



DELAWARE

Commercial Vehicle Safety Plan

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

Fiscal Years 2023 - 2025

Date of Approval: July 27, 2023

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 2023 - 2025)
- Part 2: Crash Reduction and National Program Elements (FY 2023 - 2025)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2023 - 2025)
- Part 4: Financial Information (FY 2023)
- Part 5: Certifications and Documents (FY 2023)

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 2023:

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 2022 plans. States must carefully review and update this information to reflect FY 2023 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 2023 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**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.

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 assess 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 crash reduction 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. In recognition of the ambitious national long-term goal of reaching zero roadway fatalities, the state's enforcement efforts are part of an overall traffic safety goal of reducing fatalities on the state's roadways to zero.

Part 1 Section 3 - MCSAP Structure Explanation

Instructions:

Answer the questions about your CVSP 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.

Yes	No	Question
<input checked="" type="radio"/>	<input type="radio"/>	Are there initiatives involving "rural roads" included in this CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State voluntarily submit an annual Training Plan to the National Training Center (NTC)?
<input type="radio"/>	<input checked="" type="radio"/>	Does your State include activities regarding Migrant Worker Transportation in Rural Areas in this CVSP?

The Delaware Department of Safety and Homeland Security (DSHS) is the Motor Carrier Safety Assistance Program (MCSAP) lead agency for the State of Delaware. As a division of the DSHS, The Delaware State Police (DSP) is responsible for submitting and administering the Commercial Vehicle Safety Plan (CVSP). The DSP Commercial Motor Vehicle Enforcement Unit (CMVEU) staffing structure currently has ten, sworn troopers engaged in cmv enforcement full time. They are North American Standard (NAS) certified inspectors. 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 additionally has one certified trooper dedicated full-time to risk-based investigations and new entrant safety audits. 100% of his/her activities are allocated to the MCSAP Grant. The CMVEU also includes one MCSAP program coordinator (Sergeant) who is also a NAS certified inspector. He/she serves as the lead agency contact for the MCSAP program. He/she is responsible for overall planning, coordination, and management of the MCSAP program for Delaware. 60% of his/her activities are allocated to the MCSAP Grant. A full-time administrative specialist performs data quality review and management of the state's inspection and crash data. 100% of his/her activities are allocated to the MCSAP Grant. A commercial vehicle enforcement program specialist (CVEPS) provides 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. 75% of his/her activities are allocated to the MCSAP Grant. Additionally there are six certified inspectors in the state who conduct MCSAP eligible activities on a part time basis. These part-time inspectors primary duties are related to size and weight enforcement at fixed facilities 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. DSP is an active stakeholder in the state's Information Technology Deployment (ITD) program with the Delaware Department of Transportation serving as the lead agency. Installed technology at the fixed inspection stations include DOT number, license plate, and hazardous materials placard readers. These technologies are in use to screen carrier credentials. Mainline weigh in motion and tire anomaly equipment as well as infrared brake and wheel end imaging equipment on the station ramp are installed at the Middletown facility. These installed technologies focus safety enforcement on high-risk operators, improve the accuracy, integrity, and verifiability of credentials, and improve efficiency through electronic screening of commercial vehicles. The net result of allowing screened cmvs with no alert to bypass the facilities has environmental benefits from a reduction in idle time, fuel-savings, and mitigating traffic congestion. These are examples of how current and future cmv enforcement related projects in the state seek to address the objectives of climate change/sustainability outlined in Executive Order 14008 as well as the objectives of the Executive Order 14052 on the implementation of IJJA.

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 28% of the daily vehicle miles traveled based on HPMS CY 2021 with only 7% of those rural roadway miles located in New Castle County. New Castle County accounts for an average 64% of the crashes involving cmv's occurring in the state. The state's enforcement program allocates its resources to the three counties in accordance with it's crash data analysis. The state's safety activities in Kent and Sussex County are planned to occur proportionately to this analysis. Additionally since 21% of the DVMT in Kent and Sussex counties are identified as rural a targeted overtime initiative for rural transportation within the state is planned within this CVSP.

The United States Department of Transportation's National Roadway Safety Strategy (NRSS) has been reviewed and the activities within this CVSP will be conducted to minimize the causes and severity of crashes. National objectives within the NRSS including Safer People, Roads, Vehicles, and Speeds are all addressed by the proposed activities within this CVSP.

Activities of consist of:

- A) An inspection program utilizing NAS Certified Inspectors 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 CVSA and cmv safety organization sponsored enforcement events and safety blitzes.
- D) Participation in safety/educational/outreach presentation opportunities.
- E) Conducting new entrant safety audits and risk-based carrier investigations.

F) Professional development and training to maintain the unit's qualifications and technical expertise.

G) Attendance at CVSA and cmv safety organization sponsored conferences and meetings relating to cmv safety and enforcement.

H) Participating as a stakeholder and providing operation and maintenance costs as needed to support the state's Information Technology Deployment (ITD) and Performance and Registration Information Systems Management (PRISM) programs.

I) Overtime funded projects to address specific identified state and national priorities related to cmv safety.

The state has reviewed updated Title VI compliance requirements and has confirmed the state's 2023 title VI compliance plan is in compliance with the requirements and contains established inspection selection and unbiased policing policies within.

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 as part of annual in-service training.

The state remains an active partner with the organization Truckers against Trafficking and has provided training from their program to the state's cmv inspectors. The state participates by conducting activities included in the Iowa CVE Model related to human trafficking. 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 state's CMVEU.

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. A state training plan has not been submitted to NTC as there are no currently planned training events to be held within the state..

The state has reviewed the national emphasis areas identified in the FY 2023 MCSAP Planning Memo. Specific to the additional identified emphasis areas:

1) The state has not been identified as a top 10 state for fatal large truck crashes. No major programmatic changes are proposed to the state's crash reduction goal and activity plan.

2) As evidenced by crash 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.

3) The state's current federal out of service order catch rate is 100%.

4) The state's use of Eroads Data Transfer is above the goal set by FMCSA of 85%.

5) An analysis of crash trend data as reflected in the state's 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 state's normal operations for both CMVEU and regular patrol troopers and is additionally targeted with enforcement that is funded by the state Office of Highway Safety and Delaware DOT on an overtime basis.

6) Work zone safety materials are available for the state's CMVEU troopers for use when providing safety talks for motor carriers or other groups. The state's Office of Highway Safety and DOT are the primary resources for outreach and education activities related to work zone safety. The state's 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 state's public education and outreach activities are found in the Crash Reduction section of this ECVSP.

