

# **PENNSYLVANIA**

## **Commercial Vehicle Safety Plan for the Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program Fiscal Year 2018**

**Date of Approval: Sep 17, 2018**

**Final CVSP**

## Part 1 - MCSAP Overview

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

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

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

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

## 2 - Mission/Goal Statement

**Instructions:**

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

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

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.

### 3 - MCSAP Structure Explanation

**Instructions:**

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

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

The 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 638 Troopers/certified inspectors perform MCSAP roadside inspections in Pennsylvania. 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.

The PSP serves as the Lead Agency and has a total of 335 personnel comprised of 269 enlisted sworn police officers and 60 civilian Motor Carrier Enforcement Officers involved in the MCSAP Program. Two Motor Carrier Enforcement Specialists, one Motor Carrier Enforcement Supervisor, and three Motor Carrier Enforcement Officers are currently trained to conduct compliance reviews in the state. Thirteen administrative individuals 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 and municipal police departments account for 32 and 277 certified MCSAP Inspectors, respectively. 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 eight hours of annual refresher training. The PSP and PUC each conduct update training conferences that range from three to five days.

**4 - MCSAP Structure****Instructions:**

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

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

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

Lead Agency Information	
Agency Name:	PENNSYLVANIA STATE POLICE
Enter total number of personnel participating in MCSAP activities	335
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	329
Traffic Enforcement Activities	269
Investigations*	6
Public Education and Awareness	95
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	24
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	22
Traffic Enforcement Activities	0
Investigations*	21
Public Education and Awareness	2
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:	277

## Part 2 - Crash Reduction and National Program Elements

### 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2018 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

*In past years, the program effectiveness summary trend analysis and performance goals were separate areas in the CVSP. Beginning in FY 2018, these areas have been merged and categorized by the National Program Elements as described in [49 CFR 350.109](#). This change is intended to streamline and incorporate this information into one single area of the CVSP based upon activity type.*

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

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

## 2 - CMV Crash Reduction

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

### Trend Analysis for 2012 - 2016

#### 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:**  
FY12-FY14 = Total fatal and non-fatal crashes. FY 15 - FY16 = Total fatal crashes.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	187	149	163
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
10/01/2011	09/30/2012	180	5374	3775

**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:**

FY12-FY14 = Total fatal and non-fatal crashes. FY 15 - FY16 = Total fatal crashes.

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2015	09/30/2016	22	14	18
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
10/01/2011	09/30/2012	15	917	925



## 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			
10/01/2015	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		
10/01/2011	09/30/2012	8		

***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 12- FMCSA MCMIS data snapshot as of 6/24/16, including crash records through 2/29/16. FY 13 -16 - FMCSA MCMIS data snapshot as of 5/26/17, including crash records through 1/31/17. Hazardous Materials Crashes: FY 12-14 FMCSA MCMIS data snapshot as of 4/24/15, including crash records through 12/31/14. FY 15 - 16 - FMCSA MCMIS data snapshot as of 5/26/17, including crash records through 1/31/17.

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

**All CMV Crashes:**

FY 12 - FY 13 - Reduction goals 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 and FY 16 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 two fiscal years, Pennsylvania has seen 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 millions in Pennsylvania in FY 15 has increased 0.56% when compared to FY 14. VMT in millions in Pennsylvania in FY 16 has increased 2.58% when compared to FY 15. This represents miles driven by all vehicles, and is particularly noteworthy when considering that automobiles are responsible for most crashes involving a CMV and an automobile.

**Motorcoach/Passenger Carrier Crashes:**

FY 12 - Slight increase in 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.

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

Although no identified hazmat transportation reduction goals have been established for the years FY 12 - FY 16, we will continue to conduct statewide Safe Transportation of Placarded Substances (S.T.O.P.S.) operations in FY 18.

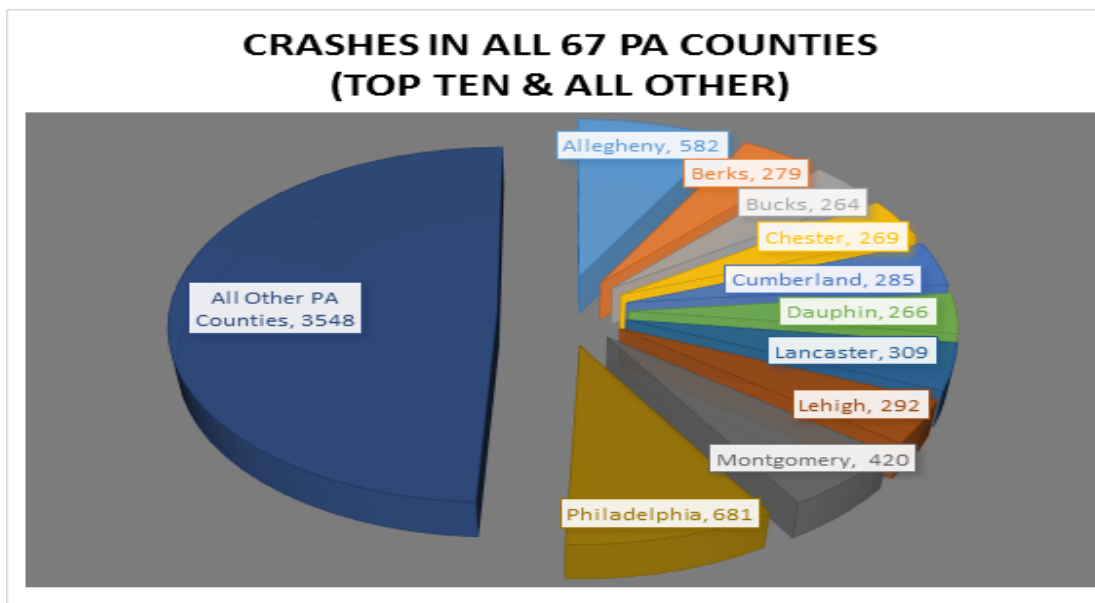
***Narrative Overview for FY 2018******Instructions:***

*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 has identified 10 counties (Allegheny, Berks, Bucks, Chester, Cumberland, Dauphin, Lancaster, Lehigh, Montgomery, Philadelphia) in FY 16 that account for 3,647 (50.69%) of all fatal and non-fatal large truck and bus crashes (7,195).

County	Number of Crashes	Percentage
Allegheny	582	8.09
Berks	279	3.88
Bucks	264	3.67
Chester	269	3.74
Cumberland	285	3.96
Dauphin	266	3.70
Lancaster	309	4.29
Lehigh	292	4.06
Montgomery	420	5.84
Philadelphia	681	9.46
All Other PA Counties	3548	49.31
<b>Total</b>		
<b>Top 10</b>	<b>3647</b>	<b>50.69</b>
<b>Total in PA</b>	<b>7195</b>	



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

FMCSA MCMIS data snapshot as of 6/30/17. The July 2017 release of crash records includes State-reported crashes based on the 6/30/17 MCMIS data source.

**Projected Goal for FY 2018**

**Enter Crash Reduction Goal:**

Pennsylvania will employ strategic enforcement efforts to reduce the number of fatal and non-fatal large truck and bus crashes throughout the Commonwealth with special emphasis on the 10 identified high crash counties. Reduce the number of fatal and non-fatal large truck and bus crashes by 2% (73) in the 10 identified high crash counties. Goal = 3,574

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

CMV Seatbelt And Fatigue Enforcement (S.A.F.E.) Driver - 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.) - 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.) - Conduct monthly statewide CMV T.E.A.M. initiatives 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 - Pennsylvania will participate in two statewide operations. These unannounced brake safety inspections are organized by CVSA at designated times during the year.

Roadcheck - Pennsylvania MCSAP agencies will participate in operation Roadcheck. This three-day around the clock CVSA operation will occur across Pennsylvania during the specified time period.

Operation Code Refrigerated Enforcement Detail (R.E.D.) - 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 - Conduct at least two projects. This project will focus roadside inspections on commercial motor vehicles that transport hazardous materials.

Top 10 High Crash Counties (Specific Troops) = PSP will conduct at least eight targeted traffic enforcement saturation patrols both with and without inspections in an attempt to modify driver behavior for both CMV and non-CMV.

