



## **PENNSYLVANIA**

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

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

**Fiscal Years 2019 - 2021  
Annual Update FY 2020**

**Date of Approval: April 06, 2020**

**FINAL CVSP**



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

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

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

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

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

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements (FY 2019 - 2021)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2019 - 2021)
- Part 4: Financial Information (FY 2020)
- Part 5: Certifications and Documents

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

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

#### REMINDERS FOR FY 2020:

**Multi-Year plans**—For FY 2020, all States will be utilizing the multi-year CVSP format. This means that objectives, projected goals, and activities in the plan will cover a full three-year period. The financial information and certifications will be updated each fiscal year.

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

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

All multi-year and annual update plans have been pre-populated with data and information from their FY 2019 plans. States must carefully review and update this information to reflect FY 2020 activities prior to submission to FMCSA.

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

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

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

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

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

**Instructions:**

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

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

It is the mission of the Pennsylvania State Police (PSP) to promote commercial motor vehicle (CMV) safety through a strategy of education, regulatory oversight, and enforcement in an effort to reduce truck and bus crashes on our highways.

In achieving this mission, the PSP is aided by the enforcement efforts of the Pennsylvania Public Utility Commission (PUC) and select municipal departments. The PSP is the Lead Agency and the only one funded by the Basic and Incentive portion of the grant. While local municipal agencies and the PUC participate in various statewide roadside inspections throughout the year, they are not funded for driver/vehicle inspection activity; however, PUC receives funding for the sole purpose of conducting New Entrant Safety Audits.

Pennsylvania continues to strive to reduce the number of large truck and bus fatalities through sustained roadside inspections, enforcement activity, public outreach and educational presentations

No changes

### Part 1 Section 3 - MCSAP Structure Explanation

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

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

#### Instructions:

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

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

The Motor Carrier Safety Assistance Program (MCSAP) in Pennsylvania is largely comprised of personnel from the PSP, however, inspectors from the PUC and select municipal police agencies play a supplementary enforcement role. A total of 644 certified inspectors perform MCSAP roadside inspections. PSP inspectors are funded through the Basic MCSAP Grant. Municipal agencies are unfunded. PUC is funded for and conducts New Entrant Safety Audits; however, PUC is not funded for driver/vehicle inspections.

PSP serves as the Lead Agency and has a total of 353 personnel involved in the MCSAP Program.

Enlisted Troopers - 291

Motor Carrier Enforcement Administrator - 1

Motor Carrier Enforcement Specialists - 6

Motor Carrier Enforcement Supervisors - 9

Motor Carrier Enforcement Officers - 40

Program Analyst 2 - 1

Administrative Assistant - 1

Clerk Typist 2 - 4

Four Motor Carrier Enforcement Specialists, Three Motor Carrier Enforcement Supervisors, and Five Motor Carrier Enforcement Officers are currently trained to conduct intrastate compliance reviews.

Thirteen individuals (1 Motor Carrier Enforcement Administrator, 6 Motor Carrier Specialists, 1 Program Analyst, 1 Administrative Assistant and 4 Clerk Typists) administer the MCSAP program from the Commercial Vehicle Safety Division which includes Data Q's, crash reports, certification of inspection reports, financial management, quarterly voucher documentation, vehicle and equipment inventory, supplies for field personnel, and information technology support.

The PUC has 31 and municipal police departments have 266 certified MCSAP Inspectors. The annual certification period for all MCSAP inspectors in Pennsylvania is based on a calendar year (January 1 - December 31), and as a condition of maintaining certification, each inspector must attend a minimum of 16 hours of annual refresher training which is conducted by PSP staff. The PSP and PUC each conduct update training conferences that range from three to five days.

**Part 1 Section 4 - MCSAP Structure**

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

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

**Instructions:**

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

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

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

Lead Agency Information	
Agency Name:	PENNSYLVANIA STATE POLICE
Enter total number of personnel participating in MCSAP activities	353
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	347
Traffic Enforcement Activities	291
Investigations*	12
Public Education and Awareness	94
Data Collection and Reporting	6
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	PENNSYLVANIA PUBLIC UTILITY COMMISSION
Enter total number of personnel participating in MCSAP activities	35
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	31
Traffic Enforcement Activities	0
Investigations*	21
Public Education and Awareness	6
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	203
Total # of MCSAP Participating Personnel:	266

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

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

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

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



## Part 2 Section 2 - CMV Crash Reduction

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

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

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

### Trend Analysis for 2013 - 2017

#### Instructions for all tables in this section:

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

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

### ALL CMV CRASHES

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

**Goal measurement as defined by your State:** Other

**If you select 'Other' as the goal measurement, explain the measurement used in the text box provided:**  
FY13-FY14= Total fatal and non-fatal crashes. FY15-FY17 = Total fatal crashes.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2016	09/30/2017	169	141	152
10/01/2015	09/30/2016	187	149	169
10/01/2014	09/30/2015	173	145	150
10/01/2013	09/30/2014	163	4616	5652
10/01/2012	09/30/2013	169	5052	3625

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

**Goal measurement as defined by your State:** Other

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

FY13-FY14 = Total fatal and non-fatal crashes. FY 15-FY17 = Total fatal crashes.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2016	09/30/2017	12	11	11
10/01/2015	09/30/2016	24	14	20
10/01/2014	09/30/2015	14	12	12
10/01/2013	09/30/2014	16	929	849
10/01/2012	09/30/2013	14	962	805

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

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

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

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

**Goal measurement as defined by your State:** N/A

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

No specific reduction goals contained in CVSP's

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2016	09/30/2017	5		
10/01/2015	09/30/2016	7		
10/01/2014	09/30/2015	7		
10/01/2013	09/30/2014	10		
10/01/2012	09/30/2013	9		

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

All CMV Crashes and Motorcoach/Passenger Carrier Crashes: FY 13 - FMCSA MCMIS data snapshot as of 05/26/2017, including crash records through 01/31/2017. FY 14-FY 17 - FMCSA MCMIS data snapshot as of 05/25/2018, including crash records through 01/31/2018. Hazardous Materials Crashes: FY 13-FY 14 FMCSA MCMIS data snapshot as of 04/24/2015, including crash records through 12/31/2014. FY 15-FY 16 - FMCSA MCMIS data snapshot as of 05/26/2017, including crash records through 01/31/2017. FY 17 - FMCSA MCMIS data snapshot as of 05/25/2018, including crash records through 01/31/2018.

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

**All CMV Crashes:**

FY 13 - Reduction goal was met.

FY 14 - Although our goal of reducing the number of fatal and non-fatal large truck crashes in PA was not met; the number of fatalities were reduced by six over FY 13.

In FY 15-FY 17 our goal was to reduce the number of fatal large truck and bus crashes. While our fatal large truck and bus crashes increased during these three fiscal years, Pennsylvania saw an increase in the origination of freight from the ports along with an increase in the driver vehicle miles traveled by trucks.

According to the Federal Highway Administration, the number of Vehicle Miles Traveled (VMT) in Pennsylvania in FY 15 increased 0.56% when compared to FY 14. VMT in millions in Pennsylvania in FY 16 increased 2.58% when compared to FY 15. VMT in millions in Pennsylvania in FY 17 increased 1.12% when compared to FY 16. This represents miles driven by all vehicles, and is particularly noteworthy when considering that automobiles are responsible for a large percentage of crashes involving a CMV and an automobile.

**Motorcoach/Passenger Carrier Crashes:**

FY 13 - FY 15 - Reduction goals met.

FY 16 - Of the total fatal bus crashes in FY 16, four occurred during inclement weather which resulted in seven fatalities. One bus crash was involved in a 64 vehicle crash during a snowstorm where 11 large trucks were involved and three fatalities.

FY17 - Reduction goal met.

**Hazardous Materials (HM) Crash Involving HM Release/Spill:**

Although no identified hazmat transportation reduction goals have been established for the years FY 13 - FY 17, we will continue to conduct statewide Safe Transportation of Placarded Substances (S.T.O.P.S.) operations in FY 19 - FY 21.

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

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

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

**measurement method.**

Pennsylvania's number of fatalities as a result of a CMV crash decreased by 25 in FY 17 (169) over FY 16 (194); however the number of fatal and non-fatal large truck and bus crashes saw an increase (275) from FY 16 (7,203) to FY 17 (7,478). The steady increase in the economic growth will only increase the number of large trucks on our highways.

Pennsylvania is committed to continue the downward trend of lower fatalities as a result of a CMV crash. Pennsylvania will be utilizing the number of fatal and non-fatal large truck and bus crashes and the number of Vehicle Miles Traveled (VMT) per 100 million to reduce the crash rate.

### VEHICLE-MILES TRAVELED (VMT) IN MILLIONS - FY 17

SOURCE: Federal Highway Administration, Traffic Volume Trends (6/22/18)

[https://www.fhwa.dot.gov/policyinformation/travel\\_monitoring/tvt.cfm](https://www.fhwa.dot.gov/policyinformation/travel_monitoring/tvt.cfm)

FY 2017 MONTH	
OCTOBER 2016	9194
NOVEMBER 2016	8214
DECEMBER 2016	9224
JANUARY 2017	7271
FEBRUARY 2017	7077
MARCH 2017	8058
APRIL 2017	8443
MAY 2017	8638
JUNE 2017	9196
JULY 2017	9435
AUGUST 2017	9812
SEPTEMBER 2017	9056
<b>TOTAL VMT FY 17</b>	<b>103618</b>

FY	FATALITIES*	NUMBER OF FATAL AND NON-FATAL CRASHES*	VMT (100 MILLION)	CRASH RATE
FY 2016	194	7203		
FY 2017	169	7478	1036	7.22

\* FMCSA MCMIS data snapshot as of 05/25/2018, including crash records through 01/31/2018.

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

Federal Highway Administration, Traffic Volume Trends - 06/22/2018 FMCSA MCMIS data snapshot as of 05/25/2018,

including crash records through 01/31/2018.

### Projected Goal for FY 2019 - 2021:

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

Fiscal Year	Annual Crash Reduction Goals
2019	2
2020	2
2021	2

Pennsylvania will engage in various MCSAP activities, including but not limited to, driver vehicle inspections, traffic enforcement efforts (with and without inspection), compliance reviews, new entrant audits, and education and outreach to reduce the crash rate. In FY 17, Pennsylvania had 7,478 fatal and non-fatal crashes. The crash rate was calculated as 7.22 (7,478 per 1036 VMT per 100 million). Pennsylvania intends to reduce this crash rate by two percent each of the next three years for a total of six percent. FY 19 -  $7.22 \times .02 = .14$  - Crash Rate Goal 7.08 FY 20 -  $7.08 \times .02 = .14$  - Crash Rate Goal 6.94 FY 21 -  $6.94 \times .02 = .14$  - Crash Rate Goal 6.80

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

CMV Seatbelt And Fatigue Enforcement (S.A.F.E.) Driver - Annually, conduct at least six statewide CMV S.A.F.E. Driver initiatives to target unsafe driver behaviors such as hours of service violations, qualification of driver and seat belt usage.

CMV Focusing on Cellular User Safety (F.O.C.U.S.) - Annually, conduct at least two statewide CMV F.O.C.U.S. initiatives to target drivers using cell phones while operating a CMV.

CMV Traffic Enforcement And MCSAP (T.E.A.M.) - Annually, conduct monthly statewide CMV T.E.A.M. to focus enforcement on identifying moving violations which often contribute to CMV crashes. Review of statewide crash causation factors received from Pennsylvania Department of Transportation (PennDOT) revealed the top five causation factors as: Driving too fast for conditions; Improper driving actions; Careless passing or lane change; Improper or careless turn; and Distracted driving.

Operation Airbrake - Annually, Pennsylvania will participate in two statewide operations. These unannounced brake safety inspections are organized by CVSA at designated times during the year.

