

**OKLAHOMA  
Commercial Vehicle Safety Plan  
for the  
Federal Motor Carrier Safety Administration's  
Motor Carrier Safety Assistance Program  
Fiscal Year 2015  
Date of Approval: Dec 16, 2014**

**Final CVSP**

**Part 1**

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.

The Oklahoma Highway Patrol (OHP) is dedicated to protecting the lives and property of the people of the State of Oklahoma, which has an estimated population of 3,850,568 according to the 2013 estimate from the U.S. Census Bureau. By employing innovative and effective enforcement strategies based upon statistical data, the Oklahoma Highway Patrol Commercial Vehicle Enforcement Unit will pursue public safety interests through the reduction of commercial motor vehicle (CMV) collisions. Focusing on problem-specific activities in the CMV industry will ultimately aid in the reduction of CMV collision fatalities and criminal activity.

Oklahoma will assist the Federal Motor Carrier Safety Administration (FMCSA) in meeting its national goal to reduce the rate of large truck and bus-related fatalities per 100 million vehicle miles traveled (VMT). According to data compiled by Tracy Morris, Statistician from the University of Central Oklahoma, the fatality rate per 100 million VMT for Calendar Year (CY) 2014 was projected to be 0.22.

In Oklahoma, an analysis of the CMV fatality collisions revealed a fatality rate of .25 per 100 million VMT for CY 2008 and 0.24 per 100 million VMT in CY 2009 (See chart below). In CY 2010, this dropped to .21 per 100 million VMT and remained at .21 in CY 2011. The fatality rate increased slightly to 0.23 in 2012 but was projected to decline again to a fatality rate of 0.22 per 100 million VMT in CY 2013. The gradual decline is expected to continue into CY 2015 with a projected fatality rate of .21 per 100 million VMT.

All State and Federal laws and regulations pertaining to size, weight, driver, vehicle safety, and hazardous materials (HM) will be administered fairly and impartially, focusing upon the ultimate goal of saving lives through highway safety. This effort will be approached as a partnership between State and Federal enforcement, FMCSA-regulated industry, the motoring public, and other entities concerned with highway safety. All available resources, including education and enforcement activities, will be utilized.

Troop S is designated by the Secretary of Safety and Security, Michael C. Thompson, and at the direction of Governor Mary Fallin, as the lead Motor Carrier Safety Assistance Program (MCSAP) agency for the State. Troop S is responsible for the regulation and enforcement of the Federal Motor Carrier Regulations (49 CFR Parts 40, 303, 325, 350-399), Hazardous Material Regulations (49 CFR Parts 100-185), and Oklahoma Statute Title 47. The Oklahoma Department of Public Safety (DPS) provides Troop S full financial and material support to execute this assigned task.

## 1.2 - MCSAP Basic/Incentive Program Structure

### Instructions:

Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded with MCSAP Basic/Incentive funding or used to calculate the State's Maintenance of Effort (MOE). Include a description of the program structure (state and local agency participation, along with responsibilities, a general overview of the number of FTE supporting the program and in what areas they contribute, etc.).

NOTE: Please do not include activities/FTE primarily assigned to and funded under another FMCSA grant program such as New Entrant, High Priority or Border Enforcement. This CVSP is intended to focus solely on the State's CMV safety program funded with MCSAP Basic/Incentive funds.

Troop S MCSAP program is comprised of 45 uniformed personnel (State Troopers) and 3 civilian administrative staff. Troop S personnel are dedicated to CMV enforcement activities, including size and weight activity. Troop S Troopers attend all required Troop meetings for CMV enforcement and inspection training updates and changes. Through fixed-site and mobile enforcement of CMVs, Troop S is able to emphasize FMCSA highway safety regulations to help reduce collisions, injuries, and fatalities. All roadside inspectors, Safety Auditors, and Compliance Review investigators meet FMCSA and Commercial Vehicle Safety Alliance standards and certification requirements.

Troop S is currently assessing civil penalties on out-of-service (OOS) violations discovered during roadside inspections. Civil penalties are assessed according to CVSA standards. Troop S collected roughly \$1,350,000.00 in civil penalties in state fiscal year in 2014.

### Commercial Vehicle Traffic Enforcement Program (CVTEP)

Troopers from various field Troops throughout the State are assigned to the Commercial Vehicle Traffic Enforcement Program (CVTEP) part time. Troop S currently has 21 of the 25 available positions filled. CVTEP Troopers meet the North American Standard Level I Inspection certification requirement. CVTEP allows Troop S to provide additional enforcement personnel in areas of the State. CVTEP Troopers can conduct inspections through random inspection of commercial motor vehicles. Members of CVTEP also provide additional enforcement for seat belt compliance. This program serves to fulfill the DPS career path for those members of OHP who desire to become full time CMV enforcement Troopers. CVTEP Troopers are given an opportunity to become certified in Hazardous Material and Cargo Tank inspections as classes are offered. DPS does not seek reimbursement from FMCSA for CVTEP activity but uses CVTEP eligible hours based on a unit cost rate compiled by Troop S to help meet our maintenance of effort (MOE).

### Traffic Trooper Enforcement Program (TTEP)

To further enhance the traffic enforcement efforts of Troop S the Traffic Trooper Enforcement Program (TTEP) has been implemented to train field traffic Troopers to conduct driver/vehicle inspections with the goal of reducing the number of collisions involving CMVs. TTEP Troopers are primarily used in traffic enforcement/driver behavior type inspections. TTEP Troopers can conduct random inspections on those necessary for annual certification, but on all other inspections must have a state probable cause violation or a visible Federal regulation violation before making a stop and conducting an inspection on a CMV. Currently, 33 roadside Troopers have maintained their North American Standard (NAS) Inspection certification during SFY 2014. All 33 Troopers have maintained Level I NAS inspection certification. DPS does not seek reimbursement from FMCSA for TTEP activity but uses eligible hours based on a unit cost rate compiled by the DPS Finance Division and Troop S to help meet our MOE.

### Port of Entry (POE)

Legislation (47 O.S. §1167(C)(1)) was passed effective August 22, 2013 as a provision of the Trucking One Stop Shop Act (TOSS), annually the first \$300,000.00 of all fines and penalties collected by the Oklahoma Corporation Commission are to be remitted to DPS for staffing of POEs to conduct inspections. In November 2014 Troop S hired 4 civilians to be part of the new Port of Entry unit. These employees were trained and certified in North American Standard Inspections to be CMV inspectors at the Kay and Beckham County points of entry. DPS does not seek reimbursement from FMCSA for POE activity but uses the salary necessary to operate the POE program to help meet our MOE.

**1.3 - MCSAP Minimum Requirements - Driver Activities (screen 1 of 4)**

**Instructions:**

Use the radiobuttons 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 2015; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radiobuttons or the CVSP will be considered incomplete.

NOTE: States must explain how they comply with the requirements established in each section of the table. If a State marks all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement. If the State marks any activities 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.

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:**

OHP Troopers receive Standard Field Sobriety Testing training for impaired driver recognition. They are instructed on the use of intoxilyzer equipment and procedures, and they receive information on new techniques and safety precautions. Breath testers are readily available to inspectors at fixed facilities across the state.

**1.3 - MCSAP Minimum Requirements - Interdiction Activities (screen 2 of 4)**

**Instructions:**

Use the radiobuttons 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 2015; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radiobuttons or the CVSP will be considered incomplete.

NOTE: States must explain how they comply with the requirements established in each section of the table. If a State marks all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement. If the State marks any activities 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.

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:**

In 2013 three Troop S Troopers completed the Drug Interdiction Assistance Program (DIAP) Training in Tulsa, Oklahoma, and we recently added a 4th Trooper. These Troopers are available to assist the Highway Patrol's Drug Interdiction Unit to target Commercial Motor Vehicles during special emphasis scheduled by the Troop Commander. Troop S will continue to offer training to Troop S personnel to further Troopers' abilities to detect the illegal transportation of these substances as training opportunities become available.

**1.3 - MCSAP Minimum Requirements - Registration Activities (screen 3 of 4)**

**Instructions:**

Use the radiobuttons 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 2015; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radiobuttons or the CVSP will be considered incomplete.

NOTE: States must explain how they comply with the requirements established in each section of the table. If a State marks all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement. If the State marks any activities 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.

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:**

Motor Carrier Operating Authority is checked and verified through various forms of communications. Troop S Troopers have been trained and provided access to the FMCSA portal to determine operating status on motor carriers, and they now have the ability to identify motor carriers operating under a Federal Out-of-Service Order during both interstate and intrastate roadside inspections. Query Central is primarily used to verify operating authority and financial responsibility. If any of the systems go down or are unavailable, the Trooper can call the OHP office to check a carrier's status or utilize Inspection Selection System (ISS). Carriers found operating outside the scope of their authority are placed out of service. Troopers that do not have computer access and complete hand-written inspections are instructed to call the OHP office to check the carrier's status. The hand-written inspection reports were recently updated to include validation fields for the Trooper to check once he has verified operating status of a motor carrier.

