

# **ALASKA**

**Commercial Vehicle Safety Plan  
for the  
Federal Motor Carrier Safety  
Administration's  
Motor Carrier Safety Assistance  
Program  
Fiscal Year 2016**

## Part 1: Basic and Incentive Program Overview

*Part 1 allows the State to provide a brief description of the mission or goal statement of the MCSAP Lead Agency, a description of the State's MCSAP Basic/Incentive Program structure, and to indicate how it meets the MCSAP minimum requirements as prescribed in 49 CFR 350.213(b).*

### 1.1 - Mission or Goal Statement of MCSAP Lead Agency

#### **Instructions:**

*Describe the mission or goal of the State's lead agency for administration of this Commercial Vehicle Safety Plan (CVSP). Do not include a discussion of any safety activities conducted under any other FMCSA grant programs such as New Entrant, Border Enforcement Grant and High Priority. If other agencies participate, briefly describe how those agencies support the lead agency's mission or goal.*

#### **Lead Agency**

In July 1997, the State of Alaska, Department of Transportation and Public Facilities, Division of Measurement Standards and Commercial Vehicle Enforcement (AKDOT&PF/MSCVE) became the Lead Agency responsible for administering the Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Safety Assistance Program (MCSAP). AKDOT&PF/MSCVE is responsible for all Commercial Motor Vehicle (CMV) size and weight enforcement in addition to State and Federal traffic and safety regulations.

During Federal Fiscal Year 2016 (FY16), the Division anticipates utilizing a formal contract with a local police department to expand CMV enforcement and education programs throughout the State.

MSCVE will leverage resources and maximize efforts to support the following mission and goal for FY16:

**Mission:** To enhance the safety of the motoring public, protect public infrastructure and assure marketplace confidence and equitable trade.

**Goal:** To reduce the number of Federally-reportable CMV-related crashes below the rolling three-year (CY12-14) average of 106, contributing to a fatality rate below 0.114 fatalities per 100M vehicle miles traveled during CY16.

A transportation system that is safe, reliable and efficient provides an avenue for economic prosperity. Trucks deliver everything from food, fuel and clothing to automobiles and the State's natural resources (gold, oil, copper, fish, etc.). Passenger vehicles provide transportation services throughout the State that are vital to the tourism industry and Alaskans that travel to work, school or play. Efforts by the Lead Agency have contributed to record low CMV fatality rates in the State.

The Alaska Commercial Vehicle Safety Plan (CVSP) is prepared by AKDOT&PF/MSCVE and available for review online at [www.dot.alaska.gov/mscve](http://www.dot.alaska.gov/mscve). Hard copies of the CVSP are available at the following location:

Alaska Department of Transportation & Public Facilities  
Division of Measurement Standards & Commercial Vehicle Enforcement  
11900 Industry Way, Building M2  
Anchorage, AK 99515





**1.3 - MCSAP Minimum Requirements - Driver Activities**

**Instructions:**

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in FY 2016; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State has marked all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Activities aimed at removing impaired CMV drivers from the highways through adequate enforcement of restrictions on the use of alcohol and controlled substances and by ensuring ready roadside access to alcohol detection and measuring equipment.
jm	jm	jm	Provide basic training for roadside officers and inspectors to detect drivers impaired by alcohol or controlled substance.
jm	jm	jm	Breath testers are readily accessible to roadside officers and inspectors either at roadside or a fixed facility location.

**Enter explanation of activities:**

B. The Division is continuing to seek the support of and authority from the State to purchase and deploy Portable Breath Testers (PBTs) and to train its CVEOs in their use. The Division requested authorization from the State to purchase and deploy Portable Breath Testers (BTs) in FY15; however, to date this authorization has not been approved and BTs have not yet been purchased. MSCVE will continue to pursue this authorization in FY16.

**1.4 - MCSAP Minimum Requirements - Drug Interdiction Activities**

**Instructions:**

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in FY 2016; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State has marked all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Drug Interdiction activities affecting the transportation of controlled substances by CMV drivers and training on appropriate strategies for carrying out those interdiction activities.
jm	jm	jm	Provide training for roadside officers and inspectors to detect indicators of controlled substance trafficking.
jm	jm	jm	Ensure drug interdiction officers are available as a resource if an officer/inspector suspects controlled substance trafficking.
jm	jm	jm	Engage in drug interdiction activities in conjunction with inspections.

**Enter explanation of activities:**

C. The Division is continuing to seek the support of and authority from the State to conduct drug interdiction activities. The Division requested authorization from the State to conduct drug interdiction activities in FY15; however, to date this authorization has not been approved and these activities were not performed in FY15. MSCVE will continue to pursue this authorization in FY16.

**1.5 - MCSAP Minimum Requirements - Registration Activities**

**Instructions:**

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in FY 2016; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State has marked all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Activities to enforce registration (i.e., operating authority) requirements under 49 U.S.C. 13902, 49 CFR Part 365, 49 CFR Part 368, and 49 CFR 392.9a by prohibiting the operation of (i.e., placing out of service) any vehicle discovered to be operating without the required operating authority or beyond the scope of the motor carrier's operating authority.
jm	jm	jm	Have a written policy requiring officers/inspectors to check the operating authority status of every vehicle inspected.
jm	jm	jm	Have a written policy requiring officers/inspectors to place out of service any vehicle found to be operating without sufficient authority.
jm	jm	jm	Provide training for officers/inspectors to check the operating authority status of every vehicle inspected, including training for the system the State uses to conduct the checks.
jm	jm	jm	Implementing management reporting to track officer/inspector compliance with policy.

**Enter explanation of activities:**

**1.6 - MCSAP Minimum Requirements - Financial Responsibility Activities**

**Instructions:**

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in FY 2016; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State has marked all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Activities to enforce financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139, and 49 CFR Part 387 (if adopted by a State).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Conducts reviews of intrastate motor carriers and, as part of the review, checks Part 387 compliance, as applicable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Legislation exists to enforce financial responsibility via 387 adoption or 392.2 (State law).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Implement a policy requiring officers/inspectors to check the financial responsibility status of every vehicle inspected.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Train officers/inspectors to check the financial responsibility status of every vehicle inspected.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Implement management reporting to track officer/inspector compliance with policy.

**Enter explanation of activities:**

- A. The State does not conduct reviews of intrastate carriers.

**Part 2: Program Effectiveness Summary - Past Performance**

For each section (2.1 through 2.6), insert information in the tables to describe goals and objectives from previous CVSPs along with actual outcomes. As applicable, provide a brief narrative of the challenges experienced working towards those goals, including details of how the State adjusted the program and if the modifications were successful.

**2.1 - Past State Fatality Reduction Goals: 2010 - 2014**

**Instructions:**

Complete the table below to document the State's safety performance goals and outcomes over the past five years. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available). List the most recent measurement period at the top of the table and add earlier periods in chronological order below.
2. Insert the total number of fatalities during the measurement period. FMCSA views the total number of fatalities as a key national measurement.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other).
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' as the goal measurement, explain the measure used in the narrative box below.

**Select goal measurement as defined by your State:**

Other

State Defined Measurement Period (Include 5 Periods)		Number Of Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2014	12/31/2014	6	0.1140	0.1236
01/01/2013	12/31/2013	4	0.1140	0.0825
01/01/2012	12/31/2012	5	0.1210	0.1046
01/01/2011	12/31/2011	2	0.1210	0.0435
01/01/2010	12/31/2010	7	0.1610	0.1459

**Enter the source and capture date of the data listed in the table above:**

Data (through 6/30/2015) extracted from SAFETYNET on July 13, 2015.

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc. If you selected "Other" as your goal measurement, explain the measure used.**

**The State's Fatality Reduction Goal is expressed as the number of fatalities per 100M Total VMT.**

Due to the low number of CMV-related fatalities that occur in any given year, the State has determined that measuring the actual number of fatalities against the VMT for any specific calendar year provides the most succinct indicator of the success of the State in reducing CMV-related fatalities.

Calendar Year	100M VMT	# Fatalities	# Fatal Crashes	Fatalities/100M VMT
2014	4,856	6	6	0.1236
2013	4,848	4	4	0.0825
2012	4,779	5	5	0.1046
2011	4,593	2	2	0.0435
2010	4,798	7	5	0.1459

Review of crash reports from the fatal crashes that occurred in CY14 indicates that all 6 occurred during daylight and were caused by human error. Two of these crashes were single vehicle incidents and resulted from the CMV driver losing control of his vehicle and rolling or flipping. Both crashes occurred while it was raining and the roads were wet. The remaining 4 fatal crashes occurred during periods of no adverse weather and were the result of POV drivers hitting a CMV or turning in front of a CMV in motion.

During FY16, MSCVE will continue its Outreach and Education activities. Activities aimed at CMV audiences will include emphasis on safe driving practices, particularly during inclement weather. During activities directed at non-CMV audiences, emphasis will be placed on POV driver awareness of CMVs on the roadway.

**2.2 - Past State Motorcoach/Passenger Fatality Reduction Goals: 2010 - 2014**

**Instructions:**

Complete the table below to document the State's safety performance goals and outcomes over the past five years. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available). List the most recent measurement period at the top of the table and add earlier periods in chronological order below.
2. Insert the total number of fatalities during the measurement period. FMCSA views the total number of fatalities as a key national measurement.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

**Select goal measurement as defined by your State:**

Actual # Fatalities

State Defined Measurement Period (Include 5 Periods)		Number Of Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2014	12/31/2014	1	2	1
01/01/2013	12/31/2013	1	2	1
01/01/2012	12/31/2012	1	2	1
01/01/2011	12/31/2011	1	2	1
01/01/2010	12/31/2010	0	2	0

**Enter the source and capture date of the data listed in the table above:**

Data (through 6/30/2015) extracted from SAFETYNET on July 13, 2015.

***Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc. If you selected "Other" or "N/A" as your goal measurement, explain the measure used.***

The actual goal for the number of Motorcoach/Passenger Fatalities for each year shown in the table is "less than 2." The Actual Outcome for CY11-14 was 1 (or one-half of) the goal. The Actual Outcome for CY10 was zero.

Motorcoach/Passenger Fatalities are rare in the State of Alaska. The State makes every effort to educate motorcoach operators and their drivers in safety compliance via outreach efforts.

During calendar years 2013, 2014, and 2015 (through 6/30/2015), a total of 69 Federally-reportable crashes occurred involving Commercial Passenger-Carrying Vehicles (PCVs). Of these 69 crashes, 91% (63 crashes) involved PCVs that do not fall under the scope or jurisdiction of the MCSAP program. These PCVs include school buses, government-owned transit buses/coaches, and private transport vehicles. During the same time frame, only 6 crashes involved motorcoaches (i.e., tour buses) in the State of Alaska. While the State must report all of these crashes to MCMIS, the disproportionate number of crashes associated with those PCVs that fall outside the MCSAP program continue to skew the apparent overall effectiveness of the Lead Agency's program efforts.

In an effort to address passenger transportation safety, the State's ongoing strategy is to reduce the risk of crashes and fatalities by reducing driver and vehicle OOS rates.

In alliance with the USDOT Motorcoach Safety Action Plan, enforcement efforts will focus on the following national program concerns:

- Driver Behavior - Distraction, Speeding, Fatigue
- Vehicle Maintenance - Periodic Inspections and Inspection Programs

**2.3 - Past State Hazardous Materials Fatality Reduction Goals: 2010 - 2014**

**Instructions:**

Complete the table below to document the State's safety performance goals and outcomes over the past five years. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available). List the most recent measurement period at the top of the table and add earlier periods in chronological order below.
2. Insert the total number of fatalities during the measurement period. FMCSA views the total number of fatalities as a key national measurement.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

**Select goal measurement as defined by your State:**

Actual # Fatalities

State Defined Measurement Period (Include 5 Periods)		Number Of Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
01/01/2014	12/31/2014	1	2	1
01/01/2013	12/31/2013	1	2	1
01/01/2012	12/31/2012	0	2	0
01/01/2011	12/31/2011	0	2	0
01/01/2010	12/31/2010	0	2	0

**Enter the source and capture date of the data listed in the table above:**

Data (through 6/30/2015) extracted from SAFETYNET on July 13, 2015.