International Roadcheck - Annually, Pennsylvania MCSAP agencies will participate in operation Roadcheck. This 72-hour around the clock CVSA operation usually occurs in June and focuses on removing unsafe CMV drivers, vehicles and motor carriers from the roadways.

Operation Code Refrigerated Enforcement Detail (R.E.D.) - Annually, conduct at least two details. The purpose of this detail is to focus roadside MCSAP enforcement on those commercial vehicles which transport perishable foods.

Commercial Motor Vehicle (CMV) Safe Transportation of Placarded Substances (S.T.O.P.S.) Project - Annually, conduct at least two projects. These projects will focus roadside inspections on commercial motor vehicles that transport hazardous materials.

Top High Crash Counties (Specific Troops) - Annually, PSP will conduct targeted traffic enforcement saturation patrols both with and without inspections in an attempt to modify driver behavior for both CMV and non-CMV.

Passenger/Motorcoach Transportation Details - Annually, in addition to conducting monthly troop inspection details, Pennsylvania will participate in national and regional strike force activities.

***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.***

Our progress in reducing the crash rate (number of fatal and non-fatal large truck and bus crashes by VMT [100 Million]) will be monitored quarterly by evaluating the state crash report download that is updated monthly through the A & I website and the Federal Highway Administration, Traffic Volume Trends VMT (100 Million) monthly.

**Part 2 Section 3 - Roadside Inspections**

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

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

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

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

**Trend Analysis for 2013 - 2017**

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	35668	36756	32117	31745	31480
Level 2: Walk-Around	48834	43253	36967	34736	33064
Level 3: Driver-Only	40287	38326	42927	44147	39751
Level 4: Special Inspections	141	130	99	121	108
Level 5: Vehicle-Only	2320	1651	1171	1135	1301
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>127250</b>	<b>120116</b>	<b>113281</b>	<b>111884</b>	<b>105704</b>

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

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

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

Pennsylvania's roadside inspection program is largely comprised of inspectors employed by the PSP. Currently, PSP employs 85 personnel that perform roadside inspections on a full-time basis. These inspectors are grouped into Commercial Vehicle Enforcement (CVE) teams that work at various locations within their assigned areas of coverage (generally two or more counties). Work assignments are approved by a supervisor within the troop. Locations include weigh station/rest areas along interstates and other rural roads, as well as other mobile inspection locations where MCSAP inspection efforts would be beneficial due to unique circumstances. These circumstances include, but are not limited to, unique terrain areas such as hazardous grades, areas where CMV crashes are occurring, and high volumes of CMV traffic and/or complaints are occurring. PSP enlisted are also required to conduct a roadside inspection on any CMV which is subject of a probable cause traffic stop.

These efforts are supplemented by 262 PSP Troopers, Program Administrator and Motor Carrier Specialists who perform roadside inspections on a part-time basis. These officers generally conduct their inspections during various statewide or troop-level MCSAP details.

Currently, of the 291 PSP Troopers, 59 conduct Level III driver-only inspections to specifically target moving violations. Additionally, the efforts of the PSP are supported by 35 MCSAP certified personnel in the PUC along with 266 certified personnel employed by municipal police agencies.



To monitor program effectiveness and consistency, the state is continually evaluating the performance of MCSAP personnel by conducting quality control reviews of MCSAP reports. These quality control reviews ensure proper reporting of violations, enforcement actions and application of the out of service criteria. Further, by reviewing these inspection reports in combination with PSP personnel time records, we can monitor the effectiveness of the officers' performance. Identified deficiencies are addressed through troop-level supervisor and during annual update training.

### **Projected Goals for FY 2019 - 2021**

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

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2019 - 2021. For FY 2020, 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:** PENNSYLVANIA STATE POLICE

**Enter the total number of certified personnel in the Lead agency:** 347

Projected Goals for FY 2020 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	17400	600	1500	19500	25.19%
Level 2: Walk-Around	26100	2200	2700	31000	40.05%
Level 3: Driver-Only	24950	450	600	26000	33.59%
Level 4: Special Inspections	94	0	0	94	0.12%
Level 5: Vehicle-Only	463	0	340	803	1.04%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>69007</b>	<b>3250</b>	<b>5140</b>	<b>77397</b>	

**MCSAP subrecipient agency**

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

PENNSYLVANIA PUBLIC UTILITY

**Subrecipient is:** COMMISSION

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

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Non-Funded Agencies**

Total number of agencies:	203
Enter the total number of non-funded certified officers:	301
Enter the total number of inspections projected for FY 2020:	28500

**Summary**

## Projected Goals for FY 2020 - Roadside Inspections Summary

Projected Goals for FY 2020 Summary for All Agencies					
<b>MCSAP Lead Agency: PENNSYLVANIA STATE POLICE</b>					
<b># certified personnel: 347</b>					
<b>Subrecipient Agencies: PENNSYLVANIA PUBLIC UTILITY COMMISSION</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 203</b>					
<b># certified personnel: 301</b>					
<b># projected inspections: 28500</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	17400	600	1500	19500	25.19%
Level 2: Walk-Around	26100	2200	2700	31000	40.05%
Level 3: Driver-Only	24950	450	600	26000	33.59%
Level 4: Special Inspections	94	0	0	94	0.12%
Level 5: Vehicle-Only	463	0	340	803	1.04%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>69007</b>	<b>3250</b>	<b>5140</b>	<b>77397</b>	

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

Projected Goals for FY 2020 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	77647	0	28750	106397
Enter total number of certified personnel	317	0	301	618
Projected Goals for FY 2021 Roadside Inspections				
Enter total number of projected inspections	77897	0	29000	106897
Enter total number of certified personnel	317	0	301	618

**Part 2 Section 4 - Investigations**

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

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

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



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

**Trend Analysis for 2013 - 2017**

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

Investigative Types - Intrastate	2013	2014	2015	2016	2017
Compliance Investigations					
Cargo Tank Facility Reviews					
Non-Rated Reviews (Excludes CSA & SCR)					
CSA Off-Site					
CSA On-Site Focused/Focused CR	17	24	42	45	54
CSA On-Site Comprehensive	8	7	3	8	18
<b>Total Investigations</b>	<b>25</b>	<b>31</b>	<b>45</b>	<b>53</b>	<b>72</b>
Total Security Contact Reviews					
Total Terminal Investigations					

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

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

**Projected Goals for FY 2019 - 2021**

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

Projected Goals for FY 2019 - 2021 - Investigations						
Investigation Type	FY 2019		FY 2020		FY 2021	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	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	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	90	0	90	0	90
CSA On-Site Comprehensive	0	18	0	18	0	18
<b>Total Investigations</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>108</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.**

During FY 19 - FY 21, the possibility of changes to staffing numbers, retirements, training and mentoring could affect the year-end totals. Pennsylvania will be attending FMCSA provided Compliance Review Off-Site Training in FY 19. If Pennsylvania then starts to conduct Off-Site Reviews, the CVSP will be updated the next Fiscal Year - FY 20 to include those projected estimates.

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

During FY 19-FY 21, three part-time compliance review officers will be required to conduct the minimum number of reviews to maintain proficiency and certification (six) each year. In addition, PSP has trained three full-time compliance review officers and each will be required to do 30 compliance reviews in FY 19-FY 21. Of the projected total of 108 reviews per year, at least 18 will be on-site comprehensive reviews.

The compliance review coordinator/supervisor will continually monitor the compliance review targeted carriers identified using the CSA/SMS methodology to include high crash, moderate risk and passenger carriers in addition to complaints and follow-ups as required.

**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 number of compliance reviews conducted will be monitored and reported using MCMIS data on both a quarterly and annual basis in order to make sure we are progressing towards our goal of 108 compliance reviews in FY 19 - FY 21.

Each officer's reports are reviewed for quality control to make sure violations are documented correctly and the accuracy of the numbers associated with the violations discovered are according to policy and procedures. If discrepancies are discovered, the reports are corrected and re-uploaded before being processed by FMCSA.



**Part 2 Section 5 - Traffic Enforcement**

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

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

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

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

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2016	09/30/2017	21664	26485
10/01/2015	09/30/2016	20435	24042
10/01/2014	09/30/2015	18417	21927
10/01/2013	09/30/2014	17467	21033
11/01/2012	09/30/2013	17590	21183

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

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

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



FY 13 - FMCSA MCMIS data snapshot as of 06/30/2017. FY 14 - FY 17 - FMCSA MCMIS data snapshot as of 05/25/2018.

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

#### **Instructions:**

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

In an effort to promote more traffic enforcement activities, PSP shifted from primarily conducting fixed site inspections to requiring more inspections based on traffic stops for moving violations and driver distraction that would be likely to contribute to a CMV crash. With the exception of CVE Team personnel, PSP MCSAP personnel are required to conduct patrol activities during most MCSAP details conducted throughout the year. Traffic stops for moving violations are then followed by a Level III (minimum) roadside inspection. Additionally, PSP will conduct traffic enforcement activities without inspections by non-MCSAP Patrol Troopers. These activities will be primarily targeted in the Top High Crash Counties in PA. Lastly, in addition to daily patrol activities, non-MCSAP Patrol Troopers routinely stop commercial motor vehicles on a daily basis for infractions of the Commonwealth's vehicle code. Traffic enforcement (with and without inspection) is routinely conducted along high-crash corridors determined by each Troop based upon local crash analysis.

### **Projected Goals for FY 2019 - 2021**

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

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2019	FY 2020	FY 2021
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	23767	23767	23767
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	345	345	345
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	3116	3116	3116
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	2307	2307	2307

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2020 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2020 Activities	Average 2004/05 Activities
105897	108	1452	107457	85948

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

Monitoring will be done through review of statistics for each of the various traffic enforcement-related details conducted throughout the grant period. Additionally, quarterly reviews will be conducted to monitor the number of CMV inspections which list one or more violations that are offenses classified by FMCSA as traffic enforcement violations. These numbers will be compared to the total number of CMV inspections conducted during the quarter to ensure the appropriate focus is being placed on conducting inspections predicated on traffic stops for traffic violations.

**Part 2 Section 6 - Safety Technology**

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

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

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

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

**Safety Technology Compliance Status**

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

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

Available data sources:

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

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

Pennsylvania Department of Transportation

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

Pennsylvania Department of Transportation

**Narrative Overview for FY 2019 - 2021****Problem Statement Narrative and Projected Goal:**

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

Pennsylvania is currently listed as Full Participation.

**ITD – O & M**

PSP has one mobile trailer that serves as a portable license plate and DOT reader used to identify out of service and/or targeted carriers, suspended and/or expired registration plates and can be utilized throughout the Commonwealth for roadside enforcement activity. Yearly warranty/maintenance (software and system updates) is needed and MCSAP funding has been allocated for this expenditure.

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

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

## Part 2 Section 7 - Public Education and Outreach

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

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

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

### **Trend Analysis for 2013 - 2017**

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

Public Education and Outreach Activities	2013	2014	2015	2016	2017
Carrier Safety Talks	130	110	116	135	199
CMV Safety Belt Education and Outreach	5	5	6	6	8
State Trucking Association Meetings	5	3	1	6	1
State-Sponsored Outreach Events	32	39	49	29	19
Local Educational Safety Events	15	7	24	27	33
Teen Safety Events	0	0	0	0	0

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

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

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

The Pennsylvania State Police recognizes the significant benefit to improving CMV safety achieved through educational outreach. To this end, PSP continues to conduct general education and topic-specific safety presentations to various segments of the property carrying and passenger carrying CMV industry. These presentations include involving statewide representative groups such as the PA Motor Truck Association, PA Bus Association, Marcellus Shale Coalition, the PA School Bus Association, as well as numerous individual motor carriers. These presentations involve a large cross section of motor carrier employees including drivers, mechanics, transportation directors and company owners.