**1.3 - MCSAP Minimum Requirements - Financial Activities (screen 4 of 4)**

**Instructions:**

Use the radiobuttons 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 2015; if necessary, provide additional activities in the "other" fields. All statements must be answered using the radiobuttons or the CVSP will be considered incomplete.

NOTE: States must explain how they comply with the requirements established in each section of the table. If a State marks all responses as "None, Not Planned", it must add an additional activity and explain how it satisfies the requirement. If the State marks any activities 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.

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:**

Effective July 15, 2011, Oklahoma adopted into administrative rule CFR 49 Parts 385 and 386. However, at this time, complete legislation has not been passed to allow Oklahoma to fully implement intrastate Compliance Reviews. Troop S will be submitting a proposed law change for the 2015 Oklahoma Legislative session to utilize the Federal Uniform Fine Assessment Program for assessing fines resulting from intrastate Compliance Reviews.

**Part 2**

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 - State Fatality Reduction Goals: 2009 - 2013**

**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).

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).
2. Insert the total number of fatalities during the measurement period. FMCSA views the total number of fatalities as a key national measurement but also recognizes that the State may express and measure their goal the way it deems most appropriate.
3. Insert a description of the 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. If you select 'Other' as the goal measurement, explain why in the narrative 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
07/01/2008	06/30/2009	125	117	125
07/01/2009	06/30/2010	89	118	89
07/01/2010	06/30/2011	110	84	110
07/01/2011	06/30/2012	86	104	86
07/01/2012	06/30/2013	123	98	123

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

SAFE-T 07/15/14

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

Our goal for SFY 2014 was to reduce fatalities to 106. Data for the year is still incomplete but the numbers clearly show a significant decrease at a total of 89 fatalities. In SFY 2015, Troop S will strive to reduce CMV fatalities by 5 through increased visibility of law enforcement in high collision corridors and areas that show an increase in CMV collisions. Troop S plans to address the total number of fatal accidents in the same way. Quarterly, Troop S Supervisors within their prospective areas will be in contact with their local Troops gathering input for potential deployment options. Additionally, each month Troop S will use SAFE-T and ODOT data as a resource to determine crash patterns. Troop S will compare the number of crashes post deployment to those prior to determine its effectiveness.

**2.2 - State Motorcoach/Passenger Fatality Goals: 2009 - 2013**

**Instructions:**

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).
2. Insert the total number of fatalities during the measurement period. FMCSA views the total number of fatalities as a key national measurement but also recognizes that the State may express and measure their goal the way it deems most appropriate.
3. Insert a description of the 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. If you select 'Other' or 'N/A' as the goal measurement, explain why in the narrative 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
07/01/2008	06/30/2009	2	0	2
07/01/2009	06/30/2010	0	0	0
07/01/2010	06/30/2011	2	0	2
07/01/2011	06/30/2012	0	0	0
07/01/2012	06/30/2013	2	0	2

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

SAFE-T 07/15/14

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

Oklahoma does not have a large number of state domiciled motor coach companies. Our largest obstacle we have in the state is no jurisdiction over tribal-owned and registered motor coaches that transport customers to casinos on tribal land. In SFY 2015, Troop S would like to strive for zero motor coach fatalities. Troop S will conduct at least one unscheduled spot checks and one scheduled spot check of motor coach facilities within Oklahoma in SFY 2015.

**2.3 - State Hazardous Materials Fatality Reduction Goals: 2009 - 2013**

**Instructions:**

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).
2. Insert the total number of fatalities during the measurement period. FMCSA views the total number of fatalities as a key national measurement but also recognizes that the State may express and measure their goal the way it deems most appropriate.
3. Insert a description of the 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. If you select 'Other' or 'N/A' as the goal measurement, explain why in the narrative 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
07/01/2008	06/30/2009	10	9	10
07/01/2009	06/30/2010	7	9	7
07/01/2010	06/30/2011	6	6	6
07/01/2011	06/30/2012	5	5	5
07/01/2012	06/30/2013	15	4	15

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

SAFE-T 07/15/14

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

Oklahoma was not required to set reduction goals for the number of Hazardous Materials (HM) fatalities in previous CVSPs. There was a continuing decrease in the number of fatalities and fatal accidents until SFY 2013. Due to an increase in pipeline construction there is an influx of commercial movement with Hazmat materials in that state which is likely the reason for such a significant increase. Although the data is incomplete in SFY 2014, fatalities were reduced from 15 to 6. For SFY 2015 Troop S will strive to have HM fatalities at 10 or under by increasing the number of inspections in areas where hazardous materials are frequently transported. Rural counties such as Payne and Lincoln where pipeline construction is growing and being conducted could be areas of focus.

**2.4 - Traffic Enforcement Goals: 2009 - 2013**

**Instructions:**

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).
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		
07/01/2008	06/30/2009	3762	3931
07/01/2009	06/30/2010	5233	8459
07/01/2010	06/30/2011	5237	8221
07/01/2011	06/30/2012	5332	9977
07/01/2012	06/30/2013	7711	8845

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		

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

State Defined Measurement Period (Include 5 Periods)		Number Of Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		

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

Traffic Enforcement w/Inspection - SafetyNet 07/16/14 Number of Citations and Warnings - A&I 07/29/14

**2.5 - Outreach and Education Goals from Previous Year – Report on Activities for FY 2014**

**Instructions:**

Please enter information as necessary to describe your 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:**

As of July 2014, Troop S has completed 130 outreach/safety talks throughout the State of Oklahoma (including schools and affiliated associations) and was very well received by industry, legislators, and the public.

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

98 safety talks/presentations

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

130 safety talks/presentations

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

**2.6 - State Specific Objectives from FY 2014 CVSP – Report on Outcomes**

**Instructions:**

Please enter information as necessary to describe 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.**

Troop S adjusted enforcement activities as needed to reduce collisions, while also maintaining a presence within work zones when needed. Quarterly Troop S Supervisors within their prospective areas contacted with their local Troops gathering input for potential deployment options. Additionally, each month Troop S used SAFE-T and ODOT data as a resource to determine crash patterns. Crash data also shows that non-CMV driver behaviors are contributing to the cause of collisions involving CMVS. These are addressed through concentration on driver behavior violations and identification of problem areas for Trooper deployment and special emphasis projects.

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

Reduction of 15 collisions

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

Reduction of 7 collisions

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

Over the last 5 years there has been a steady increase in the number of collisions. Using SAFE-T data it was determined that nearly half of the CMV collisions in SFY 14 occurred Monday – Friday between 10:00am and 3:00pm. The top unsafe/unlawful cause for collisions was negligent driving at 8.1% with Driving While Intoxicated (DWI) was close second at 8%. Pairing this information with the specific counties around the state will be the motivating information for strategic enforcement.

**Part 3**

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:**

Over the last 5 years there has been a steady increase in the number of collisions. Using SAFE-T data it was determined that nearly half of the CMV collisions in SFY 14 occurred Monday – Friday between 10:00am and 3:00pm. The top unsafe/unlawful cause for collisions was negligent driving at 8.1% with Driving While Intoxicated (DWI) was close second at 8%. Pairing this information with the specific counties around the state will be the motivating information for strategic enforcement.

Year	Number	Fatal Accidents	Fatalities
SFY 2009	4917	114	140
SFY 2010	4687	109	130
SFY 2011	4775	115	131
SFY 2012	5332	91	104
SFY 2013	5325	125	143

**Data Source and Date of Capture: Enter data source and date:**

SAFE-T and SafetyNet 07/15/14

**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:**

**Crash Reduction Goal: Enter crash reduction goal:**

Reduction of 15 CMV collisions for State Fiscal Year 15 from 4684 to 4669.

**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 Activity(ies):**

**Describe the activity(ies) planned to address this objective. 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:**

To meet our crash reduction goal Troop S requires all 45 full time MCSAP Troopers to obtain a minimum of 410 roadside inspections each with 25% of the inspections being as a result of a traffic violation. This adds up to roughly 75 hours per Trooper dedicated to traffic enforcement activities. Additionally, the 33 Troopers currently in the Traffic Trooper Enforcement Program are required to have a traffic violation before conducting a roadside inspection; with the exception of their initial 32 inspections to keep certification. Troop S will adjust enforcement activities as needed to reduce collisions, while also maintaining a presence within work zones when needed. Quarterly Troop S Supervisors within their prospective areas will be in contact with their local Troops gathering input for potential deployment options. Additionally, each month Troop S will use SAFE-T and ODOT data as a resource to determine crash patterns. Troop S will conduct 1 special emphasis focusing on non-CMV driver behavior around CMVs.

**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 Measurement(s): Describe all performance measures and how the State will conduct ongoing monitoring of progress:**

Troop S will use SafetyNet, Paris and/or A&I, to report the number of roadside inspections, traffic enforcement contacts and/or citations recorded during each quarter and the special emphasis projects for SFY 15.