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc. If you selected "Other" or "N/A" as your goal measurement, explain the measure used.**

The actual goal for the number of Hazardous Materials (HazMat)-related Fatalities for each year shown in the table is "less than 2." The Actual Outcome for CY13-14 was 1 (or one-half of) the goal. The Actual Outcome for CY10-12 was zero.

CMV-related fatalities that involve Hazardous Materials (HazMat) are rare in Alaska. The State has a safety program to address HazMat carriers and provide educational outreach to both carriers and their drivers. There have been no problems, difficulties, or obstacles in achieving the goal of less than two HazMat vehicle fatalities per year.

In an effort to address HazMat transportation safety, the ongoing strategy is to reduce HazMat-related crashes and fatalities by reducing driver and vehicle OOS rates.

**2.4 - Past Traffic Enforcement Goals: 2010 - 2014**

**Instructions:**

Complete the table below to document the State's safety performance goals and outcomes over the past five years.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available). List the most recent measurement period at the top of the table and add earlier periods in chronological order below.
2. Insert the total number of the measured element (traffic enforcement stops with an inspection, non-inspection stops, non-CMV stops).
3. Insert the total number of written warnings and citations during the measurement period. The number of warnings and citations do not need to be split out separately in the last column.
4. If your State is not able to collect the Traffic Enforcement table data provide an explanation describing the issue(s) in the Data Source narrative box at the end of this section.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2013	09/30/2014	212	37
10/01/2012	09/30/2013	975	247
10/01/2011	09/30/2012	1134	299
10/01/2010	09/30/2011	1086	437
10/01/2009	09/30/2010	980	340

Check if State does not conduct CMV traffic enforcement stops without an inspection.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2013	09/30/2014	8	6
10/01/2012	09/30/2013	110	13
10/01/2011	09/30/2012	428	0
10/01/2010	09/30/2011	226	0
10/01/2009	09/30/2010	146	0

Check if State does not conduct Non-CMV traffic enforcement stops.

***Enter the source and capture date of the data listed in the table above:***

Data (through 6/30/2015) extracted from SAFETYNET on July 13, 2015.

**2.5 - Outreach and Education Goals from Previous Year – Report on Activities for FY 2015****Instructions:**

Please enter information as necessary to describe your FY 2015 year-to-date Outreach and Education activities from the previous year's CVSP. Click on "Add New Activity" to enter information.

**Activity #1****Activity: Describe Outreach and Education activity conducted:**

Conduct Safety Briefings to various audiences.

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

Approximately 12 Safety Briefings will take place in FY15.

**Actual: Insert actual outcome (#, %, etc., as appropriate):**

As of 6/30/15, 20 Safety Briefings have been conducted to various audiences in the State of Alaska in FY15.

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

The 16 Safety Briefings conducted by the Lead Agency in the first 3 quarters of FY15 consisted of: \* 1 Passenger Vehicle Driver/Carrier Safety Briefing, \* 7 Carrier Driver/Carrier Safety Briefings, \* 3 Teen Driver Safety Briefings, and \* 9 Other Outreach Safety Briefings to local law enforcement agencies, etc. This category includes 5 outreach activities with 2015 Alaska Trucking Association.

## 2.6 - State Specific Objectives from FY 2015 CVSP – Report on Outcomes

### Instructions:

Please enter information as necessary to describe year-to-date progress on your State-specific objectives from the previous year's CVSP. Click on "Add New Activity" to enter information.

#### Activity #1

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

Passenger Carrier Enforcement: Alaska intends to decrease the number of commercial Passenger-Carrying Vehicle (PCV) crashes by reducing Driver and Vehicle Out-of-Service (OOS) rates.

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

Goal 1: 24 or fewer PCV crashes // Goal 2: PCV Driver OOS rate of 3.38% or less // Goal 3: PCV Vehicle OOS rate of 4.57% or less

**Actual: Insert actual outcome (#, %, etc., as appropriate):**

Goal 1 actual outcome: 20 Federally-reportable PCV crashes in FY15 (as of 6/30/2015) // Goal 2 actual outcome: PCV Driver OOS rate 1.83% (as of 6/30/2015) // Goal 3 actual outcome: PCV Vehicle OOS rate 1.85% (as of 6/30/2015)

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

To date, the Lead Agency has experienced no difficulties in achieving the passenger carrier enforcement goals.

#### Activity #2

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

Enforcement of Federal Out-of-Service Orders during Roadside Activities

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

The State of Alaska will maintain an OOS catch rate of 85% or greater.

**Actual: Insert actual outcome (#, %, etc., as appropriate):**

The State of Alaska had a 100% catch rate during FY15(as of 6/30/2015).

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

To date, the Lead Agency has experienced no difficulties in achieving the enforcement of Federal Out-of-Service Orders goal. To date there have been no carriers in the State placed under Federal Out-of-Service Orders due to "imminent hazard" or "unsatisfactory/unfit" ratings.

#### Activity #3

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

Hazardous Materials Transportation Safety

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

The State of Alaska intends to make the roads safer by reducing the number of Federally-reportable HazMat-related crashes in FY15 to fewer than 4.

**Actual: Insert actual outcome (#, %, etc., as appropriate):**

During FY15, there have been 5 HazMat-related crashes in State of Alaska as of 6/30/2015.

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

All 5 of the HazMat-related crashes that have occurred in the State in FY15, as of 6/30/2015, happened on snow- or ice-covered roadways. As a lesson learned, in FY16 MSCVE will continue its Outreach and Education activities by focusing on the following areas: (1) activities aimed at CMV audiences, particularly those who transport Hazardous Materials, will include emphasis on safe driving practices, especially during inclement weather; (2) activities directed at non-CMV audiences will emphasize POV driver awareness of CMVs on the roadway.

#### Activity #4

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

Rural Area Road Crash Reduction

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

The Crash Reduction Goal established in Alaska's FY10 CVSP was to achieve an annual decrease in the number of Federally-reported CMV-related crashes, Driver OOS rates and Vehicle OOS rates occurring in rural areas of 2% for each year following FY10. Baseline data for FY10: 32 Rural Area CMV-related crashes, Driver OOS rate 4.5%, Vehicle OOS rate 17.8% // FY13 GOAL: 34 Rural Area CMV-related crashes, Driver OOS rate: 3.6%, Vehicle OOS rate: 16.1% // FY14 GOAL: 30 Rural Area CMV-related crashes, Driver OOS rate: 4.7%, Vehicle OOS rate: 14.6% // FY15 GOAL: 30 Rural Area CMV-related crashes, Driver OOS rate: 4.7%, Vehicle OOS rate: 14.6%

**Actual: Insert actual outcome (#, %, etc., as appropriate):**

FY13 ACTUAL: 31 Rural Area CMV-related crashes, Driver OOS rate: 4.8% (29.7% increase from FY12), Vehicle OOS rate: 14.9% (9.1% decrease from FY12) // FY14 ACTUAL: 36 Rural Area CMV-related crashes, Driver OOS rate: 3.3% (31.3% decrease from FY13), Vehicle OOS rate: 16.4% (10.1% increase from FY13) // FY15 ACTUAL (through 6/30/2015): 19 Rural Area CMV-related crashes, Driver OOS rate: 2.3% (30.3% decrease from FY14), Vehicle OOS rate: 13.5% (17.7% decrease from FY14).

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

Since FY10, the Lead Agency has successfully reduced the Driver and Vehicle OOS rates in the State's rural road areas by an average of 12.4% and 8.2%, respectively, per year.

**Part 3: FY2016 CMV Safety Program Objectives**

Part 3 allows States to define their goals for this plan. Part 4 allows the States to provide specific targets for their inspection, traffic enforcement, carrier investigation, and outreach and education goals. As a result, States may use Part 3 to describe specific components of their Part 4 activities that are not adequately captured in those aggregate tables, but should not necessarily duplicate information in both Parts. For example, suppose a State has identified traffic enforcement as the primary mechanism to achieve a State specific goal. In the Part 3 goal narrative, the State can explain how it is going to assign resources to a particular objective such as the number of FTE, number of strike force activities and the frequency of those activities.

**3.1 - Crash Reduction Goal**

**Instructions:**

The State must include a reasonable crash reduction goal for their State that supports FMCSA's goal to reduce the national number of fatalities. The State has flexibility in setting its goal. It can be based on raw numbers (e.g., total number of fatalities or crashes) or based on a rate (e.g., fatalities per 100 million VMT). The crash reduction goal may be expressed as a one year goal or a multi-year goal. If a State is using the multi-year goal, then incremental reduction benchmarks must also be included in the performance objective.

**Problem Statement Narrative: Describe the identified problem including baseline data:**

Crashes involving CMVs and the resulting deaths, injuries, and damages take a tremendous toll on society. During FY12-14, the most current complete fiscal years preceding the goal period, an annual average of 113 Federally-reportable crashes involving CMVs occurred in the State of Alaska; a total of 15 fatalities resulted from these crashes. The goal is to reduce the number of Federally-reportable CMV-related crashes in FY16 to fewer than 96.

<u>Fiscal Year</u>	<u>CMV-related Crashes</u>	<u>Crash Reduction Goal</u>	<u>3-Year Rolling Average</u>
FY16	TBD	96	113 (FY12, 13, 14)
FY15 *	56	97	115 (FY11, 12, 13)
FY14	119	103	123 (FY10, 11, 12)
FY13	102	115	136 (FY09, 10, 11)
FY12	119	119	139 (FY08, 09, 10)
FY11	127		
FY10	122		
FY09	159		
FY08	139		

\*number of CMV-related crashes in FY15 is through 6/30/15

**Enter Data Source Capture Date:**

07/13/2015

**Enter Data Source:**

Data (through 6/30/2015) extracted from SAFETYNET on July 13, 2015.

**Performance Objective (can reflect multi-year goals, up to 5 years):**

Is this a multi-year goal?  Yes  No

If yes: Beginning Year: Ending Year:

**Enter Crash Reduction Goal**

Alaska's Crash Reduction Goal is to reduce the number of Federally-reportable CMV-related crashes by 15% from 113 (the rolling three-year average of all Federally-reportable CMV-related crashes in FY12, 13, and 14) to fewer than 96 in FY16. By using the average of the number of crashes for each of three complete fiscal years preceding the goal period, any outlying crash numbers are leveled.

**Identify each of the national program elements the State will utilize to meet the performance objective. The State will describe these activities in greater detail in the respective narrative sections of Part 3 and Part 4.**

**Check all program elements that apply (minimum of 1):**

- Conduct Driver and Vehicle Inspections (complete activity projections in Section 4.1)
- Conduct Traffic Enforcement Activities (complete activity projections in Section 4.3)
- Conduct Carrier Interventions (complete activity projections in Section 4.4)
- Conduct Public Education and Awareness (complete activities in Section 4.5)
- Conduct Effective Data Collection and Reporting (complete activities in Section 3.2)

**Program Activities: States must include activities related to this goal in the output estimates in Part 4. However, States must also indicate in this objective the amount of effort (staff hours, FTE, inspections, traffic enforcement stops, etc.) that will be resourced directly for this purpose. For example, 3,000 of the 10,000 Level 1 inspections listed in Section 4.1 will be dedicated to this objective.**

The risk of CMV-related crashes in Alaska is lowered by removing unsafe vehicles and unqualified drivers from the road. During FY16, it is anticipated that 5,636 CMV safety inspections will take place at roadside locations, fixed weigh stations, and carrier facilities throughout the State.

The primary activity of the Lead Agency is to conduct safety and size/weight inspections on vehicles engaged in commerce. This activity has been effective in removing unsafe vehicles and unqualified drivers from the road. In FY14 officers conducted 4,946 inspections, removing 442 unsafe vehicles and 159 unqualified drivers from the road; during the first 9 months of FY15, officers conducted 6,496 inspections and removed 480 unsafe vehicles and 156 unqualified drivers from the road. As a result, the number of Federally-reportable crashes involving CMVs in Alaska have dropped from 119 in FY12 to 102 in FY13, and 56 in FY15 (through 6/30/15). FY14 saw a slight increase in Federally-reportable CMV-involved crashes at 119.

### **Driver and Vehicle Inspections**

Driver and Vehicle Safety Inspections are conducted at weigh stations, roadside locations, during traffic stops, and at terminal locations. Partnerships with the Alaska State Troopers and local police departments help to maximize efforts where AKDOT&PF/MSCVE may have a limited presence. All inspectors are trained in the use of ASPEN inspection reporting software and have completed various levels of inspection training.