***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 number of fatal and non-fatal large truck and bus crashes will be monitored quarterly by evaluating the state crash report download that is updated quarterly through the A & I website. If the crash data determines a change in the high crash counties, operations may be adjusted to those newly identified high crash counties as needed.

### 3 - Roadside Inspections

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

**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 2012 - 2016**

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	38741	35668	36756	32117	31743
Level 2: Walk-Around	48075	48834	43253	36967	34736
Level 3: Driver-Only	35544	40287	38326	42927	44147
Level 4: Special Inspections	71	141	130	99	121
Level 5: Vehicle-Only	1451	2320	1651	1171	1135
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>123882</b>	<b>127250</b>	<b>120116</b>	<b>113281</b>	<b>111882</b>

#### **Narrative Overview for FY 2018**

##### **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 which employs 85 personnel that perform roadside inspections on a full-time basis. These inspectors are grouped into 33 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.

These efforts are supplemented by 244 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 PSP has 108 Patrol Troopers to conduct Level III driver-only inspections to specifically target moving violations. These 108 Patrol Troopers are a part of the 244 personnel that perform roadside inspections on a part-time basis. Additionally, the efforts of the PSP are supported by 32 MCSAP certified personnel in the PUC along with 277 such 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 2018**

**Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Year 2018. For FY 2018, 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:** 329

Projected Goals for FY 2018 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	17400	600	1500	19500	25.18%
Level 2: Walk-Around	26100	2200	2700	31000	40.03%
Level 3: Driver-Only	24950	450	600	26000	33.57%
Level 4: Special Inspections	50	0	0	50	0.06%
Level 5: Vehicle-Only	200	0	700	900	1.16%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>68700</b>	<b>3250</b>	<b>5500</b>	<b>77450</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 2018 - 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:	277
Enter the total number of inspections projected for FY 2018:	19390

**Summary**

## Projected Goals for FY 2018 - Roadside Inspections Summary

Projected Goals for FY 2018 Summary for All Agencies					
<b>MCSAP Lead Agency: PENNSYLVANIA STATE POLICE</b>					
<b># certified personnel: 329</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: 277</b>					
<b># projected inspections: 19390</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	17400	600	1500	19500	25.18%
Level 2: Walk-Around	26100	2200	2700	31000	40.03%
Level 3: Driver-Only	24950	450	600	26000	33.57%
Level 4: Special Inspections	50	0	0	50	0.06%
Level 5: Vehicle-Only	200	0	700	900	1.16%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>68700</b>	<b>3250</b>	<b>5500</b>	<b>77450</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.



**4 - Investigations**

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



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

**Trend Analysis for 2012 - 2016**

<b>Investigative Types - Interstate</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
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					

<b>Investigative Types - Intrastate</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Compliance Investigations					
Cargo Tank Facility Reviews					
Non-Rated Reviews (Excludes CSA & SCR)					
CSA Off-Site					
CSA On-Site Focused/Focused CR	8	17	24	42	45
CSA On-Site Comprehensive		8	7	3	8
<b>Total Investigations</b>	<b>8</b>	<b>25</b>	<b>31</b>	<b>45</b>	<b>53</b>
Total Security Contact Reviews					
Total Terminal Investigations					

**Narrative Overview for FY 2018****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 2018**

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2018.

Projected Goals for FY 2018 - Investigations		
Investigative Type	Interstate Goals	Intrastate Goals
Compliance Investigations	0	0
Cargo Tank Facility Reviews	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0
CSA Off-Site	0	0
CSA On-Site Focused/Focused CR	0	90
CSA On-Site Comprehensive	0	18
<b>Total Investigations</b>	<b>0</b>	<b>108</b>
Total Security Contact Reviews	0	0
Total Terminal Investigations	0	0

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

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

During FY 18, each part-time compliance review officer (3) will be required to conduct the minimum number of reviews to maintain proficiency and certification (6). In addition, PSP has trained three full-time compliance review officers and each will be required to do 30 compliance reviews in FY 18. Of the projected total of 108 reviews, at least 18 will be on-site comprehensive reviews.

The compliance review coordinator/supervisor will continually monitor the compliance review targeted carriers to ensure priority is placed on those carriers transporting hazmat and cargo tanks.

**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 18.

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.

## 5 - Traffic Enforcement

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

### Trend Analysis for 2012 - 2016

#### 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		
10/01/2015	09/30/2016	20432	24035
10/01/2014	09/30/2015	18417	21927
10/01/2013	09/30/2014	17467	21033
10/01/2012	09/30/2013	17590	21183
10/01/2011	09/30/2012	20548	25918

☒ **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 12 - FMCSA MCMIS data snapshot as of 6/24/16. FY 13 - FY 16 - FMCSA MCMIS data snapshot as of 6/30/17.

### Narrative Overview for FY 2018

#### 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, the 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-Ten 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. While these traffic stops are not followed by inspection and are not funded by our MCSAP grant, these stops further our cause of commercial motor vehicle safety. 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 2018

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018. 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 2018
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	19668
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	432
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	3888
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	1500

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 2018 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2018 Activities	Average 2004/05 Activities
96840	108	1602	98550	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.

## 6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility. ([49 CFR 350.201 \(aa\)](#)) States must achieve full participation (Step 6) by October 1, 2020. 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\(cc\)](#).)

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 at least Step 6 in PRISM, O&M costs are eligible expenses.

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.).

### 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	No
PRISM	Step 7	Yes

Available data sources:

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

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

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 2018

#### 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.**

N/A - Pennsylvania is currently at Step 7.

**Program Activities: 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.**

## 7 - Public Education and Outreach

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

### **Trend Analysis for 2012 - 2016**

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

<b>Public Education and Outreach Activities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Carrier Safety Talks	130	130	110	116	135
CMV Safety Belt Education and Outreach	6	5	5	6	6
State Trucking Association Meetings	1	5	3	1	6
State-Sponsored Outreach Events	26	32	39	49	29
Local Educational Safety Events	29	15	7	24	27
Teen Safety Events	0	0	0	0	0

### **Narrative Overview for FY 2018**

**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 that can be 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 2018**

**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 2018
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	125
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	6
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	3
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	35
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	20
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	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.



**8 - State Safety Data Quality (SSDQ)**

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

**SSDQ Compliance Status**

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

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

Available data sources:

- [FMCSA website SSDQ information](#)

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2018.

SSDQ Category	Current SSDQ Rating	Goal for FY 2018
Crash Record Completeness	Good	Good
Fatal Crash Completeness	Good	Good
Crash Timeliness	Good	Good
Crash Accuracy	Good	Good
Crash Consistency	No Flag	No Flag
Inspection Record Completeness	Good	Good
Inspection VIN Accuracy	Good	Good
Inspection Timeliness	Good	Good
Inspection Accuracy	Good	Good

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

FMCSA MCMIS data snapshot as of June 30, 2017

**Narrative Overview for FY 2018**

**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.

**Program Activities for FY 2018 - 2020:** 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.

## 9 - New Entrant Safety Audits

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

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

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

### Trend Analysis for 2012 - 2016

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

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	1497	1590	1579	2091	1667
Intrastate					
<b>Total Audits</b>	<b>1497</b>	<b>1590</b>	<b>1579</b>	<b>2091</b>	<b>1667</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 2018

**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 2018

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 2018 - New Entrant Safety Audits		
	FY 2018	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	300	0
# of Safety Audits (Offsite)	1300	0
# Group Audits	2	0
<b>TOTAL Safety Audits</b>	<b>1602</b>	<b>0</b>
# of Non-Audit Resolutions	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.

The PUC will conduct approximately 1,600 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 1,600 audits, PUC will complete approximately 1,300 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 up to 2 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:** 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.

