



DELAWARE

Commercial Vehicle Safety Plan

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

**Fiscal Years 2020 - 2022
Annual Update FY 2022**

Date of Approval: August 31, 2022

FINAL CVSP



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

Part 1 - MCSAP Overview

Part 1 Section 1 - Introduction

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

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.209, 350.211 and 350.213](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before the due date each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan or annual update each year to receive MCSAP funds.

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

- Part 1: MCSAP Overview (FY 2020 - 2022)
- Part 2: Crash Reduction and National Program Elements (FY 2020 - 2022)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2020 - 2022)
- Part 4: Financial Information (FY 2022)
- Part 5: Certifications and Documents (FY 2022)

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

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

REMINDERS FOR FY 2022:

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

Annual Updates for Multi-Year plans—States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will review the project plan submitted the previous year and indicate any updates for the upcoming fiscal year by answering the "Yes/No" question provided in each Section of Parts 1-3.

- If Yes is indicated selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. (Note: Trend Analysis information that supports your current activities is not editable.) Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If "No" is selected, then no information in this section will be editable and the user should move forward to the next section.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2021 plans. States must carefully review and update this information to reflect FY 2022 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information that is added should detail major programmatic changes. Do not include minor modifications that reflect normal business operations (e.g., personnel changes).
- Add any updates to the narrative areas and indicate changes by preceding it with a heading (e.g., FY 2022 update). Include descriptions of the changes to your program, including how data tables were modified.
- The Trend Analysis areas in each section are only open for editing in Year 1 of a three-year plan. This data is not editable in Years 2 and 3.

Personally Identifiable Information - PII is information which, on its own or matched with other data, would permit identification of an individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational

records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

States are reminded not to include any PII in their CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

Part 1 Section 2 - Mission/Goal Statement

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

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

Instructions:

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

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

FY2021 Update: The States' Mission and Goal Statement has been updated for 2021

The Mission Statement of the Delaware Department of Safety and Homeland Security, Delaware State Police Commercial Motor Vehicle Enforcement Unit is to improve motor carrier, commercial motor vehicle, and driver safety and support an efficient surface transportation system.

The state will promote safe commercial motor vehicle transportation, including the transportation of passengers and hazardous materials; conduct activities likely to generate maximum reductions in the number and severity of commercial motor vehicle crashes and in fatalities resulting from crashes; adopt and enforce effective motor carrier, commercial motor vehicle, and driver safety regulations and practices consistent with Federal requirements; and asses and improve statewide performance by setting program goals and meeting performance standards, measures, and benchmarks.

The Delaware State Police CMVEU has set a three year goal for this Commercial Vehicle Safety Plan (CVSP) in support of its mission statement and to remain compliant with national priorities and program activity recommendations set by FMCSA. The state will utilize staffing to conduct national program elements in its efforts as well as state directed program activities to achieve its goals.

FY2022 Update:

A gramatical (Pronoun) change was made to the Mission and Goal Statement.

Part 1 Section 3 - MCSAP Structure Explanation

Please review your State's CMV enforcement program description. You must answer the questions about your grant activities. You must select "yes" to make changes.

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

Instructions:

Answer the questions about your grant activities and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. Please do not include activities or expenses associated with any other FMCSA grant program.

Complete the check boxes below if they affirmatively apply to this CVSP:

- ☐ **Initiatives involving "rural roads" are specifically included in this CVSP.**
- ☐ **The State has voluntarily submitted an annual Training Plan to the National Training Center (NTC).**

FY2022 Updates per BIL Funding: The state will be adding a position to the CMVEU. A Commercial Vehicle Enforcement Program Specialist (CVEPS) will provide direct assistance to the MCSAP Program Coordinator. This would include tasks related to analysis and recommendations concerning CMVEU programs, budgets, program and project evaluation and coordination, service and/or project requests, alternatives, and costs to meet short and long-term CMVEU goals and objectives. The CVEPS will provide analysis of projects, all funding sources, Federal, State and DSP mandates, strategic and long-range plans, legislation, contracts, and grants. The CVEPS is available to work with external project managers and other government and industry stakeholders for planning and coordination of projects. The CVEPS will also be available for communication regarding CMV related issues for community, industry, federal and state agency representatives, and legislative members. 60% of His/Her activities will support MCSAP Program elements.

FY2022 Updates per BIL Funding: The state does not anticipate it will realize any significant change to the program activities projections currently reflected in this CVSP. Potential changes to activity levels will be evaluated due to the increased funding available within the FY2023 CVSP. The State will start the first year of its next multi year CVSP cycle in FY2023.

FY22 Update: The state has updated its MCSAP Structure Explanation to address special emphasis areas contained within the FY2022 MCSAP Planning Memo. Since no major programmatic changes will occur for this annual update based on a review of the emphasis areas, they are addressed in this section.

The Delaware Department of Safety and Homeland Security (DSHS) is the lead agency in the state of Delaware. As a division of the Department of Safety and Homeland Security, The Delaware State Police is charged with administering the CVSP. Under the Delaware State Police Commercial Motor Vehicle Enforcement Unit (CMVEU) personnel structure there are Ten, uniformed, NAS certified Inspector's. A minimum of 50% of their yearly activities are MCSAP eligible. Their time allocation and their salary and benefit amounts are allocated to the MCSAP Grant at 50%. The CMVEU has one certified Trooper dedicated full-time to Investigations and New Entrant Safety Audits. The CMVEU also includes one MCSAP Program Coordinator (Sergeant) who is also a NAS certified inspector. 60% of His/Her activities support the MCSAP Elements. A Full-time Administrative specialist performs data management and quality activities. 100% of His/Her activities support the MCSAP elements. Additionally there are six certified inspectors who conduct MCSAP eligible activities on a part time basis. These part-time inspectors primary duties are related to size and weight enforcement and other non-MCSAP eligible activity.

The state has two fixed Inspection Stations. One located at 4580 North DuPont Highway, Townsend, Delaware 19734, and the other at 1280 Middletown-Warwick Road, Middletown, Delaware 19709. There are additionally several identified pull-off locations throughout the state for off-site inspections, including areas along state roadway shoulders.

The state is divided into three counties: New Castle, Kent, and Sussex. New Castle County includes the state's two fixed facilities. Rural roads in the state account for 24% of the Daily Vehicle Miles traveled as of FY2018 with only 6% of those Miles located in New Castle County. New Castle County accounts for an average 60% of the Crashes involving CMVs occurring in the state. The States enforcement program allocates its resources to the three counties in accordance with it's crash data analysis. While no specific initiatives for rural transportation within the State are identified within this CVSP. The States safety activities in Sussex County are occurring proportionately on roadways where 14% of the DVMT are identified as rural.

The activities of the unit are conducted to attempt to minimize the causes of crashes. Activities are focused to identify equipment failures, driver error, and poor safety practices of motor carriers.

Activities consist of:

- A) An inspection program to detect and correct CMV safety defects and driver suitability.
- B) Traffic enforcement primarily conducted in identified crash/high risk corridors for the state.
- C) Participation in sponsored enforcement events and safety blitzes.
- D) Participation in safety/educational/outreach presentation opportunities.
- E) Conducting New Entrant Safety audits and carrier investigations.
- F) Professional development and training to maintain the unit's qualifications.
- G) Attendance at sponsored conferences and meetings relating to CMV Safety and Enforcement.
- H) Providing Operation and maintenance cost support to the state's ITD program.

The state is in the process of developing an internal training program in coordination with the National Training Center. Past practice has been the utilization of out of state resources for the state's training needs. The state has submitted an application to NTC and is in the process of certifying a single instructor. The initial certification will be for NAS Part A. It is anticipated the program will expand to include additional instructor certifications.

The State has reviewed the Special Emphasis areas identified in the FY 2022 MCSAP Planning Memo. Initiatives specific to Rural roads are discussed above in Paragraph 4. Specific to the additional identified emphasis areas:

- 1) The State has reviewed updated Title VI compliance requirements and has updated it's 2022 Title VI compliance plan with the States established inspection selection and unbiased policing policies.
- 2) The State has not been identified as a top 10 state for fatal large truck crashes. No major programmatic changes are proposed to the States Crash Reduction Goal and activity plan.
- 3) As evidenced by the trend analysis data, the State has not identified a significant passenger transportation safety problem. The State has not identified any safety concerns regarding the transportation of seasonal and migrant farm workers.
- 4) The States Current OOS order catch rate is 100%.
- 5) The State has conducted In-service training during FY 21 and reviewed the FMCSA CDL Drug and Alcohol Clearinghouse final rule with the States Inspectors. A review of the CVSA published Inspection Bulletins: 2020-02 "Roadside Examination of DACH status", and 2020-04 "CDL Queries Should Be Conducted through CDLIS was also conducted and provided to Inspectors.
- 6) The State remains an active partner with the organization Truckers against Trafficking and has provided training from their program to the States CMV Inspectors. As with any criminal intradiction activity Human Trafficking Detection is part of the job function of any sworn Trooper in the state including Troopers assigned to the States CMVEU. No specific Human Trafficking objective is funded through the MCSAP Program. CMVEU Troopers are funded proportionately to the MCSAP eligible activities they conduct.
- 7) The States use of Eroads Data Transfer is above the goal set by FMCSA of 85%.
- 8) An analysis of crash data as reflected in the States current Crash Reduction Goal does not show work zone crashes involving CMVs as a significant crash characteristic. Work zone area traffic enforcement is part of the States normal operations for both CMVEU and regular patrol troopers and is additionally targeted with enforcement that is funded by private sector and Delaware DOT on an overtime basis.
- 9) Work Zone Safety materials are available for the States CMVEU Troopers for use when providing safety talks for motor carriers or other groups. The States Office of Highway Safety and DOT are the primary resources for outreach and education activities related to Work Zone Safety. The State CMVEU has a limited amount of resources available due to the size of its unit to initiate public outreach and educational activities. Details for the States public education and outreach activities are found in the Crash Reduction section of this ECVSP.
- 10) The State has not made any adjustments to its activities for Hazardous Materials Safety. Prior years CVSPs have not established a state specific goal as evidenced by the trend analysis data for Haz-Mat related crashes or release. The State has five NAS certified Haz-Mat inspectors and Haz-Mat inspection goals have been established for the States Multi year CVSP. The States inspectors and investigators verify possession of Haz-Mat Safety permits for interstate and intrastate carriers roadside during inspections and as part of investigations. The States Haz-Mat OOS Rate is below 10%.

Part 1 Section 4 - MCSAP Structure

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

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

Instructions:

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

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

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

| Lead Agency Information | |
|--|---|
| Agency Name: | DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY DELAWARE STATE POLICE |
| Enter total number of personnel participating in MCSAP activities | 20 |
| National Program Elements | Enter # personnel below |
| Driver and Vehicle Inspections | 19 |
| Traffic Enforcement Activities | 18 |
| Investigations* | 1 |
| Public Education and Awareness | 8 |
| Data Collection and Reporting | 3 |
| * Formerly Compliance Reviews and Includes New Entrant Safety Audits | |

| Subrecipient Information | |
|--|---------------------------------------|
| Agency Name: | DELAWARE DEPARTMENT OF TRANSPORTATION |
| Enter total number of personnel participating in MCSAP activities | 1 |
| National Program Elements | Enter # personnel below |
| Driver and Vehicle Inspections | 0 |
| Traffic Enforcement Activities | 0 |
| Investigations* | 0 |
| Public Education and Awareness | 0 |
| Data Collection and Reporting | 0 |
| * Formerly Compliance Reviews and Includes New Entrant Safety Audits | |

| Non-funded Agency Information | |
|---|---|
| Total number of agencies: | 0 |
| Total # of MCSAP Participating Personnel: | 0 |

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2020 - 2022 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

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

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

Part 2 Section 2 - CMV Crash Reduction

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

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

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

Trend Analysis for 2014 - 2018

Instructions for all tables in this section:

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

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns relate to each other and allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
 - In the Goal column, enter the goal from the corresponding CVSP for the measurement period.
 - In the Outcome column, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.
- The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable in Years 2 and 3.