In promoting Teen Driver Safety around CMVs, the CVSD is partnering with the PSP Community Service Officers (CSOs) across the Commonwealth. The CSOs are already conducting driver safety educational outreach to high schools in Pennsylvania. CVSD is working cooperatively with them to create additional information that will be provided in these seminars specific to concerns about driving safely around CMVs. Topics to be included are blind spot awareness, CMV turning and stopping distance limitations, and the need to leave appropriate space when overtaking CMVs.

Seat belt literature is distributed during scheduled CMV S.A.F.E. Driver projects in order to promote increased seat belt usage to CMV drivers.

**Projected Goals for FY 2019 - 2021**

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

			Performance Goals		
Yes	No	Activity Type	FY 2019	FY 2020	FY 2021
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	138	138	138
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	6	6	6
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	33	33	33
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	21	21	21
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	20	20	20

***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 PA Education and Outreach Report will be updated accordingly in order to monitor the number of presentations conducted by PSP personnel at the troop level and the Commercial Vehicle Safety Division. The number of presentations will then be reported in the quarterly SF-PPR.

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

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

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

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

**SSDQ Compliance Status**

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

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	No

Available data sources:

- [FMCSA website SSDQ information](#)

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

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

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

FMCSA MCMIS data snapshot as of May 25, 2018.

**Narrative Overview for FY 2019 - 2021**

**Problem Statement Narrative:** Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary. Pennsylvania is "Good" in all categories.

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

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



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

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

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

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

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

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

**Trend Analysis for 2013 - 2017**

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

New Entrant Safety Audits	2013	2014	2015	2016	2017
Interstate	1469	1549	2051	1761	1412
Intrastate					
<b>Total Audits</b>	<b>1469</b>	<b>1549</b>	<b>2051</b>	<b>1761</b>	<b>1412</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 2019 - 2021**

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

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

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

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

**Projected Goals for FY 2019 - 2021**

For the purpose of completing the table below:

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

Projected Goals for FY 2019 - 2021 - New Entrant Safety Audits						
	FY 2019		FY 2020		FY 2021	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	300	0	300	0	300	0
# of Safety Audits (Offsite)	1150	0	1150	0	1150	0
# Group Audits	2	0	2	0	2	0
<b>TOTAL Safety Audits</b>	<b>1452</b>	<b>0</b>	<b>1452</b>	<b>0</b>	<b>1452</b>	<b>0</b>
# of Non-Audit Resolutions	1000	0	1000	0	1000	0

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

For each of the next three fiscal years (FY 2019 - FY 2021), PUC will conduct approximately 1,450 New Entrant Safety Audits by utilizing approximately 21 Officers who will work a combined minimum average of 40% of their regular work hours. Of the projected 1,450 audits, PUC will complete approximately 1,150 Offsite and 300 Onsite Audits during regular work hours as well as during overtime hours. PUC will conduct approximately 1,000 non-audit resolutions on carriers located within the New Entrant Inventory. PUC may conduct up to 100 driver/vehicle inspections in conjunction with assigned Onsite Safety Audits and approximately 500 driver/vehicle inspections on Non-New Entrant Carrier vehicles to retain the required Driver/Vehicle Inspection Certifications. PUC may conduct a minimum of two group audits (blitz activities) which will take place at a specific time and location to reduce the number of outstanding audits in high inventory areas.

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

For each of the next three fiscal years (FY 2019 - FY 2021), PUC Officers will conduct New Entrant Safety Audits and audit-related activities at a combined minimum average of 40% of their regular work hours. The full-time Program Administrator will perform all assigned administrative duties associated with the New Entrant Program, as well as other duties/activities that would benefit the New Entrant Program. The Program Manager and Administrative Officer will dedicate approximately 5 percent (5%) of their regular working hours to complete New Entrant administrative and budget activities. We project that approximately two officers each year will be sent to all required certification trainings as needed (NAS A & B, General Hazardous Materials and New Entrant Safety Auditor trainings) to become certified as New Entrant Officers during this grant period. These Officers may be in addition to the current complement but at a minimum would replace those lost by retirement or reassignment.

PUC will conduct 1,450 New Entrant safety audits; approximately 80% percent of these audits will be conducted Offsite with the other 20% conducted at the carrier's place of business or other designated location. In the completion of the approximated 300 Onsite Audits, overtime will be utilized. Overtime will be utilized during Group Audits where more than one audit will be completed during a single work period. These group audits will assist in the reduction of travel costs and will further our overall goal and objectives. Overtime will also be used in the Offsite process, when deemed necessary, for the timely completion and/or removal of those types of assignments/audits.

PUC will conduct approximately 1,000 non-audit resolutions. Resolutions are completed by the New Entrant Officers

and the Program Administrator.

PUC will conduct approximately 500 driver/vehicle inspections. Of those, approximately 100 driver/vehicle inspections will be completed in association with a New Entrant Safety Audit. All others will be conducted on Non-New Entrant Carriers on roadside or at a carrier's terminal. These inspections will be used to assist in the auditing process and also for Officers to retain the required Inspection Certifications as a New Entrant Auditor.

PUC will attend annual MCSAP update training as required by the Lead Agency to maintain Basic MCSAP Certification. The Program Administrator may also conduct annual refresher training of all New Entrant Officers to review changes in policy, procedure and regulations. General information updates will be forwarded to all officers upon receipt from FMCSA and PSP.

PUC will send new and current officers as needed to the required pre-requisite training (NAS A & B and General Hazardous Materials) and/or the New Entrant Safety Audit training to replace those officers that would be leaving our service. This will assist to keep the necessary complement of Certified New Entrant Safety Auditors.

The Program Manager, Program Administrator and/or other PUC staff will be attending scheduled/unscheduled trainings, meetings and other activities which would benefit the New Entrant Program and staff within our Commonwealth. This may include such trainings, meetings or activities that would be associated with the New Entrant Program on a Federal level. Presentations may also be conducted by New Entrant Staff related to the New Entrant and MCSAP Programs to further the education of the motor carrier and enforcement communities, as well as the general public.

***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.***

For each of the next three fiscal years (FY 2019 - FY 2021), PUC New Entrant Program Administrator will review safety audit reports and assignments for quality, completeness and accuracy throughout each month to monitor progress toward the program goal and objectives. The Program Administrator will hold weekly meetings with the PUC Program Manager and bi-weekly meetings with the PUC Administrative Officer to review the program, the budget and to discuss any identified issues. FMCSA reports will be generated and distributed to all participants in the New Entrant program for review of the current status of assignments and to assist in monitoring the timeline requirements to prevent overdue carriers appearing in the inventory.

Vehicle inspection reports completed by New Entrant Officers will be reviewed by their immediate Supervisor for quality, completeness and accuracy. These inspections will be conducted in association with New Entrant audits and also on Non-New Entrant carriers.

The New Entrant Program Administrator will provide monthly verbal and/or written reports to the Program Manager and Administrative Officer which identifies statistical information, issues of importance, budgetary concerns and proposals for future plans and/or changes in program activities. Financial and performance reports will be submitted to PSP for review and inclusion in the MCSAP quarterly and annual reports.

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

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

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

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

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

#### Instructions:

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

#### Check this box if:

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

#### Narrative Overview for FY 2019 - 2021

Enter your State's OOS Catch Rate percentage if below 85 percent: 80%

Projected Goals for FY 2019 - 2021: Enter a description of the State's performance goals.

Fiscal Year	Goal (%)
2019	100
2020	100
2021	100

Recent FMCSA data shows Pennsylvania has an OOS catch rate of < 85%. This report is specific to inspections on imminent hazard/unfit-unsat carriers and identifies that Pennsylvania only identified four (80%) out of five carriers in this category. Our records indicate that the correct percentage is 100%.

The unidentified carrier listed on our report for March 2019 as a miss was not the same DOT number displayed at inspection. Our office provided FMCSA, through the Division Office, with the actual carrier inspected and they were not OOS. The FMCSA software flipped this inspection to the carrier shown on the OOS report. This miss was never removed from our report.

***Program Activities for FY 2019 - 2021: 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.***

Based on the monthly OOS catch rate reports furnished by FMCSA, PSP will work with inspectors and supervisors to identify the reasons behind any OOS carriers that are not identified. In addition to requiring all Pennsylvania inspectors to check each motor carrier inspected through Query Central or other acceptable means to verify if the carrier is under a Federal OOS Order and reinforcing through annual update training, PSP will institute the following

- Include details of OOS misses (Inspector / Inspection report #) to Patrol Commanders of all Troops in the quarterly inspection progress reports that are already being sent as per PSP regulation. The patrol section commanders will also continue to be briefed on the importance of documenting OOS Carriers at the annual Patrol Commander's Conference.
- Communicate with other states that have similar OOS Carrier volume but better OOS carrier catch rates to compare OOS catch systems and ideas with the intent of possibly adopting similar ideas / systems.
- Explore the possibility/feasibility of further expanding PSP's TRACS reporting system to force the inspector to document OOS Carrier queries.
- 2019 Letters of Understanding between PSP and local municipalities contain language directing municipal inspectors to check all motor carriers they inspect through the appropriate database to determine whether the motor carrier is currently under a Federal OOS Order.

***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.***

Critically review monthly each OOS miss to establish causation and possible systemic weaknesses in this area that can be acted upon further. This will also assist in properly identifying chameleon carriers and incorrect violation codes on correctly identified OOS carriers.

Performance measures will be assessed based on the number of OOS carriers that were not identified at roadside, as indicated on the monthly OOS catch rate reports furnished by FMCSA.

## Part 3 Section 2 - Passenger Carrier Enforcement

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

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

### Instructions:

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

### Check this box if:

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

### Narrative Overview for FY 2019 - 2021

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

FY 19 - FY 21

In an effort to increase safety among passenger carriers, PSP will continue to identify intrastate motor carriers that transport passengers upon which to conduct either a focused or comprehensive compliance review.

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

PSP expects to complete a minimum of 12 intrastate compliance reviews of passenger carriers each year during FY 19 - FY 21. These will be completed as comprehensive or focused reviews as determined by the selection criteria.

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

Intrastate passenger carriers will be selected for compliance reviews in one of the four ways, based on the following order:

- Involvement in a substantial crash in which the passenger carrying vehicle had one or more causal factors, with emphasis on those that result in serious bodily injury or fatality.
- Investigation of intrastate passenger carriers based upon complaints received regarding safety concerns.

- Conducting a review of the carrier prioritization list.
- Program Goals/Strikeforce -Passenger Carrier.

***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.***

Performance measurements will be based upon a review of the number of intrastate passenger carrier compliance reviews conducted each quarter and yearly. Monitoring will be completed by the CVSD Compliance Review Coordinator monthly in conjunction with his supervisor.

**Part 3 Section 3 - State Specific Objectives – Past**

**No updates are required for this section.**

**Instructions:**

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

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

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



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

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

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

**Instructions:**

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

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

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

The Spending Plan should include costs for FY 2020 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

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

The following definitions describe Spending Plan terminology.