### **Traffic Enforcement**

Alaska's objective is to reduce crashes by focusing on unsafe and aggressive behavior of CMV drivers by conducting 100 safety inspections as a result of traffic enforcement activities. Commercial Vehicle Enforcement Officers (CVEOs) have authority to conduct traffic enforcement stops on CMVs (but not on non-CMV) while the Alaska State Troopers and local police officers collaborate to conduct joint patrols on non-CMV traffic. Enforcement actions, both announced and unannounced, take place throughout the year in various locations with particular attention given to "high risk" locations such as areas historically experiencing numerous CMV-related crashes, areas with a high concentration of violations and citations on CMVs, and areas where enforcement is absent.

### **Carrier Interventions**

To further reduce the risk of CMV-related crashes, the State of Alaska anticipates having at least one CSA Investigator to conduct approximately six CSA Investigations in FY16. The investigator will conduct investigations of at-risk carriers identified by FMCSA. If an investigation indicates necessary action, the investigator will follow up with identified carriers to address safety questions or concerns. The Lead Agency anticipates filling the CSA Investigator position in the first half of FY16 and every effort will be made to complete the required number of CSA Investigations to attain certification.

### **Public Education and Awareness**

A cooperative industry and public education program is in place to inform and educate drivers about the risks and personal responsibilities involved when driving CMVs or driving around them. The educational process includes year-round initiatives directed at CMV drivers, carriers, and the general public. The anticipated 12 Safety Briefings for FY16 are designed for a variety of audiences. Examples of briefings are: Teen Driver Safety, Passenger Transportation Safety, Preventative Maintenance Safety, and Hazardous Material Carrier Safety. During FY16, Alaska will continue to participate in the "Click It or Ticket" campaign as well as the CVSA-sponsored "Brake Check Day" and "Road Check."

Alaska will continue working with commercial vehicle safety stakeholders to develop and deploy new avenues of effective outreach with timely information.

### **Effective Data Collection and Reporting**

In order to consistently document roadside inspection and violation data throughout the State all inspection officers are trained in the use of ASPEN software to collect CMV inspection data and generate a Driver's Inspection Report. Examination of inspection completeness, accuracy, and timeliness SSDQ measures indicates that all reporting software and communication devices are operational and updated on a regular basis. AKDOT&PF/MSCVE maintains and houses the SAFETYNET database and maintains the laptops, barcode readers, and printers used by inspection officers in the field.

***The State will monitor and evaluate the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the following data elements and reporting results in the required SF-PPRs.***

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

Efforts in Alaska to reduce the number of CMV-related crashes by removing unsafe vehicles and unqualified drivers from the road have resulted in a secondary Alaska CMV-Related Crash Reduction goal that is consistent with the FMCSA CMV Fatality Reduction Goal. The Crash Reduction Goal for FY16 is no more than 96 Federally-reportable CMV-related crashes. The Lead Agency will monitor Driver and Vehicle Out-of-Service rates and SAFETYNET crash records on a quarterly basis and report data to FMCSA. In addition, the Lead Agency will periodically review Driver and Vehicle Out-of-Service rates for vehicles inspected to date to determine positive progress or areas that require additional attention in order to reduce violations.

**3.2 - State Safety Data Quality Objective**

**Instructions:**

States are to indicate their SSDQ rating and goals as indicated in the table below by utilizing the drop-down menus.

SSDQ Category	Goal from FY 2015 CVSP	Current SSDQ Rating	Goal for FY 2016
Crash Record Completeness	Good	Good	Good
Non-Fatal Crash Completeness	Good	Insufficient Data	
Fatal Crash Completeness	Good	Insufficient Data	Good
Crash Timeliness	Good	Fair	Good
Crash Accuracy	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good
Inspection Timeliness	Good	Good	Good
Inspection Accuracy	Good	Good	Good

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

A&I Online data snapshot, 7/2/15; data as of June 19, 2015

**SSDQ Performance Narrative: Describe any difficulties achieving the FY 2015 goal (Current SSDQ Rating) (i.e. problems encountered, obstacles overcome, lessons learned, etc.). Ratings must be explained if any categories have less than 'good' results.**

The Lead Agency has experienced no difficulties in achieving the FY15 goals with the exception of that in "Crash Timeliness." This category is currently "Fair" due to 22 crash reports that were not uploaded within the 90-day threshold during the period of 4/1/14-3/31/15.

NOTE: The FY16 goal for Non-Fatal Crash Completeness category is marked as "insufficient data" due to the fact that this category is no longer reported.

**Problem Statement Narrative: Describe problem based on data.**

**Crash Data:**

CMV crash records that are reported in SAFETYNET are complete and accurate. However, crash reports occasionally are not uploaded in a timely manner due to factors such as delay in transmittal from the reporting law enforcement agency to the Department of Motor Vehicles (DMV). In order to capture and upload CMV-related crashes within the 90-day period the Lead Agency pursues all reported (via newspaper, television, internet, empirical data from local law enforcement agencies, etc.) crash events by:

- Contacting the local law enforcement agency that is believed to have completed a crash form,
- Contacting CVEOs that may have conducted a post-crash safety inspection,
- Developing relationships with inter-agency departments in an effort to obtain CMV-related crash information and advance the Lead Agency's goals.

For the past five years a collaborative solution to the Statewide problem of timely crash reporting has been undertaken by the following committees and departments:

- Traffic and Criminal Software (TraCS) steering committee,
- Alaska Traffic Record Coordinating Committee,
- Alaska Department of Public Safety,
- Alaska Department of Administration, and
- Alaska Department of Transportation and Public Facilities.

**Inspection Data:**

In order to document roadside inspection and violation data consistently across the State, inspection officers use ASPEN software to record the CMV inspection data and generate the Driver's Inspection Report. Evaluation of the inspection completeness, accuracy and timeliness SSDQ measures indicates that the reporting software and communication devices are operational and updated promptly as necessary. The Lead Agency maintains and houses the SAFETYNET database and issues and maintains the laptop computers, barcode scanners and printers used in the field to record inspection data and print inspection reports. It is anticipated that Alaska's inspection data will retain a "Good" rating throughout the remainder of FY15 and FY16.

***The State will use the following strategies to improve each non-green category.***

***Program Activities: Enter activity plan including measureable milestones. Provide narrative on Non-Fatal Crash Completeness rating and issues with achieving 'good' in this category.***

During FY16 the Lead Agency will continue to collaborate with stakeholders in the completion of a Crash Data Repository and the accompanying electronic crash data exchanges. Milestones toward improved Crash Timeliness are: 1. Coordinate with DMV to determine reason(s) for delays in crash reporting; 2. Work with DMV to improve crash reporting timeliness by encouraging electronic transfer of crash reports by email; 3. Follow-up with DMV to ensure continued timely crash reporting.

***The State will monitor and evaluate the effectiveness of its CMV Safety Program Data Quality Objective quarterly and annually by evaluating the following performance measures.***

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

During FY16 Alaska will monitor all SSDQ Inspection Data and Crash Data on a monthly basis. Current levels of performance will be measured against previous monthly and quarterly ratings. Alaska will maintain its current "Good" performance measures and actively work to upgrade its "Fair" performance measure to "Good" in FY16.

Alaska's goal is to consistently achieve "Good" performance ratings and work in earnest to upgrade any "Fair" ratings to "Good." All ratings that are less than "Good" will be discussed with FMCSA and further analyzed to determine appropriate corrective actions.

Assure that 100% of all DataQs are resolved within 3-10 business days.

**NOFA National Priorities and State-Specific Objectives**

Section 3 allows the State to address the national priorities contained in the Notice of Funding Availability (NOFA) (i.e. Oilfield Operations, Enforcement of Out-of-Service Orders at Roadside) and to identify any State-specific objectives (i.e., Passenger Carrier Enforcement, Hazardous Materials) for any safety or performance problems in the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries. FMCSA encourages States to focus on innovative enforcement approaches to address identified localized crash causation problems. These approaches should be in conjunction with traditional statewide program activities and target existing and emerging factors of crash causation.

### 3.3 - Passenger Carrier Enforcement

**Instructions:**

We request that States conduct Enhanced Investigations for motor carriers of passengers and other high risk carriers. We also ask that States plan to allocate resources to participate in the Enhanced Investigations training being offered by FMCSA. Finally, we ask that States continue to partner with FMCSA in conducting Enhanced Investigations and inspections at carrier locations.

**Check this box if:**

As evidenced by the data indicated in Part 2, Section 2.2 Past State Motorcoach/Passenger Fatality Reduction Goals, the State does not have a passenger transportation safety problem and will not establish a specific passenger transportation crash reduction goal in the current fiscal year. However, the State will continue traffic enforcement and to enforce the FMCSRs against passenger transportation CMVs in a manner consistent with its enforcement for all CMVs and other activities as described either below or in Part 4 – Commercial Vehicle Enforcement Activities.

**Insert additional data to support no Passenger Transportation activities, if necessary.**

Motorcoach/Passenger Fatalities are rare in the State of Alaska. The State makes every effort to educate motorcoach operators and their drivers in safety compliance via outreach efforts. During calendar years 2013, 2014, and 2015 (through 6/30/2015), a total 69 Federally-reportable crashes occurred involving Commercial Passenger-Carrying Vehicles (PCVs). Of these 69 crashes, 91% (63 crashes) involved PCVs that do not fall under the scope or jurisdiction of the MCSAP program. These PCVs include school buses, government-owned transit buses/coaches, and private transport vehicles. During the same time frame, only 6 crashes involved motorcoaches (i.e., tour buses) in the State of Alaska. While the State must report all of these crashes to MCMIS, the disproportionate number of crashes associated with those PCVs that fall outside the MCSAP program continue to skew the apparent overall effectiveness of the Lead Agency's program efforts. The State will continue its ongoing strategy to reduce the risk of crashes and fatalities involving PCVs by conducting public education and outreach efforts and by tracking PCV Driver and Vehicle Out-of-Service rates to ensure that they remain low.

**NOFA National Priorities and State-Specific Objectives**

Section 3 allows the State to address the national priorities contained in the Notice of Funding Availability (NOFA) (i.e. Oilfield Operations, Enforcement of Out-of-Service Orders at Roadside) and to identify any State-specific objectives (i.e., Passenger Carrier Enforcement, Hazardous Materials) for any safety or performance problems in the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries. FMCSA encourages States to focus on innovative enforcement approaches to address identified localized crash causation problems. These approaches should be in conjunction with traditional statewide program activities and target existing and emerging factors of crash causation.

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**3.4 - Enforcement of Federal Out-of-Service Orders during Roadside Activities****Instructions:**

For FY 2016, FMCSA has established a catch rate of 85% for carriers operating while under an OOS order. In this section, States will indicate their catch rate is at least 85% by using the check box or complete the problem statement portion below.

**Check this box if:**

As evidenced by the data provided by FMCSA, the State identifies at least 85% of carriers operating under a federal Out-of-Service (OOS) order during roadside enforcement activities and will not establish a specific reduction goal in FY 2016. However, the State will maintain diligent enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities.

***If the catch rate for OOS carriers is below 85%, States must describe policies and technology they utilize to identify OOS carriers, and how they will conduct quality assurance oversight to ensure that inspectors are using proper procedures to identify OOS carriers and prevent them from continuing to operate.***

**NOFA National Priorities and State-Specific Objectives**

Section 3 allows the State to address the national priorities contained in the Notice of Funding Availability (NOFA) (i.e. Oilfield Operations, Enforcement of Out-of-Service Orders at Roadside) and to identify any State-specific objectives (i.e., Passenger Carrier Enforcement, Hazardous Materials) for any safety or performance problems in the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries. FMCSA encourages States to focus on innovative enforcement approaches to address identified localized crash causation problems. These approaches should be in conjunction with traditional statewide program activities and target existing and emerging factors of crash causation.

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### 3.5 - Hazardous Materials Transportation Safety

**Instructions:**

Describe the state's efforts to address hazardous materials transportation safety, if applicable. Select the box below indicating that data does not indicate a hazardous materials problem OR complete the problem statement, performance objective, Activity Plan and Performance Measure.