The 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 5 Officers will be sent to all required certification trainings (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 1,600 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 time 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 may conduct approximately 600 driver/vehicle inspections. Of those, approximately 100 driver/vehicle inspections may be completed in association with a New Entrant Safety Audit. All others may 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 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 State. 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.***

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 Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary.*

#### 1 - Enforcement of Federal OOS Orders during Roadside Activities

##### Instructions:

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

##### Check this box if:

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

##### Narrative Overview for FY 2018

**Enter your State's OOS Catch Rate percentage if below 85 percent:** 67%

##### **Project Goals for FY 2018: Enter a description of the State's performance goals.**

The 66.67% OOS catch rate that was provided to Pennsylvania is based on the OOS catch rate report furnished to PSP by FMCSA. This report is specific to inspections on imminent hazard/unfit-unsat carriers and identifies that Pennsylvania only identified two out of three carriers in this category. In examining the circumstances around the one carrier that was not identified, it would have been impossible for the inspector to have made this determination roadside, as the carrier identified on the inspection report was not under a Federal OOS order at the time. Some time after the inspection report had been uploaded, the listed carrier initiated a DataQ challenge which ultimately led to the report being changed to reflect the responsible carrier. That carrier happened to be under a Federal OOS order which triggered the FMCSA system to indicate that the inspector had not identified the OOS carrier at roadside during the inspection process. Since it would have been impossible for the inspector to know at the time of inspection, PSP believes that this should not have been factored into the OOS catch rate percentage. Had it not been used, Pennsylvania's catch rate would be 100%.

In an effort to continue to meet or exceed the 85% catch rate, PSP has implemented and will continue:

- Require all Pennsylvania inspectors to check each motor carrier inspected through Query Central or other acceptable means to verify whether or not the carrier is under a Federal OOS order.
- Reinforce the requirement to check for OOS carriers with all inspectors during the annual MCSAP update training. The significance of this will also be reinforced with supervisors and commanders during the quarterly Troop MCSAP Coordinators' conference calls and the annual Patrol Section Commanders' conference.
- PSP will continue to use the smart roadside trailer system to automatically query USDOT numbers through the PRISM target file in an effort to further improve our ability to identify carriers operating under federal out of service orders.
- On a monthly basis, PSP will continue to send personal emails to all inspectors who are identified as having interacted with an OOS carrier. Positive reinforcement emails will be sent to those who have properly identified OOS carriers. For those inspectors who have not identified OOS carriers, we will require an explanation as to why they

failed to identify them and will include remedial action when deemed necessary.

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

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. This information will be monitored to identify deficiencies in the system and/or training needs for future dissemination to all inspectors in the Commonwealth. Additionally, PSP will continue to track the number and the frequency of missed OOS carriers by inspector and will take remedial action on any inspector identified with multiple instances of failing to identify these carriers.

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

Performance measures will be gauged 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, and the number of corrective action inquiries made to the involved inspectors by CVSD.

## 2 - Passenger Carrier Enforcement

### Instructions:

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

### Check this box if:

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

### Narrative Overview for FY 2018

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

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

#### **Projected Goals for FY 2018: Enter performance goals.**

PSP expects to complete a minimum of 12 intrastate compliance reviews. These will be completed as comprehensive or focused reviews as determined by the selection criteria.

#### **Program Activities: Provide additional information regarding how these activities will be implemented.**

Intrastate passenger carriers will be selected for compliance reviews in one of three 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.

#### **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. Monitoring will be completed by the CVSD Compliance Review Coordinator monthly in conjunction with his supervisor.

**3 - State Specific Objectives – Past****Instructions:**

*Describe any State-specific CMV problems that were addressed with FY2017 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 2017 CVSP.*

**Progress Report on State Specific Objectives(s) from the FY 2017 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2017 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*

**Activity #1****Activity: Describe State-specific activity conducted from previous year's CVSP.**

Traffic Enforcement Activity

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

CMV Traffic Enforcement Inspections - 17,861

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

The number of CMV Traffic Enforcement Inspections as of 6/30/17 is listed as 16,826. FMCSA MCMIS data snapshot as of 6/30/17.

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

We do not anticipate any difficulties in achieving the goal as set forth in FY 17 CVSP.



**4 - State Specific Objectives – Future****Instructions:**

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

*Describe any State-specific objective(s) identified for FY 2018. 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

### 1 - Overview

The spending plan is a narrative explanation of each budget component, and should support the cost estimates for the proposed work. The plan should focus on how each item will achieve the proposed project goals and objectives, and justify how costs are calculated. The spending plan should be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [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 ([2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable** 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.
  - 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 data forms are displayed by budget category. 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 cannot exceed 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 must be at least 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute 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** expenditures will be entered in a separate line below each budget category table for FY 2018. MOE expenditures will not, and should not, be included in the calculation of Total Project Costs, Federal share, or State share line items.

#### New for FY 2018

- **Incorporation of New Entrant and Border Enforcement into MCSAP**

The FAST Act consolidated new entrant and border enforcement under the MCSAP grant. For FY 2018, costs for New Entrant safety audits and border enforcement activities will no longer be captured in separate spending plans. States may opt to identify new entrant and border enforcement costs separately in the budget tables, but are not required to do so.

- **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 for States 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.

*States may change or delete the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate 75 percent of an item to Federal share, and 25 percent of the item to State share. 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.*

- **Expansion of 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.*

*The system will confirm that:*

- *Federal share plus State share equals Total Project Costs on each line item*
- *Accounting Method is selected in Personnel, Part 4.2*
- *Overtime value does not exceed the FMCSA limit*
- *Planned MOE Costs equal or exceed FMCSA limit*
- *Proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts*
- *Territory's proposed Total Project Costs are within \$5 of \$350,000*

*For States completing a multi-year CVSP, the financial information should be provided for FY 2018 only.*

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$9,757,634.00	\$1,721,936.00	\$11,479,570.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP award amount ):	\$1,721,936.00
MOE Baseline:	\$2,348,639.17

## 2 - Personnel

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

*List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the eCVSP.*

**Note:** Do not include any personally identifiable information in the eCVSP.

*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 of 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. For example, a MCSAP officer spent approximately 35 percent of his 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 annual salary column, enter the annual salary for each position.*

*Total Project Costs are calculated by multiplying # of Staff X % of Time X Annual 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, 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):	\$1,721,936.00

<b>Personnel: Salary and Overtime Project Costs</b>						
<b>Salary Project Costs</b>						
Position(s)	# of Staff	% of Time	Annual Salary	Total Project Costs	Federal Share	State Share
Mtr. Carrier Enf. Officer	44	100.0000	\$50,294.40	\$2,212,953.60	\$1,881,010.56	\$331,943.04
Mtr. Carrier Enf. Supv.	9	100.0000	\$61,776.00	\$555,984.00	\$472,586.40	\$83,397.60
Mtr. Carrier Enf. Prgm. Admin.	1	100.0000	\$71,323.20	\$71,323.20	\$60,624.72	\$10,698.48
Mtr. Carrier Enf. Spcst.	6	100.0000	\$52,124.80	\$312,748.80	\$265,836.48	\$46,912.32
IT Generalist	1	100.0000	\$65,539.50	\$65,539.50	\$55,708.58	\$9,830.92
Clerk Typists	4	100.0000	\$30,459.00	\$121,836.00	\$103,560.60	\$18,275.40
Administrative Asst.	1	100.0000	\$48,165.00	\$48,165.00	\$40,940.25	\$7,224.75
Program Analyst	1	100.0000	\$65,539.50	\$65,539.50	\$55,708.58	\$9,830.92
<b>Subtotal: Salary</b>				<b>\$3,454,089.60</b>	<b>\$2,935,976.17</b>	<b>\$518,113.43</b>
<b>Overtime Project Costs</b>						
All Enforcement Personnel for Grant Period	329	100.0000	\$4,500.00	\$1,480,500.00	\$1,258,425.00	\$222,075.00
<b>Subtotal: Overtime</b>				<b>\$1,480,500.00</b>	<b>\$1,258,425.00</b>	<b>\$222,075.00</b>
<b>TOTAL: Personnel</b>				<b>\$4,934,589.60</b>	<b>\$4,194,401.17</b>	<b>\$740,188.43</b>
<b>Accounting Method:</b>	<b>Accrual</b>					
<b>Planned MOE: Personnel</b>	<b>\$3,469,234.27</b>					

**Enter detailed explanation of how you came up with the personnel costs.**

**Salaries:**

The 67 positions listed in Salaries dedicate 100% of their time to MCSAP. Of the 67 positions, 9 Motor Carrier Enforcement Supervisors and 44 Motor Carrier Enforcement Officers are part of the Commonwealth's Commercial Vehicle Enforcement Teams. The remaining 14 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, supplies to field personnel and information technology support.