ALL CMV CRASHES

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

Goal measurement as defined by your State: Other

If you select 'Other' as the goal measurement, explain the measurement used in the text box provided:

Total Fatal and injury crashes combined per 100M VMT (begun FY16)

| Measurement Period (Include 5 Periods) | | Fatalities | Goal | Outcome |
|--|------------|------------|------|---------|
| Begin Date | End Date | | | |
| 10/01/2017 | 09/30/2018 | 18 | 2.57 | 2.68 |
| 10/01/2016 | 09/30/2017 | 17 | 2.57 | 2.95 |
| 10/01/2015 | 09/30/2016 | 14 | 2.60 | 2.82 |
| 10/01/2014 | 09/30/2015 | 13 | 2.64 | 2.27 |
| 01/01/2014 | 12/31/2014 | 16 | 1.83 | 2.63 |

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: N/A

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:
No State Motorcoach/Passenger Fatality Reduction Goal

| Measurement Period (Include 5 Periods) | | Fatalities | Goal | Outcome |
|---|------------|------------|------|---------|
| Begin Date | End Date | | | |
| 10/01/2017 | 09/30/2018 | 2 | | |
| 10/01/2016 | 09/30/2017 | 3 | | |
| 10/01/2015 | 09/30/2016 | 2 | | |
| 10/01/2014 | 09/30/2015 | 2 | | |
| 01/01/2014 | 12/31/2014 | 2 | | |

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: N/A

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

No State HM Fatality Reduction Goal

| Measurement Period (Include 5 Periods) | | Fatalities | Goal | Outcome |
|---|------------|------------|------|---------|
| Begin Date | End Date | | | |
| 10/01/2017 | 09/30/2018 | 0 | | |
| 10/01/2016 | 09/30/2017 | 0 | | |
| 10/01/2015 | 09/30/2016 | 0 | | |
| 10/01/2014 | 09/30/2015 | 0 | | |
| 01/01/2014 | 12/31/2014 | 0 | | |

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

State SafetyNet data and MCMS records, Data captured 07/18/19

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

The state did not achieve its crash reduction objective for FY 18 of maintaining or reducing the total combined fatality and injury crash rate per 100 million VMT to at or below 2.57.

The state's crash reduction goal measures a combined rate of fatalities and injuries. The state believes this provides a better measurement of the effectiveness of the state's crash reduction activities. The state realizes a comparatively low number of commercial vehicle related fatalities each year, as the state is relatively small geographically. As a result, a small increase, or decrease in the number of fatalities results in a notable percentage increase/decrease.

The state sets its crash reduction goals utilizing complete fiscal year data available at the time of CVSP completion. For the FY18 CVSP complete yearly data was available for FY16.

The total combined crash rate for the end of FY18 was 2.68. This was a 4% increase over the FY18 Goal which was calculated using a 3 yr average ending FY16.

The fatalities rate has increased. The fatalities rate for the end of FY 18 was .18. The 3 yr average fatalities rate ending FY16 was .15. This reflects a 16% increase. The increase was primarily due to a multiple fatality event occurring in July 2018. The actual number of fatal crashes experienced a 5% increase over the prior three year average ending FY16.

Narrative Overview for FY 2020 - 2022**Instructions:**

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

Problem Statement Narrative: Describe the identified problem, include baseline data and identify the measurement method.

The state's three prior year (FY2016-FY2018) average combined fatality and injury (CFI) crash rate was 2.82 per 100 million VMT.

The state had a 12% increase in the total number of CFI crashes in FY18 compared to the prior three years average. The number of fatal crashes additionally increased 5% over the prior 3 yr average. There were 14 fatal crashes in FY18.

An analysis of CMV crash data for FY16 to FY18 shows 78% of all collisions occurred during daylight hours with the majority occurring Mon-Fri. 88% of crashes involved no type of adverse weather condition. 25% of injury crashes involved a bus with seating greater than 15.

An analysis of crash data FY16 to FY18 does not identify the state has experienced work zone related crashes involving large trucks or buses as a significant crash characteristic.

19% of collisions occurred on full access control roadways. The full access control roadways for the state consist of Interstates 95, 495, and 295 as well as portions of DE SR 1. The state's full access control roadways account for 16% of the annual VMT. Relative to its VMT, full

access controlled roadways do not have a substantially higher crash rate than the state's other roadways. However, the interstate roadways in the state only account for 2% of the actual roadway miles so it is identified as a centralized high risk area for targeted enforcement.

The state is divided into three counties: New Castle, Kent, and Sussex. 65% of FY16 to FY18 Crashes occurred in New Castle County, 19% in Sussex County, and 15% in Kent County. The state's CFI rates and fatality crash rates by county are proportionate to the percentage of crashes in each county. The state's interstate roadways are located in New Castle County as well as the majority full access control portion of SR1.

Enter the data source and capture date:

State SafetyNet data and MCMIS records, Data captured 06/18/19

Projected Goal for FY 2020 - 2022:

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

| Fiscal Year | Annual Crash Reduction Goals |
|-------------|------------------------------|
| 2020 | 5 |
| 2021 | 5 |
| 2022 | 5 |

The state has set a three year goal to reduce the FY2016 to FY2018 total combined fatality and injury crash rate per 100 million VMT 15%. Goal breakdown per year. 2020 = 2.68, 2021 = 2.55, 2022 = 2.42.

Program Activities for FY 2020 - 2022: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

The state's program activities will include Driver and Vehicle inspections, Traffic Enforcement, Investigations, Public Education and Awareness, and Effective Data Collection and Reporting.

The allocation of resources dedicated to the state's Crash Reduction Goal are listed below:

The state will dedicate sixty-five percent of its Trooper resources to high visibility enforcement activities on full access controlled roadways. Due to the limited size and high traffic volume, the state's interstate roadways present an opportunity for enforcement activities within a concentrated target area. Full time enforcement activities will occur during normal daylight working hours. Activities will primarily occur Mon-Fri. Activities will occur in New Castle County.

The state will dedicate twenty-five percent of its Trooper resources to enforcement activities on the state's remaining roadways. Activities will primarily occur in Kent and Sussex Counties.

The state will dedicate five percent of its Trooper resources to motor coach and haz-mat enforcement activities, investigations, multi-agency operations and administrative activities for effective data collection and reporting.

A full time administrative specialist will dedicate his/her resources to auditing data collection and performing reporting functions.

The state will dedicate the remaining five percent of its Trooper resources for additional activities to include court appearances, training, conference attendance and education and outreach activities.

Overtime will be utilized primarily for enforcement activities during off hours and weekends. These activities will additionally include targeted CMV enforcement activity during off-peak hours as well as seatbelt and distracted driving enforcement.

Additional MCSAP eligible inspection and traffic enforcement activity by the CMVEU occurs during off hours and weekends. These activities occur during state funded overtime projects for commercial motor vehicle enforcement.

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

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

Troopers will record their daily activity to be totaled weekly for review by the CMVEU Sgt. Monthly activity sheets will be prepared and audited by the Administrative Specialist for accuracy and completeness.

Activity will be reviewed quarterly by the MCSAP Program Coordinator and utilized to prepare quarterly performance progress reports to FMCSA. The MCSAP Program Coordinator will additionally review the data with the CMVEU Sgt to ensure the appropriate resources are dedicated to addressing the state's activities.

The MCSAP Program Coordinator will review crash data quarterly and evaluate the effectiveness of the State's activities in relation to the observed outcomes. Reallocation of resources for specific activities will occur if warranted.

Part 2 Section 3 - Roadside Inspections

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

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

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2020 - 2022. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

Trend Analysis for 2014 - 2018

| Inspection Types | 2014 | 2015 | 2016 | 2017 | 2018 |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| Level 1: Full | 910 | 1036 | 1166 | 1241 | 1571 |
| Level 2: Walk-Around | 3875 | 3448 | 3770 | 4363 | 4635 |
| Level 3: Driver-Only | 1292 | 1857 | 2485 | 2064 | 2388 |
| Level 4: Special Inspections | 0 | 88 | 23 | 61 | 4 |
| Level 5: Vehicle-Only | 50 | 61 | 101 | 76 | 76 |
| Level 6: Radioactive Materials | 0 | 0 | 0 | 0 | 0 |
| Total | 6127 | 6490 | 7545 | 7805 | 8674 |

Narrative Overview for FY 2020 - 2022

Overview:

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

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

FY 2021 Update: The inspection goals have been updated in the table for 2021 as required

The state's CMVEU Troopers conduct Level 2 and 3 driver and vehicle inspections primarily roadside and during the course of traffic enforcement activities. These activities are detailed as part of the State's crash reduction goal. Five inspectors are certified for passenger carrier inspections. Six inspectors are certified for Haz-Mat inspections. One inspector is certified for Radioactive Materials. Level 1 inspections are completed at the state's two fixed facilities and at identified roadside locations suitable for safe performance. CMVEU Troopers additionally conduct level 1,2, and 3 inspections in the course of portable weight enforcement duties away from the state's fixed facilities. CMVEU Troopers have a rotating schedule with assignments at two fixed inspection facilities located in New Castle County as well as mobile operations at suitable roadside locations throughout the state including Kent and Sussex Counties.

Six additional inspectors conduct Level 1-3 inspections in support of the MCSAP program on a part-time basis. These inspectors include the MCSAP Program Coordinator, A Trooper assigned to investigations, a former MCSAP supervisor maintaining his certification requirements, and three civilian inspectors.

Specific Troopers are certified to conduct Level 1-6 NAS Inspections. Passenger Carrier inspections are conducted at identified depots in the state consistent with FMCSA policy. Inspectors participate in targeted passenger carrier enforcement blitzes throughout the year. Haz-Mat inspections are targeted during specific operations as well as regular duty.

The inspection totals listed in the trend analysis are from MCMIS Records showing the total of all inspections for the state and do not reflect the state's actual inspection activity goals for the listed years. The state's inspection goals are based on MCSAP dedicated resources and

anticipated percentages by level, specifically the state's goal to increase the percentage of level 1 inspections. The state has increased its inspection goals each year since 2013 proportionate to the anticipated increase in Level 1 inspections. Inspections conducted in excess of the yearly goals are primarily Level 2 inspections due to the states dedicated resources conducting vehicle inspection activity in areas not suitable for the safe conduction of Level 1 inspections.

The state's inspection program is monitored by the MCSAP Program Coordinator quarterly. He/She reviews the program performance with the CMVEU Sgt in relation to progress towards established goals for adjustment of activities as needed.