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

#### On Screen Messages

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

- Calculation of Federal and State Shares

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

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

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$9,988,583.00	\$1,762,690.00	\$11,751,273.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$1,762,690.00
MOE Baseline:	\$2,348,639.17

## Part 4 Section 2 - Personnel

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

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

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

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

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

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

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

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

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

### Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$1,762,690.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Mtr. Carrier Enf. Officer (Civilian)	40	100.0000	\$52,160.00	\$2,086,400.00	\$1,773,440.00	\$312,960.00	\$0.00
Mtr. Carrier Enf. Supv. (Civilian)	9	100.0000	\$65,200.00	\$586,800.00	\$498,780.00	\$88,020.00	\$0.00
Mtr. Carrier Enf. Prgm. Admin. (Civilian)	1	100.0000	\$74,276.00	\$74,276.00	\$63,134.60	\$11,141.40	\$0.00
Mtr. Carrier Enf. Spcst. (Civilian)	6	100.0000	\$55,665.00	\$333,990.00	\$283,891.50	\$50,098.50	\$0.00
Program Analyst 2 (Civilian)	1	100.0000	\$69,634.00	\$69,634.00	\$59,188.90	\$10,445.10	\$0.00
Admin. Asst. (Civilian)	1	100.0000	\$53,399.00	\$53,399.00	\$45,389.15	\$8,009.85	\$0.00
Clerk Typists (Civilian)	4	100.0000	\$34,817.00	\$139,268.00	\$118,377.80	\$20,890.20	\$0.00
Motor Carrier Inspector (Enlisted)	36	2.0000	\$90,299.00	\$65,015.28	\$55,262.99	\$9,752.29	\$2,373,057.72
Motor Carrier Inspector (Enlisted)	255	1.0000	\$90,299.00	\$230,262.45	\$195,723.08	\$34,539.37	\$1,381,574.70
<b>Subtotal: Salary</b>				<b>\$3,639,044.73</b>	<b>\$3,093,188.02</b>	<b>\$545,856.71</b>	<b>\$3,754,632.42</b>
Overtime Project Costs							
All Enf. Personnel for Grant Period	347	100.0000	\$3,900.00	\$1,353,300.00	\$1,150,305.00	\$202,995.00	\$0.00
<b>Subtotal: Overtime</b>				<b>\$1,353,300.00</b>	<b>\$1,150,305.00</b>	<b>\$202,995.00</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$4,992,344.73</b>	<b>\$4,243,493.02</b>	<b>\$748,851.71</b>	<b>\$3,754,632.42</b>
<b>Accounting Method:</b>	<b>Accrual</b>						

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

#### Civilian Salaries:

The 62 civilian positions listed in salaries dedicate 100% of their time to MCSAP. Of the 62 positions, 9 Motor Carrier Enforcement Supervisors and 40 Motor Carrier Enforcement Officers are part of the Commonwealth's Commercial Vehicle Enforcement Teams. The remaining 13 administrative personnel dedicate 100% of their time managing the MCSAP program within the Commonwealth. The administrative personnel handle the DataQ's, crash reports, certification of inspection reports, financial management, quarterly voucher documentation, vehicle and equipment inventory, training, compliance review administration, supplies to field personnel and information technology support.

#### Enlisted Salaries:

The Motor Carrier Inspectors dedicate approximately 75% (FT 36) and 7% (PT 255) to MCSAP duties. Regular time salaries are calculated for MCSAP eligible activities and MOE.

MOE Calculation reduced by 2% and 1% respectively in order to bill a percentage of time for MCSAP eligible activities of FT and PT Enlisted.

FT Enlisted Salaries (36 x \$90,299) = \$3,250,764 x 73% = \$2,373,057.72

PT Enlisted Salaries (255 x \$90,299) = \$23,026,245 x 6% = \$1,381,574.70

#### Civilian and Enlisted Overtime:

Of the 347 currently certified inspectors, the approximate sum of OT each inspector will participate in during the grant period will be 60 hours at the average rate of \$65 per hour. The number of hours may vary based on availability of inspector ( $347 \times 60 \times 65 = \$1,353,300$ ).

OT hours are billed for statewide and troop specific details in addition to post-crash inspections, incidental OT, travel for training, compliance reviews, and in-state travel. OT hours billed may also include administrative staff.

### Part 4 Section 3 - Fringe Benefits

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

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

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

*The cost of fringe benefits are allowable if:*

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

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

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

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

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

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

*The **Base Amount** is:*

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

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



Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
62 Civilian Positions	107.3300	100.0000	\$3,343,767.00	\$3,588,865.12	\$3,050,535.35	\$538,329.77	\$0.00
36 FT - Enlisted Motor Carrier Inspectors	116.6800	2.0000	\$3,250,764.00	\$75,859.82	\$64,480.85	\$11,378.97	\$2,768,883.75
255 PT - Enlisted Motor Carrier Inspectors	116.6800	1.0000	\$23,026,245.00	\$268,670.22	\$228,369.69	\$40,300.53	\$1,612,021.36
OT - All Civilian and Enlisted	51.9980	100.0000	\$1,353,300.00	\$703,688.93	\$598,135.59	\$105,553.34	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$4,637,084.09</b>	<b>\$3,941,521.48</b>	<b>\$695,562.61</b>	<b>\$4,380,905.11</b>

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

PSP bills for ACTUAL FRINGE BENEFITS. (MCEO - 40, MCES - 9, Motor Carrier Enforcement Specialists - 6, Motor Carrier Enforcement Program Administrator -1, Program Analyst - 1, Administrative Assistant - 1, Clerk Typists - 4) = 62 Civilian Positions.

#### **Civilian Positions - 62**

Hospital Insurance - \$515.00/pay; Health Benefits - \$300.00/pay; Life Insurance - \$4.17/pay; Social Security - 6.2%; Medicare - 1.45%; SWIF - Worker's Compensation - 2.3180%; Leave - \*15.07%; Leave Payout Assessment - 4.0%; Retirement - 34.68% = (Calculated as 107.33%)

**\*Leave percentage is only an estimate and based upon historical numbers. Actual leave is billed.**

Salaries \$3,343,767 x 107.33% = **\$3,588,865.12**

#### **Enlisted Positions - 291 (FT - 36 and PT - 255)**

Hospital Insurance - \$700.00/pay; Health Benefits - \$1,385.00/pay; Life Insurance - \$5.39/pay; Medicare - 1.45%; SWIF - Worker's Compensation - 2.3180%; Leave Payout Assessment - 4.0%; Retirement - 47.58% = (Calculated as 116.68%)

FT Enlisted Salaries (36 x \$90,299) = \$3,250,764 x 2% = \$65,015.28 x 116.68% = \$75,859.82

**MOE - FT Enlisted Salaries** (36 x \$90,299) = \$3,250,764 x 73% = \$2,373,057.72 x 116.68% = \$2,768,883.75

PT Enlisted Salaries (255 x \$90,299) = \$23,026,245 x 1% = \$230,262.45 x 116.68% = \$268,670.22.

**MOE - PT Enlisted Salaries** (255 x \$90,299) = \$23,026,245 x 6% = \$1,381,574.70 x 116.68% = \$1,612,021.36

#### **OT Calculation -**

Benefits associated with OT (average civilian rate - 48.6480% and enlisted rate 55.3480%) = Average 51.9980% x **\$1,353,300= \$703,688.93**



**Part 4 Section 4 - Travel**

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

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
In-State CVSD/Troop Travel	10	15	100.0000	\$2,580.00	\$2,193.00	\$387.00	\$0.00
MCSAP Coordinator's Training	16	1	100.0000	\$2,752.00	\$2,339.20	\$412.80	\$0.00
Compliance Review Travel	13	20	100.0000	\$3,440.00	\$2,924.00	\$516.00	\$0.00
State/National/FMCSA Related Training	5	3	100.0000	\$4,980.00	\$4,233.00	\$747.00	\$0.00
Data Quality Training	2	4	100.0000	\$4,000.00	\$3,400.00	\$600.00	\$0.00
CVSA Spring Conference	4	5	100.0000	\$8,600.00	\$7,310.00	\$1,290.00	\$0.00
CVSA Fall Conference	4	5	100.0000	\$8,600.00	\$7,310.00	\$1,290.00	\$0.00
COHMED	2	4	100.0000	\$4,000.00	\$3,400.00	\$600.00	\$0.00
MCES/MCEO Per Diem	49	3528	100.0000	\$12,348.00	\$10,495.80	\$1,852.20	\$0.00
North American Inspectors Championship	3	5	100.0000	\$6,450.00	\$5,482.50	\$967.50	\$0.00
Grants Management Training	2	4	100.0000	\$3,500.00	\$2,975.00	\$525.00	\$0.00
FMCSA Required/Suggested Meetings and Conferences	4	5	100.0000	\$7,500.00	\$6,375.00	\$1,125.00	\$0.00
Basic MCSAP NAS Part A, Part B and PSP Week 3 Training	75	15	100.0000	\$77,400.00	\$65,790.00	\$11,610.00	\$0.00
General Hazardous Materials Training	25	5	100.0000	\$12,900.00	\$10,965.00	\$1,935.00	\$0.00
Cargo Tank Inspection Training	25	5	100.0000	\$12,900.00	\$10,965.00	\$1,935.00	\$0.00
Compliance Review Training	1	10	100.0000	\$3,500.00	\$2,975.00	\$525.00	\$0.00
Passenger Vehicle Training	25	3	100.0000	\$12,900.00	\$10,965.00	\$1,935.00	\$0.00
Level VI Training/Updates	5	3	100.0000	\$2,580.00	\$2,193.00	\$387.00	\$0.00
MCI, MCES, MCEO Updates	347	3	100.0000	\$59,856.00	\$50,877.60	\$8,978.40	\$0.00
Annual Update (Locals)	6	3	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
Challenge Exams/Retests	5	1	100.0000	\$1,720.00	\$1,462.00	\$258.00	\$0.00
Mandatory Instructor Development Tng.	2	10	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Pennsylvania Inspectors Championship	10	3	100.0000	\$5,160.00	\$4,386.00	\$774.00	\$0.00
CMV Crash Investigation	2	14	100.0000	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00
<b>TOTAL: Travel</b>				<b>\$276,666.00</b>	<b>\$235,166.10</b>	<b>\$41,499.90</b>	<b>\$0.00</b>

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

**In-State CVSD/Troop Travel** - At least 10 individuals in the division speak at various public forums throughout the state, attend meetings and assist in many statewide operations as needed. The funding in this category will provide for hotel rooms and per diem subsistence while they are 50 miles or more away from their headquarters. The U.S. General Services (GSA) rates apply, and individuals are only reimbursed for actual expenses incurred and must produce receipts for all eligible subsistence.  $\$172$  (Average Per Diem  $\$55$  and Average Hotel  $\$117$ ) x 15 estimated overnight stays =  $\$2,580$ .

**MCSAP Coordinator's Training** - It is estimated that approximately 16 individuals may be in overnight status for this training. Harrisburg per diem  $\$56$  and hotel  $\$116$  =  $\$172$  x 16 x 1 night =  $\$2,752$ . This amount is only an estimate based on previous actual expenditures. Each troop will send their MCSAP Coordinator to this training in which they will be presented with a copy of our goals and objectives for the upcoming commercial vehicle safety plan.

**Compliance Review Travel** – Thirteen trained compliance review officers will conduct compliance reviews throughout the state. These reviews may require overnight travel if they are 50 miles or more away from their headquarters. The money set aside in this category will provide for hotel rooms and per diem subsistence based on GSA rates. Officers are only reimbursed for actual expenses incurred and must produce receipts for all eligible subsistence.  $\$172$  (Average Per Diem  $\$55$  and Average Hotel  $\$117$ ) x 20 estimated overnight stays =  $\$3,440$ .

**State/National/FMCSA Related Training** - We have set aside  $\$4,980$  in this category to cover any specific training that may become available throughout the year but is not specifically listed or known at this time. (See Below for additional info.)

**Data Quality Training** - If available during this FY, we would like to send two individuals who process crashes, DataQ's and inspection reports. We have  $\$4,000$  budgeted for this training.

**PSP sends four individuals to the Commercial Vehicle Safety Alliance (CVSA) Spring and Fall Conferences.** These conferences offer the opportunity for government officials, enforcement and industry to collaborate and affect meaningful changes and improvements to the overall culture of transportation safety throughout North America.

**CVSA Spring Conference** – Air Fare  $\$650$  x 4 =  $\$2,600$ ; Per Diem  $\$400$  x 4 =  $\$1,600$ ; Hotel Room  $\$1,000$  x 4 =  $\$4,000$ ; Misc. Shuttle, etc. =  $\$400$  =  $\$8,600$ .

