklist), which it makes available to FMCSA upon request.

**Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously identified During a Title VI Compliance Review:**

The WSP CVEB does not currently have any Title VI corrective actions or deficiencies identified during an audit or review.

**Community Participation Process:**

This section is not applicable to the WSP. The Washington Department of Licensing is the CDL Program Grantee for the state of Washington.

**Title VI Program Coordinator Contact Information:**

Human Resource Division Commander  
Washington State Patrol  
Human Resource Division  
Title VI Program Coordinator / Affirmative Action Officer  
(360) 704-2300



INDIRECT COST RATE AGREEMENT  
STATE AGENCY

Washington State Patrol  
PO Box 42602  
Olympia WA 98504-2602

Date: February 10, 2023  
AGREEMENT NO. 2024-01

The purpose of this Agreement is to establish indirect cost rates for use in awarding and managing Federal contracts, grants, and other assistance arrangements to which Office of Management and Budget's (OMB) Omni Circular, 2 CFR § 200 applies. This agreement is issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) pursuant to the authority cited in Appendix VII of 2 CFR § 200.

This Agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

<u>TYPE</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Coverage</u>		<u>Applicability</u>
	<u>From</u>	<u>To</u>		<u>Base</u>	<u>Location</u>	
<u>INDIRECT RATE</u>						
(1) Fixed	07-01-20	06-30-21	29.31 %	<u>1/</u>	All	All Programs
(1) Fixed	07-01-21	06-30-22	30.84 %	<u>1/</u>	All	All Programs
(1) Fixed	07-01-22	06-30-23	31.88 %	<u>1/</u>	All	All Programs
(1) Fixed	07-01-23	06-30-24	33.41 %	<u>1/</u>	All	All Programs

1/ Direct salaries and wages, including fringe benefits.

Modified Total Direct Costs: Total direct costs exclusive of equipment, flow-through funds, and individual sub-awards beyond the first \$25,000 in expenditures. "Equipment" is defined as an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes or \$5,000.

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and are charged individually as direct costs.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part

INDIRECT COST RATE AGREEMENT  
STATE AGENCY

of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

INDIRECT COST RATE AGREEMENT  
STATE AGENCY

ORGANIZATION: **Washington State Patrol**

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Section II - Particulars

SCOPE: The indirect cost rate(s) contained herein are for use with contracts, grants, and other financial assistance agreements awarded by the Federal Government to the Washington State Patrol and subject to 2 CFR § 200.

LIMITATIONS: Application of the rate(s) contained in this Agreement is subject to any and all statutory or administrative limitations on the use of funds, and payment of costs hereunder is subject to the availability of appropriations applicable to a given contract, grant or other financial assistance agreement. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (A) that no costs other than those incurred by **Washington State Patrol** are included in the indirect cost pools as finally accepted, and that such costs are legal obligations of the Organization and allowable under the governing cost principles; (B) that the same costs that have been treated as indirect costs are not claimed as direct costs; (C) that similar types of information which are provided by the Organization, and which were used as a basis for acceptance of rates agreed to herein, are not subsequently found to be materially incomplete or inaccurate; and (D) that similar types of costs have been accorded consistent accounting treatment.

ACCOUNTING CHANGES: Fixed or predetermined rates contained in this Agreement are based on the accounting system in effect at the time the Agreement was negotiated. When changes to the method of accounting for cost affect the amount of reimbursement resulting from the use of these rates, the changes will require the prior approval of the authorized representative of the cognizant negotiation agency. Such changes include, but are not limited to, changing a particular type of cost from an indirect to a direct charge. Failure to obtain such approval may result in subsequent cost disallowances.

FIXED RATE: The negotiated rate is based on an estimate of the costs which will be incurred during the period to which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in a subsequent negotiation to compensate for the difference between the cost used to establish the fixed rate and the actual costs.

NOTIFICATION TO OTHER FEDERAL AGENCIES: Copies of this document may be provided to other Federal agencies as a means of notifying them of this agreement.

AUDIT: If a rate in this Agreement contains amounts from a cost allocation plan, future audit adjustments which affect this cost allocation plan will be compensated for during the rate approval process of a subsequent year.

INDIRECT COST RATE AGREEMENT  
STATE AGENCY

**ORGANIZATION: Washington State Patrol**

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Section III - Special Remarks

1. This Agreement is effective on the date of signature by the authorized representative of the Federal Government.
2. Questions regarding this Agreement should be directed to Ms. Lisa Ensley by email **Lisa.Ensley@dot.gov**, or telephone **240-927-0475**.
3. Approval of the rate(s) contained herein does not establish acceptance of the Organization's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.

Section IV - Approvals

For the State Agency:

Washington State Patrol,  
Budget and Fiscal Services,  
PO Box 42602  
Olympia, WA 98504-2602

For the Federal Government:

U.S. Department of Transportation  
Federal Motor Carrier Safety Administration  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590

\_\_\_\_\_  
Signature

Walter Hamilton  
\_\_\_\_\_  
Name

Chief Financial Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Carrie A. Hug  
\_\_\_\_\_  
Name

Chief Financial Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date