Projected Goals for FY 2020 - 2022

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2020 - 2022. For FY 2022, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

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

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

MCSAP Lead Agency

Lead Agency is: DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY DELAWARE STATE POLICE

Enter the total number of certified personnel in the Lead agency: 18

| Projected Goals for FY 2022 - Roadside Inspections | | | | | |
|--|-------------|------------|-----------|-------------|---------------------|
| Inspection Level | Non-Hazmat | Hazmat | Passenger | Total | Percentage by Level |
| Level 1: Full | 1700 | 80 | 30 | 1810 | 25.86% |
| Level 2: Walk-Around | 2828 | 50 | 0 | 2878 | 41.11% |
| Level 3: Driver-Only | 2250 | 30 | 30 | 2310 | 33.00% |
| Level 4: Special Inspections | 0 | 0 | 0 | 0 | 0.00% |
| Level 5: Vehicle-Only | 0 | 0 | 0 | 0 | 0.00% |
| Level 6: Radioactive Materials | 0 | 2 | 0 | 2 | 0.03% |
| Sub-Total Lead Agency | 6778 | 162 | 60 | 7000 | |

MCSAP subrecipient agency

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

Subrecipient is: DELAWARE DEPARTMENT OF
TRANSPORTATION

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

| Projected Goals for FY 2022 - Subrecipients | | | | | |
|---|------------|----------|-----------|----------|---------------------|
| Inspection Level | Non-Hazmat | Hazmat | Passenger | Total | Percentage by Level |
| Level 1: Full | | | | 0 | % |
| Level 2: Walk-Around | | | | 0 | % |
| Level 3: Driver-Only | | | | 0 | % |
| Level 4: Special Inspections | | | | 0 | % |
| Level 5: Vehicle-Only | | | | 0 | % |
| Level 6: Radioactive Materials | | | | 0 | % |
| Sub-Total Funded Agencies | 0 | 0 | 0 | 0 | |

Non-Funded Agencies

| | |
|--|---|
| Total number of agencies: | 0 |
| Enter the total number of non-funded certified officers: | |
| Enter the total number of inspections projected for FY 2022: | |

Summary

Projected Goals for FY 2022 - Roadside Inspections Summary

| Projected Goals for FY 2022 Summary for All Agencies | | | | | |
|---|-------------|------------|-----------|-------------|---------------------|
| MCSAP Lead Agency: DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY DELAWARE STATE POLICE | | | | | |
| # certified personnel: 18 | | | | | |
| Subrecipient Agencies: DELAWARE DEPARTMENT OF TRANSPORTATION | | | | | |
| # certified personnel: 0 | | | | | |
| Number of Non-Funded Agencies: 0 | | | | | |
| # certified personnel: | | | | | |
| # projected inspections: | | | | | |
| Inspection Level | Non-Hazmat | Hazmat | Passenger | Total | Percentage by Level |
| Level 1: Full | 1700 | 80 | 30 | 1810 | 25.86% |
| Level 2: Walk-Around | 2828 | 50 | 0 | 2878 | 41.11% |
| Level 3: Driver-Only | 2250 | 30 | 30 | 2310 | 33.00% |
| Level 4: Special Inspections | 0 | 0 | 0 | 0 | 0.00% |
| Level 5: Vehicle-Only | 0 | 0 | 0 | 0 | 0.00% |
| Level 6: Radioactive Materials | 0 | 2 | 0 | 2 | 0.03% |
| Total MCSAP Lead Agency & Subrecipients | 6778 | 162 | 60 | 7000 | |

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

Note: The table below is created in Year 1. It cannot be edited in Years 2 or 3 and should be used only as a reference when updating your plan in Years 2 and 3.

| Projected Goals for FY 2021 Roadside Inspections | Lead Agency | Subrecipients | Non-Funded | Total |
|--|-------------|---------------|------------|-------|
| Enter total number of projected inspections | 7000 | 0 | 0 | 7000 |
| Enter total number of certified personnel | 15 | 0 | 0 | 15 |
| Projected Goals for FY 2022 Roadside Inspections | | | | |
| Enter total number of projected inspections | 7250 | 0 | 0 | 7250 |
| Enter total number of certified personnel | 15 | 0 | 0 | 15 |

Part 2 Section 4 - Investigations

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

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

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

Trend Analysis for 2014 - 2018

| Investigative Types - Interstate | 2014 | 2015 | 2016 | 2017 | 2018 |
|--|-----------|----------|-----------|-----------|----------|
| Compliance Investigations | 0 | 0 | 0 | 0 | 0 |
| Cargo Tank Facility Reviews | 0 | 0 | 0 | 0 | 0 |
| Non-Rated Reviews (Excludes CSA & SCR) | 10 | 8 | 10 | 5 | 1 |
| CSA Off-Site | 0 | 0 | 0 | 0 | 0 |
| CSA On-Site Focused/Focused CR | 0 | 0 | 0 | 4 | 3 |
| CSA On-Site Comprehensive | 2 | 0 | 1 | 2 | 3 |
| Total Investigations | 12 | 8 | 11 | 11 | 7 |
| Total Security Contact Reviews | 0 | 0 | 0 | 0 | 0 |
| Total Terminal Investigations | 0 | 0 | 0 | 0 | 0 |

| Investigative Types - Intrastate | 2014 | 2015 | 2016 | 2017 | 2018 |
|--|----------|----------|----------|----------|----------|
| Compliance Investigations | | | | | |
| Cargo Tank Facility Reviews | | | | | |
| Non-Rated Reviews (Excludes CSA & SCR) | | | | | |
| CSA Off-Site | | | | | |
| CSA On-Site Focused/Focused CR | | | | | |
| CSA On-Site Comprehensive | | | | | |
| Total Investigations | 0 | 0 | 0 | 0 | 0 |
| Total Security Contact Reviews | | | | | |
| Total Terminal Investigations | | | | | |

Narrative Overview for FY 2020 - 2022**Instructions:**

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

Projected Goals for FY 2020 - 2022

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2020 - 2022.

| Projected Goals for FY 2020 - 2022 - Investigations | | | | | | |
|---|------------|------------|------------|------------|------------|------------|
| Investigation Type | FY 2020 | | FY 2021 | | FY 2022 | |
| | Interstate | Intrastate | Interstate | Intrastate | Interstate | Intrastate |
| Compliance Investigations | 0 | 0 | 0 | 0 | 0 | 0 |
| Cargo Tank Facility Reviews | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-Rated Reviews (Excludes CSA & SCR) | 0 | 0 | 0 | 0 | 0 | 0 |
| CSA Off-Site | 0 | 0 | 0 | 0 | 0 | 0 |
| CSA On-Site Focused/Focused CR | 3 | 0 | 3 | 0 | 3 | 0 |
| CSA On-Site Comprehensive | 3 | 0 | 3 | 0 | 3 | 0 |
| Total Investigations | 6 | 0 | 6 | 0 | 6 | 0 |
| Total Security Contact Reviews | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Terminal Investigations | 0 | 0 | 0 | 0 | 0 | 0 |

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

The state will conduct Carrier Investigations in support of its CMV Safety Objectives. These efforts are estimated for the current CVSP to remain limited to maintaining certification for one Trooper.

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

The State has one Trooper who completed training for carrier investigations in September 2014. The Trooper is committed to other duties as a New Entrant Auditor. The level of his participation in conducting carrier investigations is limited to maintaining his certification and providing support to the Delaware Program office.

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

The state's MCSAP Program Coordinator will receive quarterly updates from the investigator detailing the availability of the investigator to coordinate with FMCSA and participate in carrier investigation activities. Activities including training and maintaining certification will be reported and evaluated.

The measurement of qualitative components of its carrier investigation program will not be conducted until more resources can be dedicated to the carrier investigation program activities and baselines are established.

Part 2 Section 5 - Traffic Enforcement

Please review the description of your State's traffic enforcement program, projected goals and monitoring. You must answer the questions about your traffic enforcement activities in the Projected Goals area. You must select "yes" to make changes.

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

Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes). The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

Trend Analysis for 2014 - 2018

Instructions:

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

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

| State/Territory Defined Measurement Period (Include 5 Periods) | | Number of Documented CMV Traffic Enforcement Stops with an Inspection | Number of Citations and Warnings Issued |
|--|------------|---|---|
| Begin Date | End Date | | |
| 10/01/2017 | 09/30/2018 | 2023 | 2069 |
| 10/01/2016 | 09/30/2017 | 1710 | 1743 |
| 10/01/2015 | 09/30/2016 | 1304 | 1343 |
| 10/01/2014 | 09/30/2015 | 1549 | 1573 |
| 10/01/2013 | 09/30/2014 | 1333 | 1349 |

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

| State/Territory Defined Measurement Period (Include 5 Periods) | | Number of Documented CMV Traffic Enforcement Stops without Inspection | Number of Citations and Warnings Issued |
|--|------------|---|---|
| Begin Date | End Date | | |
| 10/01/2017 | 09/30/2018 | 749 | 749 |
| 10/01/2016 | 09/30/2017 | 724 | 724 |
| 10/01/2015 | 09/30/2016 | 815 | 815 |
| 10/01/2014 | 09/30/2015 | 734 | 734 |
| 10/01/2013 | 09/30/2014 | 0 | 0 |

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

| State/Territory Defined Measurement Period (Include 5 Periods) | | Number of Documented Non-CMV Traffic Enforcement Stops | Number of Citations and Warnings Issued |
|--|------------|--|---|
| Begin Date | End Date | | |
| 10/01/2017 | 09/30/2018 | 263 | 263 |
| 10/01/2016 | 09/30/2017 | 115 | 115 |
| 10/01/2015 | 09/30/2016 | 0 | 0 |
| 10/01/2014 | 09/30/2015 | 0 | 0 |
| 10/01/2013 | 09/30/2014 | 0 | 0 |

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

State SafetyNet data and MCMIS records, Data captured 07/19/19

Narrative Overview for FY 2020 - 2022

Instructions:

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

The state has dedicated sixty-five percent of its available Trooper resources to high visibility traffic enforcement and inspection activities on full access controlled roadways as detailed in the State's crash reduction goal. As part of that activity traffic enforcement stops will occur during normal daylight working hours, primarily Mon-Fri. Activities will primarily occur in New Castle County. The State's full access controlled roadways include the interstate corridor which has been identified as a high risk location. The state expects 60% of its CMV with inspection Traffic Enforcement Activities will occur in this area

The state will dedicate twenty-five percent of its Trooper resources to enforcement activities on the state's remaining roadways. Activities will primarily occur in Kent and Sussex Counties.

The state's Patrol Troopers conduct limited CMV enforcement during the normal course of their duties and their activities are included in enforcement activities without an inspection. Patrol troopers receive CMV training in their initial police certification training. Additional CMV training is available to Troopers on an elective basis at the state's training academy.

Overtime will be utilized primarily for traffic enforcement activities during off hours and weekends. These activities will additionally include targeted seat belt and distracted driving enforcement.

The State's CMVEU Troopers conduct non-CMV traffic enforcement of vehicles observed committing traffic violations in proximity to CMVs. The state has begun to document this activity. This activity will remain below the ten percent funding threshold. The activity is reported at 50% in proportion to the CMVEU Troopers time allocation to MCSAP eligible activities.

Projected Goals for FY 2020 - 2022

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2020 - 2022. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

Note: If you answer "No" to "Non-CMV" traffic enforcement activities, the State does not need to meet the average number of 2014/2015 safety activities because no reimbursement will be requested. If you answer "No" and then click the SAVE button, the Planned Safety Activities table will no longer be displayed.

| | | | Enter Projected Goals (Number of Stops only) | | |
|----------------------------------|-----------------------|--|---|---------|---------|
| Yes | No | Traffic Enforcement Activities | FY 2020 | FY 2021 | FY 2022 |
| <input checked="" type="radio"/> | <input type="radio"/> | CMV with Inspection | 1300 | 1350 | 1400 |
| <input checked="" type="radio"/> | <input type="radio"/> | CMV without Inspection | 600 | 600 | 600 |
| <input checked="" type="radio"/> | <input type="radio"/> | Non-CMV | 200 | 200 | 200 |
| <input checked="" type="radio"/> | <input type="radio"/> | Comprehensive and high visibility in high risk locations and corridors (special enforcement details) | 500 | 550 | 600 |

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

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2014/2015 activities.

| FY 2022 Planned Safety Activities | | | | |
|-----------------------------------|----------------|---------------------------|---------------------------|----------------------------|
| Inspections | Investigations | New Entrant Safety Audits | Sum of FY 2022 Activities | Average 2014/15 Activities |
| 7000 | 6 | 235 | 7241 | 7193 |

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

The state's traffic enforcement efforts are monitored by the MCSAP Program Coordinator quarterly. He/She reviews the program performance with the CMVEU Sgt in relation to progress towards established goals for adjustment of activities as needed. The MCSAP Program Coordinator will additionally monitor both the level of focused Traffic enforcement and Non-CMV enforcement for compliance with the MCSAP statutory funding limits and MCSAP Comprehensive Policy.