**Check this box if:**

As evidenced by the data indicated in Part 2, Section 2.3, Past State Hazardous Materials Fatality Reduction Goals, the State does not have a hazardous materials safety problem that warrants a specific state objective or plan. As a result, the State will not establish a specific hazardous materials crash reduction goal in FY 2016. However, the State will continue to conduct traffic enforcement and enforce the FMCSRs against hazardous materials CMVs in a manner consistent with its enforcement for all CMVs as described either below or in Part 4 – Commercial Vehicle Enforcement Activities.

**Insert additional clarification for no Hazardous Materials goal, if necessary.**

CMV-related crashes and fatalities that involve Hazardous Materials (HazMat) are rare in Alaska. The State has a safety program to address HazMat carriers and provide educational outreach to both carriers and their drivers. There have been no problems, difficulties, or obstacles in achieving the goal of less than two HazMat vehicle fatalities per year; HazMat-related crashes in the State have numbered between 3 and 8 during the past 3 years. The State will continue its ongoing strategy to reduce the risk of crashes and fatalities involving HazMat transportation by conducting public education and outreach efforts, focusing in particular to safe driving practices during inclement weather, and by tracking HazMat Driver and Vehicle Out-of-Service rates to ensure that they remain low.

**NOFA National Priorities and State-Specific Objectives**

Section 3 allows the State to address the national priorities contained in the Notice of Funding Availability (NOFA) (i.e. Oilfield Operations, Enforcement of Out-of-Service Orders at Roadside) and to identify any State-specific objectives (i.e., Passenger Carrier Enforcement, Hazardous Materials) for any safety or performance problems in the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries. FMCSA encourages States to focus on innovative enforcement approaches to address identified localized crash causation problems. These approaches should be in conjunction with traditional statewide program activities and target existing and emerging factors of crash causation.

**3.6 - State-Identified Objective (Optional)****Instructions:**

Describe the state's efforts to address any other identified State-specific goals (i.e. safety problems as a result of active Oilfield Operations).

**State Objective #1****Enter the title of your State-Identified Objective.**

Anchorage & Surrounding Areas Crash Reduction

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

Crashes involving CMVs and the resulting deaths, injuries, and damages take a tremendous toll on society. In order to focus on those vehicles that the Lead Agency has enforcement authority over, the statistics addressed in this objective reflect only those CMVs that fall under the jurisdiction of the MCSAP program. During FY12-14, an average of 74 Federally-reportable crashes involving these CMVs occurred each year in the State of Alaska; 47.3% of these crashes occurred in Anchorage and its surrounding areas, as bound by MP 77 Parks Hwy (Willow), MP 62 Glenn Hwy (Sutton), and MP 75 Seward Hwy (Turnagain Pass). See attached "SS 3.6, State IDd" for graphic representation of area. In the same time period, a total of 15 fatalities resulted from these crashes, 33% in Anchorage and its surrounding areas. In addition, during FY12-14, both Driver and Vehicle Out-of-Service rates for this region tended to be higher than Statewide levels. // Anchorage and its surrounding areas, as identified above, is home to approximately one-half of the State's population and hosts the majority of CMV traffic moving within and through the region. During FY13, 14, and 15 (through 6/30/2015) an average of 30.8% of all inspections conducted in the State were performed in the area while more than one-half of CMV-related crashes and fatalities in the State occurred in the region.

**Performance Objective: Enter performance objective(s) including baseline data and goal.**

The goal of this objective is to reduce the number of Federally-reportable CMV-involved crashes in Anchorage and Surrounding Areas by 15% from the three-year average of 35 (FY12,13, and 14) to 30. By using the average of the number of crashes for each of the three complete fiscal years preceding the goal period, any outlying crash numbers are leveled.

**To meet this goal, the State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections in Parts 3 and 4.**

**Check all program elements that apply (minimum of 1):**

- Conduct Driver and Vehicle Inspections (complete activity projections in Section 4.1)
- Conduct Traffic Enforcement Activities (complete activity projections in Section 4.2)
- Conduct Carrier Interventions [CSA] (complete activity projections in Section 4.3)
- Conduct Public Education and Awareness (complete activities in Section 4.4)
- Conduct Effective Data Collection and Reporting (complete activities in Section 3.2)

**Program Activities: Describe the activities that will be implemented including level of effort, if not described in Section 4.**

The risk of CMV-related crashes in Anchorage & Surrounding Areas is lowered by removing unsafe vehicles and unqualified drivers from the road. Both Driver and Vehicle Out-of-Service rates tended to be higher in this area than Statewide during FY13, 14, and 15 (through 6/30/15). // In order to address the high Driver and Vehicle Out-of-Service rates, the Lead Agency will focus its efforts in this area and perform approximately 40% of its inspections within the stated boundaries. As the majority of Driver violations in the region were for Size & Weight, followed by Hours-of-Service and Medical Certificate violations, CVEOs will pay particular attention to these areas in an effort to increase driver/carrier awareness of the problems and, subsequently, reduce the Driver violation rates. The most frequent Vehicle violations in this area were for lighting and brakes. Again, CVEOs will work to reduce these violation rates by focusing on the problem areas in order to increase driver/carrier awareness. // Assessment of the crash reports from the CMV-involved crashes that occurred in the designated area during FY14, 13, and 12 show that the majority of these crashes happened in daylight,

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

The Lead Agency will monitor Driver and Vehicle Out-of-Service rates and SAFETYNET crash records on a quarterly basis and report data to FMCSA. In addition, the Lead Agency will periodically review Driver and Vehicle Out-of-Service rates for vehicles inspected to date in this area to determine positive progress or areas that require additional attention in order to reduce violations.

**Part 4: FY2016 Commercial Vehicle Enforcement Activities**

Based on the overall FMCSA crash reduction goal and the State-specific goals, the State will use this section to describe the specific national program element activities (per 49 CFR 350.109) that it will use to meet the goals. In completing this section, the State need not repeat the broad program objectives or performance measurements established in the previous goals section of the plan.

Note: The State can access detailed counts of its core MCSAP performance measures, such as roadside inspections, traffic enforcement activity, review activity, and data quality by quarter for the current and past two fiscal years using the **State Quarterly Report and CVSP Data Dashboard**, 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> (user id and password required).

**4.1 - Driver/Vehicle Inspection Program**

**Instructions:**

Please complete the following tables indicating the number of inspections that the State anticipates conducting during Fiscal year 2016. Please enter inspection goals by agency type (separate tabs are used for the Lead Agency and Funded agencies). **You are required to complete/review information on the first 3 tabs (the last tab is totaled by the system).**

Note: States are strongly encouraged to conduct at least 33% Level 3 inspections of the total inspections conducted. If the State chooses to do less than 33% Level 3 inspections, it will be required to provide an explanation in the Summary tab.

**Lead Agency**

**Lead Agency is:** ALASKA DOT PUBLIC FACILITIES COMMERCIAL VEH. ENF.

**Enter the total number of certified officers in the Lead agency:** 24

FY 2016 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	1221	60	10	1291	23.17%
Level 2	639	30	0	669	12.01%
Level 3	3086	50	30	3166	56.82%
Level 4	0	0	0	0	0.00%
Level 5	396	10	40	446	8.00%
Level 6	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>5342</b>	<b>150</b>	<b>80</b>	<b>5572</b>	

**Funded Agencies**

**Complete the following information for each Funded agency in your State. A separate table must be created for each agency. Click 'Save' after each table entry.**

**Enter the name of the Funded Participating Agency:**

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

FY 2016 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1				0	%
Level 2				0	%
Level 3				0	%
Level 4				0	%
Level 5				0	%
Level 6				0	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Non-Funded Agencies**

Enter the number of Non-Funded participating agencies:	4
Enter the total number of non-funded certified officers:	9

**Summary**

<b>Total FY 2016 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies</b>					
<b>MCSAP Lead Agency: ALASKA DOT PUBLIC FACILITIES COMMERCIAL VEH. ENF.</b>					
<b># certified officers: 24</b>					
<b>Funded Agencies:</b>					
<b># certified officers: 0</b>					
<b>Number of Non-Funded Agencies: 4</b>					
<b># certified officers: 9</b>					
	<b>Estimated Performance Goal</b>				
<b>Inspection Level</b>	<b>Non-Hazmat</b>	<b>Hazmat</b>	<b>Passenger</b>	<b>Total</b>	<b>Percentage by Level</b>
Level 1	1221	60	10	1291	23.17%
Level 2	639	30	0	669	12.01%
Level 3	3086	50	30	3166	56.82%
Level 4	0	0	0	0	0.00%
Level 5	396	10	40	446	8.00%
Level 6	0	0	0	0	0.00%
<b>Total ALL Agencies</b>	<b>5342</b>	<b>150</b>	<b>80</b>	<b>5572</b>	

**4.2 - General Roadside and Fixed-Facility Inspection Program**

**Instructions:**

*Describe components of the State’s general Roadside Inspection Program (including fixed-facilities) that are not already detailed as part of a specific program goal. Include the day to day routine for inspections and explain resource allocation decisions that were made (i.e., number of FTE, where inspectors are working and why).*

**Enter narrative description of the State’s overall inspection program:**

The State of Alaska conducts safety inspections with the two-fold objective of (a) reducing Alaska’s CMV-related crashes to below 96 during FY16 and (b) remaining under the CMV Fatality Reduction Goal of 0.114 fatalities/100M total VMT. Roadside Inspection Program: Roadside inspections target specific high-risk locations, such as areas prone to CMV crashes, areas with a high density of CMV activity, and rural areas where enforcement is absent. The vast majority of Alaska’s road system is in rural areas where there are a limited number of safe roadside inspection locations. The roads connecting Alaska’s urban areas and the US/Canada border are largely two-lane undivided highways with few safe pullouts that can accommodate commercial motor vehicles. Fixed Facility Inspection Program: The State operates and maintains seven fixed weigh stations where safety inspections are conducted. These facilities are: • Ester Weigh Station, located at MP 351.9 Parks Highway • Fox Weigh Station, located at MP 11.5 Steese Highway • Glenn Inbound Weigh Station, located at MP 10.6 Glenn Highway, Southbound • Glenn Outbound Weigh Station, located at MP 10.6 Glenn Highway, Northbound • Potter Weigh Station, located at MP 114 Seward Highway • Sterling Weigh Station, located at MP 82.5 Sterling Highway • Tok Weigh Station, located at MP 1308 Alaska Highway

Existing	Planned	None, Not Planned	To ensure excellence in its inspection program, the State will:
jm	jm	jm	Use management reports to ensure that staff are meeting established inspection quantity, quality and timeliness goals.
jm	jm	jm	Track violation and out-of-service rates of individual staff as compared to statewide, regional and national averages to ensure the quality and effectiveness of inspections is maintained. Take actions where anomalies exist.
jm	jm	jm	Use management reports to ensure that the state is meeting established quantity, quality and timeliness goals.
jm	jm	jm	Monitor checks of financial responsibility at roadside to ensure that they are being performed consistently and properly.
jm	jm	jm	Monitor checks of Commercial Driver’s License status at roadside to ensure they are being performed consistently and properly.
jm	jm	jm	Monitor checks of OOS carriers inspected at roadside to ensure that they are being performed and not allowed to proceed.

**Enter explanation of activities for those activities where ‘planned’ or ‘none’ was selected:**

Existing	Planned	None, Not Planned	To ensure uniformity among inspectors, the State will:
jᄁ	jᄁ	jᄁ	Develop and implement policies regarding the quantity, quality and timeliness of inspections.
jᄁ	jᄁ	jᄁ	Provide refresher training on statutory (USC) and regulatory (CFR) changes.
jᄁ	jᄁ	jᄁ	Provide refresher training on OOS criteria changes and inspection bulletin updates.
jᄁ	jᄁ	jᄁ	Provide refresher training on program policy (interpretations and program policy memos) and procedural changes (guidance and procedural documents such as the electronic Field Operations Training Manual) changes.
jᄁ	jᄁ	jᄁ	Analyze management reports regarding the quantity, quality and timeliness of inspections for individuals and the program as a whole.
jᄁ	jᄁ	jᄁ	Conduct direct observation and monitoring of staff.
jᄁ	jᄁ	jᄁ	Provide individual coaching and training to staff having difficulty meeting required goals.