7) 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 crash trend analysis data for Haz-Mat related crashes or release. The state has nine NAS certified Haz-Mat inspectors and increased Haz-Mat inspection goals have been established for the state's multi-year CVSP in order to re-emphasis inspection of these movements along identified routes of travel. The state's inspectors and investigators verify possession of Haz-Mat safety permits for interstate and intrastate carriers roadside during inspections and as part of investigations. The state's Haz-Mat OOS Rate is below 10%.

Part 1 Section 4 - MCSAP Structure**Instructions:**

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

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

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

Lead Agency Information	
Agency Name:	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	18
Traffic Enforcement Activities	14
Investigations*	1
Public Education and Awareness	14
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 2023 - 2025 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

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 2017 - 2021

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			
10/01/2020	09/30/2021	16	2.55	2.67
10/01/2019	09/30/2020	15	2.68	2.44
10/01/2018	09/30/2019	19	2.57	2.85
10/01/2017	09/30/2018	18	2.57	2.68
10/01/2016	09/30/2017	17	2.57	2.95

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			
01/01/2021	12/31/2021	1		
01/01/2020	12/31/2020	0		
01/01/2019	12/31/2019	1		
01/01/2018	12/31/2018	4		
01/01/2017	12/31/2017	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			
01/01/2021	12/31/2021	0		
01/01/2020	12/31/2020	0		
01/01/2019	12/31/2019	0		
01/01/2018	12/31/2018	1		
01/01/2017	12/31/2017	2		

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

State SafetyNet data captured 07/26/2022

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

The state 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. The state reduced its combined crash rate 13% to 2.44 crashes per 100 Million Miles for FY20. For FY21 the state did not meet its crash reduction goal of a 10% reduction. The 2021 rate was reduced 5% to 2.67 crashes per 100 million miles. The state's total combined fatality and injury crash rate for FY22 year to date is 2.84 crashes per 100 million VMT.

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.

For the fiscal year ending 2021 the actual number of fatal crashes decreased 7% compared to the FY18 three yr average. The fatality crash rate based on DVMT decreased 10% FY21 over the FY18 three yr average.

The current FY data YTD for 2022 reflects an overall increase in CMV involved crashes consistent with national experiences. It is expected that at the conclusion of FY22 the state will have data reflecting minimal changes to the average crash rates experienced during the previous 5 years.

Narrative Overview for FY 2023 - 2025**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 (FY2019-FY2021) average combined fatality and injury (CFI) cmv involved crash rate was 2.65 per 100 million VMT. The state's roadway fatality rate for all traffic for 2019 was 1.29 per 100 million VMT.

An analysis of cmv involved crash data for CY15 to CY21 shows 74% of all collisions occurred during daylight hours with 90% occurring Mon-Fri. 87% of crashes involved no type of adverse weather condition. 81% involved a DOT registered carrier involved in interstate commerce. 46% involved a Delaware domiciled Carrier. 74% involved a cmv with a GVWR greater than 26,000. 38% involved a tractor and semi trailer combination. 5% involved a new entrant carrier.

A cmv driver was only cited in 31% of cmv involved crashes.

38% of all cmv involved crashes resulted in injury. 9% of all cmv involved crashes resulted in an injury and involved a bus or motorcoach while 32% of cmv involved crashes resulted in an injury and involved a large truck.

An analysis of cmv crash data CY15 to CY21 does not identify the state has experienced work zone related crashes involving large trucks or buses as a significant crash characteristic. During that period 7% of injury crashes for the state were related to a work zone and 6% of

fatal crashes were related to a work zone.

28% of all cmv involved crashes occurred on identified high-risk roadways. The identified high-risk roadways for the state consist of Interstates 95, 495, and 295 as well as portions of DE SR 1. The state's high risk roadways account for 28% of the annual VMT. Relative to its VMT, high risk 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 1% 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. 64% of CY15 to CY21 cmv involved crashes occurred in New Castle County, 22% in Sussex County, and 14% 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 Crash reporting data, SafetyNet data and MCMIS records, Data captured 07/30/22

Projected Goal for FY 2023 - 2025:

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
2023	5
2024	5
2025	5

The state has set a three year goal to target a reduction of the prior three year average total combined fatality and injury (CFI) 2.65 crash rate per 100 million VMT 15%. Goal breakdown per year. 2023 = 2.52, 2024 = 2.38, 2025 = 2.25.

Program Activities for FY 2023 - 2025: 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 35% percent of its available staffing resources to high visibility enforcement activities on identified high risk roadways. Due to the limited size and high traffic volume, the state's identified high risk 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 occur Mon-Fri primarily in New Castle County.

The state will dedicate 45% percent of its available staffing resources to enforcement activities on the state's remaining roadways. This includes the state's fixed inspection facilities in New Castle County where the majority of NAS level 1 inspections are conducted. Additional inspection and traffic enforcement activities occurring roadside will include Kent and Sussex Counties.

The state will dedicate 10% percent of its available staffing resources to motor coach and haz-mat enforcement activities, investigations, multi-agency operations and administrative activities for effective data collection and reporting.

The state will dedicate the remaining 10% percent of its Trooper resources for additional activities to include court appearances, training, conference attendance and education and outreach activities.

CMVEU Overtime will be utilized primarily for enforcement activities during off hours and weekends. These activities will additionally include targeted CMV enforcement activity for speeding, 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.

Overtime will be utilized for a project targeting inspections and traffic enforcement on rural roadways in Kent and Sussex Counties.

Overtime will be utilized for a project targeting Non-CMV's to promote the safe operation in and around CMV's. This project will be conducted state-wide and promote a partnership with non-mscap allocated staffing conducting traffic enforcement to impact cmv safety in the state.

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.

All program activity will be recorded by the CVEPS including cmv crash data. Overtime project activity will be recorded by the CVEPS.

All program 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

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2023 - 2025. 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 2017 - 2021

Inspection Types	2017	2018	2019	2020	2021
Level 1: Full	1241	1423	1778	1712	2732
Level 2: Walk-Around	4363	3961	3415	2632	3283
Level 3: Driver-Only	2064	2126	2583	1971	2298
Level 4: Special Inspections	61	0	0	0	0
Level 5: Vehicle-Only	76	47	17	32	28
Level 6: Radioactive Materials	0	0	0	0	0
Total	7805	7557	7793	6347	8341

Narrative Overview for FY 2023 - 2025

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 the roadside inspection application name(s) (e.g., Aspen) used by the State.

Aspen

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.

The state's CMVEU Troopers conduct Level 2 and 3 driver and vehicle inspections primarily roadside and during the course of traffic enforcement activities. Level 1 inspections are completed at the state's two fixed inspection 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. These activities are detailed as part of the state's crash reduction goal. 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.

4 inspectors are certified for passenger carrier inspections. 9 inspectors are certified for Haz-Mat inspections. 1 inspector is certified for Radioactive Materials.