**3.2 - Data Quality Objective**

**Instructions:**

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

SSDQ Category	Goal from FY 2014 CVSP	Current SSDQ Rating	Goal for FY 2015
Crash Record Completeness	Good	Good	Good
Non-Fatal Crash Completeness	Good	Fair	Good
Fatal Crash Completeness	Good	Good	Good
Crash Timeliness	Good	Good	Good
Crash Accuracy	Good	Good	Good
Crash Consistency	Insufficient Data	Insufficient Data	Insufficient Data
Inspection Record Completeness	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good
Inspection Timeliness	Good	Good	Good
Inspection Accuracy	Good	Good	Good

**Data Source: Enter the A & I Online data snapshot date for the Current SSDQ Rating:**

07/14/14

**SSDQ Performance Narrative: Describe any difficulties achieving the FY 2014 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:**

Troop S has historically had issues in the Non-Fatal Crash Completeness measure, specifically under-reporting. David Hetzel with the NISR examined the State's crash data collection and determined there were some areas of programming that could be adjusted. Oklahoma has also learned that the data collection has many facets from the officer on the roadside, to the approving official, to records management data entry clerks, the programming on the extraction process, and proper review and uploading of crashes in SafetyNet. Troop S has improved communication across the board in the crash collection process in an effort to improve our data and collaboration with the many partners

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

The one area the State continues to see in the fair or poor range is the non-fatal crash completeness measure. We asked David Hetzel with the National Institute for Safety Research (NISR) to take a look at the State's crash repository and extraction program that pulls out the necessary information to import into SafetyNet. It was discovered that the VIN table built into the extraction program was missing some important VIN information for certain types of vehicles that have a gross vehicle weight rating (GVWR) over 10,000lbs. Once this is adjusted the system should capture more recordable crashes. Additionally the programming was only extracting crashes if the appropriate selection was marked that a vehicle was "towed due to disabling damage". This is a problem because some of the reports indicate disabling damage and name a towing company but the officer may have simply forgot to mark the box. Once the system is corrected to look at the severity of damage and the "towed by" section the State believes we can more accurately capture recordable crashes where a vehicle was towed.

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

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

Troop S personnel will ensure two administrative employees will review each crash record that is imported into SafetyNet for completeness and accuracy. These administrative employees will also be assigned to process the additional records that were generated after programming errors were corrected. This will be successful with the help of the Federal Portal MCMIS and the original crash record. OKDPS has launched its new crash software called PARIS. Troop S will work closely with the Futures, Capabilities, & Plans Division to ensure the system contains edit checks and rules when a Trooper fills out the collision form.

**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 Measurement(s): Describe all performance measures and how the State will conduct ongoing**

**monitoring of progress:****Performance Measurement 1:**

Troop S will continue to monitor monthly Non-Fatal Crash Completeness through A&I and make any adjustments as needed in the upcoming months. Troop S will use data from A&I for report monitoring.

**Performance Measurement 2:**

Troop S will monitor PARIS and report on any changes needed/made in the quarterly reports.

**3.3 - State-Specific CMV Safety Program Objectives**

FMCSA encourages the State to evaluate data and identify State-specific objectives for any safety or performance problems in the State, and those problems must be addressed in the CVSP. 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.

**3.3.1 - Passenger Carrier Enforcement**

**Instructions:**  
 FMCSA will continue its emphasis on motorcoach enforcement; we ask that States plan to participate in strikeforce operations (such as Quickstrike). We also ask that States plan to allocate resources to conduct Enhanced Investigations for motor carriers of passengers.

**Check this box if:**  
 As evidenced by the data indicated in Part 2, Section 2.2 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:**

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

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

**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 4.3)  
 Conduct Carrier Interventions [CSA] (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 Activity(ies): Additional information regarding how these activities will be implemented, if not described in Part 4:**

**Performance Measurement(s): Describe all performance measures and how the State will conduct ongoing monitoring of progress:**

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

**Instructions:**

For FY 2015, 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 2015. 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:**

Full time MCSAP Troopers have been given access to the FMCSA Portal and will check for OOS status on carriers. CVTEP or TTEP Troopers can use their Portal or contact Troop S so the administrative staff can assist with verifying operating status.

**Insert additional clarification for no Enforcement of OOS during roadside activities, if any:**

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

Troop S was deficient in checking for Out-of-Service (OOS) carriers during roadside inspections, missing 27% of the carriers over a 12 months period from May 2013-14. While this is an improvement from FY 2013 (31%), we still have some major improvements that need to be made.

**Performance Objective: Enter performance objective(s) with baseline data:**

The State's goal is to have a 100% percent rate in checking for OOS carriers during roadside inspections.

**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 4.3)
- Conduct Carrier Interventions [CSA] (complete activity projections in Section 4.4)
- Conduct Effective Data Collection and Reporting (complete activities in Section 3.2)

**Program Activity(ies): Describe the activities that will be implemented, if not described in Section 4.1:**

Full time MCSAP Troopers have been given access to the FMCSA Portal and will check for OOS status on carriers. CVTEP or TTEP Troopers can use their Portal or contact Troop S so the administrative staff can assist with verifying operating status. Troop S will change the locally defined field portion of ASPEN by October 1, 2014 to include a check box for inspectors to acknowledge he has checked the motor carrier for any outstanding Federal OOS orders. Additionally, the pre-printed handwritten inspection forms will be modified as well by October 1, 2014 to add the check box.

**Performance Measurement(s): Describe all performance measures and how the State will conduct ongoing monitoring of progress:**

Troop S receives reports from FMCSA stating if any OOS carriers were not checked and were OOS. Troop S will monitor FMCSA's recommendations, and if a pattern or consistent problem is detected Troop S will investigate to determine the cause and take appropriate action (as determined by Troop S management staff), such as additional training. Troop S will measure the number of records FMCSA reports that were not checked to see if our goal of 100% rating is met.



**3.3.3 - 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, 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 2015. 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, if necessary:**

**Problem Statement Narrative: Describe problems identified by performance data:**

The potential dangers of a Hazardous Materials (HazMat) load are much greater when there is a lack of knowledge of the federal and state requirements pertaining to proper placards, CDL endorsements, and safe transportation. A specific issue we have is during the month of June when the transportation of large quantities of fireworks/explosives is being transported by private individuals to be sold or used. These types of vehicles are typically identified as church vans, private vehicles with large quantities of fireworks, etc.

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

The state intends to conduct special emphasis in areas of high hazmat traffic to education drivers/carriers and reduce hazmat violations. This will ultimately reduce collisions and spills.

**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 4.3)
- Conduct Carrier Interventions [CSA] (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 Activity(ies): Describe the activities that will be implemented including level of effort, if not described in Section 4.1:**

Complete a total of 4 special emphasis across the state that will be focused on HazMat enforcement. A Lieutenant within Troop S will assign a day where the primary focus statewide will be Hazmat inspections. In addition, one Trooper has been assigned additional duties for Hazmat compliance.

**Performance Measurement(s): Describe all performance measures and how the State will conduct ongoing monitoring of progress:**

**Performance Measurement 1:**  
 A minimum of 3 special emphasis will be statewide HazMat focused. The areas are determined by word-of-mouth from various enforcement agencies or our MCSAP Troopers due to their knowledge of CMV movement in their areas. During these emphases Troopers will strive to educate motor carriers and correct violations found roadside. They will conduct

roadside inspections, write citations, and issue Out of Service violations when necessary. Outcomes will be measured by the number of inspections and violations found.

**Performance Measurement 2:**

During the month of June Troop S will target motor carriers and non-CMV's for the primary focus of identifying individuals transporting large quantities of fireworks/explosives. Activities will be measured by the number of inspections and violations found.

**3.3.4 - State-Identified Objective**

**Instructions:**

Describe the state's efforts to address other State-specific goals. At least one State-specific goal must be added.

State Objective #1

**Enter the title of your State-Identified Objective:**

Traffic Enforcement

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

The State agrees that driver behavior is the leading cause of CMV collisions. This includes non-CMV driver behavior as well. Some of the violations include inattention, speeding, unsafe lane changes, left of center, negligent driving and following too close.

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

The State intends to conduct activities under the following strategies and will describe these activities in greater detail in the respective sections.

**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 Activity(ies): Describe the activities that will be implemented including level of effort, if not described in Section 4:**

Troop S plans to maintain a minimum requirement of 102 traffic enforcement inspections per Trooper, per year. Troop S will raise public awareness through motor carrier safety programs/safety talks, and partnering with local Troops and/or agencies and their respective outreach programs. In addition, Troop S will require our TTEP MCSAP Troopers to have a probable cause traffic violation before stopping and inspecting a CMV. Troop S would also like to reach out to non-CMV driving schools for potential educational opportunities to learn about safe driving around CMVs

**Performance Measurement(s): Describe all performance measures and how the State will conduct ongoing monitoring of progress:**

**Performance Measurement 1:**

On a monthly basis Troop S will examine the data from SafetyNet to track to the number of inspections which resulted from traffic enforcement. Supervisors will track the data on each inspector to ensure they meet the minimum number of traffic enforcement inspections.