**Enter explanation of activities for those activities where 'planned' or 'none' was selected:**

### 4.3 - Traffic Enforcement

**Instructions:**

*Describe the State's level of effort (number of personnel/FTE) it proposes to use for implementation of a statewide CMV (in conjunction with and without an inspection) and non-CMV traffic enforcement program. If the State conducts CMV and non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic enforcement resources (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, although not necessarily assigned to a Commercial Vehicle Enforcement unit, have completed some training to focus on commercial vehicle/driver enforcement.*

At this time, Commercial Vehicle Enforcement Officers (CVEOs) in Alaska do not have authority to conduct traffic stops on non-CMV traffic for MCSAP-funded activities.

**Please indicate using the radio buttons the Traffic Enforcement Activities the State intends to conduct in FY 2016 in the table below.**

Yes	No	Traffic Enforcement Activities	Enter the FY 2016 Goals (Number of Stops, not Tickets or Warnings; these goals are NOT intended to set a quota.)
<input type="radio"/>	<input type="radio"/>	CMV with Inspection	100
<input type="radio"/>	<input type="radio"/>	CMV without Inspection	25
<input type="radio"/>	<input type="radio"/>	Non-CMV	0
<input type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	25

**Describe components of the State's traffic enforcement efforts that are not already detailed as part of a specific program goal:**

The Lead Agency is working to acquire increased authority for its inspection officers to conduct traffic enforcement on non-CMV's. Currently, the Division's Commercial Vehicle Enforcement Officers (CVEOs) have the authority to stop non-CMV's only as pertains to size and weight. At this time, CVEOs have authority to conduct traffic enforcement stops on CMV's while the Alaska State Troopers and local police officers collaborate to conduct joint patrols on non-CMV traffic.

Existing	Planned	None, Not Planned	To ensure excellence in its traffic enforcement program, the State will:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Use management reports to ensure that officers conducting traffic enforcement activities have an acceptable number of vehicle contacts per time period worked.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Use management reports to ensure that the percentage of federal funds used for Non-CMV traffic enforcement does not exceed 5% of the federal Basic award amount.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Monitor the type and quantity of citations issued (though not establishing a quota) as compared to other officers to ensure program quality and effectiveness.

**Describe components of the State's traffic enforcement efforts indicated in the table above as 'planned', 'none/not planned' or to describe additional activities added:**

Existing	Planned	None, Not Planned	To ensure uniformity among traffic enforcement officers, the State will:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develop and implement policies regarding the quantity, quality and timeliness of traffic enforcement activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide refresher training on statutory (USC) and regulatory (CFR) changes.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Analyze management reports regarding the quantity, quality and timeliness of traffic enforcement activities for individuals as well as the program as a whole. Take action when anomalies are identified.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Conduct direct observation and monitoring of staff.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide individual coaching and training to staff having difficulty meeting required goals.

**Describe components of the State's traffic enforcement efforts indicated in the table above as 'planned', 'none/not planned' or to describe additional activities added:**



#### 4.4 - Carrier Interventions

**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 and FTE assigned to this effort.*

*FMCSA asks that States plan to allocate resources to conduct Enhanced Investigations for motor carriers of passengers. This will include training for State inspectors and investigators participating in and conducting comprehensive and focused investigations. During investigations, we ask that States make inspectors available to partner with us to do inspections on motorcoaches as part of the onsite investigation.*

**Performance Objective: Enter performance objective(s) including the number of Interventions/Investigations from the previous year and the goal for FY 2016:**

To further reduce the risk of CMV-involved crashes, the State of Alaska anticipates hiring an officer to conduct interstate CSA Investigations. These investigations would be performed on at-risk carriers identified by FMCSA. If an investigation indicates necessary action, the officer would follow up with identified carriers to address safety questions or concerns.

**Check all activities that apply to your State:**

Existing	Planned	None, Not Planned	To ensure excellence in its carrier intervention program, the State will:
jm	jm	jm	Review work products for errors and ensure that the intervention is conducted in a manner consistent with standard procedures.
jm	jm	jm	Provide ongoing training to investigators to ensure knowledge of the most current intervention practices.
jm	jm	jm	Ensure investigators use the most recent version of the eFOTM.
jm	jm	jm	Use management reports to ensure that staff are meeting established quantity, quality and timeliness goals.

**Describe components of the State's carrier intervention efforts indicated in the table above as 'planned', 'none/not planned' or describe additional activities added:**

The CSA Investigator position is currently vacant. The Lead Agency anticipates filling this position during the first half of FY16.

**Program Activities: Describe components of the State's Carrier Intervention efforts that are not already detailed as part of a specific program goal. Include the number of personnel/FTE participating in this activity:**

The Lead Agency anticipates filling the CSA Investigator position and every effort will be made to complete the required number of CSA Investigations to attain certification. During FY16, AKDOT&PF/MSCVE anticipates completing a minimum of 6 CSA Investigations, as assigned by the FMCSA Division Administrator. To date, MSCVE has been unable to hire and train an officer to conduct Carrier Interventions. In FY15, the organization lost a number of certified CVEOs. As a result, emphasis was placed on hiring and training new officers. With the majority of current positions now filled with certified CVEOs, MSCVE will make every effort to hire an officer to conduct Carrier Interventions in FY16.

**Performance Measurements: Describe all measures the State will use to monitor progress towards the annual goals. Further, describe how the State measures qualitative components of its carrier intervention program (not just outputs):**

All CSA activities will be documented and utilized for future planning efforts. The number of anticipated CSA Investigations to be completed during FY16 will be measured against the following quarterly activity goals:

- Quarter 1 - 0 Investigations
- Quarter 2 - 0 Investigations
- Quarter 3 - 3 Investigations
- Quarter 4 - 3 Investigations

**Note: The Carrier Investigation Estimation table is designed to collect State projections for the number of interventions and investigation activities estimated for FY 2016. The State may still conduct traditional motor carrier safety compliance reviews of intrastate motor carriers. Therefore, the CVSP may contain projections for both CSA investigations and compliance reviews of intrastate carriers.**

**Complete the table below indicating the number of investigations that the State anticipates conducting during this Fiscal Year. Note: if your State does not conduct reviews/investigations, you are not required to complete this table.**

€ *Our State does not conduct reviews/investigations.*

FY 2016 Carrier Investigation Estimates		
Review/Investigation Type	Interstate Estimate	Intrastate Estimate
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs)</b>		
Non-HM Cargo		
Passenger		
HM		
Rated and Non-rated Reviews (Excludes CSA & SCRs) Total	<b>0</b>	<b>0</b>
<b>CSA Off-Site Investigations</b>		
Non-HM Cargo CSA Off-Site		
Passenger CSA Off-Site		
HM CSA Off-Site		
<b>CSA Off-Site Investigations Sub-total</b>	<b>0</b>	<b>0</b>
<b>CSA On-Site Focused Investigations</b>		
Non-HM Cargo CSA On-Site Focused	3	
Passenger CSA On-Site Focused		
HM CSA On-Site Focused		
<b>CSA On-Site Focused Investigations Sub-total</b>	<b>3</b>	<b>0</b>
<b>CSA On-Site Comprehensive</b>		
Non-HM Cargo CSA On-Site Comprehensive	3	
Passenger CSA On-Site Comprehensive	0	
HM CSA On-Site Comprehensive		
<b>CSA On-Site Comprehensive Sub-total</b>	<b>3</b>	<b>0</b>
<b>CSA Investigations (all Types) Total</b>	<b>6</b>	<b>0</b>
<b>HM-Related Review Types</b>		
Security Contact Reviews (SCRs)		
Cargo Tank Facility Reviews		
Shipper Reviews		
<b>HM-Related Review Types Total</b>	<b>0</b>	<b>0</b>
<b>ALL REVIEW TYPES GRAND TOTAL</b>	<b>6</b>	<b>0</b>

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

MSCVE will continue to provide assistance to FMCSA as needed for Passenger Carrier Interventions.

**4.5 - Public Education & Awareness**

**Instructions:**

A public education and awareness program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMVV which operate around large trucks and buses. Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives. Include the number of FTE that will be participating in this effort.

Note: the number of specific activities accomplished should be reported in each quarterly performance progress report (SF-PPR).

**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.:**

The Lead Agency's objective is to continue outreach efforts to improve CMV awareness of non-CMV drivers, such as teens, and to increase the awareness of CMV drivers when operating around non-CMV traffic. Greater alertness to CMV/non-CMV interactions on the road will reduce the risk of crashes involving large trucks and possible injuries or fatalities.

**In the table below, indicate if the State conducts the listed program activities and the estimated number:**

Yes	No	Public Education and Awareness Activities	Estimated Number
jm	jm	Carrier Safety Talks	1
jm	jm	CMV Safety Belt Education and Outreach	1
jm	jm	State Trucking Association Meetings	1
jm	jm	State-sponsored outreach events	1
jm	jm	Local educational safety events	1
jm	jm	Teen safety events	5
jm		Passenger Vehicle Driver/Carrier Safety Briefings	1
jm		Hazardous Material Carrier Safety Briefings	1

**Program Activities: Describe components of the State's public education and awareness efforts that are not already detailed as part of a specific program goal:**

**Performance Measurements: 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 Performance Progress Report (SF-PPR):**

Approximately 12 safety briefings will take place in FY16. The number of completed safety briefings will be measured against the following quarterly activity goals:

- Quarter 1 - 5 safety briefings
- Quarter 2 - 5 safety briefings
- Quarter 3 - 2 safety briefings
- Quarter 4 - 0 safety briefings

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## Part 5 - Budget

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### **Budget Narrative**

#### **What is a Budget Narrative?**

The budget narrative explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application budget narrative.

#### **What does a Budget Narrative do?**

A budget narrative is a narrative explanation of each budget component which supports the costs of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated. The budget narrative should be clear, specific, detailed, and mathematically correct.

The budget narrative is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed budget narrative is an effective management tool; a budget that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The budget narrative serves a number of critical functions:

- Describes your need for or necessity of an expense;
- Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.
- Helps FMCSA review high-risk cost items to decide funding.

**5.1 - Narrative: Personnel**

**Instructions:**

**What different types of costs do I need to put in my budget narrative?**

*Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**1. Personnel:** *Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, number of hours in a work year, average salary or hourly wage, and total cost. It is not necessary to list all individual personnel separately by line. You may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). You may add as many additional lines as necessary to reflect your personnel costs. NOTE: If Overtime (OT) is going to be charged to the grant, please add the OT amounts that will be charged under the Basic award (not to exceed 15% of the Federal Basic award amount) and for OT costs that will be charged to the Incentive award, if applicable, in the OT table below.*

**Identify the method of accounting used by the State:**  Cash  Accrual

Personnel Budget Narrative							
Salary Information							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost	80% Federal Share	20% State Match
Chief, Commercial Vehicle Enforcement	1	17.0000	1960	\$44.69	\$14,891.00	\$11,913.00	\$2,978.00
Statewide CVEO Supervisor	1	25.0000	1960	\$32.04	\$15,700.00	\$12,560.00	\$3,140.00
Area CVEO Supervisor	3	22.0000	1960	\$36.36	\$47,036.00	\$37,629.00	\$9,407.00
Commercial Vehicle Enforcement Officers (CVEOs)	24	20.0000	1960	\$23.24	\$218,642.00	\$174,914.00	\$43,728.00
Transportation Planner II	1	20.0000	1960	\$46.00	\$18,032.00	\$14,426.00	\$3,606.00
Planner III	1	29.0000	1960	\$37.52	\$21,327.00	\$17,062.00	\$4,265.00
Research Analyst II	1	20.0000	1960	\$25.83	\$10,126.00	\$8,101.00	\$2,025.00
Data Processing Manager I	1	5.0000	1960	\$48.03	\$4,707.00	\$3,766.00	\$941.00
Microcomputer/Network Technician I	1	13.0000	1960	\$30.73	\$7,831.00	\$6,265.00	\$1,566.00
Office Assistant II (MCSAP Clerk)	1	10.0000	1960	\$18.03	\$3,534.00	\$2,827.00	\$707.00
<b>Sub-Total Salary</b>					<b>\$361,826.00</b>	<b>\$289,463.00</b>	<b>\$72,363.00</b>
Overtime Information							
Basic Funded Overtime*		100.0000	2080		\$0.00	\$0.00	\$0.00
Incentive Funded Overtime		100.0000	2080		\$0.00	\$0.00	\$0.00
<b>Sub-Total Overtime</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>TOTAL PERSONNEL</b>					<b>\$361,826.00</b>	<b>\$289,463.00</b>	<b>\$72,363.00</b>
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\*Not to exceed 15% of Federal Basic award amount

Note: 'total costs' are rounded up to the next highest dollar.