9 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, The CMV Program Specialist, a Trooper assigned to investigations, 2 non-MCSAP dedicated Troopers, and 4 civilian weighmasters assigned to the fixed inspection facilities.

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 additionally participate in targeted passenger carrier enforcement blitzes throughout the year. Except in the case of an imminent or obvious safety hazard inspections of vehicles transporting passengers for a motor carrier will only occur at a bus station, terminal, maintenance facility, destination, or other location where carriers make planned stops exclusive of the states' inspection facilities. Haz-Mat inspections are conducted during specific targeted 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 based on assignments. The state's Level 1 inspections goal increases each year. Inspections conducted in excess of the yearly goals are primarily level 2 and level 3 inspections due to the state's dedicated resources conducting vehicle inspection activity in areas not suitable for the safe conduction of Level 1 inspections. The State will not meet the 25% recommendation for level 1

inspections due to a primary focus of increased funding dedicated to non-fixed locations which will result in increases to Level 2 and 3 traffic enforcement inspections.

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 as part of annual in-service training. The state will continue to reinforce this training to roadside inspectors and conducts regular audits of the DACH drivers identified at roadside. The state's current catch rate is 90% for FY22. The state anticipates it will maintain this rate accounting for known catch rate report issues for former CDL holders/non-CDL vehicles/Intrastate commerce.

The state does not plan to have routine strike forces to address human trafficking, smuggling, or drug intradiction as part of the CMVEU activities, however the state's inspectors participate in detection of these activities during roadside inspections during the normal course of their duties. The state remains an active partner with the organization Truckers against Trafficking and has provided training from their program to the state's cmv inspectors to utilize while conducting inspections and traffic enforcement with an inspection. The state additionally participates by conducting activities included in the Iowa CVE Model related to human trafficking. 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 state's CMVEU.

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 2023 - 2025

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2023 - 2025. For FY 2023, 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: 19

Projected Goals for FY 2023 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1300	100	25	1425	18.87%
Level 2: Walk-Around	3000	100	0	3100	41.05%
Level 3: Driver-Only	3000	0	25	3025	40.06%
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	7300	202	50	7552	

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 2023 - 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 2023:	

Summary

Projected Goals for FY 2023 - Roadside Inspections Summary

Projected Goals for FY 2023 Summary for All Agencies					
MCSAP Lead Agency: DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY DELAWARE STATE POLICE					
# certified personnel: 19					
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	1300	100	25	1425	18.87%
Level 2: Walk-Around	3000	100	0	3100	41.05%
Level 3: Driver-Only	3000	0	25	3025	40.06%
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	7300	202	50	7552	

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 2024 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	7750	0	0	7750
Enter total number of certified personnel	19	0	0	19
Projected Goals for FY 2025 Roadside Inspections				
Enter total number of projected inspections	7750	0	0	7750
Enter total number of certified personnel	19	0	0	19

Part 2 Section 4 - Investigations

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year. The 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 2017 - 2021

Investigative Types - Interstate	2017	2018	2019	2020	2021
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	5	1	0	0	0
CSA Off-Site	0	0	0	0	3
CSA On-Site Focused/Focused CR	4	3	1	2	2
CSA On-Site Comprehensive	2	3	2	3	0
Total Investigations	11	7	3	5	5
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	1

Investigative Types - Intrastate	2017	2018	2019	2020	2021
Compliance Investigations					
Cargo Tank Facility Reviews					
Non-Rated Reviews (Excludes CSA & SCR)					
CSA Off-Site					
CSA On-Site Focused/Focused CR				1	1
CSA On-Site Comprehensive				1	
Total Investigations	0	0	0	2	1
Total Security Contact Reviews					
Total Terminal Investigations					

Narrative Overview for FY 2023 - 2025**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 2023 - 2025

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2023 - 2025.

Projected Goals for FY 2023 - 2025 - Investigations						
Investigation Type	FY 2023		FY 2024		FY 2025	
	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	2	0	2	0	2	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	8	0	8	0	8	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 conducts carrier investigations in support of its CMV safety objectives. The state will increase the projected goals for investigations 20%. The FMCSA Delaware state program office has coordinated with the state to assign 2 investigations per quarter for the state's investigator. Potential increases to staffing eligible to conduct investigation activity is in the planning phases. The state met with the FMCSA Delaware state program office during FY22 and based on that meeting a decision was made that an additional investigator for the state was not needed based on a review of the current inventory of potential DE carriers for investigation. All investigations within Delaware are assigned by this office. The state assists this office and supplements their Federal Investigators as needed. The state will increase investigations by 20% for the next three years in support of the FMCSA's mission and evaluate the need for a further expansion of the program in coordination with the Delaware State Programs Office.

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 completes Investigations as delegated by the FMCSA State Program Office. The Trooper is committed to additional 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 FMCSA State 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 are not conducted due to the limited amount of activity the state is participating in regarding these investigations. The carrier investigation program activities and baselines are established by the FMCSA Delaware State Program Office under the direction of the Division Administrator..

Part 2 Section 5 - Traffic Enforcement

Traffic enforcement means documented enforcement activities by 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 2017 - 2021

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		
10/01/2020	09/30/2021	2374	2698
10/01/2019	09/30/2020	1926	2078
10/01/2018	09/30/2019	2522	2654
10/01/2017	09/30/2018	2168	2272
10/01/2016	09/30/2017	1710	1743

☐ 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		
10/01/2020	09/30/2021	607	607
10/01/2019	09/30/2020	566	566
10/01/2018	09/30/2019	774	774
10/01/2017	09/30/2018	749	749
10/01/2016	09/30/2017	724	724

☐ 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		
10/01/2020	09/30/2021	289	289
10/01/2019	09/30/2020	119	119
10/01/2018	09/30/2019	280	280
10/01/2017	09/30/2018	263	263
10/01/2016	09/30/2017	115	115

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

State SafetyNet data and MCMIS records, Data captured 07/27/2022

Narrative Overview for FY 2023 - 2025

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](#).

60% of the state's CMVEU regular duty traffic enforcement activity with an inspection will consist of high visibility traffic enforcement and inspection activities on identified high risk roadways as detailed in the state's crash reduction goal. As part of that activity traffic enforcement stops will occur primarily during normal daylight working hours, Mon-Fri, in New Castle County.

The remaining CMVEU regular duty traffic enforcement activities with an inspection will occur during normal daylight working hours, primarily Mon-Fri. on the state's remaining roadways. These 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.

CMVEU overtime will be utilized for targeting CMV traffic enforcement with an inspection by the state's certified inspectors during off hours and weekends. These activities will additionally include targeted speeding, seat belt and distracted driving enforcement.