Budgeted Salaries were reduced by a total of 17% calculated as 10% leave usage on current salaries and three contract increases in the amount of 7% (2.25% - 2.50% - 2.25%) that will occur before and during the FY 18 grant funding will be used. If there is some other simplified way that the salaries and benefits should be computed, please provide guidance. The 17% was used as an estimate (based on a three-year comparison of actual leave billed while employees are on the job).

**Overtime:**

Of the 329 certified inspectors, the approximate sum of OT each inspector will participate in during the grant period will be 75 hours at the average rate of \$60 per hour. The amount of hours may vary based on availability of inspector (329 x 75 x 60 = \$1,480,500).

These hours are based on statewide and troop specific details as follows: Road Check, S.A.F.E. Driver Project, Air Brake, CMV F.O.C.U.S., Passenger Vehicle, CMV T.E.A.M., High Crash Counties, Traffic Enforcement (Non-MCSAP), CMV S.T.O.P.S., Operation Code R.E.D., and misc. hours (post-crash inspections, training and in-state travel).

### 3 - Fringe Benefits

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. For more information on this item see [2 CFR §200.431](#).

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 have an 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\(b\)](#).

Include 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 costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees

Depending on the State, there are set 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 to 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, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is:  $\$150,000 \times 64.8/100 = \$97,200$  Total Project Costs.

The Total Project Costs equal Fringe Benefit Rate X Base Amount divided by 100.

Fringe Benefits Project Costs					
Position(s)	Fringe Benefit Rate	Base Amount	Total Project Costs	Federal Share	State Share
67 Full time Positions and Benefits associated with OT	100.0000	\$4,534,952.27	\$4,534,952.27	\$3,854,709.43	\$680,242.84
<b>TOTAL: Fringe Benefits</b>			<b>\$4,534,952.27</b>	<b>\$3,854,709.43</b>	<b>\$680,242.84</b>
<b>Planned MOE: Fringe Benefits</b>	<b>\$3,837,142.44</b>				

**Enter detailed explanation of how you came up with the fringe benefits costs.**

PSP bills for actual fringe benefits. Leave is billed at 100% for all civilians (MCEO - 44, MCES - 9, Motor Carrier Enforcement Specialists - 6, Motor Carrier Enforcement Program Administrator -1, IT Generalist - 1, Program Analyst - 1, Administrative Assistant - 1, Clerk Typists - 4).

Hospital Insurance - \$486.00/pay; Health Benefits - \$380.00/pay; Life Insurance - \$4.54 = \$870.54. Calculated as follows: \$870.54 x 26 pay dates = \$22,634.04 x 67 employees = **\$1,516,480.68**.

Social Security - 6.2%; Medicare - 1.45%; SWIF - Worker's Compensation - 3.9407%; Leave Payout Assessment - 4.0%; Retirement - 32.69% = 48.28%

Paid Leave Usage = 17.00% (Calculated as percentage based on average of three years of MCSAP Grant Funding leave charged). Leave is only billed for 67 positions that dedicate 100% of their time to MCSAP.

Salaries \$3,454,089.60 x (48.28% +17.00% = 65.28%) = **\$2,254,829.69**

Benefits associated with OT (average of civilian rate - 48.28% and enlisted rate 54.87%) = 51.58% x \$1,480,500.00 = **\$763,641.90**.

**Total benefits listed above: \$1,516,480.68 + \$2,254,829.69 + \$763,641.90 = \$4,534,952.27**

**Update - 1/4/18 -**

PSP only bills for leave once, and it is based on the **ACTUAL** costs for leave incurred when the leave is taken. PSP does not bill based on a rate for leave costs, the rate shown was for estimating budget costs only – not billing. PSP does not double bill FMCSA - only actual costs are billed.

The 17% was used as an estimate (based on a three-year comparison of actual leave billed while employees are on the job). Salaries were reduced **in the same amount** since all leave must be billed under Fringe Benefits and not Salaries. Our Commonwealth System recognizes leave as Salaries – Annual Leave, Salaries – Holiday Leave, etc. We are not charging the grant any leave until it is taken by the employee while employed. For example, if an employee works a standard 80-hour work week and they work 40 hours of Regular Hours (Salaries) and then take 40 hours of Annual, Sick, Holiday or other type of leave only a total of 80 hours is billed. Example is listed below:

G/L Account	Payroll Pay Date	9/22/2017	9/22/2017
		Amount	Actual time
6111000	Salaries-Reg Hours	\$ 1,691.58	60.50 H
6111010	Salaries-Annual Lv	\$ 223.68	8.00 H
6111060	Salaries-Holiday Lv	\$ 223.68	8.00 H
6111120	Sal-Comp Time Used	\$ 97.86	3.50 H
6142000	SS-Hosp Insurance	\$ 300.00	0.00 H
6143000	SS-Social Security	\$ 135.56	0.00 H
6144000	SS-Medicare	\$ 31.70	0.00 H
6145000	SS-Retirement	\$ 770.35	0.00 H
6146000	SWIF	\$ 81.65	0.00 H
6147000	SS-Emp Group Life	\$ 4.16	0.00 H
6148000	SS-Health Benefits	\$ 473.00	0.00 H

6151000	Employer LPO Asment	\$ 89.47	0.00 H
Result		\$ 4,122.69	80.00 H

**4% Leave Payout Assessment – The 4% currently charged by PSP is a payroll benefit to allocate leave payout expenses. This is a Payroll Benefit Approach for Allocating Leave Payout (“LPO”) Costs as part of the biweekly payroll process and provides for the fair allocation of LPO costs.**



**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, 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 input in the table below.

Travel Project Costs					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
In-State MCEO/MCES Per Diem	53	5724	\$20,034.00	\$17,028.90	\$3,005.10
In-State CVSD/Troop Travel	20	65	\$10,335.00	\$8,784.75	\$1,550.25
Compliance Review Travel	6	70	\$11,130.00	\$9,460.50	\$1,669.50
CVSA Spring Conference	4	5	\$8,600.00	\$7,310.00	\$1,290.00
CVSA Fall Conference	4	5	\$8,600.00	\$7,310.00	\$1,290.00
COHMED	2	4	\$4,000.00	\$3,400.00	\$600.00
North American Inspectors Championship	3	5	\$6,450.00	\$5,482.50	\$967.50
Grants Management Training	2	4	\$3,500.00	\$2,975.00	\$525.00
FMCSA Required/Suggested Meetings and Conferences	4	5	\$8,500.00	\$7,225.00	\$1,275.00
Basic MCSAP NAS Part A, Part B and PSP Week 3 Training	75	15	\$76,500.00	\$65,025.00	\$11,475.00
General Hazardous Materials Training	25	5	\$12,750.00	\$10,837.50	\$1,912.50
Cargo Tank Inspection Training	25	5	\$12,750.00	\$10,837.50	\$1,912.50
Compliance Review Training	1	10	\$3,500.00	\$2,975.00	\$525.00
Passenger Vehicle Training	25	3	\$12,750.00	\$10,837.50	\$1,912.50
Level VI Training	5	2	\$1,700.00	\$1,445.00	\$255.00
MCI, MCES, MCEO Updates	329	3	\$67,080.00	\$57,018.00	\$10,062.00
Annual Update (Locals)	277	2	\$14,448.00	\$12,280.80	\$2,167.20
Challenge Exams/Retests	5	1	\$1,700.00	\$1,445.00	\$255.00
MCSAP Coordinator's Meeting	18	1	\$1,700.00	\$1,445.00	\$255.00
State/National/FMCSA Related Training	5	3	\$8,500.00	\$7,225.00	\$1,275.00
CSA Phase III (CR Training)	6	3	\$5,000.00	\$4,250.00	\$750.00
Electronic Log Book (ELD)	329	4	\$27,712.09	\$23,555.28	\$4,156.81
Data Quality Training	2	4	\$4,000.00	\$3,400.00	\$600.00
<b>TOTAL: Travel</b>			<b>\$331,239.09</b>	<b>\$281,553.23</b>	<b>\$49,685.86</b>
<b>Planned MOE: Travel</b>	<b>\$0.00</b>				

**Enter detailed explanation of how you came up with the travel costs.**

**Per Diem** - MCES's (9) and MCEO's (44) 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. (53) MCES/MCEO's x average allowance of \$31.50 per month (9 days) x 12 months = \$20,034.