**Performance Measurement 2:**

Public education and awareness activities with non-CMV driving schools will be measured by initial contact(s) with the companies and any safety talks resulting from the contacts. To verify the success of each talk we will provide participants with a survey to complete following each presentation.

**Part 4**

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 2015. Please enter inspection goals by agency type (separate entries are used for the Lead Agency and Funded agencies). **You are required to complete/review information on all 4 tabs.**

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:** OKLAHOMA DEPT. OF PUBLIC SAFETY

**Enter the total number of certified officers in the Lead agency:** 110

FY 2015 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	4700	430	25	5155	22%
Level 2	8355	1200	20	9575	42%
Level 3	8250		20	8270	36%
Level 4				0	0%
Level 5				0	0%
Level 6				0	0%
<b>Sub-Total Lead Agency</b>	<b>21305</b>	<b>1630</b>	<b>65</b>	<b>23000</b>	

**Funded Agencies**

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

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

FY 2015 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
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 participating Non-Funded agencies:

Enter the total number of non-funded certified officers:

**Summary**

**Total FY 2015 Driver/Vehicle Inspection Goals  
For Lead, Funded and Non-Funded Agencies**

**MCSAP Lead Agency: OKLAHOMA DEPT. OF PUBLIC SAFETY**

**# certified officers: 110**

**Funded Agencies:**

**# certified officers: 0**

**Number of Non-Funded Agencies:**

**# certified officers:**

Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1	4700	430	25	5155	22%
Level 2	8355	1200	20	9575	42%
Level 3	8250		20	8270	36%
Level 4				0	0%
Level 5				0	0%
Level 6				0	0%
<b>Total ALL Agencies</b>	<b>21305</b>	<b>1630</b>	<b>65</b>	<b>23000</b>	

**If the goal for level 3 inspections is less than 33%, briefly explain why the 33% will not be met:**

**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:**

Troop S maintains a strong statewide CMV driver/vehicle inspection program to keep unsafe CMVs and CMV drivers off Oklahoma roadways. Level III inspections are a top priority, in line with FMCSA's goal of making Level III inspections at least 33 percent of the state's total inspections. In SFY 2014, the goal was 23,000 inspections. This goal was exceeded by 8% with 24,733 total inspections. Currently, Oklahoma has the fewest number of Troopers in over 20 years, pulling many Troop S Troopers into non-MCSAP activities to fill the void. In addition to the overall reduced manpower of the department, Troop S was also reduced this year through retirements and transfers. The goal is a total of 23,000 inspections, including Troop S, CVTEP, and TTEP Troopers, all working to ultimately satisfy the national goal of reducing CMV collisions and CMV collision-related fatalities. Enforcement personnel concentrate their efforts on violations committed by CMV drivers, such as unsafe speed or negligent driving.

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 carrier's 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:
jm	jm	jm	Develop and implement policies regarding the quantity, quality and timeliness of inspections.
jm	jm	jm	Provide refresher training on statutory (USC) and regulatory (CFR) changes.
jm	jm	jm	Provide refresher training on OOS criteria changes and inspection bulletin updates.
jm	jm	jm	Provide refresher training on program policy (interpretations and program policy memos) and procedural changes (guidance and procedural documents such as the New Applicant Screening Procedure or electronic Field Operations Training Manual) changes.
jm	jm	jm	Analyze management reports regarding the quantity, quality and timeliness of inspections for individuals and the program as a whole.
jm	jm	jm	Conduct direct observation and monitoring of staff.
jm	jm	jm	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.

Troop S's traffic enforcement includes a traffic enforcement program incorporated into the main MCSAP effort called the Traffic Trooper Enforcement Program (TTEP), also focusing on enforcement of CMV driver behavior and non-CMV traffic violations. In order to maintain an aggressive traffic enforcement program the state requires 102 traffic enforcement inspections from the 45 full time MCSAP troopers and expects the 33 Troopers in the TTEP program to have a probable cause traffic violation before conducting a roadside inspection.

**Please indicate the Traffic Enforcement Activities the State intends to conduct in FY 2015 in the table below. Check all that apply.**

Yes	No	Traffic Enforcement Activities	Enter the FY 2015 Goals (Number of Stops, not Tickets or Warnings; these goals are NOT intended to set a quota.)
jm	jm	CMV with Inspection	7000
jm	jm	CMV without Inspection	
jm	jm	Non-CMV	
jm	jm	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	300

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

Existing	Planned	None, Not Planned	To ensure excellence in its traffic enforcement program, the State will:
jm	jm	jm	Use management reports to ensure that officers conducting traffic enforcement activities have an acceptable number of vehicle contacts per time period worked.
jm	jm	jm	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.
jm	jm	jm	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:
jm	jm	jm	Develop and implement policies regarding the quantity, quality and timeliness of traffic enforcement activities.
jm	jm	jm	Provide refresher training on statutory (USC) and regulatory (CFR) changes.
jm	jm	jm	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.
jm	jm	jm	Conduct direct observation and monitoring of staff.

jm	jm	jm	Provide individual coaching and training to staff having difficulty meeting required goals.
<b>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:</b> <input data-bbox="115 285 1502 331" type="text"/>			

**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 conducted 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 2015:**

During SFY 2014, these investigators conducted 68 Compliance Reviews. In addition, Troop S investigators assisted in Compliance Reviews for the Oklahoma Division of FMCSA. The Oklahoma Division of FMCSA reviews and assigns interstate Compliance Reviews to Troop S personnel. Interstate reviews are uploaded into MCMIS and conducted in response to non-frivolous complaints, certain severe collisions (i.e., fatality or extended road closure), and hazardous material incidents, in accordance with FMCSA guidelines regarding Interstate Compliance Review procedures. For SFY 2015, the projected goal for Compliance Reviews is 48. This is as a result of a reduction in the number of Compliance Review Troopers conducting carrier investigations. Troop S now only has 2 Troopers rather than 4. Compliance Review Troopers are required to travel to outlying areas and are authorized departmentally for approved lodging and per diem.

**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:**

**Program Activity(ies): 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:**

Conduct Compliance Reviews on interstate carriers identified as high risk by FMCSA and assigned to Troop S. Compliance Reviews will include passenger and HM CRs. Compliance Reviews will be conducted on carriers involved in fatality collisions in which the CMV driver/motor carrier is determined to be culpable or where any the seven CSA Behavioral Analysis and Safety Improvement Categories (BASICS) were contributing factors: Unsafe Driving, Fatigued Driving (Hours-of-Service), Driver Fitness, Crash History, Vehicle Maintenance, Improper Loading/Cargo Securement, and Controlled Substances/Alcohol. Compliance Reviews will be conducted on carriers as a result of a non-frivolous complaint made against them

**Performance Measurement(s): 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):**

Activities will be measured by the number of Compliance Reviews conducted on high-risk carriers. For FFY 2015, the target is 48 Compliance Reviews. Activities will also be measured by the number of Compliance Reviews conducted on carriers involved in fatality collisions. The Compliance Reviews are tracked in A&I and can be tracked by type or reason.

Note: The Carrier Investigation Estimation table is designed to collect State projections for the number of interventions and investigation activities estimated for FY 2015. 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.**

<b>FY 2015 Carrier Investigation Estimates</b>		
<b>Review/Investigation Type</b>	<b>Interstate Estimate</b>	<b>Intrastate Estimate</b>
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs)</b>		
Non-HM Cargo		
Passenger		
HM		
<b>Rated and Non-rated Reviews (Excludes CSA &amp; SCRs) Total</b>	<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 On-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	42	
Passenger CSA On-Site Focused		
HM CSA On-Site Focused		
<b>CSA On-Site Focused Investigations Sub-total</b>	<b>42</b>	<b>0</b>
<b>CSA On-Site Comprehensive</b>		
Non-HM Cargo CSA On-Site Comprehensive	6	
Passenger CSA On-Site Comprehensive		
HM CSA On-Site Comprehensive		
<b>CSA On-Site Comprehensive Sub-total</b>	<b>6</b>	<b>0</b>
<b>CSA Investigations (all Types) Total</b>	<b>48</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 Total</b>	<b>48</b>	<b>0</b>

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

Effective July 15, 2011, Oklahoma adopted into administrative rule CFR 49 Parts 385 and 386. However, at this time, complete legislation has not been passed to allow Oklahoma to fully implement intrastate Compliance Reviews. Troop S will be submitting a proposed law change for the 2015 Oklahoma Legislative session to utilize the Federal Uniform Fine Assessment Program for assessing fines resulting from intrastate Compliance Reviews.