The State's CMVEU Troopers conduct non-CMV traffic enforcement of vehicles when necessary to promote the safe operation in and around CMVs. The activity is reported at 50% in proportion to the CMVEU Troopers time allocation to MCSAP eligible activities. Additionally an overtime project targeting unsafe driving of Non-CMV's when necessary to promote the safe operation in and around CMVs is described in the National Emphasis State specific project portion of this CVSP.

Additional traffic enforcement with and without an inspection has been added to the activity goals that will occur during an overtime project targeting CMVs operating on rural roadways in the state. The project is described in the National Emphasis State Specific Project section of this CVSP.

Projected Goals for FY 2023 - 2025

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2023 - 2025. 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 2023	FY 2024	FY 2025
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	2500	2600	2700
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	700	800	900
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	795	795	795
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	1375	1430	1485

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 (including border inspections, if applicable), 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 (including border inspections, if applicable), investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2014/2015 activities.

FY 2023 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2023 Activities	Average 2014/15 Activities
7552	8	271	7831	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

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 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	Enhanced 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 2023 - 2025

Problem Statement Narrative and Projected Goal: Describe activities your State plans to implement in order to maintain participation in PRISM at your current level (Full, Enhanced, Expanded) and ITD goals.

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

Program Activities for FY 2023 - 2025: Describe any actions that will be taken to maintain full participation in PRISM and any ITD activities.

Operation and maintenance Costs for current ITD Program projects will be sub awarded 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.

Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress (e.g., including quarterly SF-PPR reporting).

Quarterly Prism and ITD performance progress reports are prepared and submitted by the Delaware Department of Transportation to FMCSA as the lead agency for ITD and Prism program.

Part 2 Section 7 - Public Education and Outreach

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses. 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 2017 - 2021

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

Public Education and Outreach Activities	2017	2018	2019	2020	2021
Carrier Safety Talks	4	8	5	3	11
CMV Safety Belt Education and Outreach	1	1	1	1	1
State Trucking Association Meetings	2	2	2	1	1
State-Sponsored Outreach Events	2	2	5	1	1
Local Educational Safety Events	2	1	2	2	2
Teen Safety Events	0	1	2	4	5

Narrative Overview for FY 2023 - 2025

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 project is funded through FY 23.

The state is coordinating a CMV education and outreach program that leverages a connected truck network and is delivered through the Drivewyze service platform. The program will provide the state with targeted outreach to commercial truck drivers through this connected truck network. The program will deliver commercial truck driver education via proactive driver messaging. The program will provide an infrastructure-free way of reaching commercial truck drivers with proactive messaging for safe driving behaviors and seat belt reminder notifications. Seatbelt notifications are an extremely effective way to educate drivers. Outreach efforts like in-cab reminder notices are delivered directly to drivers when they are most likely to act, behind the wheel. Additional safety messages will be developed and deployed during the year. Enforcement events will additionally be coordinated with developed safety notifications to promote a driver education and awareness campaigns simultaneously with these events.

The state has a recurring overtime 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 coordinates with the Truckers against Trafficking organization and as presented in the below table has completed elements outlined in their Iowa MVE model. The state has adopted this model for promoting awareness of human trafficking. The state will continue participation in these activities as described in the table.

DELAWARE: AT-A-GLANCE

Iowa MVE Elements: 6/6 Implemented



Current Implementation:

- **State Police:** Stocked weigh stations with TAT materials.
- **State Police:** Train MVE/CVE and/or law enforcement officers with TAT LE training.
- **Department of Motor Vehicles:** Ensure that every CDL issued (or renewed) is accompanied with a TAT or BOTL wallet card.
- **State Police:** Visit truck stops with TAT materials, urging them to train employees and distribute.
- **State Police:** Visit bus terminals with BOTL materials, urging them to train employees and display signage.
- **State Police:** Implement TAT training as part of mandatory safety meetings for truck and bus companies.

Additional Opportunities:

- Host coalition build.
- **Introduce BOTL materials to pupil transportation leadership (state DOE, school districts).**
- Incorporate BOTL into statewide school bus driver curriculum.
- Use asset forfeiture funds to pay for TAT materials.
- Begin collecting data of interdiction stops that lead to human trafficking investigations.
- Mandate anti-trafficking training for CDL schools.
- **Train and/or conduct outreach to transit operators.**
- **Every Delaware DOT employee has viewed the TAT State Agency webinar.**

Bolded opportunities have been implemented.



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

Projected Goals for FY 2023 - 2025

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 2023	FY 2024	FY 2025
<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	2	2	2
<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	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	6	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.

The state will collect and analyze data for each component of the Drivewyze education and outreach campaign. This includes program-wide, campaign-specific, site-specific, and anonymous aggregated driver data. Drivewyze will provide the state with dashboarding

and reporting for overall program performance regarding driver safety notifications. This data will be reviewed quarterly by the MCSAP Program Coordinator and summarized for quarterly performance progress reporting.

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)

MCSAP lead agencies are allowed to use MCSAP funds for Operations and Maintenance (O&M) costs associated with State Safety Data Quality (SSDQ) requirements to ensure 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: Delaware State Police

Enter the agency or agencies name responsible for DataQs: Delaware State Police

Enter the agency name responsible for the Crash Data Repository: Delaware State Police

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 2023 - 2025.

SSDQ Measure	Current SSDQ Rating	Goal for FY 2023	Goal for FY 2024	Goal for FY 2025
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 07/22/2022

Narrative Overview for FY 2023 - 2025

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

N/A

Program Activities FY 2023 - 2025: Describe activities that will be taken to achieve or maintain a "Good/Green" rating in all measures including the overall SSDQ rating. Also, describe how your State provides resources to conduct DataQs operations within your State, and describe how elevated/appeals requests are handled.

Data quality measures are reviewed quarterly by the MCSAP Program Coordinator. Regular communication with the assigned FMCSA data quality specialist occurs during each year to review any trends observed related to data quality. The state has reviewed updates to the measurement system and reviewed with the State's Administrative Specialist to ensure compliance. The state will additionally send CMVEU staff responsible for data quality to attend CVSA and FMCSA provided Data Quality and Systems training as available to promote the use FMCSA's systems effectively to report accurate and complete crash and inspection data.