Part 2 Section 6 - Safety Technology

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

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

Performance and Registration Information Systems Management (PRISM) is a condition for MCSAP eligibility in [49 CFR 350.207\(27\)](#). States must maintain, at a minimum, full PRISM participation. FMCSA defines "fully participating" in PRISM for the purpose of determining eligibility for MCSAP funding, as when a State's or Territory's International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

PRISM, Operations and Maintenance (O&M) costs are eligible expenses subject to FMCSA approval. For Innovative Technology Deployment (ITD), if the State has an approved ITD Program Plan/Top-Level Design (PP/TLD) that includes a project that requires ongoing O&M, this is an eligible expense so long as other MCSAP requirements have been met. O&M expenses must be included and described both in this section and in the Financial Information Part per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

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

| Technology Program | Current Compliance Level | Include O & M Costs? |
|--------------------|----------------------------|----------------------|
| ITD | Core ITD Compliant | Yes |
| PRISM | Exceeds Full Participation | No |

Available data sources:

- [FMCSA ITD website](#)
- [PRISM Data and Activity Safety Hub \(DASH\) website](#)

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

Enter the agency name responsible for PRISM in the State: Delaware Department of Transportation

Narrative Overview for FY 2020 - 2022

Problem Statement Narrative and Projected Goal:

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

FY2022 Updates per BIL Funding: Operations and Maintenance for installed ITD Projects has been updated to include the addition of a new virtual weigh station/electronic site and two new ITD installed systems. Server Hosting fees have also been added to the Virtual Weigh Station/Electronic Screening section.

The state has achieved Core CVISN (ITD) Compliance level as well as Step 8 (Exceeds Full Participation) for Prism Compliance.

Operation and Maintenance Costs for current ITD Program projects will be subawarded to the Delaware Department of Transportation. The O&M costs will be incurred for the following ITD Program Projects:

International Registration Plan (IRP) System

CVISN project initiated by the State of Delaware in the fall of 2006. A web-based IRP system was procured and implemented in 2008. This vendor-supported IRP system allows the Delaware Division of Motor Vehicles (DMV) to process commercial vehicle credentials (registration) and payments electronically for IRP commercial vehicles. This includes online processing of new, renewal, and supplemental applications for credentials, as well as electronic payment options. Motor carrier users log in to the system to access and update their IRP information over the Internet, including payments and credential renewals.

The IRP System interfaces with Delaware's Commercial Vehicle Information Exchange Window (CVIEW) system to provide data exchange capabilities with Federal SAFER and PRISM systems for data validation and updates. The IRP system has external interfaces such as IRP Clearinghouse for the IRP fee distribution to other jurisdictions and VIntelligence for the vehicle identification number (VIN) validation.

The IRP system has been enhanced and integrated with the new IFTA system to form one Motor Carrier E-Credentialing System, providing single login functionality and integrating IRP and IFTA functionality. The enhancements and integration were completed in February 2014.

International Fuel Tax Agreement (IFTA) System

Delaware procured and implemented a web based International Fuel Tax Agreement (IFTA) Electronic Tax Filing and Credentialing System which allows Delaware DMV to collect IFTA quarterly taxes and issue credentials electronically, enable e-payment functionality and share data with IRP, CVIEW and SAFER systems. This system has been operational since February 2014.

This web-based IFTA system enables online IFTA credential issuance, quarterly tax filing, electronic payment, decal orders and self-registration functionality over the Internet allowing DMV personnel and motor carriers to access and update their IFTA information. It has also been integrated with CVIEW for IFTA Snapshot information to be available in the CVIEW system for the data exchange and data validations with SAFER. It has external interfaces such as IFTA Clearinghouse for the IFTA tax fund distribution to other jurisdictions and Govolution for electronic payment processing.

Commercial Vehicle Information Exchange Window (CVIEW)

The Delaware CVIEW project was initiated in the fall of 2006. A web-based COTS CVIEW system was procured and implemented in 2008. The vendor-supported Delaware CVIEW facilitates data exchange with internal and external applications including Federal government and Delaware systems. Specifically, it provides streamlined access to information from the following commercial vehicle systems:

- IRP (International Registration Plan)
- SAFER (Safety and Fitness Electronic Records System)
- PRISM (Performance and Registration Information Systems Management)
- UCR (Unified Carrier Registration)
- OS/OW (Oversize/Overweight) Hauling Permit
- Query Central
- IFTA (International Fuel Tax Agreement)

Virtual Weigh Station/Electronic Screening

The state's electronic screening program has been implemented at four locations in the state. The systems utilize technology to identify trucks as they approach screening sites/weigh station allowing bypass where appropriate. Enforcement is focused on high-risk carriers and vehicles. Screening consists of weigh in motion, safety and credential checks. The systems enable data exchange with SAFER and state systems including CVIEW.

Four fixed virtual electronic screening sites have been installed at the US13 Blackbird weigh station, N/B SR1 in Townsend, Warwick Rd in Middletown, and US-301 in Middletown. These systems are maintained and supported by Intelligent Imaging Systems according to a preventive maintenance agreement with the Delaware Department of Transportation.

Intelligent Imaging Systems provides Server Hosting for data produced by these implemented technologies. Monthly fees are charged for this service.

Flat Tire Detection System

The state has installed a Flat Tire Detection System on the US 301 N/B mainline. The system screens CMVs crossing the sensors for tire abnormalities and directs alerted vehicles to enter the US 301 weigh station for further evaluation. The system is maintained and supported by Intelligent Imaging Systems according to a preventive maintenance agreement with the Delaware Department of Transportation.

Automated Thermal Inspection System

The state has installed an Automated Thermal Inspection System on the US 301 weigh station ramp. The system uses thermal technology to detect brake and wheel end anomalies. Inspectors are trained to observe the images produced as well as parameters set for system alerts to detect CMVs requiring closer inspection of these vehicle components. The system is maintained and supported by Intelligent Imaging Systems according to a preventive maintenance agreement with the Delaware Department of Transportation.

Program Activities for FY 2020 - 2022: Describe any actions that will be taken to implement full participation in PRISM.

N/A

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

2022 Update:

Quarterly Prism reports will be submitted as required.

Part 2 Section 7 - Public Education and Outreach

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

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

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

Trend Analysis for 2014 - 2018

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

| Public Education and Outreach Activities | 2014 | 2015 | 2016 | 2017 | 2018 |
|--|------|------|------|------|------|
| Carrier Safety Talks | 1 | 3 | 9 | 4 | 8 |
| CMV Safety Belt Education and Outreach | 0 | 1 | 1 | 1 | 1 |
| State Trucking Association Meetings | 2 | 1 | 2 | 2 | 2 |
| State-Sponsored Outreach Events | 3 | 2 | 4 | 2 | 2 |
| Local Educational Safety Events | 2 | 1 | 0 | 2 | 1 |
| Teen Safety Events | 0 | 0 | 0 | 0 | 1 |

Narrative Overview for FY 2020 - 2022

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

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

The state is committed to increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities. The state has a limited amount of resources available due to the size of its CMVEU to initiate activities. The state will continue to rely primarily on solicitations from outside sources to achieve its goals. The state will maintain its partnerships with the Delaware Office of Highway Safety and The Delaware Motor Transport Association. Through these partnerships the state anticipates conducting outreach events and educational safety events regarding CMV safety. The state will additionally conduct activities throughout the year to include Carrier Safety talks and attendance at State Trucking Association meetings.

The state coordinates with Virginia Tech Transportation Institute to provide Trooper support and participation for "No Zone" presentations at area high school driver education classes.

The state has a regular enforcement assignment in which CMV seatbelt use is targeted. Part of the assignment protocol is both enforcement and education of CMV drivers regarding seatbelt use.

The state shares the responsibility among all CMVEU Troopers and Supervisors in the Education and Outreach element of the program.

FY22 Update:

Due to the Covid 19 Pandemic Public Education and Outreach Opportunities have been limited. The Virginia Tech Transportation Institute program has been delayed and is now expected to commence in the Fall of 2021. While the State anticipates difficulty with meeting its FY2021 goal it is expected that as opportunities increase the State will be able to meet its FY2022 goals.

Projected Goals for FY 2020 - 2022

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

| | | | Performance Goals | | |
|----------------------------------|-----------------------|--|-------------------|---------|---------|
| Yes | No | Activity Type | FY 2020 | FY 2021 | FY 2022 |
| <input checked="" type="radio"/> | <input type="radio"/> | Carrier Safety Talks | 4 | 4 | 4 |
| <input checked="" type="radio"/> | <input type="radio"/> | CMV Safety Belt Education and Outreach | 1 | 1 | 1 |
| <input checked="" type="radio"/> | <input type="radio"/> | State Trucking Association Meetings | 2 | 2 | 2 |
| <input checked="" type="radio"/> | <input type="radio"/> | State-Sponsored Outreach Events | 1 | 1 | 1 |
| <input checked="" type="radio"/> | <input type="radio"/> | Local Educational Safety Events | 2 | 2 | 2 |
| <input checked="" type="radio"/> | <input type="radio"/> | Teen Safety Events | 4 | 4 | 4 |

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

The CMVEU Sgt provides notification to the MCSAP Program Coordinator on a monthly basis regarding all outreach/education presentations conducted. These activities are recorded and included with quarterly Performance Progress Reports to FMCSA.

Educational materials are received and distributed through the year during the normal course of activities conducted by the state's personnel. Specific reporting of these interactions are not maintained.

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

Please review your State's SSDQ compliance levels and Narrative Overview and identify if changes are needed for the upcoming fiscal year. You must select 'yes' to make changes.

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

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

SSDQ Compliance Status

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

| Data Quality Program | Current Compliance Level | Include O & M Costs? |
|----------------------|--------------------------|----------------------|
| SSDQ Performance | Good | No |

Available data sources:

- [FMCSA SSDQ website](#)
- [FMCSA DataQs website](#)

Enter the agency name responsible for Data Quality:

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2020 - 2022.

| SSDQ Measure | Current SSDQ Rating | Goal for FY 2020 | Goal for FY 2021 | Goal for FY 2022 |
|--------------------------------|---------------------|------------------|------------------|------------------|
| Crash Record Completeness | Good | Good | Good | Good |
| Crash VIN Accuracy | Good | Good | Good | Good |
| Fatal Crash Completeness | Good | Good | Good | Good |
| Crash Timeliness | Good | Good | Good | Good |
| Crash Accuracy | Good | Good | Good | Good |
| Crash Consistency | No Flag | No Flag | No Flag | No Flag |
| Inspection Record Completeness | Good | Good | Good | Good |
| Inspection VIN Accuracy | Good | Good | Good | Good |
| Inspection Timeliness | Good | Good | Good | Good |
| Inspection Accuracy | Good | Good | Good | Good |

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

A&I data snapshot July 19 2019

Narrative Overview for FY 2020 - 2022

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

N/A

Program Activities FY 2020 - 2022: Describe activities that will be taken to maintain a "Good" overall SSDQ rating. These activities should include all measures listed in the table above. Also, describe program activities to achieve a "Good" rating for all SSDQ measures based upon the Problem Statement Narrative including measurable milestones.

N/A

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

The State's MCSAP Program Coordinator will use the State Safety Data Quality reports in A & I to monitor and evaluate the completeness and accuracy of data submitted. Regular weekly communication with the Administrative Specialist will occur to address any reported difficulties or additional required training.

Part 2 Section 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. You must complete the safety audit data questions for the current year. You must select "yes" to make changes.

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

States must conduct interstate New Entrant safety audits in order to participate in the MCSAP ([49 CFR 350.207](#).) A State may conduct intrastate New Entrant safety audits at the State's discretion if the intrastate safety audits do not negatively impact their interstate new entrant program. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

For the purpose of this section:

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

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

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

Trend Analysis for 2014 - 2018

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

| New Entrant Safety Audits | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------------|-----------|------------|------------|------------|------------|
| Interstate | 89 | 179 | 255 | 193 | 160 |
| Intrastate | 0 | 0 | 0 | 0 | 0 |
| Total Audits | 89 | 179 | 255 | 193 | 160 |

Note: Intrastate safety audits will not be reflected in any FMCSA data systems—totals must be derived from State data sources.