**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-CMV's 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 safety 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 State strives to educate the public, industry, and law enforcement agencies regarding CMV safety issues. Troop S will raise awareness, through carrier requested presentations and non-New Entrant participants, on issues pertaining to CMV and CMV driver-behavior safety topics throughout the general motoring public. Educational talks and presentations are also provided to companies for a better understanding of the CSA Program, and Troop S is available to answer any questions they may have during talks and presentations.

**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	43
jm	jm	CMV Safety Belt Education and Outreach	
jm	jm	State Trucking Association Meetings	
jm	jm	State-sponsored outreach events	
jm	jm	Local educational safety events	2
jm	jm	Teen safety events	5

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

Troop S will address civic groups and industry concerning traffic safety issues. In addition, Troop S will continue to advise local law enforcement agencies, district attorneys, and judges of CSA Program elements and special emphasis projects, as well as offer technical assistance on CMV matters. Troop S will be creating a website to further the public education and outreach capabilities. Due to new practices regarding safety talks Troop S will conduct 50 in SFY 15 with the intent of capturing larger audiences/multi-company talks, non-CMV driving schools, etc.

**Performance Measurement(s): 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):**

**Performance Measurement 1:**

The performance will be measured by the number of outreach programs addressing traffic safety (CMV and non-CMV) issues conducted by Troop S Troopers. Activities will be measured by the number of talks conducted and the number of attendees. The number of talks will be provided quarterly in a report to FMCSA.

**Performance Measurement 2:**

Activities surrounding the creation of a new website over the next year will be monitored by status reports from the website creator (Ok.gov) and notes from meetings regarding the website.

**Part 5**

**5.1 - Line Item Budget**

**Instructions:**

The State enters data into three columns: "80% Federal Share", "20% State Match", and "Maintenance of Effort (MOE) Expenditures" (with the exception of the first table, Award Amounts). The Total Grant Expenditures column is automatically calculated based on the Federal and State share amounts entered.

Federal Basic and Incentive Awards: Enter the FY 2015 MCSAP anticipated funding amounts for Basic and Incentive funds. The Basic and Incentive funding amounts (federal share) FMCSA expects to award to each State in FY 2015, subject to the availability of funds, is best estimated by the total amount awarded in FY 2014 less 2%. (In FY 2014, MCSAP got a 2% increase in funding that may not be available in FY 2015). The MOE expenditures must not include the Federal share and State Matching share amounts. Enter the amount of MOE expenditures for the State Lead MCSAP Agency. The total MOE expenditure amount must equal or exceed the calculated MOE amount for Federal FYs 2004 & 2005.

The eCVSP Line Item Budget enables the State to provide the minimum level of required budgetary information. You can add State-specific expenditures to reflect the State's budgetary planning. Because the CVSP budget is based on an anticipated award, the budget must be revised prior to grant award to reflect the actual grant award amount.

Contractual Expenses (Subgrantees, Consultant Services, etc.): Enter the Federal share and State matching shares for all subgrantees & contractual expenses utilizing a separate line for each subgrantee/contractual expense. Applicants must include, as an attachment in Grants.gov, a separate SF-424A, Line Item Budget and Budget Narrative for each subgrant.

Indirect Costs: Enter the calculated indirect costs. Note: The indirect costs must be determined by using the indirect cost rate approved by the Cognizant Federal Agency. This rate must be reflected in a valid indirect cost rate agreement that is included in the application submission in Grants.gov. If the State does not claim indirect costs, leave the Federal and State share cells blank.

**Award Amounts**

	80% Federal Share	20% State Match	Total Grant Expenditures
Federal Basic Award (Anticipated Amount)	\$3,231,022.00	\$807,755.50	\$4,038,777.50
Federal Incentive Award (Anticipated Amount)	\$202,802.00	\$50,700.50	\$253,502.50
<b>Total Basic and Incentive (Anticipated Amount)</b>	<b>\$3,433,824.00</b>	<b>\$858,456.00</b>	<b>\$4,292,280.00</b>

**MCSAP-ELIGIBLE EXPENSES**

**Personnel (Payroll Costs)**

	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Salary	\$1,726,263.55	\$431,565.89	\$2,157,829.44	\$0.00
Overtime - Basic Funded (Not to exceed 15% of Basic Award amount in Line 6B)	\$0.00	\$0.00	\$0.00	\$0.00
Overtime - Incentive Funded	\$201,546.38	\$50,386.59	\$251,932.97	\$0.00
CVTEP & TTEP	\$0.00	\$0.00	\$0.00	\$226,500.00
Turnpike	\$0.00	\$0.00	\$0.00	\$137,430.00
MCSAP Attorney	\$0.00	\$0.00	\$0.00	\$46,920.00
Administrative Assistant II	\$31,116.80	\$7,779.20	\$38,896.00	\$0.00
Administrative Technician III	\$23,379.20	\$5,844.80	\$29,224.00	\$0.00
MCSAP Program Consultant	\$38,887.68	\$9,721.92	\$48,609.60	\$0.00
POE Civilian CMV Inspectors	\$0.00	\$0.00	\$0.00	\$165,106.00
Administrative Technician III	\$0.00	\$0.00	\$0.00	\$14,614.00
<b>Subtotal for Personnel - Insert in Line 6a (Form 424A)</b>	<b>\$2,021,193.61</b>	<b>\$505,298.40</b>	<b>\$2,526,492.01</b>	<b>\$590,570.00</b>

**Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)**

	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
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Fringe Benefits	\$835,138.30	\$208,784.57	\$1,043,922.87	\$0.00
POE Civilian CMV Inspectors	\$0.00	\$0.00	\$0.00	\$140,572.00
Administrative Assistant II	\$27,238.87	\$6,809.72	\$34,048.59	\$0.00
Administrative Technician III	\$17,629.54	\$4,407.39	\$22,036.93	\$0.00
Turpike	\$0.00	\$0.00	\$0.00	\$84,510.00
Administrative Technician III	\$0.00	\$0.00	\$0.00	\$8,992.00
MCSAP Attorney	\$0.00	\$0.00	\$0.00	\$28,027.00
MCSAP Program Consultant	\$19,586.33	\$4,896.58	\$24,482.91	\$0.00
CVTEP & TTEP Fringe	\$0.00	\$0.00	\$0.00	\$175,350.00
<b>Subtotal for Fringe Benefits - Insert in Line 6b (Form 424A)</b>	<b>\$899,593.04</b>	<b>\$224,898.26</b>	<b>\$1,124,491.30</b>	<b>\$437,451.00</b>
<b>Program Travel</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Routine MCSAP-related Travel (Lodging/Meal Allowance)	\$3,200.00	\$800.00	\$4,000.00	\$8,500.00
Conference Travel (Identify conferences in Budget Narrative)	\$19,160.00	\$4,790.00	\$23,950.00	\$0.00
Training Travel (Identify training courses in Budget Narrative)	\$3,788.00	\$947.00	\$4,735.00	\$0.00
<b>Subtotal for Program Travel - Insert in Line 6c (Form 424A)</b>	<b>\$26,148.00</b>	<b>\$6,537.00</b>	<b>\$32,685.00</b>	<b>\$8,500.00</b>
<b>Equipment (Enter description and quantity of items in Budget Narrative)</b>				
Vehicles and Related Vehicle Equipment	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
Other Inspection Vehicle Equipment (Radios, etc.)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal for Vehicle and Related Vehicle Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equipment (Enter description and quantity of items in Budget Narrative)</b>				
Non-Vehicle Equipment	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Other Equipment (Not included above)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal for for Non-Vehicle Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Subtotal for Equipment - Insert in Line 6d (Form 424A)</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
Office Supplies	\$8,800.00	\$2,200.00	\$11,000.00	\$6,000.00
Uniforms and Other Related Supplies	\$67,136.00	\$16,784.00	\$83,920.00	\$0.00
Computers (Enter quantity and unit cost in Budget Narrative)	\$0.00	\$0.00	\$0.00	\$0.00
Printers (Enter quantity and unit cost in Budget Narrative)	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$3,200.00	\$800.00	\$4,000.00	\$0.00
Hazmat, Out of Service, and FMCSA Regulation Manuals	\$4,400.00	\$1,100.00	\$5,500.00	\$0.00
Inspection Supplies	\$6,400.00	\$1,600.00	\$8,000.00	\$0.00
Office Furniture	\$2,800.00	\$700.00	\$3,500.00	\$0.00
Post Crash CMV Inspection Tool Kits	\$4,321.60	\$1,080.40	\$5,402.00	\$0.00
<b>Subtotal for Supplies - Insert in Line 6e (Form 424A)</b>	<b>\$97,057.60</b>	<b>\$24,264.40</b>	<b>\$121,322.00</b>	<b>\$6,000.00</b>