The state's Data Q operations are overseen by the MCSAP Program Coordinator who is the direct supervisor for the Administrative Specialist who serves as the Data Q Analyst. The state recognizes the ability to effectively, efficiently, and fairly respond to inquiries about data integrity requires consistent application of uniform standards and reasoned analysis. RDRs are opened and investigated within 10 days after they are received. RDRs requiring an interpretation of regulation or review of violations are forwarded through the CMVEU chain of command and response provided by the MCSAP Program Coordinator in consultation with the inspector. If a requester expresses dissatisfaction with the resolution of an RDR, they are directed to forward a request specifically citing regulations or procedures supporting their RDR for the State to reconsider the dispute. The MCSAP Program Coordinator reviews the elevated request along with consultation with veteran inspectors within the CMVEU and the FMCSA field office as needed. If the State's original decision is upheld and the RDR filer remains dissatisfied with the State's explanation for the denial, the MCSAP Program Coordinator will review the RDR with the FMCSA Division Administrator (DA) for the state. Upon receipt of written response from the DA and consideration of any additional information provided, the final decision regarding the RDR will be made and recorded in the DataQ system.

Performance Measurements and Monitoring: Describe all performance measures that will be used to monitor data quality and DataQs performance 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

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 2017 - 2021

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

New Entrant Safety Audits	2017	2018	2019	2020	2021
Interstate	193	160	251	271	257
Intrastate	0	0	0	0	0
Total Audits	193	160	251	271	257

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 2023 - 2025

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	07/27/2022
Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)	542
Current Number of Past Dues	0

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 2023 - 2025

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

Projected Goals for FY 2023 - 2025 - New Entrant Safety Audits						
	FY 2023		FY 2024		FY 2025	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	54	0	54	0	54	0
# of Safety Audits (Offsite)	217	0	217	0	217	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	271	0	271	0	271	0
# of Non-Audit Resolutions	271	0	271	0	271	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 July 2022 shows 542 current New Entrants for the state. Historically over 50% of New Entrant Carriers contacted result in a non-audit resolution.

New Entrant audits are scheduled 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. Performance monitoring will determine any need for additional staffing to be added to the program.

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. The State does not anticipate it will be unable to remain in compliance with statutory time limits for completion of audits.

Activity Plan for FY 2023 - 2025: 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 New Entrant Web System (NEWS) assess each motor carrier for Offsite SA eligibility. If the motor carrier meets any of the following criteria an Onsite SA is assigned:

- Carriers receiving an Expedited Action (385.308)
- Passenger Carriers
- Household Goods Carriers
- Hazardous Materials (HM) Placardable Carriers (determined by inspection records where placardable HM was recorded).
- A recordable crash is detected
 - Upon review of the carrier's record and after speaking with the carrier to understand the circumstances of the crash, a Safety Auditor may ask the Manager to convert the audit to an Offsite SA because the severity or cause of the crash does not warrant an Onsite SA.
- Carriers with a Safety Measurement System (SMS) percentile above the threshold
- Carriers previously placed out-of-service (OOS) for a failure to submit documentation for a prior Offsite SA
- Carriers previously placed OOS two or more times for No Contact

The state coordinates with the FMCSA state program office when the investigator thinks a carrier should be converted to Onsite. If a carrier has red flag drivers, complaints or is a possible reincarnated carrier the audit is considered for change to Onsite.

The state anticipates completing approximately 68 safety audits per quarter in order to remain within established time limits. Off-site audits are conducted in compliance with NEWS criteria. The current trend for On-site required audits is 20%.

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.

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 2023 - 2025).

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

FMCSA has established an Out-of-Service (OOS) catch rate of 85 percent for carriers operating while under an Imminent Hazard (IH) or UNSAT/UNFIT 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**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**Instructions:**

Describe any State-specific CMV problems that were addressed with FY 2022 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 2022 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2022 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2022 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Part 3 Section 4 - State Specific Objectives – Future

Instructions:

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

Describe any State-specific objective(s) identified for FY 2023 - 2025. 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.

State Objective #1

Enter the title of your State-Identified Objective.

Non-CMV Enforcement Overtime Project

Narrative Overview for FY 2023 - 2025

Problem Statement Narrative: Describe problem identified by performance data including baseline data.

A comprehensive crash analysis of all cmv involved crashes occurring in the state was conducted using CY 2021 data. The data showed investigation of these crashes resulted in the cmv driver only being cited for a causal factor in the crash 31% of the time. Additionally it was determined that 88% of crashes where the cmv driver was not cited were the result of an unsafe driving behavior by a non-cmv in transport. These behaviors included inattentive driving (24%), failing to yield right of way to a cmv (15%), careless/reckless/aggressive driving (11%), improper passing/lane changes (11%), speeding/following too closely (10%), and driving under the influence (6%) An analysis of crash records from CY2015 to CY2021 shows the percentage where the CMV driver was cited as the result of all crashes in the state was consistent at 31%. Specific to crashes resulting in a fatality the CMV driver was only cited as a result of the crash investigation in 3% of the closed investigations.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

The state will promote the safe operation of non commercial motor vehicles in and around commercial motor vehicles. The state is estimating the project will add a minimum of 595 non-cmv traffic enforcement contacts to it's traffic enforcement goals.

Program Activities for FY 2023 - 2025: Describe the activities that will be implemented including level of effort.

The state will engage in high visibility traffic enforcement of non-cmvs targeting unsafe driving behaviors. This project will be conducted state-wide and promote a partnership with non-mscap allocated staffing conducting traffic enforcement to impact cmv safety in the state. Overtime funding will be utilized to staff traffic enforcement details targeting unsafe driving behaviors in and around cmvs. Traffic details are planned utilizing the following methods: Troopers will engage in high visibility traffic enforcement of non-cmvs targeting unsafe driving behaviors.. These activities will occur on roadways where non-cmv traffic is operating in the vicinity of significant cmv traffic including congested areas. Troopers will partner with Department of Transportation members operating large trucks on identified areas where significant CMV traffic and congestion occurs. Spotters in these trucks will observe unsafe driving behaviors of non-cmvs operating around these large trucks and relay the information to an enforcement car to conduct a traffic enforcement stop of the non-cmv. A public education campaign will be developed and presented to the DSP Public information office regarding these initiatives. Additional outreach regarding these programs will be promoted in partnership with the Department of Transportation.

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

The CVEPS will compile all enforcement data regarding the overtime initiative. Enforcement data will be submitted by the MCSAP Program Coordinator as part of performance progress reporting. 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.

State Objective #2

Enter the title of your State-Identified Objective.

Rural Roadway Enforcement Overtime Project

Narrative Overview for FY 2023 - 2025

Problem Statement Narrative: Describe problem identified by performance data including baseline data.

Rural Roadways in the state account for 28% of the annual vehicle miles travelled (AVMT). The majority of these roadway miles are located in Kent and Sussex Counties. Historically the state has concentrated the majority of the inspection and traffic enforcement of CMVs in New Castle County specifically identified high risk roadways. An analysis of crash records from CY2015 to CY2021 shows 47% of the fatal CMV involved crashes in the state occurred in Kent and Sussex counties. Non-MCSAP funded troopers have limited exposure to CMV traffic enforcement in the state. The majority of these troopers conducting CMV traffic enforcement are limited by their knowledge base and training regarding unique challenges to conducting traffic stops of CMVs.