**CVSA Fall Conference** – Air Fare  $\$650$  x 4 =  $\$2,600$ ; Per Diem  $\$400$  x 4 =  $\$1,600$ ; Hotel Room  $\$1,000$  x 4 =  $\$4,000$ ; Misc. Shuttle, etc. =  $\$400$  =  $\$8,600$ .

**In addition, there have been several conferences/trainings that become available during the grant period that would be beneficial to our MCSAP operation.**

**Cooperative Hazardous Materials Enforcement Development (COHMED)** - Air Fare  $\$700$  x 2 =  $\$1,400$ ; Per Diem  $\$400$  x 2 =  $\$800$ ; Hotel Room  $\$750$  x 2 =  $\$1,500$ ; Misc. Shuttle, etc. =  $\$300$  - Total  $\$4,000$ . This conference is also hosted by CVSA. The COHMED conference brings together hazardous materials professionals from across North America to include enforcement, regulatory and industry representatives for discussing regulatory and industry changes and the impacts of these changes to the transportation of hazardous materials by commercial motor vehicles.

**MCES/MCEO Per Diem** - MCES's (9) and MCEO's (40) are eligible for Per Diem lunch expenses of  $\$3.50$  per day when they are required to travel at least 15 miles from their normal work site and remain away from the normal work site during their normal lunch period. (49) MCES/MCEO's x average allowance of  $\$21$  per month (6 days) x 12 months =  $\$12,348$ .

**North American Inspectors Championship (NAIC)** - Air Fare  $\$650 \times 3 = \$1,950$ ; Per Diem  $\$400 \times 3 = \$1,200$ ; Hotel Room  $\$1,000 \times 3 = \$3,000$ ; Misc. Shuttle, etc. =  $\$300$  - Total =  $\$6,450$ . This is a CVSA sponsored event. Each jurisdiction is invited to send its best inspector to compete against other inspectors from jurisdictions across North America. NAIC competitors also receive training on the latest commercial motor vehicle safety trends, technologies, standards and inspection procedures while sharing insights, ideas, techniques and experiences with other inspectors.

**Grants Management Training** – Air Fare  $\$550 \times 2 = \$1,100$ ; Hotel Room -  $\$800 \times 2 = \$1,600$ ; Per Diem  $\$300 \times 2 = \$600$ ; Misc. Parking, Shuttle, etc.  $\$200 = \$3,500$ . This FMCSA led training covers funding availability and national priorities for the upcoming federal fiscal year, commercial vehicle safety plan, policy updates, emerging issues, performance metrics, discretionary grant program updates, budget and budget narrative, financial audits and expectations. PSP sends two individuals to this training.

**FMCSA Required/Suggested Meetings & Conferences** - We have set aside  $\$7,500$  in this category to cover any specific training, meetings or conferences as they become available throughout the year. (See Below for additional info.)

### Training Travel -

Each year PSP trains additional officers as current officers retire and new employees are hired. Below is a listing of the proposed training along with estimated costs. It should be noted that if training can be held in Harrisburg and the Pennsylvania State Police Academy is available for lodging in Hershey, no hotel rooms will be paid for during the training period. When submitting travel expense vouchers, it is the Commonwealth's policy to only reimburse employees for actual expenses incurred (not a flat rate). Receipts must be presented as part of the approval process, and reimbursement is based on established GSA rates.

### Basic MCSAP NAS PART A, Part B and PSP Week 3 Training -

Train 75 inspectors/officers to conduct MCSAP inspections. It is estimated that approximately 30 of the individuals attending the training will be in overnight status for approximately 15 nights. These classes will be held in Harrisburg. - Per Diem  $\$56$  and Hotel  $\$116 = \$172 \times 30 \times 15 \text{ days/nights} = \$77,400$ . This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**General Hazardous Materials Training** - Train 25 inspectors/officers. It is estimated that approximately 15 of the individuals attending the training will be in overnight status for 5 nights. Harrisburg (Per Diem  $\$56$  and Hotel  $\$116 = \$172 \times 15 \times 5 \text{ days/nights} = \$12,900$ . This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**Cargo Tank Training** - Train 25 inspectors/officers. It is estimated that approximately 15 of the individuals attending the training will be in overnight status for 5 nights. Harrisburg (Per Diem  $\$56$  and Hotel  $\$116 = \$172 \times 15 \times 5 \text{ days/nights} = \$12,900$ . This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**Compliance Review Training** - Air Fare  $\$600$ ; Per Diem  $\$500$ ; Hotel Room  $\$1,300$ ; Car Rental  $\$600$ ; Misc. Baggage Fees, Parking, Fuel  $\$500 = \$3,500$ . PSP will train one additional compliance review officer. These expenses will cover the out-of-state travel/training necessary for the designated individual.

**Passenger Vehicle Training** - Train 25 inspectors/officers. It is estimated that 25 of the individuals attending the training will be in overnight status for 3 nights. Harrisburg - Per Diem  $\$56$  and Hotel  $\$116 = \$172 \times 25 \times 3 \text{ days/nights} = \$12,900$ . This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**Level VI Training/Update Training** - Approximately five individuals will be certified and/or receive update training to conduct Level VI inspections. Training will be held in Harrisburg. These individuals require overnight accommodations for this training. (Per Diem \$56 and Hotel \$116 =  $\$172 \times 5 \times 2 \text{ days/night}$ ) = \$2,580.

### **MCI, MCES, MCEO Updates –**

Full Time (FT) and Part Time (PT) Motor Carrier Inspector's (MCI's) are enlisted officers that perform MCSAP roadside inspections. They are also part of the Commercial Vehicle Enforcement Team within the troops. Motor Carrier Enforcement Supervisors (MCES's) and Motor Carrier Enforcement Officers (MCEO's) are all FT civilian inspectors headquartered throughout the Commonwealth conducting roadside inspections, compliance reviews and other MCSAP eligible activities.

All Training is CMV-safety related as personnel receive updated knowledge, skills, practices and procedures necessary for performing uniform driver inspections. Updates also provide recertification training and course material updates, Commercial Vehicle Safety Alliance (CVSA) Inspection Bulletins, FMCSA enforcement memos, ensure uniformity and proper application of Federal Motor Carrier Safety Regulations (FMCSRs), CVSA Out-of-Service Criteria (OOSC), Operational Policies and Inspection Bulletins.

Training will be held at one location on two different dates and then one make-up session scheduled for Harrisburg. There are approximately 347 PSP certified individuals that attend the update training on an annual basis. The estimated cost for CVSD & IT personnel (6) to provide training at the locations for three full day sessions which will require the CVSD personnel to be in overnight status for approximately 4 days per session is \$172 (Average Per Diem \$55 and Average Hotel \$117)  $\times 48$  estimated overnight stays = \$8,256. Of the 347 PSP certified individuals, it is estimated at least 150 would be in overnight status for this training with an estimated cost of \$51,600. The total estimated costs for PSP update training are \$59,856.

### **Annual Updates (Locals) -**

Training will be held at approximately four locations throughout the state to minimize travel expenses. The estimated cost for CVSD (six) to provide training at all four locations for two full day sessions which will require the CVSD personnel to be in overnight status for approximately three days per session is estimated (based on previous years) to be \$6,000. All municipal officers are responsible for their own travel expenses to the training locations.

**Challenge Exams/Retests** - It is estimated that approximately five individuals may require a challenge exam or recertification with an overnight stay. Harrisburg per diem \$56 and hotel \$116 =  $\$172 \times 5 \times 2 \text{ nights}$  = \$1,720. This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**Mandatory Instructor Development Tng.-** We currently have a limited number of instructors. It is our goal to train two additional individuals from PSP that would become instructors should retirements occur sooner than expected. Estimated costs of \$5,000 will cover airfare, hotel and per diem subsistence for two individuals. The location and availability of the training has not been decided. In addition, it is possible these costs could be covered by the National Training Center. This is a two-week course and we allotted approximately \$2,500 per individual to cover said expenses. This training is exclusively related to MCSAP activities. Mandatory Instructor Development Training is a National Training Center Course that will allow Pennsylvania to train additional instructors for Part A, Part B, Hazardous Materials and Cargo Tank courses.

**Pennsylvania Inspectors Championship** - This event will be sponsored by the Pennsylvania State Police. Each troop will nominate one Trooper and one MCES/MCEO from each troop. The Pennsylvania Public Utility Commission and local municipalities will also be invited to send their best inspector to compete against other inspectors from agencies/municipalities across the Commonwealth. There will be approximately 10 PSP competitors and 8 judges. Competitors also receive commercial motor vehicle training as part of the event. It is estimated that approximately 10 individuals would be in overnight status. Per diem \$56 and hotel \$116 =  $\$172 \times 10 \times 2 \text{ nights}$  = \$5,160. The champion will advance and represent Pennsylvania at NAIC.

**Commercial Vehicle Crash Investigation (Level I and Level II)** - Air Fare \$700  $\times 2$  = \$1,400; Per Diem \$400  $\times 2$  = \$800; Hotel Room \$750  $\times 2$  = \$1,500; Misc. Shuttle, etc. = \$300 - Total \$4,000  $\times 2 \text{ weeks}$  = \$8,000.

Level I Tng. – This intensive course will cover the unique characteristics of commercial motor vehicles and the special dynamics at play when one is involved in a collision. Detailed information of the nomenclature and operation of commercial motor vehicles will provide a level of competence needed to have an adequate understanding of mechanical components, parts and pieces of the commercial motor vehicle and how they may factor into the investigation. There will be “hands-on” exercises and vehicle testing during the course.

Level II Tng. – Designed to further enhance the knowledge and skills acquired in Level I course. This class focuses on a detailed analysis of commercial vehicle systems and dynamics along with the application of your findings to the crash reconstruction.

The costs listed in the two below trainings, meetings and conferences total \$12,480. Pennsylvania has a very large MCSAP program with approximately 644 certified MCSAP inspectors. While there are 10+ individual line items listed, there are always unknown or unforeseen trainings, meetings and conferences that occur on short notice during the grant period.

#### **State/National/FMCSA Related Training - \$4,980**

Every year there are emerging issues that may require individuals to attend specific training once developed/available which is unknown or unforeseen until we are well into our grant funding. Some examples include CMV Heavy Truck Reconstruction Training, ITD/PRISM Training, IT Users Workshop and Large Truck and Bus Enforcement Training.

#### **FMCSA Required/Suggested Meetings and Conferences - \$7,500**

As noted, this line item is for non-scheduled, infrequent or emerging issues meetings and conferences that are unforeseen. Some may occur on short notice and make it impossible to file an amendment and obtain approval. Examples of attended meetings and conferences include Safety Conferences sponsored by our FMCSA Division Office and Eastern Service Center Commercial Vehicle Safety Summit.

**Part 4 Section 5 - Equipment**

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

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

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

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

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

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Replacement MCSAP Vehicle	6	\$34,245.15	100	\$205,470.90	\$174,650.27	\$30,820.63	\$0.00
Cargo Bedslide for Vehicle	6	\$9,421.90	100	\$56,531.40	\$48,051.69	\$8,479.71	\$0.00
<b>TOTAL: Equipment</b>				<b>\$262,002.30</b>	<b>\$222,701.96</b>	<b>\$39,300.34</b>	<b>\$0.00</b>
Equipment threshold is greater than \$5,000.							

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

PSP will purchase six MCSAP vehicles at an estimated \$34,245.15 each x 6 = \$205,470.90 to replace current MCSAP vans/vehicles that have reached their useful life per our state vehicle replacement policy. MCSAP vehicles will be used 100% of the time by MCSAP personnel to conduct motor carrier safety inspections and other MCSAP activities provided for in the eCVSP.

Cargo Bedslide for vehicles at an estimated \$9,421.90 each x 6 = \$56,531.40.