**In-State CVSD/Troop Travel** - At least 20 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.  $\$159$  (Average Per Diem  $\$51$  and Average Hotel  $\$108$ )  $\times$  65 estimated overnight stays =  $\$10,335$ .

**Compliance Review Travel** - Six 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.  $\$159$  (Average Per Diem  $\$51$  and Average Hotel  $\$108$ )  $\times$  70 estimated overnight stays =  $\$11,130$ .

**PSP sends four individuals to the Commercial Vehicle Safety Alliance (CVSA) Spring and Fall Conferences. In addition, there have been several conferences/trainings that become available during the grant period that would be beneficial to our MCSAP operation.**

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

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

**Cooperative Hazardous Materials Enforcement Development (COHMED)** - 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  $\$4,000$ . 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.

**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  $\$8,500$  in this category to cover any specific training, meetings or conferences as they become available throughout the year.

#### **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  $\$64$  and Hotel  $\$106 = \$170 \times 30 \times 15$  days/nights =  $\$76,500$ . 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  $\$64$  and Hotel  $\$106 = \$170 \times 15 \times 5$  days/nights =  $\$12,750.00$ . 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  $\$64$  and Hotel  $\$106 = \$170 \times 15 \times 5$  days/nights =  $\$12,750.00$ . 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 in FY 18. 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 \$64 and Hotel \$106 = \$170 x 25 x 3 days/nights = \$12,750.00. This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**Level VI Training/Update Training** - In FY 18, 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 \$64 and Hotel \$106 = \$170 x 5 x 2 days/night) = \$1,700.

#### **MCI, MCES, MCEO Updates -**

Training will be held at approximately 5 different locations throughout the state to minimize travel expenses by MCSAP certified personnel. There are approximately 329 PSP certified individuals that attend the update training on an annual basis. The estimated cost for CVSD & IT personnel (6) to provide training at all 5 locations for three full day sessions which will require the CVSD personnel to be in overnight status for approximately 4 days per session is \$159 (Average Per Diem \$51 and Average Hotel \$108) x 120 estimated overnight stays = \$19,080. There may be an additional cost for the rental of the conference rooms to accommodate the training. The estimated amount of \$3,000. Of the 329 PSP certified individuals, it is estimated at least 150 would be in overnight status for this training with an estimated cost of \$45,000. The total estimated costs for PSP update training is \$67,080.

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

Training will be held at approximately 4 locations throughout the state to minimize travel expenses. The estimated cost for CVSD (6) to provide training at all 4 locations for two full day sessions which will require the CVSD personnel to be in overnight status for approximately 3 days per session is \$159 (Average Per Diem \$51 and Hotel \$108) x 72 estimated overnight stays = \$11,448. There is an additional cost for the rental of the conference rooms at each location that is estimated to be \$3,000. The estimated total cost \$14,448. 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 \$64 and hotel \$106 = \$170 x 5 x 2 nights = \$1,700. This amount is only an estimate and may be reduced significantly if alternate lodging can be provided (PSP Academy).

**MCSAP Coordinator's Training** - It is estimated that approximately ten Individuals may be in overnight status for this training. Harrisburg per diem \$64 and hotel \$106 = \$170 x 10 x 1 night = \$1,700. 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.

**State/National/FMCSA Related Training** - We have set aside \$5,000 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.

**CSA Phase III Training (Compliance Review Officers)** - We currently have 6 officers that will attend the training. Since the training will be out of state and the specifics are not known at this time, we have set aside \$12,500 for this training.

**Electronic Log Book Training** - This course is being developed and specific information is not available on how it will be deployed to the field personnel. We have set aside \$27,712.09 for this training.

**Data Quality Training** - Should this training become available for crashes, DataQ's or inspections, we would like to send two individuals from PSP. Specific details are not available. We have \$4,000 budgeted for this training.

**5 - Equipment**

Equipment is tangible 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 threshold is below \$5,000, check the box below and provide the equipment 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 how many of each item, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP activities.

The Total Project Costs equal # of Items x Full Cost per Item x Percentage of Time Dedicated to MCSAP.

Equipment Project Costs						
Item Name	# of Items	Full Cost per Item	% Time Dedicated to MCSAP	Total Project Costs	Federal Share	State Share
Replacement MCSAP Vehicles with all necessary equipment, modifications/additions needed to deploy to the field.	5	\$41,196.40	100	\$205,982.00	\$175,084.70	\$30,897.30
<b>TOTAL: Equipment</b>				<b>\$205,982.00</b>	<b>\$175,084.70</b>	<b>\$30,897.30</b>
Equipment threshold is greater than \$5,000.						
<b>Planned MOE: Equipment</b>	<b>\$0.00</b>					

**Enter detailed explanation of how you came up with the equipment costs.**

Purchase **Five** MCSAP vehicles at an estimated **\$41,196.40** each x **5** = **\$205,982.00** to replace current MCSAP vans/vehicles that have reached their useful life per our state vehicle replacement policy. This MCSAP van/vehicle will be used 100% of the time by MCSAP personnel to conduct motor carrier safety inspections and other activities provided for in the CVSP. The amount listed above per vehicle will include but not be limited to work station, computer mounts, truck caps, cargo bed slide, etc. to deploy the vehicle to field personnel.

**Reduction in the amount of Vehicles - 6 to 5 and Total Reduced from \$240,000 to \$205,982.**

**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.*

*List a description of each item requested, including the number of each unit/item, the unit of measurement for the item, and the cost of each item/unit.*

*Total Project Costs equal #of Units x Cost per Unit.*

Supplies Project Costs						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
Office Supplies	12	Month	\$350.00	\$4,200.00	\$3,570.00	\$630.00
Light Bars for MCSAP Vehicles	6	Lightbar	\$2,000.00	\$12,000.00	\$10,200.00	\$1,800.00
Decals/Striping for MCSAP Vehicles	6	Vehicle	\$500.00	\$3,000.00	\$2,550.00	\$450.00
Stools for MCSAP Vehicles	6	Stool	\$142.00	\$852.00	\$724.20	\$127.80
Uniforms (BDU's, Shirts, Hats, Belts, Holsters)	500	Per Item	\$50.00	\$25,000.00	\$21,250.00	\$3,750.00
Inspector Equipment	1	Per Item	\$29,781.79	\$29,781.79	\$25,314.52	\$4,467.27
Computer/Tablets and associated hardware and software	20	Per Item	\$1,000.00	\$20,000.00	\$17,000.00	\$3,000.00
Maintenance of Computers/Tablets and associated fees for installation in MCSAP Vehicles	1		\$25,000.00	\$25,000.00	\$21,250.00	\$3,750.00
Printers	5	Printer	\$300.00	\$1,500.00	\$1,275.00	\$225.00
Regulations	713	Varies	\$18.68	\$13,318.84	\$11,321.01	\$1,997.83
<b>TOTAL: Supplies</b>				<b>\$134,652.63</b>	<b>\$114,454.73</b>	<b>\$20,197.90</b>
<b>Planned MOE: Supplies</b>	<b>\$0.00</b>					

**Enter detailed explanation of how you came up with the supplies costs.**

**Office Supplies (General)** for individuals (14) located within the Commercial Vehicle Safety Division dedicated to administering the MCSAP Program throughout the state. (Average monthly expense \$350 x 12 months = \$4,200). Routine office supplies not limited to but including such items as paper, pens, post-it notes, envelopes, tablets, etc.

**Light bars** (6 x \$2,000 = \$12,000) - Estimated cost for six light bars along with installation costs. This light bar will be installed on the replacement MCSAP Van/Vehicle located in the Equipment Section.

**Decals/Striping for Replacement MCSAP Vehicles** (6 x \$500 = \$3,000). This amount depends on how many vehicles are being replaced and other needs throughout the year.

**Stools for MCSAP Vans** - (\$142 x 6) = \$852. These stools are used to replace stools in the MCSAP vehicles as needed.

**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 = \$25,000.00.

**Inspector Equipment- \$29,781.79**

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 \$27,223.75 and for unknown equipment \$2,558.04. A complete breakdown of the items to be ordered and the estimated amount are listed below.