Projected Goals for FY 2023 - 2025:

Enter performance goal.

In alignment with the US DOT ROUTES Initiative the State will improve CMV safety and compliance through targeted enforcement activities to reduce the number of CMV involved crashes and fatalities on rural roadways in the state. The State is estimating the project will add a minimum of 342 CMV traffic enforcement contacts including 150 traffic enforcement contacts with an inspection.

Program Activities for FY 2023 - 2025: Describe the activities that will be implemented including level of effort.

The State will engage in high visibility traffic enforcement of CMVs targeting unsafe driving behaviors. This project will be conducted on identified rural roadways in Kent and Sussex Counties and promote a partnership with non-MCSAP allocated staffing conducting overtime funded traffic enforcement of CMVs to impact CMV safety in the state. MCSAP funded troopers will support the initiative with CMV traffic enforcement with an inspection. These MCSAP funded troopers will also provide support to non-MCSAP staffing through education and team support regarding CMV enforcement regulation including hours of service, CDL requirements, driver fitness, and vehicle maintenance. These activities are planned to include pairing MCSAP and non-MCSAP troopers to work as a team conducting enforcement on these roadways. The team concept will promote future enforcement activity regarding CMV safety by non-MCSAP funded troopers. Non-MCSAP funded troopers receive limited CMV enforcement training in their initial police certification training. Additional CMV training is also available to troopers on an elective basis at the State's training academy. The State is promoting more involvement in CMV safety enforcement among these additional staffing resources and is seeking to encourage participation in these elective training opportunities.

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

The CVEPS will compile all enforcement data regarding the overtime initiative. Enforcement data will be submitted by the MCSAP Program Coordinator as part of performance progress reporting.

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 2023 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 95 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 5 percent in the state share calculation. A State is only required to contribute 5 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 5 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 a 95 percent Federal share and 5 percent State share automatically and populates these

values in each line. Federal share is the product of Total Project Costs x 95 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 ensure 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 15% of the MCSAP Award Amount.
- Planned MOE Costs equal or exceed the MOE Baseline amount.
- States' planned Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' planned Total Project Costs are within \$5 of the Federal share.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$1,810,687.00	\$95,299.00	\$1,905,986.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$285,898.00
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 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

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

Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$285,898.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Administrative Specialist	1	100.0000	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00
MCSAP Program Coordinator	1	60.0000	\$103,835.00	\$62,301.00	\$62,301.00	\$0.00	\$0.00
Non-Inspection CMV Enforcement	1	100.0000	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00
New Entrant Trooper	1	100.0000	\$143,622.00	\$143,622.00	\$143,622.00	\$0.00	\$0.00
CMVEU Program Specialist	1	75.0000	\$64,500.00	\$48,375.00	\$48,375.00	\$0.00	\$0.00
CMVEU Troopers	10	50.0000	\$110,600.00	\$553,000.00	\$525,350.00	\$27,650.00	\$0.00
Subtotal: Salary				\$846,298.00	\$818,648.00	\$27,650.00	\$0.00
Overtime Project Costs							
State Funded Overtime Inspections	1	100.0000	\$50,020.00	\$50,020.00	\$0.00	\$50,020.00	\$0.00
CMVEU Overtime	1	100.0000	\$65,000.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00
Non-CMV Enforcement Project	1	100.0000	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00
Rural Roadway CMV Enforcement project	1	100.0000	\$28,765.00	\$28,765.00	\$28,765.00	\$0.00	\$0.00
Subtotal: Overtime				\$193,785.00	\$143,765.00	\$50,020.00	\$0.00
TOTAL: Personnel				\$1,040,083.00	\$962,413.00	\$77,670.00	\$0.00
Accounting Method:	Cash						

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

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.

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

CMVEU 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. 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. He/She also participates in the state's enforcement activities in relation to the state's CMV crash reduction activities. A minimum of 75% of his/her time will be dedicated to MCSAP eligible 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 200 work year hours throughout the state during the year on CMV enforcement activities without inspections. Non-Inspection CMV traffic enforcement expenses have historically been utilized by the state as matching funds. Due to the reduction in state required match to 5% this line item only reflects a portion of that activity.

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 and traffic enforcement with an inspection. A \$41 per inspection monetary rate has been calculated for these inspections from the State hourly OT Flat Rate for this activity of \$82.00 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 1220 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 approximately 780 hrs of overtime activity in support of its CMV crash reduction activities. The overtime rate of \$83.45 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.

Overtime funding is allocated for staffing an enforcement project conducting traffic enforcement stops of non-cmvs promoting the safe operation of these vehicles in and around cmvs. Overtime amounts will be recorded in the state's overtime database and specifically identified for this project. Individual overtime rates vary based on rank and years of service and will be maintained within this database for reimbursement. The average overtime rate for the state's troopers is \$84.00. The project funding allocation has been set at \$50,000. It is projected that 595 work hours will be dedicated to the project.

Overtime funding is allocated for staffing an enforcement project conducting inspections and traffic enforcement stops of cmvs utilizing rural roadways in the state. Overtime amounts will be recorded in the state's overtime database and specifically identified for this project. Individual overtime rates vary based on rank and years of service and will be maintained within this database for reimbursement. The average overtime rate for the state's troopers is \$84.00. The project funding allocation has been set at \$28,765. It is projected that 342 work hours will be dedicated to the project.

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
CMVEU Troopers	46.8700	50.0000	\$1,106,000.00	\$259,191.10	\$246,231.55	\$12,959.55	\$0.00
New Entrant Trooper	46.8700	100.0000	\$143,622.00	\$67,315.63	\$67,315.63	\$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	\$103,835.00	\$29,200.47	\$29,200.47	\$0.00	\$2,641.80
CMVEU Program Specialist	9.3100	75.0000	\$64,500.00	\$4,503.71	\$4,503.71	\$0.00	\$0.00
TOTAL: Fringe Benefits				\$384,105.41	\$371,145.86	\$12,959.55	\$2,641.80

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

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. Aggregated fringe benefit rates differ by position and sworn vs civilian personnel. The CMVPS aggregated fringe benefit rate does not include pension or healthcare benefits. Aggregated fringe benefit rates are calculated 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 (22.62%/32.39%), Social Security (6.20%/0%) , Medicare (1.45/1.45%), Workers Compensation(1.55%/1.55%)and Unemployment Compensation (.11%/1.1%). 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 Rate calculation 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 §200.475](#).