**Part 4 Section 6 - Supplies**

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

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

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

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

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Computers/Laptops /Tablets and associated hardware and software	25 Per Item	\$1,000.00	100.0000	\$25,000.00	\$21,250.00	\$3,750.00	\$0.00
Maintenance of Computers/Laptops /Tablets and associated fees for installation in MCSAP Vehicles	1	\$25,000.00	100.0000	\$25,000.00	\$21,250.00	\$3,750.00	\$0.00
Inspector Equipment	1 Per Item	\$45,758.00	100.0000	\$45,758.00	\$38,894.30	\$6,863.70	\$0.00
Office Supplies	12 Month	\$1,000.00	100.0000	\$12,000.00	\$10,200.00	\$1,800.00	\$0.00
Light Bars for MCSAP Vehicles	8 Lightbar	\$2,000.00	100.0000	\$16,000.00	\$13,600.00	\$2,400.00	\$0.00
Uniforms (BDU's, Shirts, Hats, Belts, Holsters)	500 Per Item	\$50.00	100.0000	\$25,000.00	\$21,250.00	\$3,750.00	\$0.00
Regulations	644 Varies	\$30.00	100.0000	\$19,320.00	\$16,422.00	\$2,898.00	\$0.00
Printers	5 Printer	\$300.00	100.0000	\$1,500.00	\$1,275.00	\$225.00	\$0.00
New Vehicle Supplies	1 Yearly	\$60,000.00	100.0000	\$60,000.00	\$51,000.00	\$9,000.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$229,578.00</b>	<b>\$195,141.30</b>	<b>\$34,436.70</b>	<b>\$0.00</b>

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

**Computers/Laptops/Tablets and associated hardware and software -**

Purchase 25 computers/laptops/tablets. These computers/laptops/tablets will be used by our FT MCSAP Personnel and will replace older computer equipment that has become outdated as per our state computer replacement policy. (25 x \$1000 = \$25,000). The laptops/tablets may also be utilized in our CVSD training facility. The amount set aside would also cover any type of hardware and software that might be associated with the laptops/tablets (i.e., screens, keyboards, cables, mounting equipment, etc.).

**Maintenance of Computers/Tablets and Installation in MCSAP Vehicles – \$25,000.** This estimated cost will



cover the ongoing support and maintenance of the MCSAP program computers and tablets.

### **Inspector Equipment- \$45,758**

The inspector equipment listed below will be ordered and issued to MCSAP certified personnel throughout the year as needed to perform their MCSAP related duties and activities as outlined in the CVSP. The total amount of the equipment listed below is \$40,757.50 and for unknown equipment \$5,000.50. A complete breakdown of the items to be ordered and the estimated amount are listed below.

Mechanics Gloves (400 x \$11 = \$4,400), Tire Pressure Gauges (60 x \$20 = \$1,200), Wheel Chocks (60 x \$16 = \$960), Creepers (50 x \$200 = \$10,000), Chamber Mates (30 x \$46 = \$1,380), Digital Measuring Height Poles (3 x \$240 = \$720), Power Inverters (Large 6 x \$250 = \$1,500) (Small 5 x \$50 = \$250), Strion Flashlights and Holders (45 x \$125 = \$5,625), Safety Glasses (50 x \$10 = \$500), Scrubs (75 x \$85 = \$6,375), Razor Blade Scrapers/Replacement Blades (50 x \$11.70 = \$585), Flat Soap Stones (10 x \$25 = \$250), Brake Inspection Tool (20 x \$25 = \$500), Measuring Tapes (25 x \$13 = \$325), Tint Meters (25 x \$65 = \$1,625), Infrared Cameras (10 x \$450 = \$4,500), Tire Tread Depth Gauge (25 x \$2.50 = \$62.50). This list is not all inclusive and additional items not listed, but MCSAP eligible, may be purchased as needed throughout the grant period.

**Office Supplies (General)** for individuals (13) located within the Commercial Vehicle Safety Division dedicated to administering the MCSAP Program throughout the state. (Average monthly expense \$1000 x 12 months = \$12,000). Routine office supplies not limited to but including such items as paper, pens, post-it notes, envelopes, tablets, etc.

**Light bars** (8 x \$2,000 = \$16,000) - Estimated cost for eight light bars along with installation costs. This light bar will be installed on the replacement MCSAP Van/Vehicle located in the Equipment Section. This line item would also cover any light maintenance or replacement lightbars that are no longer operational.

**Uniforms for MCSAP Certified Personnel** - (Not limited to but including BDU's, Shirts, Hats, Belts, Holsters). Estimated number of items to be purchased is 500 x \$50 per item = \$25,000.

**Regulations** - \$19,320 - FMCSR's/49 CFR Parts 40, 325-399, 49 CFR-HMR's Parts 100-185, OOS Criteria Books and Pictorial. Regulations are ordered for all MCSAP certified personnel and handed out during annual MCSAP update training.

**Printers** - Purchase five printers. These printers will be used by our Full-Time MCSAP Personnel and will replace older printers that have become broken or outdated as per our state replacement policy. (5 x \$300 = \$1,500)

**New Vehicle Supplies** - \$60,000 has been set aside as an estimated amount since we are currently in the process of changing vehicles for MCSAP. The amount will include, but not be limited to the following: work station, computer mounts, truck caps, hitch, work lights, enhanced inside and exterior lighting and any other necessary supplies that are unknown at this time to deploy the vehicles to the field for use.



## Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Pennsylvania Public Utility Commission	DUNS 796091569	Subrecipient	40.0000	\$991,411.11	\$842,699.44	\$148,711.67	\$0.00
Description of Services: New Entrant Safety Audits							
<b>TOTAL: Contractual and Subaward</b>				<b>\$991,411.11</b>	<b>\$842,699.44</b>	<b>\$148,711.67</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 Pennsylvania Public Utility Commission (PUC) will conduct New Entrant Safety Audits for the Commonwealth of Pennsylvania.

The project costs listed above are broken down as follows:

### Personnel - \$532,740.05

New Entrant Administrator will dedicate 100% of his time administering the New Entrant Safety Audit Program at a

salary of \$65,239.20. His time will be spent providing staff training, coordinating officers' schedules, supervising the daily operation of New Entrant related operations, attending scheduled meetings/training and ensuring that all program objectives are met.

Officers/Auditors - Twenty-one enforcement officers will dedicate a combined minimum average of approximately 40% of their regular time to the New Entrant program scheduling audits, conducting audits, filing audits, as well as completing non-audit resolutions. Salaries for the 21 auditors at 40% of their regular time is \$426,956.96.

The New Entrant Administrator reports directly to the Program Manager, who has the authority to take any necessary personnel actions to ensure that officers are meeting the requirements of the New Entrant program. All programmatic changes, overtime, and travel must be approved by the Program Manager. In addition, the Program Manager reviews and approves any budgetary changes proposed by the Administrative Officer. The Administrative Officer is responsible for tracking program expenses and submitting voucher requests and their related documents to the Pennsylvania State Police (PSP) each quarter. Both the Program Manager and the Administrative Officer spend around 5% of their time completing New Entrant related work. The Administrative Officer time will be billed at \$1,899.30.

Overtime - Twenty-one enforcement officers will incur overtime charges based on a three-year average in the amount of \$28,525.53 in order to conduct coordinated overtime projects, blitz efforts and/or training opportunities.

#### **Fringe Benefits: \$385,171.06**

Fringe benefits include the cost of Social Security, Medicare, the State Workers Insurance Fund (SWIF), leave pay-out assessments, retirement, hospital insurance, health benefits, and life insurance. The current fringe benefit rate is approximately 72.30%. The base amount, \$532,740.05 multiplied by 72.30% equals \$385,171.06.

#### **Travel Costs: \$19,500.**

From time to time the New Entrant Administrator will schedule blitzes and other efforts dedicated to completing safety audits. These efforts are in-state, the number of officers who participate varies, and the amount of time spent on the effort also varies. Depending on where an enforcement effort is located, some officers may require hotel accommodations and overnight subsistence. Based on past expenses, if seven officers participate in a blitz, the cost is around \$3,250.

All officers who participate in the New Entrant program must receive annual update training, which is provided by the New Entrant Administrator. This is held in-state, and usually lasts for around 5 days. New Entrant officers are also typically permitted to charge one day to New Entrant during the PUC's annual conference. Due to retirements, promotions, transfers, etc., new officers may need to be certified in the New Entrant program, which may require air travel, depending on the location of the training. New enforcement officers will also need to complete several pre-requisites prior to attending New Entrant class. These pre-requisites, which include but are not limited to NAS Part A, NAS Part B, HAZMAT training, etc., were formerly reimbursed by the MCSAP Basic grant. However, the PUC will no longer be receiving any reimbursement from the MCSAP Basic program for these necessary classes. Based on past expenditures, the PUC is requesting \$10,000 for this line item.

Annually, the FMCSA holds a grant planning meeting, which is educational for either the New Entrant Administrator or the Program Manager. The amount for one attendee will be approximately \$750.

The Chief of Enforcement, Program Manager, New Entrant Administrator or other management level employees may also benefit from attending the fall CVSA Conference, the spring CVSA Conference, and the COHMED Conference. Whether or not air travel is necessary will depend on the location of the conferences, and the PUC anticipates spending a maximum of \$5,000 on New Entrant related trainings or conferences sponsored by the FMCSA, CVSA, and any other organizations.

Finally, the Program Manager, the New Entrant Administrator and other management level employees who perform New Entrant related duties may attend unscheduled meetings held by the FMCSA, the CVSA, the Pennsylvania Bus Association, and other agencies/organizations pertinent to the New Entrant program. For some employees, this might require overnight subsistence and hotel room charges amounting to approximately \$500.

#### **Other Expenses - \$54,000**

There are 21 officers in the New Entrant program who drive vehicles owned by the Commonwealth. The PUC leases the vehicles from the Pennsylvania Department of General Services, and the price of the leases vary depending on the year, make and model of the vehicles. Based on vehicle lease costs in FY 2017, the PUC anticipates that 40% of the total cost of the vehicle leases will be \$4,500 per month (12 x 4,500 = \$54,000).



## Part 4 Section 8 - Other Costs

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

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

*Enter a description of each requested Other Cost.*

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

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

### Indirect Costs

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

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

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

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Wifi Network at CVSD	12 Month	\$400.00	100.0000	\$4,800.00	\$4,080.00	\$720.00	\$0.00
ITD - O & M Smart Roadside Trailer Maintenance	1 Trailer	\$40,000.00	100.0000	\$40,000.00	\$34,000.00	\$6,000.00	\$0.00
Out of Service Decals - Tractor/Trailer	4366 Decal	\$0.48	100.0000	\$2,095.68	\$1,781.33	\$314.35	\$0.00
CVSA Decals	19400 Decals	\$0.32	100.0000	\$6,208.00	\$5,276.80	\$931.20	\$0.00
Out of Service Decals - Static Decal for Window	3970 Decal	\$0.24	100.0000	\$952.80	\$809.88	\$142.92	\$0.00
Shipping for Decals	1 Shipping Charges	\$251.52	100.0000	\$251.52	\$213.79	\$37.73	\$0.00
Conference Registration Fees (CVSA, COHMED)	10 Registration	\$650.00	100.0000	\$6,500.00	\$5,525.00	\$975.00	\$0.00
State/National/Law Enforcement Training/Conference Registration Fees	6 Registration	\$800.00	100.0000	\$4,800.00	\$4,080.00	\$720.00	\$0.00
MCSAP Vehicle Fuel	12 Months	\$14,000.00	100.0000	\$168,000.00	\$142,800.00	\$25,200.00	\$0.00
Vehicle Accessories, Maintenance and Repairs	1 Vehicle	\$10,000.00	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Cell Phone Replacement Costs (Per State Replacement Policy)	53 Phone	\$104.00	100.0000	\$5,512.00	\$4,685.20	\$826.80	\$0.00
Wireless Air Card Service for SRIS Trailer (1)	12 Months	\$45.00	100.0000	\$540.00	\$459.00	\$81.00	\$0.00
Admin. Fee for MCSAP Vehicles	53 Vehicle	\$55.00	100.0000	\$2,915.00	\$2,477.75	\$437.25	\$0.00
CVSA Membership	1 Yearly	\$19,100.00	100.0000	\$19,100.00	\$16,235.00	\$2,865.00	\$0.00
PSP MCEO/MCES Uniform Maintenance	49 Per Employee	\$100.00	100.0000	\$4,900.00	\$4,165.00	\$735.00	\$0.00
Training Costs	1 Yearly	\$5,000.00	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00