<b>Contractual (Subgrantees, Consultant Services, etc.)</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
OK.gov	\$8,476.00	\$2,119.00	\$10,595.00	\$0.00
Software Licenses - Microsoft Office	\$5,880.00	\$1,470.00	\$7,350.00	\$7,938.00
Office Space Lease	\$55,600.00	\$13,900.00	\$69,500.00	\$0.00
COX Fax Line	\$272.00	\$68.00	\$340.00	\$0.00
ALK	\$0.00	\$0.00	\$0.00	\$3,300.00
AT&T Long Distance & DSL Line	\$5,600.00	\$1,400.00	\$7,000.00	\$0.00
Standley Savin Copier	\$2,000.00	\$500.00	\$2,500.00	\$0.00
<b>Subtotal for Contractual - Insert in Line 6f (Form 424A)</b>	<b>\$77,828.00</b>	<b>\$19,457.00</b>	<b>\$97,285.00</b>	<b>\$11,238.00</b>
<b>Other Expenses</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
Training Costs (Tuition, materials, etc.)	\$400.00	\$100.00	\$500.00	\$0.00
CVSA Decals (Enter quantity and unit cost in Budget Narrative)	\$1,769.60	\$442.40	\$2,212.00	\$0.00
Conference Costs (Registration fees, etc.)	\$12,160.00	\$3,040.00	\$15,200.00	\$0.00
Fuel Costs	\$149,877.00	\$37,469.00	\$187,346.00	\$0.00
Maintenance of Vehicles Not Under Contract	\$0.00	\$0.00	\$0.00	\$0.00
Fleet Cost (Mileage/Repairs)	\$113,200.00	\$28,300.00	\$141,500.00	\$0.00
Communications (aircards, mobile phones, etc.)	\$34,400.00	\$8,600.00	\$43,000.00	\$0.00
Regscan Software	\$0.00	\$0.00	\$0.00	\$24,865.00
<b>Subtotal for Other Expenses including Training &amp; Conferences - Insert in Line 6h (Form 424A)</b>	<b>\$311,806.60</b>	<b>\$77,951.40</b>	<b>\$389,758.00</b>	<b>\$24,865.00</b>
<b>Total Costs</b>				
	80% Federal Share	20% State Match	Total Grant Expenditures	MOE Expenditures
<b>Subtotal for Direct Costs - Insert in Line 6i (Form 424A)</b>	<b>\$3,433,626.85</b>	<b>\$858,406.46</b>	<b>\$4,292,033.31</b>	<b>\$1,078,624.00</b>
Indirect Costs (if applicable) - Insert in Line 6j (Form 424A)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Costs Budgeted</b>	<b>\$3,433,626.85</b>	<b>\$858,406.46</b>	<b>\$4,292,033.31</b>	<b>\$1,078,624.00</b>

## 5.2 Budget Narrative (screen 1 of 9)

### 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; it should correspond to the SF-424A line items.

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.

**5.2 - Budget Narrative (screen 2 of 9)**

**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 on how you came up with the costs 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.

**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, hourly wage, and total cost.

Personnel Budget Narrative (SF-424A, Line 6a)					
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost
MCSAP Program Consultant	1	100	2080	\$23.37	\$48,609.60
MCSAP Overtime Incentive-Program Consultant	1	100	85	\$35.06	\$2,980.10
MCSAP Overtime Incentive-Admin Assistant II	2	100	85	\$28.05	\$4,768.50
Lieutenant	7	80	2080	\$33.59	\$391,256.32
MCSAP Overtime Incentive-Lieutenant	7	100	111	\$50.40	\$39,160.80
Captain	1	100	2080	\$36.95	\$76,856.00
MCSAP Overtime Incentive-Captain	1	100	111	\$55.44	\$6,153.84
MCSAP Overtime Incentive-Admin Tech III	2	100	85	\$21.08	\$3,583.60
MCSAP Overtime Incentive-Admin Assistant I	1	100	85	\$24.23	\$2,059.55
Administrative Assistant II	1	100	2080	\$18.70	\$38,896.00
Administrative Technician III	1	100	2080	\$14.05	\$29,224.00
Trooper	38	70	2080	\$30.54	\$1,689,717.12
MCSAP Overtime Incentive-Troopers	38	100	111	\$45.81	\$193,226.58

**Enter explanation of how you came up with the costs and how they are necessary for project success:**

For FFY 2015 the Motor Carrier Safety Assistance Program will budget for 46 MCSAP Troopers that conduct MCSAP eligible activities. The 46 MCSAP Troopers will consist of 1 Captain, 7 Lieutenants (Supervisors), and 38 roadside Troopers. There is also a MCSAP Program Consultant, Administrative Assistant II and Administrative Technician III that conduct MCSAP eligible activities direct billed to FMCSA.

The MCSAP Program Consultant completes a number of duties for the MCSAP program. Some of those duties include: Prepares purchase orders, analyzes financial information concerning division personnel, supplies, equipment, payroll-including overtime, and other expenditures to determine requirements by function and activity. The MCSAP Program Consultant also prepares grant applications, the Commercial Vehicle Safety Plan and quarterly reports with supporting documents through Grants.gov or FMCSA. This position maintains tracking of financial data for all grants through spreadsheets. The overall goal of the MCSAP Program Consultant is to ensure that the requirements for the MCSAP grant are met. The MCSAP Incentive fund overtime project will focus solely on traffic enforcement in conjunction with a roadside inspection. Troopers will need a probable cause traffic violation to stop a CMV. The project will focus on driver behavior-related violations like speeding, following too closely, and changing lanes unsafely. The overtime incentive money is offered to the 46 MCSAP Troopers, 5 New Entrant Troopers. In addition 6 administrative staff are offered some overtime money in order to process inspection reports, payroll change information, tracking, etc.

The Administrative Assistant II is essential to the MCSAP program because this position is responsible for the following duties: reviewing, correcting and uploading federally recordable CMV collisions into the FMCSA portal; makes the necessary corrections to inspection reports or collision reports as a result of a DataQ; manages the State's Civil Assessment program including generating letters to motor carriers notifying them of a civil assessment for an out-of-service violation and scheduling administrative hearings for civil assessments disputes; issues intrastate DOT numbers to motor carriers; is the Organizational Coordinator for the State's portal accounts.

The Administrative Technician III is essential to the MCSAP program because this position is responsible for the following duties: process returned inspection that have carrier certification signatures; input hand-written inspection reports; assist external customers with basic CMV and/or FMCSA regulation information or dispatch the call to the appropriate Lieutenant. The MCSAP Incentive Fund money is dedicated to special premium pay (overtime) shifts to focus enforcement on problem areas in the state and/or specific activities to target issues For FFY 15 Troop S will conduct 2 premium pay shifts One will have a strong emphasis on traffic enforcement in high crash corridors. The Troopers will be required to have a traffic violation before conducting a roadside inspection. Participants will be given approximately 55 hours to conduct their shifts with a requirement of 1 contact per hour minimum. The second shift will focus on Level 3 inspections and driver-behavior with an added option to stop non-CMV's committing traffic violations around CMVs. This project will also require 1 contact per hour and give each participant approximately 55 hours. In order to meet the demands of processing inspections, civil assessments, citations, etc. the entire administrative staff at Troop S will also be given premium pay shifts. Each person will receive approximately 42 hours per shift. (The overtime incentive compensation above is calculated at lower rate than actual in order to stay within the incentive budget of \$253,50250; however, actually money spent will exceed the budgeted amount and that money will be picked up by the State.)

**5.2 - Budget Narrative (screen 3 of 9)**

**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 on how you came up with the costs 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.

**2. Fringe Benefits:** Fringe costs are benefits paid to your employers, including the cost of employer's share of FICA, health insurance, worker's compensation, and vacation. 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 specific benefits are charged to a project and the benefit percentage.

<b>Fringe Benefits Budget Narrative (SF-42A, Line 6b)</b>				
Postion(s)	Benefits(s)	Rate	Base Amount	Total Cost
MCSAP Program Consultant	FICA	\$100.00	\$3,751.21	\$3,751.21
MCSAP Program Consultant	Workers Comp	\$100.00	\$258.18	\$258.18
MCSAP Program Consultant	Social Security	\$100.00	\$3,040.19	\$3,040.19
MCSAP Program Consultant	Medicare	\$100.00	\$711.01	\$711.01
MCSAP Program Consultant	Merit Protection	\$100.00	\$192.00	\$192.00
Captain	Longevity	\$100.00	\$3,200.00	\$3,200.00
Captain	LE Retirement	\$100.00	\$8,873.76	\$8,873.76
MCSAP Program Consultant	Retirement	\$100.00	\$8,090.84	\$8,090.84
MCSAP Program Consultant	Additional Retirement	\$100.00	\$321.72	\$321.72
Captain	Workers Comp	\$100.00	\$2,734.04	\$2,734.04
Captain	FICA	\$100.00	\$1,187.12	\$1,187.12
Trooper	Uniform Allowance	\$70.00	\$68,400.00	\$47,880.00
Lieutenant	Uniform Allowance	\$80.00	\$12,600.00	\$10,080.00
Captain	Uniform Allowance	\$100.00	\$1,800.00	\$1,800.00
Trooper	Shift Differential	\$70.00	\$22,800.00	\$15,960.00
Lieutenant	Shift Differential	\$80.00	\$4,200.00	\$3,360.00
Captain	Shift Differential	\$100.00	\$600.00	\$600.00
Trooper	Additional Retirement	\$70.00	\$9,651.60	\$6,756.12
Lieutenant	Additional Retirement	\$80.00	\$2,895.48	\$2,316.38
Captain	Additional Retirement	\$100.00	\$321.72	\$321.72
Trooper	Merit Protection	\$70.00	\$7,296.00	\$5,107.20
Lieutenant	Merit Protection	\$80.00	\$1,344.00	\$1,075.20