Mechanics Gloves (100 x 11 = \$1,100), Tire Pressure Gauges (60 x 20 = \$1,200), Wheel Chocks (60 x 16 = \$960), Creepers (50 x 125 = \$6,250), Chamber Mates (30 x 46 = \$1,380), Digital Measuring Height Poles (6 x 240 = \$1,440), Power Inverters (Large 250 x 6 = \$1,500) (Small 20 x 50 = \$1,000), Strion Flashlights and Holders (45 x 125 = \$5,625), Safety Glasses (25 x 5.25 = \$131.25), Scrubs (75 x 85 = \$6,375), Razor Blade Scrapers/Replacement Blades (50 x 2.25 = \$112.50), Flat Soap stones (10 x 15 = \$150). This list is not all inclusive and additional items not listed, but MCSAP eligible, may be purchased as needed throughout the grant period.

#### **Laptop Computers/Tablets and associated hardware and software -**

Purchase 20 laptop/tablets. These laptops/tablets will be used by our Full-Time MCSAP Personnel and will replace older laptops that have become outdated as per our state computer replacement policy. (20 x 1000 = \$20,000). 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.

**Printers** - Purchase 5 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)

**Regulations** - \$13,318.84 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.

## 7 - Contractual and Subaward

This section includes both 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](#), [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.

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 used to support (i.e. ITD, PRISM, SSDQ or other services).

Contractual and Subaward Project Costs						
Legal Name	DUNS/EIN	Number	Instrument Type	Total Project Costs	Federal Share	State Share
Pennsylvania Public Utility Commission	DUNS	796091569	Subrecipient	\$1,004,481.29	\$853,809.10	\$150,672.19
Description of Services: New Entrant Safety Audits						
<b>TOTAL: Contractual and Subaward</b>				<b>\$1,004,481.29</b>	<b>\$853,809.10</b>	<b>\$150,672.19</b>
<b>Planned MOE: Contractual and Subaward</b>	<b>\$0.00</b>					

**Enter detailed explanation of how you came up with the contractual and subaward costs.**

The Pennsylvania Public Utility Commission will conduct New Entrant Safety Audits for the Commonwealth of Pennsylvania.

The project costs listed above are broken down as follows:

**Personnel - \$520,157.18**

New Entrant Administrator will dedicate 100% time to administering the New Entrant Safety Audit Program at a salary

of \$62,520. 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 - 21 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 \$425,292.00.

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 salaries for the Program Manager and Administrative Officer based on 5% of their regular time is \$8,422.50.

Overtime - 21 enforcement officers will incur overtime charges based on a three-year average in the amount of \$23,922.68 in order to conduct coordinated overtime projects, blitz efforts and/or training opportunities.

#### **Fringe Benefits: \$377,634.11**

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 72.6%. The base amount, \$520,157.18, multiplied by 72.6% equals \$377,634.11.

#### **Travel Costs: \$26,850.**

Officers earn per diem in the amount of \$3.50 each day. The officers who participate in the New Entrant program will spend at least 100 days conducting safety audits or performing other New Entrant related duties. Twenty-one officers spending 100 days each on New Entrant work equals a total of 2,100 days. At a rate of \$3.50 per day, per diem should amount to \$7,350.00.

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 Commission 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 PBA, 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.

#### **Supplies - \$6,640.00**



All supplies are listed at 40% of their actual cost since the officers dedicate a total minimum average of 40% of their time to the New Entrant program. This percentage may vary depending on the actual percentage of time the officers spend on New Entrant related duties. Supplies specifically provided to the New Entrant Administrator will be billed at 100% of their total cost.

General office supplies include paper, printer ink, envelopes, etc. for 21 officers in the New Entrant program and one New Entrant Administrator. These officers require supplies that are estimated at \$130 per month for 12 months ( $130 \times 12 = \$1,560$ )

Uniforms and related supplies include BDUs, boots, utility belts, etc. for 21 officers in the New Entrant program and one New Entrant Administrator. These officers require uniform articles that are estimated at \$90 per month for 12 months. ( $90 \times 12 = \$1,080$ )

Around five of the New Entrant officers' laptops will need to be replaced during FY 2018. Each laptop will cost a maximum of \$2,000. Therefore, 40% of the cost per laptop is approximately \$800. ( $5 \times 800 = \$4,000$ )

#### **Other Expenses - \$73,200**

All expenses are listed at 40% of their actual cost since the officers dedicate a combined minimum average of 40% of their time to the New Entrant program. This percentage may vary depending on the actual percentage of time the officers spend on New Entrant related duties. Expenses incurred specifically by the New Entrant Administrator will be billed at 100% of their total cost.

There are 21 officers in the New Entrant program who drive vehicles owned by the Commonwealth. The Commission leases the vehicles from DGS, and the price of the leases vary depending on the year, make and model of the vehicles. Based on vehicle lease costs in FY 2016, the PUC anticipates that 40% of the total cost of the vehicle leases will be \$4,500 per month ( $12 \times 4,500 = \$54,000$ ).

Also based on FY 2016 expenses, the price of vehicle maintenance and fuel should be around \$300 and \$500 per vehicle, respectively, each month.

Vehicle Maintenance ( $12 \times 300 = \$3,600$ )

Fuel ( $12 \times 500 = \$6,000$ )

The "Communications" line item includes cell phone and wireless card service for 21 officers in the New Entrant program and one New Entrant Administrator. These costs are estimated at \$550 for 12 months. ( $12 \times 550 = \$6,600$ )

The New Entrant Administrator works out of the State Office Building in Scranton, PA, which is also used by three part-time New Entrant officers and two officers, a supervisor, and a clerk who do not participate in the program. Therefore, the PUC estimates that approximately 20% of the rent for the office space can be justifiably reimbursed by the New Entrant grant. This amount is estimated at \$250 per month. ( $12 \times 250 = \$3,000$ )

## 8 - Other Costs

*Other costs are those not classified elsewhere, such as communications or utility costs. As with other expenses, these must be allocable to the Federal award. The total costs and allocation bases must be shown 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.) and unit cost must be included. All Other costs must be specifically itemized and described.*

*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.*

*Enter a description of each requested Other Cost.*

*Enter the number of items/units, the unit of measurement, and the cost per unit/item 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 Number of Units x Cost per Item.*

### 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/Items	Unit of Measurement	Cost per Unit	Total Project Costs	Federal Share	State Share
CVSA Decals	19400	Decals	\$0.28	\$5,432.00	\$4,617.20	\$814.80
Out of Service Decals - Tractor/Trailer	4366	Decal	\$0.48	\$2,095.68	\$1,781.33	\$314.35
Out of Service Decals - Static Decal for Window	3970	Decal	\$0.24	\$952.80	\$809.88	\$142.92
Shipping for Out of Service Decals	1	Shipping Charges	\$251.52	\$251.52	\$213.79	\$37.73
Conference Registration Fees (CVSA, COHMED)	10	Registration	\$550.00	\$5,500.00	\$4,675.00	\$825.00
State/National Conferences Registration Fees	4	Registration	\$500.00	\$2,000.00	\$1,700.00	\$300.00
MCSAP Vehicle Fuel	12	Months	\$15,000.00	\$180,000.00	\$153,000.00	\$27,000.00
Vehicle Maintance and Repairs	1	Vehicle	\$7,500.00	\$7,500.00	\$6,375.00	\$1,125.00
Cell Phone Replacement Costs (Per State Replacement Policy)	48	Phone	\$104.00	\$4,992.00	\$4,243.20	\$748.80
Wireless Card Service for SRIS Trailer (1)	12	Months	\$45.00	\$540.00	\$459.00	\$81.00
Cell Phone Monthly (48 Phones)	12	Month	\$3,041.76	\$36,501.12	\$31,025.95	\$5,475.17
Wifi Network at CVSD	12	Month	\$125.00	\$1,500.00	\$1,275.00	\$225.00
Repairs to equipment, inspector equipment as needed	1	Item	\$3,093.00	\$3,093.00	\$2,629.05	\$463.95
Admin. Fee for MCSAP Vehicles	53	Vehicle	\$55.00	\$2,915.00	\$2,477.75	\$437.25
CVSA Membership	1	Yearly	\$19,100.00	\$19,100.00	\$16,235.00	\$2,865.00
PSP MCEO/MCES Uniform Maintenance	53	Per Employee	\$100.00	\$5,300.00	\$4,505.00	\$795.00
Training Costs for Out Service Training	10	Per Course	\$100.00	\$1,000.00	\$850.00	\$150.00