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

Grant funding is requested for Lead Agency staff and Commercial Vehicle Enforcement Officers (CVEOs) to charge their time while performing various safety enforcement duties and training during the grant-funded period. The total anticipated cost of personnel for this project is \$361,826. MCSAP Basic-funded payroll overtime is projected to not exceed 15% of the MCSAP Basic award amount. Funds for overtime costs for CVEOs, planning, IT and administrative staff are budgeted at \$17,640.

- **The Chief, Commercial Vehicle Enforcement (0.17 FTE)** will spend time on training, educational outreach, enforcement and administrative duties. Administrative duties include, but are not limited to: human resource activities, procurement, strategic enforcement planning, court appearances for citations, etc.
- **The Statewide CVEO Supervisor (0.25 FTE)** will spend time on training, educational outreach, enforcement, and administrative duties. Administrative duties include, but are not limited to: human resource activities, procurement, strategic enforcement planning, court appearances for citations, etc.
- **Three Area CVEO Supervisors (0.22 FTE)** will spend time on training, educational outreach, enforcement, and administrative duties. Administrative duties include, but are not limited to: human resource activities, procurement, strategic enforcement planning, court appearances for citations, etc.
- **Commercial Vehicle Enforcement Officers (CVEOs) (0.20 FTE each)** will spend time performing various safety enforcement duties, educational outreach, training, and administrative duties such as uploading of data to the MCMIS database, carrier verifications, court appearances for citations, etc.
- **The Transportation Planner II (0.20 FTE) and Planner III (0.29 FTE)** will spend time on various administrative duties including, but not limited to: data analysis, quarterly reporting, human resource activities, procurement, financial management, etc.
- **The Research Analyst (0.20 FTE)** will spend time on various administrative duties including, but not limited to: data analysis, quarterly reporting, etc.
- **Data Processing Manager I (0.05 FTE) and Microcomputer/Network Technician (0.13 FTE)** will support the supervisory, planning, and administrative staff and the CVEOs. The staff will perform technical and administrative duties including, but not limited to: SAFETYNET database administration and troubleshooting, ASPEN administration and troubleshooting, training in the use of the FMCSA software suite, ensuring that communications (such as Virtual Private Networks (VPNs)) are performing at optimal levels with minimal downtime, procurement and compilation of computer hardware and software used for safety enforcement, and human resource activities.
- **The Office Assistant II (MCSAP Clerk) (0.10 FTE)** will spend time on training and administrative duties that include, but are not limited to: carrier insurance verification, certifying of driver/carrier safety inspections, uploading of CMV-related crash reports, etc.

**5.2 - Narrative: Fringe Benefits**

**Instructions:**

***What different types of costs do I need to put in my budget narrative?***

*Below is a sample budget narrative. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**2. Fringe Benefits:** *Fringe costs are benefits paid to your 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, which will be entered as the projected leave expected to be accrued by the personnel listed within Budget Narrative 5.1 – Personnel. Reference 2 CFR 200.431(b) for the proper management of leave expenditures. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide 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 they are provided under established written leave policies; the costs are equitably allocated to all related activities, including Federal awards; and, the 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, Federal Unemployment Tax Assessment, Medicare, State Unemployment Tax, and State Disability Insurance. 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 Budget Narrative 5.1 and the base multiplied by the respective rate would give the total for each standard employer taxes. Workers' Compensation is rated by risk area. It would be permissible to enter this as an average, usually between sworn and unsworn, but any grouping that is reasonable and clearly explained in the narrative is allowable. Health Insurance and Pensions can vary greatly and it too can be averaged and like Workers' Compensation, can sometimes to be broken into sworn and unsworn. If you are claiming actual benefit costs, you would enter 100 (i.e. 100 %) in the Rate column and enter the actual benefit costs in the Base Amount column.*

Fringe Benefits Budget Narrative					
Position(s)	Rate	Base Amount	Total Cost	80% Federal Share	20% State Match
Chief, Commercial Vehicle Enforcement	\$88.00	\$14,891.00	\$13,105.00	\$10,484.00	\$2,621.00
Statewide CVEO Supervisor	\$88.00	\$15,700.00	\$13,816.00	\$11,053.00	\$2,763.00
Area CVEO Supervisor	\$88.00	\$47,036.00	\$41,392.00	\$33,114.00	\$8,278.00
Commercial Vehicle Enforcement Officers (CVEOs)	\$88.00	\$218,642.00	\$192,405.00	\$153,924.00	\$38,481.00
Transportation Planner II	\$88.00	\$18,032.00	\$15,869.00	\$12,695.00	\$3,174.00
Planner III	\$88.00	\$21,327.00	\$18,768.00	\$15,014.00	\$3,754.00
Research Analyst II	\$88.00	\$10,126.00	\$8,911.00	\$7,129.00	\$1,782.00
Data Processing Manager I	\$88.00	\$4,707.00	\$4,143.00	\$3,314.00	\$829.00
Microcomputer/Network Technician I	\$88.00	\$7,831.00	\$6,892.00	\$5,514.00	\$1,378.00
Office Assistant II (MCSAP Clerk)	\$88.00	\$3,532.00	\$3,109.00	\$2,487.00	\$622.00
<b>Sub-Total Fringe Benefits</b>			<b>\$318,410.00</b>	<b>\$254,728.00</b>	<b>\$63,682.00</b>

Note: 'total costs' are rounded up to the next highest dollar.

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

Grant funding is requested for the Lead Agency staff and CVEOs to charge their associated payroll benefit costs while performing MCSAP-related duties such as, but not limited to: conducting safety enforcement inspections and tasks, training, and administrative duties. The total anticipated cost of fringe benefits for this project is \$318,410. The specific amount of FICA, Medicare, health insurance, retirement, vacation, etc. for each staff member (based on exact salary costs) will be included in each voucher.

Fringe Benefits are calculated per employee using the rate approved by the Administrative Services Director and is uniform for all employees charging to the grant.

**5.3 - Narrative: Travel**

**Instructions:**

**What different types of costs do I need to put in my budget narrative?**

*Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**3. Travel:** *Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.*

Travel Cost Budget Narrative					
Purpose	# of Staff	Days	Total Cost	80% Federal Share	20% State Match
CVSA COHMED Conference	1	7	\$2,687.00	\$2,150.00	\$537.00
2016 CVSA Workshop	2	6	\$4,660.00	\$3,728.00	\$932.00
2016 North American Inspectors Competition (NAIC)	1	7	\$2,491.00	\$1,993.00	\$498.00
2016 CVSA Annual Conference & Exhibition	2	7	\$4,404.00	\$3,523.00	\$881.00
2016 MCSAP Planning Meeting	2	5	\$3,960.00	\$3,168.00	\$792.00
Passenger Vehicle Inspection Training	4	4	\$3,760.00	\$3,008.00	\$752.00
North American Standard - Parts A & B, New Hire Training	5	14	\$8,638.00	\$6,910.00	\$1,728.00
North American Standard - Parts A & B, Recurring Training	5	14	\$8,639.00	\$6,911.00	\$1,728.00
Skills Performance Evaluation Training	1	6	\$2,151.00	\$1,721.00	\$430.00
2016 CVEO Annual Training	30	4	\$16,530.00	\$13,224.00	\$3,306.00
Cargo Tank Inspection Training	5	5	\$6,600.00	\$5,280.00	\$1,320.00
General Hazardous Materials Training	5	5	\$6,600.00	\$5,280.00	\$1,320.00
Compliance Review Training	1	14	\$4,319.00	\$3,455.00	\$864.00
<b>Sub-Total Travel</b>			<b>\$75,439.00</b>	<b>\$60,351.00</b>	<b>\$15,088.00</b>

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

**CONFERENCE TRAVEL:**

**1. CVSA COHMED Conference (Jan 25-29, 2016, San Antonio, TX)**

1 person, 7 days, airfare: \$600; per diem: \$66/day; hotel: \$250/night; parking/shuttle: \$125 included

Attendance at this conference increases the Lead Agency's knowledge of the Hazardous Materials program, new or changing policies, regulations, new guidance, and trends in data reporting consistency. It also allows the Lead Agency to participate in the question and answer sessions and to foster relationships with the Federal partners and others in the field.

**2. 2016 CVSA Workshop (Apr 25-28, 2016, Chicago, IL)**

2 people, 5 days, airfare: \$650/person; per diem: \$71/day; hotel: \$300/night; parking/shuttle: \$125/person included

Attendance at this conference increases the Lead Agency's knowledge of the MCSAP program, new or changing policies, regulations, new guidance, and trends in data reporting consistency. It also allows the Lead Agency to participate in the question and answer sessions and to foster relationships with the Federal partners and others in the field.

**3. 2016 North American Inspectors Competition (NAIC) (Aug 8-12, 2016, Indianapolis, IN)**

1 person, 6 days, airfare: \$750; per diem: \$61/day; hotel: \$250/night; parking/shuttle: \$125 included

Attendance at this competition increases the Lead Agency's knowledge of the CMV inspection program, new or changing policies, regulations, new guidance, and trends in data reporting consistency. It also allows the Lead Agency to participate in the question and answer sessions and to foster relationships with the Federal partners and others in the field.

**4. 2016 CVSA Annual Conference & Exhibition (Sep 18-22, 2016, Little Rock, AR)**

2 people, 7 days, airfare: \$750/person; per diem: \$61/day; hotel: \$150/night; parking/shuttle: \$125 included

Attendance at this conference increases the Lead Agency's knowledge of the MCSAP program, new or changing policies, regulations, new guidance, and trends in data reporting consistency. It also allows the Lead Agency to participate in the question and answer sessions and to foster relationships with the Federal partners and others in the field.

**5. 2016 MCSAP Planning Meeting (date & location unknown at this time)**

2 people, 5 days, airfare: \$700/person; per diem: \$71/day; hotel: \$200/night; parking/shuttle: \$125 included

Attendance at this conference increases the Lead Agency's knowledge of the MCSAP program, new or changing policies, regulations, new guidance, and trends in data reporting consistency. It also allows the Lead Agency to participate in the question and answer sessions and to foster relationships with the Federal partners and others in the field. Expenses for this travel are estimated based on a possible conference location of Washington, DC.

**TRAINING TRAVEL:**

**6. Passenger Vehicle Inspection**

4 people, 5 days, airfare: \$600/person; per diem: \$71/day; hotel: \$200/night; parking/shuttle:

This training will enable CVEOs to complete Level I, II and V inspections on motorcoaches and other commercial passenger-carrying vehicles. MCSAP will fund 50% of travel expenses for this training; remaining funds will come from other funding sources.

**7. North American Standard (NAS) Parts A & B, New Hires**

5 people, 14 days, airfare: \$600/person; per diem: \$71/day; hotel: \$200/night; parking/shuttle:

This training will instruct participants how to conduct a complete North American Standard driver inspection in accordance with the Federal Motor Carrier Safety Regulations and the North American Standard Inspection Procedure. MCSAP will fund 40% of travel expenses for this training; remaining funds will come from other funding sources.

**8. NAS Parts A & B, Recurring Training**

5 people, 14 days, airfare: \$600/person; per diem: \$71/day; hotel: \$200/night; parking/shuttle:

This training will provide refresher instruction to CVEOs in how to conduct a complete North American Standard driver inspection in accordance with the Federal Motor Carrier Safety Regulations and the North American Standard Inspection Procedure. MCSAP will fund 40% of travel expenses for this training; remaining funds will come from other funding sources.

**9. Skills Performance Training**

1 person, 6 days, airfare: \$600; per diem: \$71/day; hotel: \$200/night; parking/shuttle:

This training will provide instruction to the Skill Performance Evaluation Certification Specialist on how to prepare, administer, and score the Skill Performance Evaluation (SPE) under the Driver Waiver Program. It will also cover how to prepare the narrative portion of the analysis Matrix and includes vehicle evaluation of handicapped driver vehicle operations.