Captain	Merit Protection	\$100.00	\$192.00	\$192.00
Trooper	Longevity	\$70.00	\$78,080.00	\$54,656.00
Lieutenant	Longevity	\$80.00	\$15,252.00	\$12,201.60
Trooper	Health Insurance	\$70.00	\$591,440.11	\$414,008.08
Lieutenant	Health Insurance	\$80.00	\$113,733.72	\$90,986.98
Captain	Health Insurance	\$100.00	\$15,753.00	\$15,753.00
Trooper	LE Retirement	\$70.00	\$276,895.04	\$193,826.53
Lieutenant	LE Retirement	\$80.00	\$55,949.25	\$44,759.40
Trooper	Workers Comp	\$70.00	\$81,206.56	\$56,844.59
Lieutenant	Workers Comp	\$80.00	\$21,791.14	\$17,432.91
Trooper	FICA	\$70.00	\$37,161.00	\$26,012.70
Lieutenant	FICA	\$80.00	\$7,496.93	\$5,997.54
Administrative Assistant II	Longevity	\$100.00	\$626.00	\$626.00
Administrative Assistant II	Health Insurance	\$100.00	\$20,135.52	\$20,135.52
Administrative Assistant II	Retirement	\$100.00	\$6,519.73	\$6,519.73
Administrative Assistant II	Additional Retirement	\$100.00	\$321.72	\$321.72
Administrative Assistant II	Workers Comp	\$100.00	\$208.05	\$208.05
Administrative Assistant II	Social Security	\$100.00	\$2,449.84	\$2,449.84
Administrative Assistant II	Medicare	\$100.00	\$572.95	\$572.95
Administrative Assistant II	FICA	\$100.00	\$3,022.78	\$3,022.78
Administrative Assistant II	Merit Protection	\$100.00	\$192.00	\$192.00
Administrative Technician III	Health Insurance	\$100.00	\$12,074.28	\$12,074.28
Administrative Technician III	Retirement	\$100.00	\$4,822.89	\$4,822.89
Administrative Technician III	Additional Retirement	\$100.00	\$321.72	\$321.72
Administrative Technician III	Workers Comp	\$100.00	\$153.90	\$153.90
Administrative Technician III	Social Security	\$100.00	\$1,812.24	\$1,812.24
MCSAP Program Consultant	Longevity	\$100.00	\$426.00	\$426.00
MCSAP Program Consultant	Insurance	\$100.00	\$7,691.76	\$7,691.76
Administrative Technician III	Medicare	\$100.00	\$423.83	\$423.83
Administrative Technician III	FICA	\$100.00	\$2,236.07	\$2,236.07
Administrative Technician III	Merit Protection	\$100.00	\$192.00	\$192.00

**Enter explanation of how you came up with the costs and how they are necessary for project success:**

The fringe benefits for the above MCSAP staff were figured on actual fringe benefits.  
 The Captain serves as the MCSAP Grant Manager and is 100% funded under the MCSAP grant  
 Lieutenant positions under the MCSAP grant are funded at 80% because these positions still require minimal duties that

are not eligible activities.

Trooper positions under the MCSAP grant are funded at 70% because these positions are sometimes required to perform State-mandated activities that are not eligible.

The MCSAP Program Consultant is 100% funded under the MCSAP grant for many duties including prepares purchase orders, analyzes financial information concerning division personnel, supplies, equipment, payroll-including overtime, and other expenditures to determine requirements by function and activity. The MCSAP Program Consultant also prepares grant applications, the Commercial Vehicle Safety Plan and quarterly reports with supporting documents through Grants.gov or FMCSA. This position maintains tracking of financial data for the grant through spreadsheets. This position is vital to the success of the MCSAP program to maintain internal controls and good accounting practices of the MCSAP grant.

The Administrative Assistant II is 100% funded under the MCSAP grant and is essential to the MCSAP program because this position is responsible for the following duties: reviewing, correcting and uploading federally recordable CMV collisions into the FMCSA portal; makes the necessary corrections to inspection reports or collision reports as a result of a DataQ; manages the State's Civil Assessment program including generating letters to motor carriers notifying them of a civil assessment for an out-of-service violation and scheduling administrative hearings for civil assessments disputes; issues intrastate DOT numbers to motor carriers; is the Organizational Coordinator for the State's portal accounts.

The Administrative Technician III is 100% funded under the MCSAP grant and is essential to the MCSAP program because this position is responsible for the following duties: process returned inspection that have carrier certification signatures; input hand-written inspection reports; assist external customers with basic CMV and/or FMCSA regulation information or dispatch the call to the appropriate Lieutenant.

**5.2 - Budget Narrative (screen 4 of 9)**

**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 on how you came up with the costs 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.

**3. Travel:** Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, method of travel, 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.

<b>Travel Cost Budget Narrative (SF-42A, Line 6c)</b>				
Purpose	# of Staff	Method of Travel	Days	Total Cost
NTC Instructor Refresher Training	4	Air	4	\$3,625.00
CMV Post Crash Inspection Course	1	Car	7	\$1,110.00
NTTC Tank Truck Workshop	2	Air	3	\$2,500.00
Routine MCSAP-related Travel	4	Car		\$4,000.00
COHMED	2	Air	5	\$3,650.00
CVSA Spring Conference	5	Air	5	\$6,750.00
CVSA Fall Conference	5	Air	5	\$6,750.00
NAIC	2	Air	5	\$2,700.00
MCSAP Regional Planning Meeting	2	Car	5	\$1,600.00

**Enter explanation of how you came up with the costs and how they are necessary for project success:**

Troop S currently has 4 instructors that are required to attend refresher training every year. The location is unknown but will require airfare, per diem and lodging.

To enhance the post-crash inspection program Troop S is sending 1 Trooper to the CMV Post Crash Inspection Course in Nebraska. This course will instruct participants regarding preservation of vital evidence at crash scenes, correctly documenting the condition of the CMV prior to the crash, driver violations and provide both the knowledge and physical tools to complete the inspection of a wrecked CMV. Travel will require per diem & lodging.

Troop S will be sending 2 Troopers to the National Tank Truck Carriers Cargo Tank Test & Inspection Workshop. The workshop will teach participants how to comply with the US DOT's cargo tank qualification and maintenance regulations and review all aspects of bulk hazardous materials and cargo tank training and enforcement. Travel will require airfare, per diem, & lodging.

Troop S is dedicated to conducting Compliance Reviews for motor carriers that include property, passenger, and hazardous material carriers. Compliance Reviews are conducted on identified high-risk carriers. Currently, Troop S has 4 full-time Troopers that are dedicated solely to conducting Compliance Reviews. Each Trooper is required to complete a minimum of 20 Compliance Reviews each year. Compliance Reviews require travel across the state, some of which are overnight and we approximate a cost of \$2000 for the year. We also budgeted an additional \$2000 for unknown travel that comes up each year that is not able to be budgeted for. This could include training, conferences, workshops, etc.

Troop S is dedicated to ensuring that all MCSAP Troopers are knowledgeable with regulation changes, staying in contact and communicating with other MCSAP state agencies, and apply changes as they occur. Troop S attends various conferences through Commercial Vehicle Safety Alliance (CVSA). CVSA promotes commercial motor vehicle safety and security by providing leadership to enforcement, industry, and policy makers. The cost budgeted for FY-2015 is for two individuals to attend COHMED, five individuals to attend the CVSA Spring conference, and five individuals to attend the CVSA fall conference. The five attendees are highly encouraged to participate as voting members, or at the very least actively participate in the following committees: Information Systems, Program Initiatives, Hazardous Materials, Training Committee, and Vehicle Committee. Two individuals (one participant and one judge) are budgeted to attend NAIC in Pittsburgh, PA. Three individuals have been budgeted for Federal Planning Meeting provided by FMCSA in the spring. Conferences are out of state and require airfare, hotel, and per diem for each individual traveling.

**5.2 - Budget Narrative (screen 5 of 9)**

**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 on how you came up with the costs 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.

**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, provide an explanation why so FMCSA understands why lower cost items are included in this line.

**Equipment Cost Budget Narrative  
(SF-42A, Line 6d)**

Item Name	# of Items	Cost per item	Total Cost
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**Enter explanation of how you came up with the costs and how they are necessary for project success:**

**5.2 - Budget Narrative (screen 6 of 9)**

**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 on how you came up with the costs 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.