Narrative Overview for FY 2020 - 2022

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency: N/A

| Please complete the information below by entering data from the NEWS Dashboard regarding Safety Audits in your State. Data Source: New Entrant website | |
|--|------------|
| Date information retrieved from NEWS Dashboard to complete eCVSP | 07/22/2021 |
| Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned) | 470 |
| Current Number of Past Dues | 1 |

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

Program Objective: Meet the statutory time limit for processing and completing interstate safety audits of 120 days for Motor Carriers of Passengers and 12 months for all other Motor Carriers.

Projected Goals for FY 2020 - 2022

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

| Projected Goals for FY 2020 - 2022 - New Entrant Safety Audits | | | | | | |
|--|------------|------------|------------|------------|------------|------------|
| | FY 2020 | | FY 2021 | | FY 2022 | |
| Number of Safety Audits/Non-Audit Resolutions | Interstate | Intrastate | Interstate | Intrastate | Interstate | Intrastate |
| # of Safety Audits (Onsite) | 40 | 0 | 40 | 0 | 0 | 0 |
| # of Safety Audits (Offsite) | 158 | 0 | 158 | 0 | 235 | 0 |
| # Group Audits | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL Safety Audits | 198 | 0 | 198 | 0 | 235 | 0 |
| # of Non-Audit Resolutions | 130 | 0 | 130 | 0 | 235 | 0 |

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

The State has one full time Trooper certified to complete New Entrant Safety Audits. A current SMS run as of June 2019 shows 328 current New Entrants for the state. Historically 40% of New Entrant Carriers contacted result in a non-audit resolution.

The New Entrant Auditor will schedule audits with an emphasis on carriers requiring audits to be completed within 3 months.

The State does not plan to conduct group audits or intrastate safety audits.

The State does not anticipate any difficulty completing its program objective.

FY2022 Update:

Due to the Covid Pandemic No on-site safety audits are being conducted. At the time of writing for this update it is unknown if on-site audits will resume in FY22

The current New Entrant Inventory reflects a trending increase in carriers registering. The State is estimating that 50% of the inventory will result in a non-audit resolution. With no on-site audits being conducted the State does not anticipate it will be unable to meet the projected objective with its current staffing.

FY2022 Updates per BIL Funding

The State reflected 1 overdue audit from its NEWS data snapshot. In response to the FMCSA August 3rd, 2022 Comment, The listed overdue audit is the result of a clerical issue incorrectly entering the carrier's date of entry into the program. All New Entrant audits for the physical state of DE are assigned by the FMCSA Delaware State Program Office. No revised plan for completion of audits within timelines required is needed at this time.

Activity Plan for FY 2020 - 2022: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

The state anticipates completing approximately 50 safety audits per quarter in order to remain within established time limits. 80% of safety audits are anticipated to occur off-site.

FY2022 Update:

With no on-site audits being currently conducted, the State anticipates it will conduct 50-60 off-site audits per quarter in order for the New Entrant inventory to remain within established time limits for completion of an audit.

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

New Entrant Carrier Data will be reviewed quarterly by the MCSAP Program Coordinator to ensure audits are being scheduled in accordance with statutory time limits. Overdue audits will be reviewed for resolution within one month. Statistics for carrier contacts, inspections, and review outcomes will be submitted to the MCSAP Program Coordinator and reviewed for progress. Quarterly reports, including these compiled statistics will be submitted by the MCSAP Program Coordinator to FMCSA.

FY 2022 Update:

The New Entrant inventory will be monitored quarterly by the MCSAP Program Coordinator to determine if the data reflects a need for additional staffing for the New Entrant Program.

Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2020 - 2022).

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

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

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

Instructions:

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

Check this box if:

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

Part 3 Section 2 - Passenger Carrier Enforcement

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

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

Instructions:

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

Check this box if:

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

Part 3 Section 3 - State Specific Objectives – Past

No updates are required for this section.

Instructions:

Describe any State-specific CMV problems that were addressed with FY 2019 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2019 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2019 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2019 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Part 3 Section 4 - State Specific Objectives – Future

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

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

Instructions:

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

Describe any State-specific objective(s) identified for FY 2020 - 2022. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

Part 4 - Financial Information

Part 4 Section 1 - Overview

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

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

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

Instructions

The Spending Plan should include costs for FY 2022 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

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

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. The budget category tables use 85.01 percent in the federal share calculation.
- **State Share** means the portion of the total project costs paid by State funds. The budget category tables use 14.99 percent in the state share calculation. A State is only required to contribute 14.99 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 14.99 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

On Screen Messages

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

- Calculation of Federal and State Shares

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

The system calculates an 85.01 percent Federal share and 14.99 percent State share automatically and populates

these values in each line. Federal share is the product of Total Project Costs x 85.01 percent. State share equals Total Project Costs minus Federal share. It is important to note, if Total Project Costs are updated based upon user edits to the input values, the share values will not be recalculated by the system and should be reviewed and updated by users as necessary.

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

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

| ESTIMATED Fiscal Year Funding Amounts for MCSAP | | | |
|---|----------------------|--------------------|-------------------------|
| | 85.01% Federal Share | 14.99% State Share | Total Estimated Funding |
| Total | \$1,764,414.00 | \$92,864.00 | \$1,857,278.00 |

| Summary of MCSAP Funding Limitations | |
|---|--------------|
| Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount): | \$278,592.00 |
| MOE Baseline: | \$2,641.80 |

Part 4 Section 2 - Personnel

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

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

Salary and Overtime project costs must be separated when reporting to FMCSA, regardless of the Lead MCSAP Agency or Subrecipient pay structure.

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

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

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

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

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

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 14.99 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 14.99 percent limitation as provided in the MCP. Any deviation from the 14.99 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.

Summary of MCSAP Funding Limitations

| | |
|---|--------------|
| Allowable amount for Lead MCSAP Agency Overtime without written justification (14.99% of MCSAP Award Amount): | \$278,592.00 |
|---|--------------|

| Personnel: Salary and Overtime Project Costs | | | | | | | |
|--|-------------|--------------------------|--------------|---------------------------------------|---------------------|--------------------|---------------|
| Salary Project Costs | | | | | | | |
| Position(s) | # of Staff | % of Time on MCSAP Grant | Salary | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| Administrative Specialist | 1 | 100.0000 | \$35,000.00 | \$35,000.00 | \$35,000.00 | \$0.00 | \$0.00 |
| MCSAP Program Coordinator | 1 | 60.0000 | \$139,546.00 | \$83,727.60 | \$83,727.60 | \$0.00 | \$0.00 |
| Non-Inspection CMV Enforcement | 1 | 100.0000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| New Entrant Trooper | 1 | 100.0000 | \$135,242.00 | \$135,242.00 | \$135,242.00 | \$0.00 | \$0.00 |
| CMVEU Troopers | 10 | 50.0000 | \$116,979.00 | \$584,895.00 | \$555,650.25 | \$29,244.75 | \$0.00 |
| CMVEU Program Specialist | 1 | 60.0000 | \$70,200.00 | \$42,120.00 | \$42,120.00 | \$0.00 | \$0.00 |
| Subtotal: Salary | | | | \$880,984.60 | \$851,739.85 | \$29,244.75 | \$0.00 |
| Overtime Project Costs | | | | | | | |
| State Funded Overtime Inspections | 1 | 100.0000 | \$49,431.50 | \$49,431.50 | \$0.00 | \$49,431.50 | \$0.00 |
| Overtime | 1 | 100.0000 | \$84,350.00 | \$84,350.00 | \$84,350.00 | \$0.00 | \$0.00 |
| Subtotal: Overtime | | | | \$133,781.50 | \$84,350.00 | \$49,431.50 | \$0.00 |
| TOTAL: Personnel | | | | \$1,014,766.10 | \$936,089.85 | \$78,676.25 | \$0.00 |
| Accounting Method: | Cash | | | | | | |

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

FY2022 Updates per BIL Funding: Salary costs and overtime rates have been updated to reflect a fully funded year of allocations at current salary rates effective July 1st, 2022. Historically awarded MCSAP grant funding has not been sufficient to fund a complete year cycle of salary costs and previous CVSP salary amounts have reflected partial allocations. Non-Inspection CMV traffic enforcement amounts have historically been utilized by the state as matching funds. Due to the reduction in state required match to 5% the line item remains and will be tracked by the state in its quarterly reporting however the amount allocated to the FY2022 Grant has been reduced to 0. Additionally State Funded Overtime Inspection costs have historically been utilized by the state as matching funds. Due to the reduction in state required match to 5% the total allocated project costs have been reduced. A new position has been created within the CMVEU. The Commercial Vehicle Enforcement Unit Program Specialist will assist the MCSAP Program Coordinator. This would include tasks related to analysis and recommendations concerning CMVEU programs, budgets, program and project evaluation and coordination, service and/or project requests, alternatives, and costs to meet short and long-term CMVEU goals and objectives. A minimum of 60% of his/her time will be dedicated to MCSAP eligible activities.

Salary costs are calculated for 10 Troopers allocated at 50% utilizing average salary rates and estimated time allocation towards MCSAP Activities.

Troopers are certified inspectors and conduct the state's enforcement activities in relation to the state's CMV crash reduction activities.

Salary costs are included for a full time Administrative Specialist and a MCSAP Program Coordinator. The Administrative Specialist duties include all statistical correlation and reporting, maintenance of the CMV related crash reporting database and state safety data quality. The MCSAP Coordinator is the designated ADO for the state's MCSAP grant program. 60% of his/her time is dedicated to MCSAP eligible activities. He/She monitors and reports on the state's progress regarding its CVSP through quarterly reporting to FMCSA. He/She also participates in the state's enforcement activities in relation to the state's CMV crash reduction activities.

Non-inspection CMV traffic enforcement has been calculated using past reporting of enforcement efforts and utilizing a calculated average hourly salary cost of \$56.23 for the state's Troopers. Non-MCSAP allocated Troopers are estimated to utilize a minimum of 325 work year hours throughout the state during the year on CMV enforcement activities without inspections.

The State's New Entrant Auditor position is staffed full-time by a Trooper. Current salary costs are utilized for the assigned Trooper.

The State funds overtime projects for CMVEU inspectors to conduct CMV enforcement activity outside their normal work hours. This enforcement is for roadside inspections at non-fixed facilities and traffic enforcement with an inspection. A \$42.17 per inspection monetary rate has been calculated for these inspections from the State hourly OT Flat Rate for this activity of \$84.35 per hour. An analysis of the inspections conducted during these projects indicates a minimum of 30 minutes of every hour is spent on NAS level 1-3 inspections or traffic enforcement with an inspection activity. The state estimates it will conduct 1375 inspections during these projects.

MCSAP funded Overtime has been allocated to conduct enforcement activities during off hours and weekends and includes seatbelt enforcement and education activities. Overtime is additionally utilized for participation in annual CVSA enforcement events. These program activities have been included as part of the state's CMV crash reduction activities. The state estimates it will conduct 1000 hrs of overtime activity in support of its CMV crash reduction activities. The overtime rate of \$84.35 is the average calculated OT rate for troopers conducting CMV enforcement activities. A minimal percentage of this overtime is estimated to be utilized for New Entrant activities, the MCSAP Program Coordinator in conducting MCSAP activities, and the Administrative Specialist to keep current with statistical reporting and make corrections to the state's crash database as reported to FMCSA.

The State utilizes a cash method of accounting.

Part 4 Section 3 - Fringe Benefits

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

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

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

Actual Fringe Rate: a fringe rate approved by your cognizant agency or a fixed rate applied uniformly to each position.

Aggregated Rate: a fringe rate based on actual costs and not a fixed rate (e.g. fringe costs may vary by employee position/classification).

Depending on the State, there are fixed employer taxes that are paid as a percentage of the salary, such as Social Security, Medicare, State Unemployment Tax, etc. For more information on this item see the [Fringe Benefits Job Aid below](#).

Fringe costs method: Aggregated Rate - documentation added to 'My Documents' to describe rate calculation

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

Fringe Benefit Rate: The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.