**10. CVEO Annual Training**

30 people (17 traveling), 4 days, travel by State vehicle: \$450 SEF/vehicle (5 vehicles); per diem \$60/day; hotel: \$150/day

This training is essential in order to provide refresher training to the State's CVEOs and provide them with information regarding new or changing policies, regulations, new guidance, and trends in data reporting consistency. It also allows the CVEOs to participate in the question and answer sessions and to foster relationships within the cadre.

**11. Cargo Tank Inspection**

5 people (5 traveling), 5 days, travel by State vehicle: \$450 SEF/vehicle (5 vehicles); per diem \$60/day; hotel: \$150/day

This training will instruct CVEOs in inspecting Cargo Tank motor vehicles transporting hazardous material for compliance with HazMat regulations either on the roadside or at a carrier's or shipper's place of business.

**12. General Hazardous Materials**

5 people (5 traveling), 5 days, travel by State vehicle: \$450 SEF/vehicle (5 vehicles); per diem \$60/day; hotel: \$150/day

This training will instruct CVEOs in inspecting HazMat shipments for compliance with HazMat regulations either on the roadside or at a carrier's or shipper's place of business.

**13. Compliance Review Training**

1 person, 14 days, airfare: \$600/person; per diem: \$71/day; hotel: \$200/night; parking/shuttle: \$125 included

This training will prepare the investigator to conduct investigations and complete a quality Compliance Review in accordance with the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations while applying the investigator standards of the Field Operations Training Manual.

**5.4 - Narrative: Equipment**

**Instructions:**

**What different types of costs do I need to put in my budget narrative?**

*Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**4. Equipment:** *Equipment costs only includes those items which are tangible, nonexpendable, personal property having a useful life of more than one year and acquisition cost of \$5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under threshold of \$5,000 per item, it belongs under "Supplies". However, if your equipment threshold is below \$5,000, check the box and provide the amount of your equipment threshold.*

**Indicate if your State's equipment threshold is below \$5,000:**  Yes  No

If threshold is below \$5,000, enter Threshold level:

Equipment Cost Budget Narrative					
Item Name	# of Items	Cost per Item	Total Cost	80% Federal Share	20% State Match
<b>Sub-Total Equipment</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Note: 'total costs' are rounded up to the next highest dollar.

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

**5.5 - Narrative: Supplies**

**Instructions:**

**What different types of costs do I need to put in my budget narrative?**

*Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**5. Supplies:** *Supplies are tangible personal property other than equipment (which can include laptop computers and printers). Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.). A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost.*

Supplies Cost Budget Narrative						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Cost	80% Federal Share	20% State Match
CVEO Uniforms, New Hires	5	full set	\$754.00	\$3,770.00	\$3,016.00	\$754.00
CVEO Uniforms, Replenishment of Current Employees	7	full set	\$754.00	\$5,278.00	\$4,222.00	\$1,056.00
CVEO Equipment, New Hires	5	full set	\$281.00	\$1,405.00	\$1,125.00	\$280.00
CVEO Equipment, Replenishment of Current Employees	7	full set	\$281.00	\$1,967.00	\$1,574.00	\$393.00
Office Supplies	1	per year	\$2,690.00	\$2,690.00	\$2,152.00	\$538.00
CVEO Safety Vests	5	ea	\$1,000.00	\$5,000.00	\$4,000.00	\$1,000.00
<b>Sub-Total Supplies</b>				<b>\$20,110.00</b>	<b>\$16,089.00</b>	<b>\$4,021.00</b>

Note: 'total costs' are rounded up to the next highest dollar.

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

**CVEO Uniforms, New Hires:**

This line item includes a full contingent of all uniform items required by a newly-hired CVEO, including uniform shirts, pants, coveralls, boots, hats, badges, rank identification, cold weather gear, alterations for sewing on patches, etc. MCSAP will fund 40% of these expenses; remaining 60% will come from other funding sources.

**CVEO Uniforms, Replenishment of Current Employees:**

This line item includes a full contingent of CVEO uniform items, as shown above. It is anticipated that 25% of these items will be replenished each year. MCSAP will fund 40% of these expenses; remaining 60% will come from other funding sources.

**CVEO Equipment, New Hires:**

This line item includes a full contingent of all equipment required by a newly-hired CVEO to perform their duties, including: chamber mates, tape measures, flashlights, traffic cones, creepers, chocks, etc. MCSAP will fund 40% of these expenses; remaining 60% will come from other funding sources.

**CVEO Equipment, Replenishment of Current Employees:**

This line item includes a full contingent of equipment required by a CVEO to perform their duties, as shown above. It is anticipated that 25% of these items will be replenished each year. MCSAP will fund 40% of these expenses; remaining 60% will come from other funding sources.

**Office Supplies:**

Office supplies (paperclips, paper, toner, telecom supplies, etc.) for Lead Agency individuals who are directly responsible for CMV safety enforcement, education, reporting, and data analysis.

**CVEO Safety Vests:**

CVEOs working in the field need safety vests and external carriers as personal protective equipment. MCSAP will fund 50% of these expenses; remaining 50% will come from other funding sources.

**5.6 - Narrative: Contractual**

**Instructions:**

**What different types of costs do I need to put in my budget narrative?**

*Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**6. Contractual:** *Contractual object class costs include the cost of any contract or subgrant agreement between the applicant and another organization (for example a vendor or local government organization). The budget narrative for this category should contain descriptive information about what specific costs (products and/or services) would be charged to the grant, a rationale for how those costs were derived, and the applicability and necessity of each to the grant. From the budget narrative, the FMCSA application reviewer should be able to assess how the total amount requested was determined. Entering the statement "contractual services" will not be considered as meeting the requirement for completing this section. Treat each contract or subgrant as a separate item in the table below. The budget narrative should provide the name of the subgrantee or vendor if known at the time that the application is being developed. If the name of the subgrantee or vendor is not known, enter "unknown at this time" and give an estimated time when it is expected.*

**Guidance for contract costs:** *A contract means a legal instrument by which a non-Federal entity purchases services needed to carry out the project or program under a Federal award. For example, contractual costs could include training, maintenance contracts, or other service contracts except those which belong on other lines such as equipment or supplies depending upon your State's policy. The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the grantee organization. When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered materials and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions. Non-competitive procurements can only be used in very limited circumstances and should be a last resort.*

**Guidance for subgrant costs:** *A subgrant means an award provided by the grantee (also known as a pass-through entity) to a subgrantee for the subgrantee to carry out part of a Federal award received by the pass-through entity. A subgrant may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Federal regulations require that all subgrantees obtain and maintain a Data Universal Numbering System (DUNS) number and continue to maintain an active System for Award Management registration at all times during an active Federal award.*

**For applicants with subgrantee agreements:** *Whenever the applicant/grantee intends to provide funding to another organization as a subaward, the applicant/grantee must provide a budget narrative and line item budget for each subgrantee organization. The eCVSP now allows grantees to submit a budget narrative and line item budget for each subgrantee. Provide a separate budget for each subgrant, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.*

Contractual Cost Budget Narrative			
Description of Services	Total Cost	80% Federal Share	20% State Match
<b>Sub-Total Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Enter detailed explanation of how you came up with the contractual costs:**

**5.7 - Narrative: Other Costs**

**Instructions:**

**What different types of costs do I need to put in my budget narrative?**

*Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the Total costs (both 80% Federal Share and/or 20% State Match) and how the costs are necessary for project success. If you fail to provide a complete budget narrative, your application may not be considered for funding. NOTE: You are not required to include 20 percent State match for each item, including Overtime. You are only required to contribute to 20 percent of the total costs, which gives you the latitude to select the budget areas where you wish to place your match. MOE costs are NOT to be included in the budget narrative. Your budgeted MOE costs are to be reflected in the "MOE Expenditures" column of the line-item budget.*

**7. Other:** Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, Employee training tuition, etc. You must include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost. You must itemize ALL "Other" direct costs.

**Indicate if your State will claim reimbursement for Indirect Costs:**  Yes  No If yes please fill in table below.

Item Name	Total Cost	80% Federal Share	20% State Match
Indirect Costs	\$39,119.50	\$31,293.00	\$7,826.50

Other Costs Budget Narrative						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Cost	80% Federal Share	20% State Match
SEF - Fuel	1	annual expenses	\$15,500.00	\$15,500.00	\$12,400.00	\$3,100.00
SEF - Vehicle Fleet Costs (Operation & Maintenance)	1	annual expenses	\$24,390.00	\$24,390.00	\$19,512.00	\$4,878.00
Fuel Costs (not under SEF)	1	annual expenses	\$400.00	\$400.00	\$320.00	\$80.00
CVSA Decals	1656	ea	\$0.28	\$464.00	\$371.00	\$93.00
Professional Memberships (CVSA, etc.)	1	ea	\$4,000.00	\$4,000.00	\$3,200.00	\$800.00
Communications (landlines, wireless, data/networks, aircards, etc.)	1	annual expenses	\$20,000.00	\$20,000.00	\$16,000.00	\$4,000.00
EPR Telecommunications Services	1	annual expenses	\$9,500.00	\$9,500.00	\$7,600.00	\$1,900.00
EPR Computer Services	1	annual expenses	\$16,000.00	\$16,000.00	\$12,800.00	\$3,200.00
Conference Room Rental	14	days	\$500.00	\$7,000.00	\$5,600.00	\$1,400.00
Out-of-Service Criteria Books (shipping included)	30	ea	\$40.00	\$1,200.00	\$960.00	\$240.00
Federal Motor Carrier Safety Regulations (shipping included)	30	ea	\$27.70	\$831.00	\$665.00	\$166.00
HazMat 49 CFR 100-185 Books (shipping included)	30	ea	\$30.25	\$908.00	\$726.00	\$182.00
Conference Registration Fees	6	ea	\$500.00	\$3,000.00	\$2,400.00	\$600.00
Other Expenses	1	annual expenses	\$7,500.00	\$7,500.00	\$6,000.00	\$1,500.00
VPN Accounts (25% of \$100/VPN)	4	ea	\$25.00	\$100.00	\$80.00	\$20.00
VPN Accounts (20% of \$100/VPN)	21	ea	\$20.00	\$420.00	\$336.00	\$84.00
VPN Accounts (15% of \$100/VPN)	3	ea	\$15.00	\$45.00	\$36.00	\$9.00

VPN Accounts (10% of \$100/VPN)	1	ea	\$10.00	\$10.00	\$8.00	\$2.00
VPN Accounts (5% of \$100/VPN)	2	ea	\$5.00	\$10.00	\$8.00	\$2.00
<b>Sub-Total Other Costs</b>				<b>\$111,278.00</b>	<b>\$89,022.00</b>	<b>\$22,256.00</b>

Note: 'total costs' are rounded up to the next highest dollar.

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

**SEF - Fuel:**

Each vehicle is issued a credit card for which to purchase fuel, oil, washer fluid, etc. SEF reconciles all costs, per vehicle, for billing purposes.

**SEF - Vehicle Fleet Costs (Operation & Maintenance):**

Operating Rate: A constant monthly rate paid for the routine maintenance costs of an asset. Operating rates are computed individually for each piece of equipment. They are an average of the routine maintenance costs of that piece of equipment for the last three years. Equipment or vehicles in service less than one year pay an average operating rate based on other vehicles of the same class. Operating rates are computed each year using the average costs.

Allowed charges: Many State agencies are reimbursed for their costs by the Federal government. A strict set of guidelines has been established regarding what vehicle costs are able to be charged to the Federal government. All operating or maintenance costs can be charged, but only a portion of the replacement charges are eligible for Federal reimbursement. SEF identifies, for each asset, the amount of the replacement rate that is allowed, or eligible for reimbursement. These amounts are displayed on the monthly bill for each asset. The allowed portion of the replacement rate is also known as the Federal Fixed Fee.

Billable Services: SEF Maintenance costs that are directly billable to the user. This would include special non-routine service and repair costs for structural/mechanical damage. These costs are not factored in to the calculation of operating rates.

**SEF Costs**

*The State Equipment Fleet (SEF) is responsible for procuring, maintaining, and disposing of vehicles and equipment owned and operated by the State of Alaska. The SEF Headquarters office in Anchorage provides procurement, fuel billing, and support services. All vehicles used for MCSAP-related duties have four categories of usage that are vouchered to FMCSA.*

**Fuel Costs (not under SEF):**

While on the road performing various safety enforcement duties, CVEOs occasionally need to fuel their State-owned vehicles from facilities that are not part of the SEF operation. These charges are generally quite small and infrequent.