Repairs to equipment, inspector equipment as needed	1 Item	\$2,500.00	100.0000	\$2,500.00	\$2,125.00	\$375.00	\$0.00
Cell Phone Service	12 Months	\$3,180.00	100.0000	\$38,160.00	\$32,436.00	\$5,724.00	\$0.00
Portable Inspection Signs	5 Sets	\$1,000.00	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Public Education and Outreach	1 Yearly	\$6,000.00	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
Room Rentals/Facility Rentals for MCSAP Classes and Outreach Events	10 Per Rental	\$1,000.00	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Training Aides/Audio Visual Equipment for MCSAP Training Classes	1 Yearly	\$18,951.77	100.0000	\$18,951.77	\$16,109.00	\$2,842.77	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$362,186.77</b>	<b>\$307,858.75</b>	<b>\$54,328.02</b>	<b>\$0.00</b>

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

**WiFi Network** - Training Room at CVSD (\$400 x 12 months = \$4,800).

**ITD - O & M Smart Roadside Inspection Trailer** - Maintenance Costs - \$40,000. This trailer is a portable license plate and DOT reader used to identify OOS and/or targeted carriers, suspended and/or expired registration plates and can be utilized throughout the state for roadside enforcement activity. Currently there are software updates that need to take place on a yearly basis.

**Out of Service Decals** (6 x 6) - Large Adhesive Decal for the Tractor/Trailer - 4,366 x .48 = \$2,095.68 Out of Service Decals (6 x 4) - Static Decal for the Window - 3,970 x .24 = \$952.80

Shipping for Decals = \$251.52

Total for Out of Service Decals = \$3,300

**CVSA Decals** (average number of decals per quarter 4,850 x .32 = \$1,552 x 4 quarters) = \$6,208

**Conference Registration Fees** - \$6,500 COHMED - \$650 x 2 = \$1,200 CVSA Spring Conference - \$650 x 4 = \$2,600 CVSA Fall Conference - \$650 x 4 = \$2,600

**State/National/Law Enforcement Training/Conference Registration Fees-** 6 x \$800 = \$4,800

**MCSAP Vehicle Fuel** for all MCSAP Vans deployed in the field and CVSD (53) = average monthly expenditures \$14,000 x 12 = \$168,000. The number of vehicles CVSD currently has assigned for MCSAP duties is 53.

**Vehicle Accessories, Maintenance and Repairs** - MCSAP Vans/Vehicles Deployed in Field and CVSD - \$10,000. (Tires, Routine Maintenance, Repairs).

**Cell Phone Replacement Costs** - Based on Commonwealth Replacement Policy - \$5,512. This amount would cover any phones that would need replaced during the grant period for individuals that are dedicated 100% to MCSAP - 53 cell phones.

**Wireless Air Card Service for SRIS Trailer** 1 x \$45/month x 12 months = \$540.00

**Administrative Fee for MCSAP Vehicles** - \$2,915. Each year the PA Department of General Services handles all the vehicle registrations for MCSAP vehicles and charges a set amount per fiscal year (\$55/per vehicle). The amount shown above will cover the 53 MCSAP vehicles that are dedicated 100% to the MCSAP Program along with any prorated charges throughout the year as vehicles are turned in and new ones purchased.

**CVSA Yearly Membership Dues** = \$19,100.00

**PSP MCES/MCEO Uniform Maintenance Allowance** (49 individual's x \$100 = \$4,900).

**Training Costs** - \$5,000 - This estimated cost would include outside vendors conducting MCSAP eligible training at our training facility or within Pennsylvania instead of sending employees out of state.

**Repairs to Equipment/Inspector Equipment** - \$2,500 This line item will cover any type of repairs to MCSAP equipment that may occur during the grant period.

**Cell Phone Service** - 53 cell phones x Average Monthly Expenses \$60 = \$3,180 x 12 months = \$38,160. Cell Phones are assigned to 53 individuals that dedicate 100% of their time to MCSAP eligible activities throughout the state. The cell phones are only used for MCSAP.

**Portable Inspection Signs** – These signs will be stored in MCSAP Vehicles and used as part of non-fixed inspection locations and strike-force areas of operation. We will purchase approximately 5 sets @ \$1,000 each = \$5,000.

**Public Education and Outreach** – We participate and conduct various MCSAP outreach and educational events throughout the state. Funding would be used to purchase tables, signs, banners and portable tents for setup at safety events. Estimated costs would be approximately \$4,000.

**Room Rentals/Facility Rentals for MCSAP Classes and Outreach Events** – At various times during the year

we participate and conduct outreach events and training that have associated room rental charges. Estimated costs would include renting at least 5 rooms/facilities for these events. 10 x \$1,000 per rental = \$10,000

**Training Aides/Audio Visual Equipment for MCSAP Training Classes** - \$18,951.77 - Pennsylvania conducts many National Training Center Classes in Pennsylvania. We currently have one master instructor/training coordinator which allows us to conduct classes without sending individuals outside the state. There are various training aides available for purchase that will be used for learning in the classroom. These items include but will not be limited to visual charts, and associated audio-visual equipment (monitors, projectors, viewing screens) that might be available for purchase that will enhance learning opportunities.



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

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

**ESTIMATED Fiscal Year Funding Amounts for MCSAP**

	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$9,988,583.00	\$1,762,690.00	\$11,751,273.00

**Summary of MCSAP Funding Limitations**

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,762,690.00
MOE Baseline:	\$2,348,639.17

**Estimated Expenditures****Personnel**

	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Mtr. Carrier Enf. Officer (Civilian)	\$1,773,440.00	\$312,960.00	\$2,086,400.00	\$0.00
Mtr. Carrier Enf. Supv. (Civilian)	\$498,780.00	\$88,020.00	\$586,800.00	\$0.00
Mtr. Carrier Enf. Prgm. Admin. (Civilian)	\$63,134.60	\$11,141.40	\$74,276.00	\$0.00
Mtr. Carrier Enf. Spcst. (Civilian)	\$283,891.50	\$50,098.50	\$333,990.00	\$0.00
Program Analyst 2 (Civilian)	\$59,188.90	\$10,445.10	\$69,634.00	\$0.00
Admin. Asst. (Civilian)	\$45,389.15	\$8,009.85	\$53,399.00	\$0.00
Clerk Typists (Civilian)	\$118,377.80	\$20,890.20	\$139,268.00	\$0.00
Motor Carrier Inspector (Enlisted)	\$55,262.99	\$9,752.29	\$65,015.28	\$2,373,057.72
Motor Carrier Inspector (Enlisted)	\$195,723.08	\$34,539.37	\$230,262.45	\$1,381,574.70
<b>Salary Subtotal</b>	<b>\$3,093,188.02</b>	<b>\$545,856.71</b>	<b>\$3,639,044.73</b>	<b>\$3,754,632.42</b>
All Enf. Personnel for Grant Period	\$1,150,305.00	\$202,995.00	\$1,353,300.00	\$0.00
<b>Overtime subtotal</b>	<b>\$1,150,305.00</b>	<b>\$202,995.00</b>	<b>\$1,353,300.00</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$4,243,493.02</b>	<b>\$748,851.71</b>	<b>\$4,992,344.73</b>	<b>\$3,754,632.42</b>

**Fringe Benefits**

	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
62 Civilian Positions	\$3,050,535.35	\$538,329.77	\$3,588,865.12	\$0.00
36 FT - Enlisted Motor Carrier Inspectors	\$64,480.85	\$11,378.97	\$75,859.82	\$2,768,883.75
255 PT - Enlisted Motor Carrier Inspectors	\$228,369.69	\$40,300.53	\$268,670.22	\$1,612,021.36
OT - All Civilian and Enlisted	\$598,135.59	\$105,553.34	\$703,688.93	\$0.00
<b>Fringe Benefits total</b>	<b>\$3,941,521.48</b>	<b>\$695,562.61</b>	<b>\$4,637,084.09</b>	<b>\$4,380,905.11</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
In-State CVSD/Troop Travel	\$2,193.00	\$387.00	\$2,580.00	\$0.00
MCSAP Coordinator's Training	\$2,339.20	\$412.80	\$2,752.00	\$0.00
Compliance Review Travel	\$2,924.00	\$516.00	\$3,440.00	\$0.00
State/National/FMCSA Related Training	\$4,233.00	\$747.00	\$4,980.00	\$0.00
Data Quality Training	\$3,400.00	\$600.00	\$4,000.00	\$0.00
CVSA Spring Conference	\$7,310.00	\$1,290.00	\$8,600.00	\$0.00
CVSA Fall Conference	\$7,310.00	\$1,290.00	\$8,600.00	\$0.00
COHMED	\$3,400.00	\$600.00	\$4,000.00	\$0.00
MCES/MCEO Per Diem	\$10,495.80	\$1,852.20	\$12,348.00	\$0.00
North American Inspectors Championship	\$5,482.50	\$967.50	\$6,450.00	\$0.00
Grants Management Training	\$2,975.00	\$525.00	\$3,500.00	\$0.00
FMCSA Required/Suggested Meetings and Conferences	\$6,375.00	\$1,125.00	\$7,500.00	\$0.00
Basic MCSAP NAS Part A, Part B and PSP Week 3 Training	\$65,790.00	\$11,610.00	\$77,400.00	\$0.00
General Hazardous Materials Training	\$10,965.00	\$1,935.00	\$12,900.00	\$0.00
Cargo Tank Inspection Training	\$10,965.00	\$1,935.00	\$12,900.00	\$0.00
Compliance Review Training	\$2,975.00	\$525.00	\$3,500.00	\$0.00
Passenger Vehicle Training	\$10,965.00	\$1,935.00	\$12,900.00	\$0.00
Level VI Training/Updates	\$2,193.00	\$387.00	\$2,580.00	\$0.00
MCI, MCES, MCEO Updates	\$50,877.60	\$8,978.40	\$59,856.00	\$0.00
Annual Update (Locals)	\$5,100.00	\$900.00	\$6,000.00	\$0.00
Challenge Exams/Retest	\$1,462.00	\$258.00	\$1,720.00	\$0.00
Mandatory Instructor Development Tng.	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Pennsylvania Inspectors Championship	\$4,386.00	\$774.00	\$5,160.00	\$0.00
CMV Crash Investigation	\$6,800.00	\$1,200.00	\$8,000.00	\$0.00
<b>Travel total</b>	<b>\$235,166.10</b>	<b>\$41,499.90</b>	<b>\$276,666.00</b>	<b>\$0.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Replacement MCSAP Vehicle	\$174,650.27	\$30,820.63	\$205,470.90	\$0.00
Cargo Bedslide for Vehicle	\$48,051.69	\$8,479.71	\$56,531.40	\$0.00
<b>Equipment total</b>	<b>\$222,701.96</b>	<b>\$39,300.34</b>	<b>\$262,002.30</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Computers/Laptops/Tablets and associated hardware and software	\$21,250.00	\$3,750.00	\$25,000.00	\$0.00
Maintenance of Computers/Laptops /Tablets and associated fees for installation in MCSAP Vehicles	\$21,250.00	\$3,750.00	\$25,000.00	\$0.00
Inspector Equipment	\$38,894.30	\$6,863.70	\$45,758.00	\$0.00
Office Supplies	\$10,200.00	\$1,800.00	\$12,000.00	\$0.00
Light Bars for MCSAP Vehicles	\$13,600.00	\$2,400.00	\$16,000.00	\$0.00
Uniforms (BDU's, Shirts, Hats, Belts, Holsters)	\$21,250.00	\$3,750.00	\$25,000.00	\$0.00
Regulations	\$16,422.00	\$2,898.00	\$19,320.00	\$0.00
Printers	\$1,275.00	\$225.00	\$1,500.00	\$0.00
New Vehicle Supplies	\$51,000.00	\$9,000.00	\$60,000.00	\$0.00
<b>Supplies total</b>	<b>\$195,141.30</b>	<b>\$34,436.70</b>	<b>\$229,578.00</b>	<b>\$0.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Pennsylvania Public Utility Commission	\$842,699.44	\$148,711.67	\$991,411.11	\$0.00
<b>Contractual and Subaward total</b>	<b>\$842,699.44</b>	<b>\$148,711.67</b>	<b>\$991,411.11</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Wifi Network at CVSD	\$4,080.00	\$720.00	\$4,800.00	\$0.00
ITD - O & M Smart Roadside Trailer Maintenance	\$34,000.00	\$6,000.00	\$40,000.00	\$0.00
Out of Service Decals - Tractor/Trailer	\$1,781.33	\$314.35	\$2,095.68	\$0.00
CVSA Decals	\$5,276.80	\$931.20	\$6,208.00	\$0.00
Out of Service Decals - Static Decal for Window	\$809.88	\$142.92	\$952.80	\$0.00
Shipping for Decals	\$213.79	\$37.73	\$251.52	\$0.00
Conference Registration Fees (CVSA, COHMED)	\$5,525.00	\$975.00	\$6,500.00	\$0.00
State/National/Law Enforcement Training/Conference Registration Fees	\$4,080.00	\$720.00	\$4,800.00	\$0.00
MCSAP Vehicle Fuel	\$142,800.00	\$25,200.00	\$168,000.00	\$0.00
Vehicle Accessories, Maintenance and Repairs	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Cell Phone Replacement Costs (Per State Replacement Policy)	\$4,685.20	\$826.80	\$5,512.00	\$0.00
Wireless Air Card Service for SRIS Trailer (1)	\$459.00	\$81.00	\$540.00	\$0.00
Admin. Fee for MCSAP Vehicles	\$2,477.75	\$437.25	\$2,915.00	\$0.00
CVSA Membership	\$16,235.00	\$2,865.00	\$19,100.00	\$0.00
PSP MCEO/MCES Uniform Maintenance	\$4,165.00	\$735.00	\$4,900.00	\$0.00
Training Costs	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Repairs to equipment, inspector equipment as needed	\$2,125.00	\$375.00	\$2,500.00	\$0.00
Cell Phone Service	\$32,436.00	\$5,724.00	\$38,160.00	\$0.00
Portable Inspection Signs	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Public Education and Outreach	\$5,100.00	\$900.00	\$6,000.00	\$0.00
Room Rentals/Facility Rentals for MCSAP Classes and Outreach Events	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Training Aides/Audio Visual Equipment for MCSAP Training Classes	\$16,109.00	\$2,842.77	\$18,951.77	\$0.00
<b>Other Costs total</b>	<b>\$307,858.75</b>	<b>\$54,328.02</b>	<b>\$362,186.77</b>	<b>\$0.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$9,988,582.05</b>	<b>\$1,762,690.95</b>	<b>\$11,751,273.00</b>	<b>\$8,135,537.53</b>
<b>Total Costs Budgeted</b>	<b>\$9,988,582.05</b>	<b>\$1,762,690.95</b>	<b>\$11,751,273.00</b>	<b>\$8,135,537.53</b>