Base Amount: The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.

| Fringe Benefits Project Costs | | | | | | | |
|-------------------------------|---------------------|--------------------------|----------------|---------------------------------------|---------------------|--------------------|-------------------|
| Position(s) | Fringe Benefit Rate | % of Time on MCSAP Grant | Base Amount | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| New Entrant Trooper | 46.8700 | 100.0000 | \$135,242.00 | \$63,387.92 | \$63,387.92 | \$0.00 | \$0.00 |
| Administrative Specialist | 68.2700 | 100.0000 | \$35,000.00 | \$23,894.50 | \$23,894.50 | \$0.00 | \$0.00 |
| MCSAP Program Coordinator | 46.8700 | 60.0000 | \$139,546.00 | \$39,243.12 | \$39,243.12 | \$0.00 | \$2,641.80 |
| CMVEU Troopers | 46.8700 | 50.0000 | \$1,169,790.00 | \$274,140.28 | \$260,433.27 | \$13,707.01 | \$0.00 |
| CMVEU Program Specialist | 9.3100 | 60.0000 | \$70,200.00 | \$3,921.37 | \$3,921.37 | \$0.00 | \$0.00 |
| TOTAL: Fringe Benefits | | | | \$404,587.19 | \$390,880.18 | \$13,707.01 | \$2,641.80 |

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

FY2022 Updates per BIL Funding: Salary Cost Base amounts have been updated to current salary rates that will be effective July 1st, 2022. Healthcare costs have increased effective July 1, 2022. A new healthcare rate sheet has been uploaded to the CVSP documents. A new line item has been added for the CMVEU Program Specialist. This position Fringe Benefit Rate includes Civilian rates for Social Security, Medicare, Worker's Compensation, and Unemployment Compensation as outlined below.

The total Project costs listed are the average amounts projected for actual fringe benefits for the described positions. The Fringe benefit rate has been calculated based on the aggregate rates and/or costs of the individual items that the State classifies as fringe benefits. These items are described and included in the calculation method listed below.

OEC aggregate rates are provided by the State's Fiscal Department and are the sum of rates for Civilian / Trooper positions: Pension (23.8%/30.38%), Social Security (6.20%/0%) , Medicare (1.45%/1.45%), Workers Compensation(1.55%/1.55%)and Unemployment Compensation (.11%/1.11%). In addition actual Healthcare costs paid by the state are included and added for the rate calculation.

Healthcare costs vary by individual Trooper or civilian. The total sum of healthcare costs and OEC costs per position are estimated in the total project costs and the fringe benefit rate is calculated from total project costs divided by salary base amount for the % of time on MCSAP Grant.

OEC Rates and Healthcare cost sheet are uploaded to My Documents Section

Part 4 Section 4 - Travel

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

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

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

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

| Travel Project Costs | | | | | | | |
|---|------------|-----------|--------------------------|---------------------------------------|--------------------|---------------|---------------|
| Purpose | # of Staff | # of Days | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| Inspector/Instructor Certification Training | 5 | 10 | 100.0000 | \$12,500.00 | \$12,500.00 | \$0.00 | \$0.00 |
| CVSA Conferences/Events/Meetings | 5 | 20 | 100.0000 | \$25,000.00 | \$25,000.00 | \$0.00 | \$0.00 |
| MCSAP In-Service/Planning | 2 | 10 | 100.0000 | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 |
| CVSA Leadership Travel | 1 | 15 | 100.0000 | \$3,750.00 | \$3,750.00 | \$0.00 | \$0.00 |
| Level 6 Inspector | 1 | 4 | 100.0000 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 |
| CVSA NAIC | 1 | 5 | 100.0000 | \$1,250.00 | \$1,250.00 | \$0.00 | \$0.00 |
| Texas CMV Inspectors Challenge | 1 | 4 | 100.0000 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 |
| TOTAL: Travel | | | | \$49,500.00 | \$49,500.00 | \$0.00 | \$0.00 |

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

FY2022 Updates per BIL Funding: Travel costs have been updated reflecting estimated price increases as a result of current inflation experiences. Place holding line items have also been updated reflecting a more accurate estimate of travel expenses needed for Inspector/Instructor Certification and Training. Additional travel funds have been estimated for CVSA Conferences and events to expand the staff attending to include possible participation by the States Department of Transportation staff who are the lead Agency for the States ITD program. They additionally research and prepare applications for High Priority Grants seeking to improve CMV safety in the state.

FY2022 Updates per BIL Funding: A new line item has been added for the CMVEU Sgt. to attend the Texas CMV Inspector Challenge. The CMVEU Sergeant is a past president for CVSA. The State is seeking to realize the training value of the event regarding CMV inspection techniques and best practices to improve the agency's inspection program. The event for 2022 has added training, demonstration and discussion regarding autonomous vehicle operations and law enforcement interaction. There will be several automated CMV developers in attendance at the event as well as at least one automated truck-tractor. CVSA will be voting on numerous autonomous vehicle related measures in the coming years. The CMVEU Sgt.'s attendance at the 2022 Texas CMV Inspector Challenge will provide information and insight that will assist CVSA and the State regarding this new era of automation. It will additionally assist in development of sound automated CMV policies as deployment of automated vehicles spreads into new jurisdictions including Delaware and surrounding states.

Travel cost typically average and are estimated at 250.00 per day and are presented as potential expenses for required transportation, lodging and meals based on GSA Per Diem rates in effect on the date of travel. The actual venues of these events are not known so costs are based on estimated average expenses to attend similar events.

Travel costs budgeted for the state include participation in CVSA conferences, events and meetings. The state maintains its partnership with CVSA to remain current on issues relating to commercial motor vehicle safety. The state conducts NAS Inspections of CMVs as part of its crash reduction plan. The state's MCSAP Sgt has been elected to CVSA leadership and will serve on the CVSA Executive Committee through 2023. The state additionally will send three troopers to CVSA conferences in fall and spring to serve on different committees. The troopers serve as conduits for information between the state's MCSAP program and CVSA to be utilized for enforcement activities related to its crash reduction plan. In addition to the fall and spring conference the state anticipates it will send 1-2 Staff to participate in CVSA's COHMED and Data Quality Conferences. For NAIC a single participant will attend for competition.

The state certified an inspector for NAS Level 6 inspections in 2019. Costs are budgeted for potential travel required to maintain certification and participate in Level 6 inspections in cooperation with surrounding states.

Line items have been allocated to attend potential MCSAP Planning Meetings and/or National In-Service Training.

Inspector and Instructor certification and/or training is need based and can vary significantly due to staff attrition. Due to the specific needs for this area being unknown a line item is included with minimum estimated funding.

Costs are estimated based on previous travel costs associated with attendance at events. Travel costs depending on venue may include Airfare, Lodging, per diem, parking and ground transportation expenses.

Part 4 Section 5 - Equipment

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

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

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

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

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

| Equipment Project Costs | | | | | | | |
|---|------------|--------------------|--------------------------|---------------------------------------|--------------------|---------------|---------------|
| Item Name | # of Items | Full Cost per Item | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| Vehicle | 4 | \$41,000.00 | 50 | \$82,000.00 | \$82,000.00 | \$0.00 | \$0.00 |
| TOTAL: Equipment | | | | \$82,000.00 | \$82,000.00 | \$0.00 | \$0.00 |
| Equipment threshold is greater than \$5,000. | | | | | | | |

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

FY2022 Updates per BIL Funding: Vehicle costs have been updated reflecting estimated rise in cost.

The state purchases vehicles to be utilized by CMVEU Troopers. The vehicles remain allocated to the unit for five years before being taken out of service. The vehicle's service life has been calculated on past performance as it relates to mileage and maintenance needs. The state maintains an inventory list of all vehicles assigned to the CMVEU and the years in service.

The state will be replacing four vehicles in FY2022 to maintain its fleet. The state's contract is pending for vehicle purchases consistent with current state purchasing policies. Due to production delays no vehicles were received for purchase allocated to FY 2020 grant funding.

Troopers utilize their assigned vehicle in conducting their enforcement activities relating to the state's CMV crash reduction plan. The listed MCSAP Grant allocation percentage reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Costs are calculated using current invoicing for vehicle purchase and outfitting to the state's specifications. The state currently utilizes the Chevrolet Tahoe equipped to requested specifications to be utilized for MCSAP/New Entrant activities. Cost is estimated using current state contract pricing for vehicle purchases and an expected cost increase due to current vehicle cost inflation.

Part 4 Section 6 - Supplies

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

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

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

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

| Supplies Project Costs | | | | | | | |
|-----------------------------|---------------------------------------|------------------|--------------------------------|---|--------------------|-----------------|---------------|
| Item Name | # of Units/ Unit of Measurement | Cost per Unit | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| Computer/Software supplies | 1 year | \$5,000.00 | 50.0000 | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 |
| CVSA Decals | 1 Year | \$1,200.00 | 100.0000 | \$1,200.00 | \$1,200.00 | \$0.00 | \$0.00 |
| Uniform Expenses | 1 year | \$2,500.00 | 50.0000 | \$1,250.00 | \$1,250.00 | \$0.00 | \$0.00 |
| Janitorial supplies | 1 year | \$1,200.00 | 100.0000 | \$1,200.00 | \$1,200.00 | \$0.00 | \$0.00 |
| Operating/Office Supplies | 1 year | \$2,000.00 | 50.0000 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 |
| Vehicle Materials | 1 year | \$10,000.00 | 50.0000 | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 |
| Inspection/Safety Equipment | 1 year | \$2,000.00 | 100.0000 | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 |
| Fuel Costs | 1 year | \$34,753.22 | 50.0000 | \$17,376.61 | \$16,895.87 | \$480.74 | \$0.00 |
| Lidar Speed detection | 1 Units | \$2,300.00 | 100.0000 | \$2,300.00 | \$2,300.00 | \$0.00 | \$0.00 |
| Bar Code Readers | 8 units | \$250.00 | 100.0000 | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 |
| LPR/DOT Mobile Readers | 8 units | \$250.00 | 100.0000 | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 |
| TOTAL: Supplies | | | | \$37,826.61 | \$37,345.87 | \$480.74 | \$0.00 |

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

FY2022 Updates per BIL Funding: Applicable estimated costs have been updated reflecting estimated price increases as a result of current inflation experiences. Estimated expenses for supplies have been increased to reflect supplies which may be acquired due to increased award amounts in order to enhance MCSAP eligible activity. Vehicle material costs have been updated for estimated costs needed for upfitting of 4 vehicles as reflected in equipment section. A line item has been added for purchasing bar code readers, and mobile LPR/DOT readers.

FY2022 Updates per BIL Funding: The State is researching potential suppliers for bar code readers and license plate and DOT number mobile reader devices. Line items are included with estimated potential start-up costs. Actual costs and determination if the items would be classified as equipment based on that actual cost is pending conclusion of the research. These items would be purchased on a phase-in approach for upfitting CMVEU vehicles as funds are available to support purchasing. These equipment items will provide time savings and efficiency improvements for the Troopers conducting inspections and traffic enforcement of CMVs.

FY2022 Updates per BIL Funding: The State is replacing aging Lidar speed detection equipment being utilized by MCSAP allocated resources. The State anticipates purchasing 1 unit with budgeted costs estimated from prior invoicing.

The state has budgeted costs for janitorial supplies, operating supplies, inspection/safety equipment and uniform expenses based on average prior expenditures for a period of 1 year.

Janitorial supplies include items for the upkeep of the state's MCSAP dedicated office space utilized by Troopers, and Administrative staff.

Operating/Office supplies are day to day items utilized by allocated resources in performance of the state's program activities. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Inspection and safety equipment include items necessary for the safe and efficient conduction of the state's program activities.