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
Level 6 Inspector	1	4	100.0000	\$1,200.00	\$1,200.00	\$0.00	\$0.00
CVSA NAIC	1	5	100.0000	\$1,500.00	\$1,500.00	\$0.00	\$0.00
Inspector/Instructor Certification Training	5	10	100.0000	\$15,000.00	\$15,000.00	\$0.00	\$0.00
CVSA Conferences/Events/Meetings	6	15	100.0000	\$27,000.00	\$27,000.00	\$0.00	\$0.00
MCSAP In-Service/Planning	2	10	100.0000	\$6,000.00	\$6,000.00	\$0.00	\$0.00
CMV Safety/Enforcement	3	5	100.0000	\$4,500.00	\$4,500.00	\$0.00	\$0.00
TOTAL: Travel				\$55,200.00	\$55,200.00	\$0.00	\$0.00

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

Travel cost have increased and are estimated to average 300.00 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 and details of these events are not known so costs are based on estimated average expenses to attend similar events and experienced rising travel costs. The total average travel costs from the 3 years prior to Covid-19 (FFY17 to FFY19) are divided by the total average number of days travelled those years. The result is rounded to the nearest \$100.00 to account for rising travel costs. Since all travel cost items are not required for every potential trip this average cost per day provides a good estimation of the total project costs which would be required. All travel costs must comply with state travel requirements as outlined in the state's Office of Management and Budget travel policy. A copy of this document is uploaded within this CVSP as an attachment for review.

Travel costs depending on venue may include Airfare, Lodging, per diem, parking and ground transportation, car rental. Transportation cost ranges from round trip \$0 when a MCSAP allocated divisional vehicle is utilized to \$1500.00 or higher for airfare on common air carrier. Lodging rates are booked at per diem rates when available or at event sponsored contracted rates that range from \$75.00 to \$300.00 per night plus taxes and applicable fees per venue. Meals are based on per diem rates per day including breakfast, lunch, and dinner. Parking rates can range from \$10.00 to \$50.00 per day. Ground transportation including taxi or ride share services costs range from \$20.00 to \$75.00 per ride. Rental cars are only utilized when no available ground transportation service or airline service is available. Car rental rates can range from \$80.00 to \$350.00 per day plus taxes and fees.

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 will potentially send 4 staff of the CMVEU and 2 representatives from the state Department of Transportation representing the ITD and Prism lead agency to CVSA conferences in fall and spring to serve on different committees. The attendees serve as conduits for information between the state's MCSAP program, Department of Transportation and CVSA to be utilized for enforcement activities and planning related to its crash reduction plan. In addition to the fall and spring conference the state anticipates it will send 2-3 Staff to participate in CVSA's COHMED and Data Quality Conferences. For NAIC a single participant will attend for competition. The state will send 2 staff responsible for data quality oversight to participate in Data Quality and systems training when offered. No trip details are known so costs are estimated based on the description in this narrative.

The state has an inspector for NAS Level 6 inspections.. Costs are budgeted for potential travel required to maintain certification and participate in Level 6 inspections in cooperation with surrounding states. No trip details are known so costs are estimated based on the description in this narrative.

Line item has been allocated to attend potential MCSAP Planning Meetings and/or National In-Service Training. The state would potentially send 2 CMVEU staff responsible for MCSAP program planning and/or supervision to attend. No trip details are known so costs are estimated based on the description in this narrative.

Line item has been allocated to attend potential regional CMV enforcement seminars, workshops or meetings related to CMV safety. These potential meetings include participation with universities and research groups hosting safety summits or other events to engage

with the CMV enforcement community. The state would send 1 or more CMVEU staff involved in the applicable activity to attend. No trip details are known so costs are estimated based on the description in this narrative.

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 estimated funding for travel costs. No trip details are known so costs are estimated based on the description in this narrative.

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	2	\$42,000.00	50	\$42,000.00	\$42,000.00	\$0.00	\$0.00
TOTAL: Equipment				\$42,000.00	\$42,000.00	\$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.

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 two vehicles in FY2023 to maintain its fleet.

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	\$5,000.00	50.0000	\$2,500.00	\$2,500.00	\$0.00	\$0.00
Inspection/Safety Equipment	1 year	\$2,000.00	100.0000	\$2,000.00	\$2,000.00	\$0.00	\$0.00
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	\$500.00	100.0000	\$4,000.00	\$4,000.00	\$0.00	\$0.00
LPR/DOT Mobile Readers	8 units	\$500.00	100.0000	\$4,000.00	\$4,000.00	\$0.00	\$0.00
TOTAL: Supplies				\$21,950.00	\$21,950.00	\$0.00	\$0.00

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

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.

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.

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.

The Unique Entity Identifier (UEI) is the new, non-proprietary identifier that replaces the DUNS number. All contractors and subrecipients must be registered in the System for Award Management (SAM.gov). The UEI will be requested in and assigned by SAM.gov. Enter the UEI number of each entity in the space provided in the table.

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	UEI Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
State of Delaware Department of Transportation	UEI	Subrecipient	100.0000	\$125,000.00	\$125,000.00	\$0.00	\$0.00
Description of Services: ITD Operations and Maintenance							
Drivewyze Inc	UEI	Contract	100.0000	\$80,000.00	\$76,000.00	\$4,000.00	\$0.00
Description of Services: CMV connected truck education and outreach program							
TOTAL: Contractual and Subaward				\$205,000.00	\$201,000.00	\$4,000.00	\$0.00

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

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 for specific O&M costs listed in the below table which total \$436,592 may change each year and is determined by priority and the amount of O&M funds available from current and future awards to the subrecipient by FMCSA's ITD HP Grant program for which the subrecipient is the lead-agency. It is anticipated that 100% of the \$125,000 O and M costs will be allocated to the estimated amounts according to the below table for virtual weigh station preventive maintenance at four sites, flat tire

detection system maintenance, automated thermal imaging system maintenance and SRIS server hosting fees. These estimated amounts total \$149,592 which would be required to fully fund these operations and maintenance costs.

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

The state is negotiating a contract with Drivewyze Inc to provide a targeted CMV education and public outreach program through its connected truck platform to the state. The project specifics and activities are described in the Crash Reduction Section 7: Public Education and Outreach. Contractual cost of the project is proposed by the vendor to include a \$30,000 set-up fee for program implementation, development, and management which covers a three year period. Upon payment of the three year set-up fee, the proposed fee per safety event will be \$2500.00. The state is planning to implement 20 events in the first one year period.