ITD - O & M Smart Roadside Trailer Maintenance	1	Trailer	\$30,000.00	\$30,000.00	\$25,500.00	\$4,500.00
PRISM O & M	1	Varies	\$25,000.00	\$25,000.00	\$21,250.00	\$3,750.00
<b>TOTAL: Other Costs</b>				<b>\$333,673.12</b>	<b>\$283,622.15</b>	<b>\$50,050.97</b>
<b>Planned MOE: Other Costs</b>	<b>\$15,750.00</b>					

**Enter detailed explanation of how you came up with the other costs.**

**CVSA Decals** (average number of decals per quarter 4,850 x .28 = \$1,358 x 4 quarters) = \$5,432

**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

**Conference Registration Fees** - \$5,500 COHMED - \$550 x 2 = \$1,100 CVSA Spring Conference - \$550 x 4 = \$1,650 CVSA Fall Conference - \$550 x 4 = \$1,650

**State/National Conferences Registration Fees** - 4 x \$500 = \$2,000.

Vehicle Fuel for all MCSAP Vans deployed in the field and CVSD (53) = average monthly expenditures \$15,000 x 12 = \$180,000.00. The number of vehicles CVSD currently has assigned for MCSAP duties is 53.

**Vehicle Maintenance and Repairs** - MCSAP Vans/Vehicles Deployed in Field and CVSD - \$7,500. - Based on an average of vehicle repairs in the previous three grants.

**Cell Phone Replacement Costs** - Based on Commonwealth Replacement Policy - \$7,500. This amount would cover any phones that would need replaced during the grant period for individuals that are dedicated 100% to MCSAP - 48 cell phones.

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

**Cell Phone Service** - 48 cell phones x Average Monthly Expenses \$63.37 = \$3,041.76 x 12 months = \$36,501.12. Cell Phones are assigned to 48 individuals that dedicate 100% of their time to MCSAP eligible activities throughout the state. The cell phones are only used for MCSAP.

**WiFi Network** - Training Room at CVSD (\$125 x 12 months = \$1,500).

**Repairs to Equipment/Inspector Equipment** - \$3,093 This line item will cover any type of repairs to MCSAP equipment that may occur during the grant period.

**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 Civilian MCES/MCEO Uniform Maintenance Allowance** (53 individuals x \$100 = \$5,300).

**Training Costs** - Advanced Excel, Access, Word Training for CVSD Administrative Personnel assigned to manage the MCSAP Program (MCSAP Certified Personnel List, Inventory, etc.). This would also include instructor training of field personnel selected to be trainers as individuals retire. Average rate of \$100 per course x 10 courses = \$1,000.

**ITD - O & M Smart Roadside Inspection Trailer** - Maintenance Costs - \$30,000. 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.

**PRISM - O & M -**

\$25,000.00 - Any and all routine and/or necessary operations or maintenance costs for PRISM functionality.

**PennDOT is currently the agency that manages the PRISM Program within the Commonwealth. This line item was included for any requests that they may have for the routine day-to-day occasional operational and maintenance funds needed to comply with PRISM requirements.**

**9 - Comprehensive Spending Plan**

The comprehensive spending plan is auto-populated from all line items in the tables and is in read-only format.

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$9,757,634.00	\$1,721,936.00	\$11,479,570.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$1,721,936.00
MOE Baseline:	\$2,348,639.17

<b>Estimated Expenditures</b>			
<b>Personnel</b>			
	Federal Share	State Share	Total Project Costs
Mtr. Carrier Enf. Officer	\$1,881,010.56	\$331,943.04	\$2,212,953.60
Mtr. Carrier Enf. Supv.	\$472,586.40	\$83,397.60	\$555,984.00
Mtr. Carrier Enf. Prgm. Admin.	\$60,624.72	\$10,698.48	\$71,323.20
Mtr. Carrier Enf. Spcst.	\$265,836.48	\$46,912.32	\$312,748.80
IT Generalist	\$55,708.58	\$9,830.92	\$65,539.50
Clerk Typists	\$103,560.60	\$18,275.40	\$121,836.00
Administrative Asst.	\$40,940.25	\$7,224.75	\$48,165.00
Program Analyst	\$55,708.58	\$9,830.92	\$65,539.50
<b>Salary Subtotal</b>	<b>\$2,935,976.17</b>	<b>\$518,113.43</b>	<b>\$3,454,089.60</b>
All Enforcement Personnel for Grant Period	\$1,258,425.00	\$222,075.00	\$1,480,500.00
<b>Overtime subtotal</b>	<b>\$1,258,425.00</b>	<b>\$222,075.00</b>	<b>\$1,480,500.00</b>
<b>Personnel total</b>	<b>\$4,194,401.17</b>	<b>\$740,188.43</b>	<b>\$4,934,589.60</b>
<b>Planned MOE</b>	<b>\$3,469,234.27</b>		

<b>Fringe Benefits</b>			
	Federal Share	State Share	Total Project Costs
67 Full time Positions and Benefits associated with OT	\$3,854,709.43	\$680,242.84	\$4,534,952.27
<b>Fringe Benefits total</b>	<b>\$3,854,709.43</b>	<b>\$680,242.84</b>	<b>\$4,534,952.27</b>
<b>Planned MOE</b>	<b>\$3,837,142.44</b>		

Travel			
	Federal Share	State Share	Total Project Costs
In-State MCEO/MCES Per Diem	\$17,028.90	\$3,005.10	\$20,034.00
In-State CVSD/Troop Travel	\$8,784.75	\$1,550.25	\$10,335.00
Compliance Review Travel	\$9,460.50	\$1,669.50	\$11,130.00
CVSA Spring Conference	\$7,310.00	\$1,290.00	\$8,600.00
CVSA Fall Conference	\$7,310.00	\$1,290.00	\$8,600.00
COHMED	\$3,400.00	\$600.00	\$4,000.00
North American Inspectors Championship	\$5,482.50	\$967.50	\$6,450.00
Grants Management Training	\$2,975.00	\$525.00	\$3,500.00
FMCSA Required/Suggested Meetings and Conferences	\$7,225.00	\$1,275.00	\$8,500.00
Basic MCSAP NAS Part A, Part B and PSP Week 3 Training	\$65,025.00	\$11,475.00	\$76,500.00
General Hazardous Materials Training	\$10,837.50	\$1,912.50	\$12,750.00
Cargo Tank Inspection Training	\$10,837.50	\$1,912.50	\$12,750.00
Compliance Review Training	\$2,975.00	\$525.00	\$3,500.00
Passenger Vehicle Training	\$10,837.50	\$1,912.50	\$12,750.00
Level VI Training	\$1,445.00	\$255.00	\$1,700.00
MCI, MCES, MCEO Updates	\$57,018.00	\$10,062.00	\$67,080.00
Annual Update (Locals)	\$12,280.80	\$2,167.20	\$14,448.00
Challenge Exams/Retests	\$1,445.00	\$255.00	\$1,700.00
MCSAP Coordinator's Meeting	\$1,445.00	\$255.00	\$1,700.00
State/National/FMCSA Related Training	\$7,225.00	\$1,275.00	\$8,500.00
CSA Phase III (CR Training)	\$4,250.00	\$750.00	\$5,000.00
Electronic Log Book (ELD)	\$23,555.28	\$4,156.81	\$27,712.09
Data Quality Training	\$3,400.00	\$600.00	\$4,000.00
<b>Travel total</b>	<b>\$281,553.23</b>	<b>\$49,685.86</b>	<b>\$331,239.09</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Equipment			
	Federal Share	State Share	Total Project Costs
Replacement MCSAP Vehicles with all necessary equipment, modifications/additions needed to deploy to the field.	\$175,084.70	\$30,897.30	\$205,982.00
<b>Equipment total</b>	<b>\$175,084.70</b>	<b>\$30,897.30</b>	<b>\$205,982.00</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Supplies			
	Federal Share	State Share	Total Project Costs
Office Supplies	\$3,570.00	\$630.00	\$4,200.00
Light Bars for MCSAP Vehicles	\$10,200.00	\$1,800.00	\$12,000.00
Decals/Striping for MCSAP Vehicles	\$2,550.00	\$450.00	\$3,000.00
Stools for MCSAP Vehicles	\$724.20	\$127.80	\$852.00
Uniforms (BDU's, Shirts, Hats, Belts, Holsters)	\$21,250.00	\$3,750.00	\$25,000.00
Inspector Equipment	\$25,314.52	\$4,467.27	\$29,781.79
Computer/Tablets and associated hardware and software	\$17,000.00	\$3,000.00	\$20,000.00
Maintenance of Computers/Tablets and associated fees for installation in MCSAP Vehicles	\$21,250.00	\$3,750.00	\$25,000.00
Printers	\$1,275.00	\$225.00	\$1,500.00
Regulations	\$11,321.01	\$1,997.83	\$13,318.84
<b>Supplies total</b>	<b>\$114,454.73</b>	<b>\$20,197.90</b>	<b>\$134,652.63</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Contractual and Subaward			
	Federal Share	State Share	Total Project Costs
Pennsylvania Public Utility Commission	\$853,809.10	\$150,672.19	\$1,004,481.29
<b>Contractual and Subaward total</b>	<b>\$853,809.10</b>	<b>\$150,672.19</b>	<b>\$1,004,481.29</b>
<b>Planned MOE</b>	<b>\$0.00</b>		