**5. Supplies:** Supplies are tangible personal property other than equipment. 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 and unit cost for larger cost supply items such as computers and printers.

Supplies Cost Budget Narrative (SF-42A, Line 6e)			
Item Name	# of Units	Cost per Unit	Total Cost
Printer/toner cartridges	1	\$11,000.00	\$11,000.00
Postage	1	\$4,000.00	\$4,000.00
Uniforms - Boots	75	\$227.00	\$17,025.00
Inspection Supplies	1	\$8,000.00	\$8,000.00
Office Furniture	1	\$3,500.00	\$3,500.00
Uniforms	1	\$18,895.00	\$18,895.00
CVSA OOS Manuals, Hazmat Regulation Manuals, Regulation Manuals	1	\$5,500.00	\$5,500.00
Post Crash CMV Inspection Tool Kit	2	\$2,701.00	\$5,402.00
Uniforms - Vests	50	\$960.00	\$48,000.00

**Enter explanation of how you came up with the costs and how they are necessary for project success:**

Troop S will provide MCSAP Troopers, CVTEP & TTEP Troopers printer cartridges for the use of in-car printers. This is necessary for the Trooper to print copies of the roadside inspection report to give to the driver and to turn in to headquarters

Postage includes business reply mail for Troopers to mail in the inspections reports and other necessary documents, and outgoing mail.

The boots needed for Troop S will include pairs for Captain, Lieutenants, Troopers, and CVTEP Troopers. Boots are not standard issued from the State and are necessary for proper traction and stability, shock absorption to prevent injury and to provide additional safety while conduction roadside inspections on CMVs.

Inspection supplies are provided to roadside inspectors and can include chamber mates, chinks, creepers, rulers, gloves, and wipes.

There is a need for some additional office furniture for some of the MCSAP staff including the Administrative Technician III, Administrative Assistant II, 2 Lieutenants, and Captain. Troop S will be purchasing a bookcase, L Shaped Workstation w/Hutch, 3 Office Chairs, and 2 guest chairs.

Troop S has budgeted for each MCSAP Trooper to receive 2 new Class B uniforms for a total of 90 uniforms, for FFY 2015.

Troop S will supply the Captain, Lieutenants and Troopers with updated copies of the FMCSA Regulation Manual, Hazmat Manual, and CVSA Out-of-Service manual in order to have the most up to date information available to them for assisting the public, conducting roadside inspections and Compliance Reviews.

The post crash CMV tool kits will be bought to furnish 2 Troopers who have had the post crash CMV inspection training with the recommended tools. These kits were figured from an equipment list provided at the training and will give those Troopers all the tools needed to be more accurate and detailed when performing a post crash inspection.

The vests requested for Troop S Troopers is unique to the MCSAP Troop and provide more convenience because it will be able to be worn on the outside of the MCSAP Class B uniform. This allows for Troopers to remove the vest if necessary to fit under a CMV and properly inspect the vehicle.

**5.2 - Budget Narrative (screen 7 of 9)**

**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 on how you came up with the costs 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.

**6. Contractual:** Contracts include sub-contractual and consulting costs. Include the rationale for the amount of the costs. You do not need to identify the organization in which you will be subcontracting. You DO need to include specific contract goods and/or services provided, the related expenses for those goods and services, and how the contract represents a fair market value. Entering the statement "contractual services" shall not be considered as meeting the requirement for completing this section.

**Contractual Cost Budget Narrative  
(SF-42A, Line 6f)**

Description of Services	Total Cost
Standley Savin Copier	\$2,500.00
OK.gov	\$10,595.00
AT&T Long Distance & DSL Line	\$7,000.00
COX Fax Line	\$340.00
Office Lease	\$69,500.00
Microsoft Office Software Licenses	\$7,350.00

**Enter explanation of how you came up with the costs and how they are necessary for project success:**

Troop S contracts with Standley Services to provide a machine with the ability to copy, fax, and scan.  
 Troop S will contract with OK.gov to create a stand-alone website for customers who need help or information regarding CMV rules, regulations, updates, etc. The intent is to improve our education and outreach program to reach the masses.  
 The AT&T long distance service allows Troop S to make any necessary calls outside of Oklahoma. The DSL line is provided at our FMCSA division office so administrative staff, Troopers, or Compliance Investigators can have wireless access when at that facility.  
 The COX fax line allows Troop S to send/receive faxes.  
 The office lease is the cost for the space used for the MCSAP Troop.  
 Troop S will supply the uniformed MCSAP staff with the Microsoft Office software licenses as this is not the standard issued software provided by the State. This will provide best compatibility when sending/receiving documents.

**5.2 - Budget Narrative (screen 8 of 9)**

**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 on how you came up with the costs 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.

**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 itemize ALL "Other" direct costs.

<b>Other Cost Budget Narrative (SF-42A, Line 6h)</b>			
Item Name	# of Units	Cost per Unit	Total Cost
Training Materials - Hazmat School	25	\$20.00	\$500.00
CVSA Decals	7900	\$0.28	\$2,212.00
CVSA Annual Membership Fee & Registration Costs	1	\$15,200.00	\$15,200.00
Communications (aircards & blackberrys)	1	\$43,000.00	\$43,000.00
Fuel Costs	1	\$187,346.00	\$187,346.00
Fleet Cost - Mileage and Maintenance	1	\$141,500.00	\$141,500.00

**Enter explanation of how you came up with the costs and how they are necessary for project success:**

Troop S will host a Hazmat class for SFY 15 and will need the required class materials for participants. (The amount above is only an estimate of the cost per item and number of units.)

A commercial motor vehicle that passes a Level I or Level V roadside inspection is awarded a Commercial Vehicle Safety Alliance decal. The "pass inspection" means that no violations are found on those items listed in the Critical area of the CVSA Out-of-Service Criteria. Decals are affixed to the vehicle by the certified inspector. Decals are ordered each quarter (four quarters a year). The average number of decals that Troop S uses each quarter is 1,850 and the cost is \$.28. This year we are adding an additional 500 to our order for the 3rd quarter of the federal fiscal year to compensate for National RoadCheck Week.

Troop S pays a one-time membership fee each year to be a CVSA member. The cost of this membership is \$9,800.00. Also budgeted is for two individuals to attend the COHMED conference in January, five individuals to attend the CVSA conference in the fall and spring conference. A total of 12 individuals will need conference registration fees. Registration costs for all CVSA conferences is \$5,400.00.

Troop S Troopers, Lieutenants, and Captain have blackberrys and aircards, which enable them to access individuals, DPS and other agencies as needed. The aircards enable the Troopers to access computer programs from the roadway. Communication devices are needed for all MCSAP Troopers to perform their job functions.

Fuel costs are necessary for the operation of the MCSAP Troopers and will be billed with the respective level of effort to the MCSAP program (ie. Captain=100%, Lieutenant=80%, Trooper=70%).

The fleet costs include 70% of the total maintenance cost for the MCSAP Troopers, Lieutenants, and Captain. Mileage is a figured calculation as follows:

DPS Transportation looks at unit inventory with mileage at approximately 110,000 miles in July. Then they make a list of those units and determine what type of vehicle is needed to replace it (car, truck, Tahoe). Then they do some math and see how many units they can replace with the funds. Then the units and all the required equipment is ordered. By the time the new units get issued out, a Trooper would have approximately 125,000 miles on his unit Troop S will bill a mileage rate based on the price of the unit divided by 125,000. (For example, out Tahoe's cost \$61,109.72. Divide that by 125,000 and we come up with a mileage rate of 49 cents per mile.)

**5.2 - Budget Narrative (screen 9 of 9)**

**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 on how you came up with the costs 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.

**8. Indirect Costs (if applicable):** Indirect costs are incurred for common or joint objectives that benefit more than one project. Indirect costs may be both administrative and programmatic. Include a current and fully executed agreement in your application if you are claiming indirect costs. Make sure the rate is applied to the appropriate base in the approved agreement.

**Check this box if:**

**No indirect cost charges will be used.**

**Complete one of the following options:**

- Complete Option A if you have an approved Indirect Cost Rate Agreement
- Complete Option B if you DO NOT have an approved Indirect Cost rate Agreement

**Indirect Costs Budget Narrative (SF-42A, Line 6j)**

**OPTION A: If you have an approved Indirect Cost Rate Agreement**

Name of the Federal agency that issued the agreement:	
What is the approved rate (%)?	
What is the period of time covered by the rate?	
What is the base against which rate is applied? [As specified in the agreement]	
What is the base amount (\$)?	
Enter the rate (%) that will be used:	
Enter the amount (\$) that will be used:	
<b>TOTAL INDIRECT CHARGES</b>	

**OPTION B: If you DO NOT have an approved Indirect Cost rate Agreement**

Enter the fixed amount (\$) of total indirect charges that will be used:	
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**Enter explanation of how you came up with the costs and how they are necessary for project success:**