**CVSA Decals:**

The State of Alaska has established a goal of 1,355 NAS Level I inspections to be conducted in FY16. In accordance with SP-06-004-CE, dated May 22, 2006, the Lead Agency anticipates purchasing 1,355 CVSA Decals plus the allowed 20 percent (271) plus an additional 30 decals for a total of 1,656 (12 decals/sheet).

**Professional Memberships (CVSA, etc.):**

Continued membership in CVSA allows the Lead Agency to keep up to date in the pursuit of uniformity, compatibility and reciprocity of commercial vehicle inspections, and enforcement activities throughout North America and the promotion of commercial motor vehicle safety and security.

**Communications (landlines, wireless, data/networks, aircards, etc.)**

**EPR Telecommunications Services:**

This expense covers basic telephone service; network services for transmission of voice and data between State offices; support of radio and paging facilities; and repair and maintenance of radio and telephone equipment used by Lead Agency personnel when performing their MCSAP duties.

**EPR Computer Services:**

This expense covers charges for data processing, storage, printing and programming as used by Lead Agency personnel in the performance of their MCSAP duties.

**Conference Room Rental:**

Throughout FY16 the Lead Agency anticipates hosting or conducting approximately 3 training sessions in the State (Annual CVEO training, Cargo Tank Inspection, and General Hazardous Materials) that will be attended by between 15 and 30 people and last 4 to 5 days. The Lead Agency's own conference room is insufficient in size for such sessions; therefore, MSCVE anticipates renting conference space at local facilities. At an average price of \$500 per day, including the facility and necessary equipment, the estimated cost of 14 days' of rental for this purpose is \$7,000.

**Out-of-Service Criteria Books:**

These books, published annually by CVSA, contain up-to-date out-of-service criteria for commercial vehicle drivers and vehicles.

**Federal Motor Carrier Safety Regulations:**

These books, published annually, contain up-to-date Federal Motor Carrier Safety Regulations for commercial vehicle drivers, vehicles, and carriers.

**HazMat 49 CFR 100-185 Books:**

These books, published annually, contain up-to-date HazMat violation criteria for commercial vehicle drivers and vehicles.

**Conference Registration Fees:**

Registration fees for MCSAP-related conferences such as CVSA COHMED Conference, the 2016 CVSA Workshop, etc. average \$500 per person per conference.

**Other Expenses:**

This line item includes such expenses as printing, copying, freight costs, postage, and the purchase of enforcement software. All items are necessary expenses in support of the State's MCSAP program.

**Virtual Private Network (VPN) Accounts:**

These accounts allow Lead Agency personnel to access State data resources in order to conduct their MCSAP duties while in the field.

**5.8 - Line Item Budget**

**Instructions:**

The line-item budget will be auto-populated from the relevant tables in the budget narrative. The State will only enter data into the "Maintenance of Effort (MOE) Expenditures" column and the first table, Award Amounts. The Total Grant Expenditures column is automatically calculated based on the auto-populated Federal and State share amounts entered in the budget narrative tables.

Federal Basic and Incentive Awards: Enter the FY 2016 MCSAP anticipated Federal funding amounts for Basic and Incentive funds. The Basic and Incentive funding amounts (federal share) FMCSA expects to award to each State in FY 2016, subject to the availability of funds, is best estimated by the total amount awarded in FY 2015. The budgeted MOE expenditures must not include the Federal share and State Matching share amounts. Enter the amount of budgeted MOE expenditures by the budget categories (line-item detail is not required). The total budgeted MOE expenditure amount must equal or exceed the calculated MOE amount for Federal FYs 2004 & 2005.

<b>Award Amounts</b>			
	80% Federal Share	20% State Match	Total Grant Expenditures
Federal Basic Award (Anticipated Amount)	\$674,307.00	\$168,576.75	\$842,883.75
Federal Incentive Award (Anticipated Amount)	\$66,639.00	\$16,659.75	\$83,298.75
<b>Total Basic and Incentive (Anticipated Amount)</b>	<b>\$740,946.00</b>	<b>\$185,236.50</b>	<b>\$926,182.50</b>

**MCSAP-ELIGIBLE EXPENSES**

<b>Personnel (Payroll Costs)</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Chief, Commercial Vehicle Enforcement	\$11,913.00	\$2,978.00	\$14,891.00	\$0.00
Statewide CVEO Supervisor	\$12,560.00	\$3,140.00	\$15,700.00	\$0.00
Area CVEO Supervisor	\$37,629.00	\$9,407.00	\$47,036.00	\$0.00
Commercial Vehicle Enforcement Officers (CVEOs)	\$174,914.00	\$43,728.00	\$218,642.00	\$0.00
Transportation Planner II	\$14,426.00	\$3,606.00	\$18,032.00	\$0.00
Planner III	\$17,062.00	\$4,265.00	\$21,327.00	\$0.00
Research Analyst II	\$8,101.00	\$2,025.00	\$10,126.00	\$0.00
Data Processing Manager I	\$3,766.00	\$941.00	\$4,707.00	\$0.00
Microcomputer/Network Technician I	\$6,265.00	\$1,566.00	\$7,831.00	\$0.00
Office Assistant II (MCSAP Clerk)	\$2,827.00	\$707.00	\$3,534.00	\$0.00
Basic Funded Overtime*	\$0.00	\$0.00	\$0.00	\$17,640.00
<b>Subtotal for Personnel</b>	<b>\$289,463.00</b>	<b>\$72,363.00</b>	<b>\$361,826.00</b>	<b>\$17,640.00</b>

<b>Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Chief, Commercial Vehicle Enforcement	\$10,484.00	\$2,621.00	\$13,105.00	\$0.00
Statewide CVEO Supervisor	\$11,053.00	\$2,763.00	\$13,816.00	\$0.00
Area CVEO Supervisor	\$33,114.00	\$8,278.00	\$41,392.00	\$0.00
Commercial Vehicle Enforcement Officers (CVEOs)	\$153,924.00	\$38,481.00	\$192,405.00	\$0.00
Transportation Planner II	\$12,695.00	\$3,174.00	\$15,869.00	\$0.00
Planner III	\$15,014.00	\$3,754.00	\$18,768.00	\$0.00
Research Analyst II	\$7,129.00	\$1,782.00	\$8,911.00	\$0.00
Data Processing Manager I	\$3,314.00	\$829.00	\$4,143.00	\$0.00
Microcomputer/Network Technician I	\$5,514.00	\$1,378.00	\$6,892.00	\$0.00
Office Assistant II (MCSAP Clerk)	\$2,487.00	\$622.00	\$3,109.00	\$0.00
<b>Subtotal for Fringe Benefits</b>	<b>\$254,728.00</b>	<b>\$63,682.00</b>	<b>\$318,410.00</b>	<b>\$0.00</b>

<b>Program Travel</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
CVSA COHMED Conference	\$2,150.00	\$537.00	\$2,687.00	\$0.00
2016 CVSA Workshop	\$3,728.00	\$932.00	\$4,660.00	\$0.00
2016 North American Inspectors Competition (NAIC)	\$1,993.00	\$498.00	\$2,491.00	\$0.00
2016 CVSA Annual Conference & Exhibition	\$3,523.00	\$881.00	\$4,404.00	\$0.00
2016 MCSAP Planning Meeting	\$3,168.00	\$792.00	\$3,960.00	\$0.00
Passenger Vehicle Inspection Training	\$3,008.00	\$752.00	\$3,760.00	\$0.00
North American Standard - Parts A & B, New Hire Training	\$6,910.00	\$1,728.00	\$8,638.00	\$0.00
North American Standard - Parts A & B, Recurring Training	\$6,911.00	\$1,728.00	\$8,639.00	\$0.00
Skills Performance Evaluation Training	\$1,721.00	\$430.00	\$2,151.00	\$0.00
2016 CVEO Annual Training	\$13,224.00	\$3,306.00	\$16,530.00	\$0.00
Cargo Tank Inspection Training	\$5,280.00	\$1,320.00	\$6,600.00	\$0.00
General Hazardous Materials Training	\$5,280.00	\$1,320.00	\$6,600.00	\$0.00
Compliance Review Training	\$3,455.00	\$864.00	\$4,319.00	\$0.00
<b>Subtotal for Program Travel</b>	<b>\$60,351.00</b>	<b>\$15,088.00</b>	<b>\$75,439.00</b>	<b>\$0.00</b>

<b>Equipment</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
<b>Subtotal for Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Supplies</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
CVEO Uniforms, New Hires	\$3,016.00	\$754.00	\$3,770.00	\$0.00
CVEO Uniforms, Replenishment of Current Employees	\$4,222.00	\$1,056.00	\$5,278.00	\$0.00
CVEO Equipment, New Hires	\$1,125.00	\$280.00	\$1,405.00	\$0.00
CVEO Equipment, Replenishment of Current Employees	\$1,574.00	\$393.00	\$1,967.00	\$0.00
Office Supplies	\$2,152.00	\$538.00	\$2,690.00	\$0.00
CVEO Safety Vests	\$4,000.00	\$1,000.00	\$5,000.00	\$0.00
<b>Subtotal for Supplies</b>	<b>\$16,089.00</b>	<b>\$4,021.00</b>	<b>\$20,110.00</b>	<b>\$0.00</b>

<b>Contractual (Subgrantees, Consultant Services, etc.)</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
<b>Subtotal for Contractual</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Other Expenses</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
SEF - Fuel	\$12,400.00	\$3,100.00	\$15,500.00	\$0.00
SEF - Vehicle Fleet Costs (Operation & Maintenance)	\$19,512.00	\$4,878.00	\$24,390.00	\$0.00
Fuel Costs (not under SEF)	\$320.00	\$80.00	\$400.00	\$0.00
CVSA Decals	\$371.00	\$93.00	\$464.00	\$0.00
Professional Memberships (CVSA, etc.)	\$3,200.00	\$800.00	\$4,000.00	\$0.00
Communications (landlines, wireless, data/networks, aircards, etc.)	\$16,000.00	\$4,000.00	\$20,000.00	\$0.00
EPR Telecommunications Services	\$7,600.00	\$1,900.00	\$9,500.00	\$0.00
EPR Computer Services	\$12,800.00	\$3,200.00	\$16,000.00	\$0.00

Conference Room Rental	\$5,600.00	\$1,400.00	\$7,000.00	\$0.00
Out-of-Service Criteria Books (shipping included)	\$960.00	\$240.00	\$1,200.00	\$0.00
Federal Motor Carrier Safety Regulations (shipping included)	\$665.00	\$166.00	\$831.00	\$0.00
HazMat 49 CFR 100-185 Books (shipping included)	\$726.00	\$182.00	\$908.00	\$0.00
Conference Registration Fees	\$2,400.00	\$600.00	\$3,000.00	\$0.00
Other Expenses	\$6,000.00	\$1,500.00	\$7,500.00	\$0.00
VPN Accounts (25% of \$100/VPN)	\$80.00	\$20.00	\$100.00	\$0.00
VPN Accounts (20% of \$100/VPN)	\$336.00	\$84.00	\$420.00	\$0.00
VPN Accounts (15% of \$100/VPN)	\$36.00	\$9.00	\$45.00	\$0.00
VPN Accounts (10% of \$100/VPN)	\$8.00	\$2.00	\$10.00	\$0.00
VPN Accounts (5% of \$100/VPN)	\$8.00	\$2.00	\$10.00	\$0.00
<b>Subtotal for Other Expenses including Training &amp; Conferences</b>	<b>\$89,022.00</b>	<b>\$22,256.00</b>	<b>\$111,278.00</b>	<b>\$0.00</b>
<b>Total Costs</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
<b>Subtotal for Direct Costs</b>	<b>\$709,653.00</b>	<b>\$177,410.00</b>	<b>\$887,063.00</b>	<b>\$17,640.00</b>
Indirect Cost	\$31,293.00	\$7,826.50	\$39,119.50	\$0.00
<b>Total Costs Budgeted</b>	<b>\$740,946.00</b>	<b>\$185,236.50</b>	<b>\$926,182.50</b>	<b>\$17,640.00</b>