Other Costs			
	Federal Share	State Share	Total Project Costs
CVSA Decals	\$4,617.20	\$814.80	\$5,432.00
Out of Service Decals - Tractor/Trailer	\$1,781.33	\$314.35	\$2,095.68
Out of Service Decals - Static Decal for Window	\$809.88	\$142.92	\$952.80
Shipping for Out of Service Decals	\$213.79	\$37.73	\$251.52
Conference Registration Fees (CVSA, COHMED)	\$4,675.00	\$825.00	\$5,500.00
State/National Conferences Registration Fees	\$1,700.00	\$300.00	\$2,000.00
MCSAP Vehicle Fuel	\$153,000.00	\$27,000.00	\$180,000.00
Vehicle Maintenance and Repairs	\$6,375.00	\$1,125.00	\$7,500.00
Cell Phone Replacement Costs (Per State Replacement Policy)	\$4,243.20	\$748.80	\$4,992.00
Wireless Card Service for SRIS Trailer (1)	\$459.00	\$81.00	\$540.00
Cell Phone Monthly (48 Phones)	\$31,025.95	\$5,475.17	\$36,501.12
Wifi Network at CVSD	\$1,275.00	\$225.00	\$1,500.00
Repairs to equipment, inspector equipment as needed	\$2,629.05	\$463.95	\$3,093.00
Admin. Fee for MCSAP Vehicles	\$2,477.75	\$437.25	\$2,915.00
CVSA Membership	\$16,235.00	\$2,865.00	\$19,100.00
PSP MCEO/MCES Uniform Maintenance	\$4,505.00	\$795.00	\$5,300.00
Training Costs for Out Service Training	\$850.00	\$150.00	\$1,000.00
ITD - O & M Smart Roadside Trailer Maintenance	\$25,500.00	\$4,500.00	\$30,000.00
PRISM O & M	\$21,250.00	\$3,750.00	\$25,000.00
<b>Other Costs total</b>	<b>\$283,622.15</b>	<b>\$50,050.97</b>	<b>\$333,673.12</b>
<b>Planned MOE</b>	<b>\$15,750.00</b>		

Total Costs			
	Federal Share	State Share	Total Project Costs
<b>Subtotal for Direct Costs</b>	<b>\$9,757,634.51</b>	<b>\$1,721,935.49</b>	<b>\$11,479,570.00</b>
<b>Total Costs Budgeted</b>	<b>\$9,757,634.51</b>	<b>\$1,721,935.49</b>	<b>\$11,479,570.00</b>
<b>Total Planned MOE</b>	<b>\$7,322,126.71</b>		



**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.

- 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	\$9,757,634.00	\$1,721,936.00	\$11,479,570.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic award amount):	\$1,721,936.00
MOE Baseline:	\$2,348,639.17

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs	Planned MOE Costs
Salary Subtotal	\$2,935,976.17	\$518,113.43	\$3,454,089.60	NA
Overtime Subtotal	\$1,258,425.00	\$222,075.00	\$1,480,500.00	NA
Personnel Total	\$4,194,401.17	\$740,188.43	\$4,934,589.60	\$3,469,234.27
Fringe Benefits Total	\$3,854,709.43	\$680,242.84	\$4,534,952.27	\$3,837,142.44
Travel Total	\$281,553.23	\$49,685.86	\$331,239.09	\$0.00
Equipment Total	\$175,084.70	\$30,897.30	\$205,982.00	\$0.00
Supplies Total	\$114,454.73	\$20,197.90	\$134,652.63	\$0.00
Contractual and Subaward Total	\$853,809.10	\$150,672.19	\$1,004,481.29	\$0.00
Other Costs Total	\$283,622.15	\$50,050.97	\$333,673.12	\$15,750.00
	85% Federal Share	15% State Share	Total Project Costs	Planned MOE Costs
Subtotal for Direct Costs	\$9,757,634.51	\$1,721,935.49	\$11,479,570.00	\$7,322,126.71
Indirect Costs	\$0.00	\$0.00	\$0.00	NA
<b>Total Costs Budgeted</b>	<b>\$9,757,634.51</b>	<b>\$1,721,935.49</b>	<b>\$11,479,570.00</b>	<b>\$7,322,126.71</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.*

### 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? See Signed Documents Attached
2. What is this person's title? See Signed Documents Attached
3. Who is your Governor's highway safety representative? See Signed Certification
4. What is this person's title? See Signed Certification

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

- ☒ Yes
- ☐ No

#### State Certification declaration:

I, See Signed Documents Attached , See Signed Documents Attached , 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](#).

**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? Uploaded/Merged Document
2. What is the title of your certifying State official? Uploaded/Merged Document
3. What are the phone # and email address of your State official? Uploaded/Merged Document

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

- ☒ Yes
- ☐ No

I, Uploaded/Merged Document , 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.

Uploaded/Merged document is located on the State's Dashboard.

**3 - New Laws/Legislation/Policy Impacting CMV Safety**

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

☐ Yes ☒ No

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

☐ Yes ☒ No

### **FY 2018 Certification of MCSAP Conformance (Commonwealth Certification)**

I, Tyree C. Blocker, Commissioner, Pennsylvania State Police 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,
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.
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 State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.
23. Except for a territory of the United States, the 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 willfully participates 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 that shares a land border with another country, the Commonwealth 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 350.310 and 350.311.

Date August 15, 2017

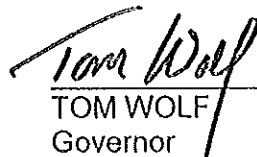
Signature Col. Tyne C. Blodgett



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: 07/07/15  
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

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

I, Tyree C. Blocker, Commissioner, Pennsylvania State Police 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 Commonwealth 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.

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

N/A

**Signature of Certifying Official:** Col. Tyree C. Blocker

**Title of Certifying Official:** Commissioner

**Date of Certification:** August 15, 2017

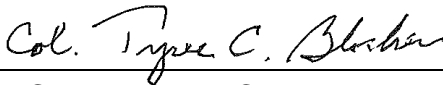
**SIGNATORY AUTHORITY  
PENNSYLVANIA STATE POLICE**

The following Bureau of Patrol personnel are authorized to sign on behalf of the Pennsylvania State Police all grant applications, agreements, amendments, and any other documents necessary in order to administer the Motor Carrier Safety Assistance Program with the Federal Motor Carrier Safety Administration. Authority is effective immediately until rescinded.

Director, Bureau of Patrol

Assistant Director, Bureau of Patrol

Director, Commercial Vehicle Safety Division



Colonel Tyree C. Blocker  
Commissioner

**BUREAU OF PATROL**

**Organizational Chart**