Uniform expenses include replacement of uniform items as needed due to wear and tear. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Fuel costs are budgeted for vehicles utilized by allocated resources. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Vehicle materials include items for outfitting of patrol vehicles to current departmental standards including cargo partitions, divisional radios, divisionally required in car camera systems, computer mounts, sirens and light bars. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Computer/Software supplies are included for potential replacement or repair of utilized computer equipment in performance of the state's program activities or required hardware/software upgrades needed to perform program activities. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

| Contractual and Subaward Project Costs | | | | | | | |
|---|-----------------|-----------------|--------------------------|---------------------------------------|---------------------|---------------|---------------|
| Legal Name | DUNS/EIN Number | Instrument Type | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| Capitol Cleaners | EIN 510098727 | Contract | 50.0000 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 |
| Description of Services: Uniform Cleaning / Repair | | | | | | | |
| State of Delaware Department of Transportation | EIN 516000279 | Subrecipient | 100.0000 | \$125,000.00 | \$125,000.00 | \$0.00 | \$0.00 |
| Description of Services: ITD Operations and Maintenance | | | | | | | |
| TOTAL: Contractual and Subaward | | | | \$126,000.00 | \$126,000.00 | \$0.00 | \$0.00 |

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

FY2022 Updates per BIL Funding: Operations and Maintenance costs for installed ITD Projects have been updated to include annual estimated cost increases and the addition of a new virtual weigh station/electronic screening site and two new installed e-screening technologies.

The state maintains a contract with Capitol Cleaners for MCSAP resources uniform dry cleaning and repair services. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

The state subawards operation and maintenance costs of systems supporting ITD program activities to The State of Delaware Department of Transportation (DELDOT). A narrative description of the current ITD projects these O&M costs support is included in Crash Reduction Section 6: Safety Technology. O&M costs consist of the targeted expenses listed in the below table.

Allocation to the estimated \$125,000 line item of these specific O&M costs which total \$436,592 varies by year and is determined by priority and the amount of O&M grant funds available as well as future awards to the subrecipient by FMCSA's ITD Grant program for which the subrecipient is the lead-agency.

| | |
|---|---|
| IRP O&M \$150,000.00 annual cost | Continued internal and external interfaces for data validations, data quality and data sharing with CVIEW, SAFER and PRISM systems; maintain compliance with ITD program requirements. |
| IFTA O&M \$92,000 annual cost | Continued internal and external interfaces for data validations, data quality and data sharing with CVIEW, SAFER and PRISM systems; maintain compliance with ITD program requirements. |
| CVIEW O&M \$45,000 annual cost | Continued data exchange with federal SAFER and PRISM systems and with Delaware IRP and IFTA systems; maintain compliance with ITD program requirements. |
| VWS Blackbird Maintenance \$25,600 annual cost | Annual fee for preventative and emergency maintenance of Blackbird VWS site; preventative maintenance includes two scheduled service per year with WIM calibration; emergency maintenance provided on as-needed basis. |
| VWS SR-1 Maintenance \$25,600 annual cost | Annual fee for preventative and emergency maintenance of SR-1 VWS site; preventative maintenance includes two scheduled service per year with WIM calibration; emergency maintenance provided on as-needed basis. |
| VWS Warwick RD Maintenance \$20,000 annual cost | Annual fee for preventative and emergency maintenance of Warwick RD VWS site; preventative maintenance includes two scheduled service per year with WIM calibration; emergency maintenance provided on as-needed basis. |
| VWS US-301 maintenance \$ 20,000 annual cost | Annual fee for preventative and emergency maintenance of Warwick RD VWS site; preventative maintenance includes two scheduled service per year with Wim calibration; emergency maintenance provided on as-needed basis. |
| Flat Tire Detection System US-301 maintenance \$5,000 annual cost | Annual fee for preventative and emergency maintenance of flat tire detection system; preventative maintenance includes two scheduled service per year with emergency maintenance provided on as-needed basis. |
| Automated Thermal Inspection System US-301 maintenance \$10,000 annual cost | Annual fee for preventative and emergency maintenance of automated thermal inspection system; preventative maintenance includes two scheduled service per year with emergency maintenance provided on as-needed basis. |
| VWS SRIS Server Hosting \$3616.00 per month | Server hosting costs for VWS cloud server \$43,392.00 annual cost |

Part 4 Section 8 - Other Costs

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

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

Enter a description of each requested Other Cost.

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

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

Indirect Costs

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

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

Your State will claim reimbursement for Indirect Costs.

| Indirect Costs | | | | | |
|------------------------------|---------------|----------------------------|----------------------|---------------------|---------------|
| Cost Basis | Approved Rate | Eligible Indirect Expenses | Total Indirect Costs | Federal Share | State Share |
| Salaries and Wages (SW) | 11.50 | \$1,014,766.10 | \$116,698.10 | \$116,698.10 | \$0.00 |
| TOTAL: Indirect Costs | | | \$116,698.10 | \$116,698.10 | \$0.00 |

| Other Costs Project Costs | | | | | | | |
|-------------------------------|---------------------------------------|---------------|--------------------------------|---|--------------------|---------------|---------------|
| Item Name | # of Units/ Unit of Measurement | Cost per Unit | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share | State Share | MOE |
| Copier lease | 1 year | \$1,000.00 | 50.0000 | \$500.00 | \$500.00 | \$0.00 | \$0.00 |
| CVSA Dues | 1 year | \$10,300.00 | 100.0000 | \$10,300.00 | \$10,300.00 | \$0.00 | \$0.00 |
| Conference / training fees | 1 year | \$10,000.00 | 100.0000 | \$10,000.00 | \$10,000.00 | \$0.00 | \$0.00 |
| Freight/Shipping charges | 1 year | \$100.00 | 100.0000 | \$100.00 | \$100.00 | \$0.00 | \$0.00 |
| Communications | 1 year | \$10,000.00 | 50.0000 | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 |
| TOTAL: Other Costs | | | | \$25,900.00 | \$25,900.00 | \$0.00 | \$0.00 |

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

FY2022 Updates per BIL Funding: The States Indirect Rate has been updated. Conference and Training Fees have been increased to more accurately reflect the State's anticipated expenses due to potential attendance at events as reflected in the Travel Section of this CVSP.

FEMA has contracted with the Department of Health and Human Services Division of Cost Allocation for indirect cost rate negotiation services. For a period July 1, 2021 to June 30, 2023. The state's indirect costs were calculated at a rate of 11.5% as reflected in an agreement contracted between Delaware Department of Safety and Homeland Security and the U.S. Department of Homeland Security, FEMA. The rate is applied to the direct salaries and wage costs and estimated for a year. The new approved indirect cost rate agreement has been submitted to FMCSA and is uploaded with the CVSP documents.

A copier yearly lease with costs calculated at a 50 % rate of use at the US 13 scale house for MCSAP activities.

CVSA Dues are incurred each year for participation in CVSA activities and events. The state is an active State Class 1 member of the organization.

Communication costs include cell phone, modem/data and phone charges for a year for MCSAP/New Entrant Troopers and Sgts. The MCSAP allocation reflects the Troopers Minimum allocation of time to MCSAP eligible activity.

Conference and Training fees are allocated for expected registration fees to attend CVSA Events and additional fees allocated for potential certification/enhanced CMV related training classes or events.

Freight and shipping charges are estimated for a year based on past average expenditures for procurement of supplies and materials included in this spending plan.

Part 4 Section 9 - Comprehensive Spending Plan

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

| ESTIMATED Fiscal Year Funding Amounts for MCSAP | | | |
|---|----------------------|--------------------|-------------------------|
| | 85.01% Federal Share | 14.99% State Share | Total Estimated Funding |
| Total | \$1,764,414.00 | \$92,864.00 | \$1,857,278.00 |

| Summary of MCSAP Funding Limitations | |
|---|--------------|
| Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount): | \$278,592.00 |
| MOE Baseline: | \$2,641.80 |

| Estimated Expenditures | | | | |
|-----------------------------------|---------------------|--------------------|---------------------------------------|---------------|
| Personnel | | | | |
| | Federal Share | State Share | Total Project Costs (Federal + Share) | MOE |
| Administrative Specialist | \$35,000.00 | \$0.00 | \$35,000.00 | \$0.00 |
| MCSAP Program Coordinator | \$83,727.60 | \$0.00 | \$83,727.60 | \$0.00 |
| Non-Inspection CMV Enforcement | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| New Entrant Trooper | \$135,242.00 | \$0.00 | \$135,242.00 | \$0.00 |
| CMVEU Troopers | \$555,650.25 | \$29,244.75 | \$584,895.00 | \$0.00 |
| CMVEU Program Specialist | \$42,120.00 | \$0.00 | \$42,120.00 | \$0.00 |
| Salary Subtotal | \$851,739.85 | \$29,244.75 | \$880,984.60 | \$0.00 |
| State Funded Overtime Inspections | \$0.00 | \$49,431.50 | \$49,431.50 | \$0.00 |
| Overtime | \$84,350.00 | \$0.00 | \$84,350.00 | \$0.00 |
| Overtime subtotal | \$84,350.00 | \$49,431.50 | \$133,781.50 | \$0.00 |
| Personnel total | \$936,089.85 | \$78,676.25 | \$1,014,766.10 | \$0.00 |

| Fringe Benefits | | | | |
|------------------------------|---------------------|--------------------|---------------------------------------|-------------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| New Entrant Trooper | \$63,387.92 | \$0.00 | \$63,387.92 | \$0.00 |
| Administrative Specialist | \$23,894.50 | \$0.00 | \$23,894.50 | \$0.00 |
| MCSAP Program Coordinator | \$39,243.12 | \$0.00 | \$39,243.12 | \$2,641.80 |
| CMVEU Troopers | \$260,433.27 | \$13,707.01 | \$274,140.28 | \$0.00 |
| CMVEU Program Specialist | \$3,921.37 | \$0.00 | \$3,921.37 | \$0.00 |
| Fringe Benefits total | \$390,880.18 | \$13,707.01 | \$404,587.19 | \$2,641.80 |

| Travel | | | | |
|---|--------------------|---------------|--|---------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| Inspector/Instructor Certification Training | \$12,500.00 | \$0.00 | \$12,500.00 | \$0.00 |
| CVSA Conferences/Events/Meetings | \$25,000.00 | \$0.00 | \$25,000.00 | \$0.00 |
| MCSAP In-Service/Planning | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 |
| CVSA Leadership Travel | \$3,750.00 | \$0.00 | \$3,750.00 | \$0.00 |
| Level 6 Inspector | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 |
| CVSA NAIC | \$1,250.00 | \$0.00 | \$1,250.00 | \$0.00 |
| Texas CMV Inspectors Challenge | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 |
| Travel total | \$49,500.00 | \$0.00 | \$49,500.00 | \$0.00 |

| Equipment | | | | |
|------------------------|--------------------|---------------|--|---------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| Vehicle | \$82,000.00 | \$0.00 | \$82,000.00 | \$0.00 |
| Equipment total | \$82,000.00 | \$0.00 | \$82,000.00 | \$0.00 |

| Supplies | | | | |
|-----------------------------|--------------------|-----------------|--|---------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| Computer/Software supplies | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 |
| CVSA Decals | \$1,200.00 | \$0.00 | \$1,200.00 | \$0.00 |
| Uniform Expenses | \$1,250.00 | \$0.00 | \$1,250.00 | \$0.00 |
| Janitorial supplies | \$1,200.00 | \$0.00 | \$1,200.00 | \$0.00 |
| Operating/Office Supplies | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 |
| Vehicle Materials | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 |
| Inspection/Safety Equipment | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 |
| Fuel Costs | \$16,895.87 | \$480.74 | \$17,376.61 | \$0.00 |
| Lidar Speed detection | \$2,300.00 | \$0.00 | \$2,300.00 | \$0.00 |
| Bar Code Readers | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 |
| LPR/DOT Mobile Readers | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 |
| Supplies total | \$37,345.87 | \$480.74 | \$37,826.61 | \$0.00 |

| Contractual and Subaward | | | | |
|--|---------------------|---------------|--|---------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| Capitol Cleaners | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 |
| State of Delaware Department of Transportation | \$125,000.00 | \$0.00 | \$125,000.00 | \$0.00 |
| Contractual and Subaward total | \$126,000.00 | \$0.00 | \$126,000.00 | \$0.00 |

| Other Costs | | | | |
|----------------------------|--------------------|---------------|--|---------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| Copier lease | \$500.00 | \$0.00 | \$500.00 | \$0.00 |
| CVSA Dues | \$10,300.00 | \$0.00 | \$10,300.00 | \$0.00 |
| Conference / training fees | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 |
| Freight/Shipping charges | \$100.00 | \$0.00 | \$100.00 | \$0.00 |
| Communications | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 |
| Other Costs total | \$25,900.00 | \$0.00 | \$25,900.00 | \$0.00 |

| Total Costs | | | | |
|----------------------------------|-----------------------|--------------------|--|-------------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | MOE |
| Subtotal for Direct Costs | \$1,647,715.90 | \$92,864.00 | \$1,740,579.90 | \$2,641.80 |
| Indirect Costs | \$116,698.10 | \$0.00 | \$116,698.10 | NA |
| Total Costs Budgeted | \$1,764,414.00 | \$92,864.00 | \$1,857,278.00 | \$2,641.80 |