**Part 4 Section 10 - Financial Summary**

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

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

**ESTIMATED Fiscal Year Funding Amounts for MCSAP**

	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$9,988,583.00	\$1,762,690.00	\$11,751,273.00

**Summary of MCSAP Funding Limitations**

Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,762,690.00
MOE Baseline:	\$2,348,639.17

**Estimated Expenditures**

	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$3,093,188.02	\$545,856.71	\$3,639,044.73	\$3,754,632.42
Overtime Subtotal	\$1,150,305.00	\$202,995.00	\$1,353,300.00	\$0.00
Personnel Total	\$4,243,493.02	\$748,851.71	\$4,992,344.73	\$3,754,632.42
Fringe Benefits Total	\$3,941,521.48	\$695,562.61	\$4,637,084.09	\$4,380,905.11
Travel Total	\$235,166.10	\$41,499.90	\$276,666.00	\$0.00
Equipment Total	\$222,701.96	\$39,300.34	\$262,002.30	\$0.00
Supplies Total	\$195,141.30	\$34,436.70	\$229,578.00	\$0.00
Contractual and Subaward Total	\$842,699.44	\$148,711.67	\$991,411.11	\$0.00
Other Costs Total	\$307,858.75	\$54,328.02	\$362,186.77	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$9,988,582.05	\$1,762,690.95	\$11,751,273.00	\$8,135,537.53
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
<b>Total Costs Budgeted</b>	<b>\$9,988,582.05</b>	<b>\$1,762,690.95</b>	<b>\$11,751,273.00</b>	<b>\$8,135,537.53</b>

## Part 5 - Certifications and Documents

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

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

### Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? Robert Evanchiick
2. What is this person's title? Commissioner
3. Who is your Governor's highway safety representative? Leslie S. Richards
4. What is this person's title? Secretary of Transportation

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

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

#### State Certification declaration:

I, Robert Evanchiick, Commissioner, on behalf of the Commonwealth of PENNSYLVANIA, 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 Commonwealth satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

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

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

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

1. What is the name of your certifying State official? Robert Evanchick
2. What is the title of your certifying State official? Commissioner
3. What are the phone # and email address of your State official? roevanchic@pa.gov

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

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

I, Robert Evanchick, certify that the Commonwealth has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the Commonwealth'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 Commonwealth 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.

<b>Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety</b>
--

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

☐ Yes ☒ No

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

☒ Yes ☐ No

In the table below, provide the section changed and the effective date of the administrative change or policy adoption. Include a brief description of the policy or action. Please include a hyperlink or URL, in the summary if available.

Administrative and Policy Adoption		
Section Changed	Effective Date	Summary of Changes
Title 67 Pa Code CH. 403	10/27/2018	PA adopted Title 49 CFR Part 107, Subparts F and G into Title 67 Pa Code, Chapter 403.



## **FY 2020 Certification of MCSAP Conformance (Commonwealth Certification)**

I, Robert Evanchick, Commissioner, on behalf of the Commonwealth of Pennsylvania, 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 Commonwealth 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 Commonwealth has designated the Pennsylvania State Police as the Lead Commonwealth Agency to administer the Commercial Vehicle Safety Plan throughout the Commonwealth for the grant sought and Pennsylvania State Police and Pennsylvania Public Utility Commission to perform defined functions under the CVSP. The Lead Commonwealth Agency has the legal authority, resources, and qualified personnel necessary to enforce the Commonwealth's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The Commonwealth 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 Commonwealth'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 Commonwealth provide the Commonwealth's enforcement officials right of entry (or other method a Commonwealth 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 Commonwealth 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 Commonwealth requires that all reports relating to the program be submitted to the appropriate Commonwealth agency or agencies, and the Commonwealth will make these reports available, in a timely manner, to the FMCSA on request.
6. The Commonwealth has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The Commonwealth has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable Federal or Commonwealth CMV safety laws or regulations.
8. The Commonwealth must ensure that the total expenditure of amounts of the Lead Commonwealth Agency will be maintained at a level of effort each fiscal year in accordance with 49 CFR 350.301.

## **FY 2020 Certification of MCSAP Conformance (Commonwealth Certification)**

9. The Commonwealth 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 Commonwealth 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 Commonwealth will ensure that violation sanctions imposed and collected by the Commonwealth are consistent, effective, and equitable.
12. The Commonwealth 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 Commonwealth'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 Commonwealth will ensure that the CVSP, data collection, and information data systems are coordinated with the Commonwealth highway safety improvement program under sec. 148(c) of title 23, U.S. Code. The name of the Governor's highway safety representative is Leslie S. Richards.
14. The Commonwealth has undertaken efforts to emphasize and improve enforcement of Commonwealth and local traffic laws as they pertain to CMV safety.
15. The Commonwealth 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 Commonwealth 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 Commonwealth 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 Commonwealth will cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139 and 49 CFR part 387.

## **FY 2020 Certification of MCSAP Conformance (Commonwealth Certification)**

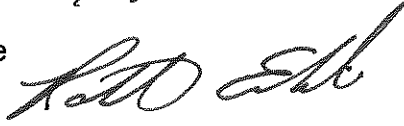
19. The Commonwealth will include, in the training manual for the licensing examination to drive a non-CMV and the training manual for the licensing examination to drive a CMV, information on best practices for safe driving in the vicinity of noncommercial and commercial motor vehicles.
20. The Commonwealth will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.
21. The Commonwealth 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 Commonwealth 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 Commonwealth 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 Commonwealth will conduct safety audits of interstate and, at the Commonwealth's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The Commonwealth 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 Commonwealth remains solely responsible for the management and oversight of the activities.
24. The Commonwealth 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 Commonwealth/State that shares a land border with another country, the Commonwealth/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 Commonwealth meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the Commonwealth agrees to comply with the requirements established in 49 CFR 350.203 and 350.310.

FY 2020 Certification of MCSAP Conformance (Commonwealth Certification)

Date

08/13/19

Signature

A handwritten signature in cursive script, appearing to read "K. D. E. H.", written over a horizontal line.

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

I, Colonel Robert Evanchick, Commissioner, certify that the Commonwealth 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 Commonwealth 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.

**See Attached Addendum**

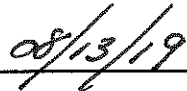
**Signature of Certifying Official:**



**Title of Certifying Official:**

**Commissioner**

**Date of Certification:**



## **Addendum to the State Certification and Certification of Compatibility Statements**

The Pennsylvania State Police (PSP) has been informed by the Federal Motor Carrier Safety Administration (FMCSA), Pennsylvania Division Administrator's office, of a perceived regulatory incompatibility issue involving Title 49 CFR § 350.341, relating to intrastate adoption of the Federal Motor Carrier Safety Regulations (FMCSRs). Specifically, FMCSA has called into question Pennsylvania's compliance with § 350.341(f), which requires "All CMV drivers must be at least 18 years of age." This concern only has to do with drivers of vehicles between 17,001 pounds to 26,000 pounds, which are not transporting passengers or hazardous materials in an amount that require the driver to possess a commercial driver's license (CDL). For all vehicles requiring the driver to possess a CDL, this potential issue does not exist, as Pennsylvania has a minimum age requirement of 18 years of age to obtain a CDL. At present, it is PSP's position that Pennsylvania is in compliance with the requirements of § 350.341, because the federal regulation allows the states to give exemptions from parts or all of the regulations for those vehicles at or below 26,000 pounds, as long as the vehicle is not transporting passengers or hazardous materials in an amount that require the driver to possess a CDL.

Due to this potential discrepancy, Pennsylvania is unable to sign the state Certification and Certification of Compatibility as they are currently written. The matter is currently under review with the Pennsylvania Department of Transportation and their legal counsel. The PSP will continue to work with FMCSA to achieve a resolution to the matter.

Certification of MCSAP Conformance (State Certification) Addendum

The Commissioner of the Pennsylvania State Police is delegated signature authority for the Commonwealth of Pennsylvania Certification in 2017 and subsequent years unless rescinded.

Date: 07/07/13  
Location: Harrisburg, PA

A handwritten signature in black ink, appearing to read "Tom Wolf", is written over a horizontal line.

TOM WOLF  
Governor  
Commonwealth of Pennsylvania