Part 4 Section 10 - Financial Summary

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

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

| ESTIMATED Fiscal Year Funding Amounts for MCSAP | | | |
|---|----------------------|--------------------|-------------------------|
| | 85.01% Federal Share | 14.99% State Share | Total Estimated Funding |
| Total | \$1,764,414.00 | \$92,864.00 | \$1,857,278.00 |

| Summary of MCSAP Funding Limitations | |
|---|--------------|
| Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount): | \$278,592.00 |
| MOE Baseline: | \$2,641.80 |

| Estimated Expenditures | | | | |
|--------------------------------|-----------------------|--------------------|--|-------------------|
| | Federal Share | State Share | Total Project Costs (Federal + State) | Planned MOE Costs |
| Salary Subtotal | \$851,739.85 | \$29,244.75 | \$880,984.60 | \$0.00 |
| Overtime Subtotal | \$84,350.00 | \$49,431.50 | \$133,781.50 | \$0.00 |
| Personnel Total | \$936,089.85 | \$78,676.25 | \$1,014,766.10 | \$0.00 |
| Fringe Benefits Total | \$390,880.18 | \$13,707.01 | \$404,587.19 | \$2,641.80 |
| Travel Total | \$49,500.00 | \$0.00 | \$49,500.00 | \$0.00 |
| Equipment Total | \$82,000.00 | \$0.00 | \$82,000.00 | \$0.00 |
| Supplies Total | \$37,345.87 | \$480.74 | \$37,826.61 | \$0.00 |
| Contractual and Subaward Total | \$126,000.00 | \$0.00 | \$126,000.00 | \$0.00 |
| Other Costs Total | \$25,900.00 | \$0.00 | \$25,900.00 | \$0.00 |
| | 85.01% Federal Share | 14.99% State Share | Total Project Costs (Federal + State) | Planned MOE Costs |
| Subtotal for Direct Costs | \$1,647,715.90 | \$92,864.00 | \$1,740,579.90 | \$2,641.80 |
| Indirect Costs | \$116,698.10 | \$0.00 | \$116,698.10 | NA |
| Total Costs Budgeted | \$1,764,414.00 | \$92,864.00 | \$1,857,278.00 | \$2,641.80 |

Part 5 - Certifications and Documents

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

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

Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? Sgt Daniel Parks
2. What is this person's title? MCSAP Program Coordinator
3. Who is your Governor's highway safety representative? Kimberly Chesser
4. What is this person's title? Director Office of Highway Safety Delaware

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

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

State Certification declaration:

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

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

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

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

1. What is the name of your certifying State official? Sgt Daniel Parks
2. What is the title of your certifying State official? MCSAP Program Coordinator
3. What are the phone # and email address of your State official? 302-448-0034 daniel.parks@delaware.gov

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

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

I, Sgt Daniel Parks, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

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

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

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

☐ Yes ☒ No

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

☐ Yes ☒ No

STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: DATE:09/08/2021
ORGANIZATION: FILING REF.: The preceding
Delaware Department of Safety & Homeland agreement was dated
Security 06/09/2020
303 Transportation Circle
P.O. Box 818
Dover, DE 19901

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

| <u>TYPE</u> | <u>FROM</u> | <u>TO</u> | <u>RATE (%)</u> | <u>LOCATION</u> | <u>APPLICABLE TO</u> |
|-------------|-------------|------------|-----------------|-----------------|----------------------|
| PRED. | 07/01/2021 | 06/30/2023 | 11.50 | All | State Police |

*BASE

Direct salaries and wages excluding all fringe benefits.

ORGANIZATION: Delaware Department of Safety & Homeland Security
AGREEMENT DATE: 9/8/2021

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

The following fringe benefits are treated as direct costs: Retirement, FICA/Medicare, Health Insurance, and Unemployment and Workers Compensation.

This rate is not applicable to pass-through funds.

The proposal based on actual costs for the fiscal year ending June 30, 2022 is due by December 31, 2022 to the Federal Emergency Management Agency (FEMA).

Upon receipt of any Federal awards that may significantly impact the existing rates, you must contact CAS immediately, as rate adjustments may be required. In addition, predetermined rates cannot be used for Federal contracts. Therefore, if you receive a Federal contract, you must notify CAS immediately.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

This Rate Agreement is issued in accordance with the Customer Service Agreement (CSA) between DHHS/CAS and Federal Emergency Management Agency (FEMA).

ORGANIZATION: Delaware Department of Safety & Homeland Security
AGREEMENT DATE: 9/8/2021

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Delaware Department of Safety & Homeland Security

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Darryl W. Mayes

-S

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

9/8/2021

(DATE) 2671

HHS REPRESENTATIVE: Marcal Matthews

Telephone: (212) 264-2069



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

820 SILVER LAKE BOULEVARD
SECOND FLOOR, SUITE 200, (D570C)
DOVER, DELAWARE 19904

FAX: (302) 739-1304

TELEPHONE: (302) 672-5000

M E M O R A N D U M

#21-11

TO: All Department and School Fiscal Officers and Payroll Officers

FROM: Jane L. Cole, Director, Division of Accounting *JLC*

DATE: June 21, 2021

SUBJECT: **TENTATIVE FY 2022 FRINGE BENEFITS COSTS**

The tentative charges for fringe benefits for **Fiscal Year 2022** are as follows (if there are any changes, you will be promptly notified):

F.I.C.A. – Employer's Share

The **Maximum Old Age Survivors Disability Insurance (O.A.S.D.I.)** withholding effective for the period July 1, 2021 through December 31, 2021 is based on earnings of \$142,800 and the employer rate remains at 6.2%. The earnings maximum for Medicare withholding effective for the period July 1, 2021 through December 31, 2021 is unlimited at a rate of 1.45%. The employer rate for the period beginning January 1, 2022 is expected to remain at 6.2% for O.A.S.D.I. and 1.45% for Medicare.

Pension

The projected FY 2022 State Share of Pension Plans are as follows:

| | |
|-----------------------|--------|
| State Employee Plan | 23.80% |
| Judicial Plan | 22.65% |
| New State Police Plan | 30.38% |

Worker's Compensation

The rate is 1.55% of payroll, effective July 1, 2021.

Unemployment Insurance

The rate is 0.11% of payroll, effective July 1, 2021.

Health Insurance

Reference the Group Health Insurance Program rate sheets by group published on the Statewide Benefits site at the link below:

<https://dhr.delaware.gov/benefits/>

**State of Delaware
Group Health Insurance Plan
Rates Effective July 1, 2022**

Please note: The specific premiums (rates) referenced in this document apply to State of Delaware employees. Flex credits offered to school district or charter school employees to reduce their employee premiums for health care are not reflected in this information. Please see your organization's HR/Benefits Office for information about your flex credits. Employees who are eligible for and receiving reduced premiums due to double state share eligibility are not reflected in this information. Non-State Participating Group Employees should contact their HR/Benefits Office within their organization for premium information.

| | Total Monthly Premium (Rate) | Monthly Premium (Rate) Paid By the State | Monthly Premium (Rate) Paid By State of DE Employee | Monthly Dollar Amount Change for Employee Contribution* |
|---|---|---|--|--|
| Highmark Delaware First State Basic Plan | | | | |
| Employee | \$755.64 | \$725.42 | \$30.22 | + \$2.38 |
| Employee & Spouse | \$1,563.42 | \$1,500.88 | \$62.54 | + \$5.02 |
| Employee & Child(ren) | \$1,148.66 | \$1,102.72 | \$45.94 | + \$3.68 |
| Family | \$1,954.34 | \$1,876.16 | \$78.18 | + \$6.26 |

| | | | | |
|----------------------------|------------|------------|----------|----------|
| Aetna CDH Gold Plan | | | | |
| Employee | \$782.08 | \$742.98 | \$39.10 | + \$3.12 |
| Employee & Spouse | \$1,621.60 | \$1,540.52 | \$81.08 | + \$6.50 |
| Employee & Child(ren) | \$1,194.90 | \$1,135.16 | \$59.74 | + \$4.78 |
| Family | \$2,060.10 | \$1,957.10 | \$103.00 | + \$8.22 |

| | | | | |
|-----------------------|------------|------------|----------|-----------|
| Aetna HMO Plan | | | | |
| Employee | \$788.88 | \$737.60 | \$51.28 | + \$4.12 |
| Employee & Spouse | \$1,663.28 | \$1,555.16 | \$108.12 | + \$8.62 |
| Employee & Child(ren) | \$1,206.80 | \$1,128.36 | \$78.44 | + \$6.26 |
| Family | \$2,075.40 | \$1,940.50 | \$134.90 | + \$10.78 |

| | | | | |
|---|------------|------------|----------|-----------|
| Highmark Delaware Comprehensive PPO Plan | | | | |
| Employee | \$862.68 | \$748.38 | \$114.30 | + \$9.12 |
| Employee & Spouse | \$1,790.16 | \$1,552.96 | \$237.20 | + \$18.94 |
| Employee & Child(ren) | \$1,329.54 | \$1,153.38 | \$176.16 | + \$14.08 |
| Family | \$2,237.94 | \$1,941.42 | \$296.52 | + \$23.66 |

| | | | | |
|---|---------|--------|---------|----------|
| Dominion National HMO Select Dental Plan | | | | |
| Employee | \$27.94 | \$0.00 | \$27.94 | + \$1.68 |
| Employee & Spouse | \$51.96 | \$0.00 | \$51.96 | + \$3.12 |
| Employee & Child(ren) | \$56.00 | \$0.00 | \$56.00 | + \$3.36 |
| Family | \$76.08 | \$0.00 | \$76.08 | + \$4.58 |

| | | | | |
|---|----------|--------|----------|----------|
| Delta Dental PPO Plus Premier Plan | | | | |
| Employee | \$37.44 | \$0.00 | \$37.44 | - \$1.36 |
| Employee & Spouse | \$76.42 | \$0.00 | \$76.42 | - \$2.78 |
| Employee & Child(ren) | \$75.02 | \$0.00 | \$75.02 | - \$2.72 |
| Family | \$125.20 | \$0.00 | \$125.20 | - \$4.54 |

| | | | | |
|-------------------------------|---------|--------|---------|-----------|
| EyeMed Low Vision Plan | | | | |
| Employee | \$6.48 | \$0.00 | \$6.48 | No Change |
| Employee & Spouse | \$10.24 | \$0.00 | \$10.24 | No Change |
| Employee & Child(ren) | \$10.42 | \$0.00 | \$10.42 | No Change |
| Family | \$16.84 | \$0.00 | \$16.84 | No Change |

| | | | | |
|--------------------------------|---------|--------|---------|-----------|
| EyeMed High Vision Plan | | | | |
| Employee | \$13.06 | \$0.00 | \$13.06 | No Change |
| Employee & Spouse | \$20.64 | \$0.00 | \$20.64 | No Change |
| Employee & Child(ren) | \$21.04 | \$0.00 | \$21.04 | No Change |
| Family | \$33.94 | \$0.00 | \$33.94 | No Change |

*Shows the change in dollar amount of the new rates effective July 1, 2022 compared against the current rates that are in effect (as of July 1, 2021).