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	\$986,063.00	\$113,397.24	\$113,397.24	\$0.00
TOTAL: Indirect Costs			\$113,397.24	\$113,397.24	\$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
Uniform Cleaning Services	1 year	\$1,000.00	50.0000	\$500.00	\$500.00	\$0.00	\$0.00
Fuel Costs	1 year	\$35,700.70	50.0000	\$17,850.35	\$17,180.90	\$669.45	\$0.00
TOTAL: Other Costs				\$44,250.35	\$43,580.90	\$669.45	\$0.00

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

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. State match for State funded overtime and Non-Inspection CMV enforcement is deducted from direct salaries and wage costs. The 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.

Cleaning services are utilized during the year for the CMVEU Troopers' uniform dry cleaning and repair services. The MCSAP allocation reflects the minimum allocation of time uniforms are utilized while conducting 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.

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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$1,810,687.00	\$95,299.00	\$1,905,986.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$285,898.00
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	\$62,301.00	\$0.00	\$62,301.00	\$0.00
Non-Inspection CMV Enforcement	\$4,000.00	\$0.00	\$4,000.00	\$0.00
New Entrant Trooper	\$143,622.00	\$0.00	\$143,622.00	\$0.00
CMVEU Program Specialist	\$48,375.00	\$0.00	\$48,375.00	\$0.00
CMVEU Troopers	\$525,350.00	\$27,650.00	\$553,000.00	\$0.00
Salary Subtotal	\$818,648.00	\$27,650.00	\$846,298.00	\$0.00
State Funded Overtime Inspections	\$0.00	\$50,020.00	\$50,020.00	\$0.00
CMVEU Overtime	\$65,000.00	\$0.00	\$65,000.00	\$0.00
Non-CMV Enforcement Project	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Rural Roadway CMV Enforcement project	\$28,765.00	\$0.00	\$28,765.00	\$0.00
Overtime subtotal	\$143,765.00	\$50,020.00	\$193,785.00	\$0.00
Personnel total	\$962,413.00	\$77,670.00	\$1,040,083.00	\$0.00

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
CMVEU Troopers	\$246,231.55	\$12,959.55	\$259,191.10	\$0.00
New Entrant Trooper	\$67,315.63	\$0.00	\$67,315.63	\$0.00
Administrative Specialist	\$23,894.50	\$0.00	\$23,894.50	\$0.00
MCSAP Program Coordinator	\$29,200.47	\$0.00	\$29,200.47	\$2,641.80
CMVEU Program Specialist	\$4,503.71	\$0.00	\$4,503.71	\$0.00
Fringe Benefits total	\$371,145.86	\$12,959.55	\$384,105.41	\$2,641.80

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Level 6 Inspector	\$1,200.00	\$0.00	\$1,200.00	\$0.00
CVSA NAIC	\$1,500.00	\$0.00	\$1,500.00	\$0.00
Inspector/Instructor Certification Training	\$15,000.00	\$0.00	\$15,000.00	\$0.00
CVSA Conferences/Events/Meetings	\$27,000.00	\$0.00	\$27,000.00	\$0.00
MCSAP In-Service/Planning	\$6,000.00	\$0.00	\$6,000.00	\$0.00
CMV Safety/Enforcement	\$4,500.00	\$0.00	\$4,500.00	\$0.00
Travel total	\$55,200.00	\$0.00	\$55,200.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicle	\$42,000.00	\$0.00	\$42,000.00	\$0.00
Equipment total	\$42,000.00	\$0.00	\$42,000.00	\$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	\$2,500.00	\$0.00	\$2,500.00	\$0.00
Inspection/Safety Equipment	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Lidar Speed detection	\$2,300.00	\$0.00	\$2,300.00	\$0.00
Bar Code Readers	\$4,000.00	\$0.00	\$4,000.00	\$0.00
LPR/DOT Mobile Readers	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Supplies total	\$21,950.00	\$0.00	\$21,950.00	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
State of Delaware Department of Transportation	\$125,000.00	\$0.00	\$125,000.00	\$0.00
Drivewyze Inc	\$76,000.00	\$4,000.00	\$80,000.00	\$0.00
Contractual and Subaward total	\$201,000.00	\$4,000.00	\$205,000.00	\$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
Uniform Cleaning Services	\$500.00	\$0.00	\$500.00	\$0.00
Fuel Costs	\$17,180.90	\$669.45	\$17,850.35	\$0.00
Other Costs total	\$43,580.90	\$669.45	\$44,250.35	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$1,697,289.76	\$95,299.00	\$1,792,588.76	\$2,641.80
Indirect Costs	\$113,397.24	\$0.00	\$113,397.24	NA
Total Costs Budgeted	\$1,810,687.00	\$95,299.00	\$1,905,986.00	\$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			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$1,810,687.00	\$95,299.00	\$1,905,986.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$285,898.00
MOE Baseline:	\$2,641.80

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$818,648.00	\$27,650.00	\$846,298.00	\$0.00
Overtime Subtotal	\$143,765.00	\$50,020.00	\$193,785.00	\$0.00
Personnel Total	\$962,413.00	\$77,670.00	\$1,040,083.00	\$0.00
Fringe Benefits Total	\$371,145.86	\$12,959.55	\$384,105.41	\$2,641.80
Travel Total	\$55,200.00	\$0.00	\$55,200.00	\$0.00
Equipment Total	\$42,000.00	\$0.00	\$42,000.00	\$0.00
Supplies Total	\$21,950.00	\$0.00	\$21,950.00	\$0.00
Contractual and Subaward Total	\$201,000.00	\$4,000.00	\$205,000.00	\$0.00
Other Costs Total	\$43,580.90	\$669.45	\$44,250.35	\$0.00
	95% Federal Share	5% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,697,289.76	\$95,299.00	\$1,792,588.76	\$2,641.80
Indirect Costs	\$113,397.24	\$0.00	\$113,397.24	NA
Total Costs Budgeted	\$1,810,687.00	\$95,299.00	\$1,905,986.00	\$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? Kevin Backer
2. What is this person's title? MCSAP Program Manager
3. Who is your Governor's highway safety representative? Kimberly Chesser
4. What is this person's title? Director Delaware Office of Highway Safety

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

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

State Certification declaration:

I, Kevin Backer , MCSAP Program Manager, 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? Dan 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? daniel.parks@delaware.gov 302-448-0034

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

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

I, Dan Parks, certify that DELAWARE 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 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

#22-11

TO: All Department and School Fiscal Officers and Payroll Officers

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

DATE: June 16, 2022

SUBJECT: **TENTATIVE FY 2023 FRINGE BENEFITS COSTS**

The tentative charges for fringe benefits for **Fiscal Year 2023** 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, 2022 through December 31, 2022 is based on earnings of \$147,000 and the employer rate remains at 6.2%. The earnings maximum for Medicare withholding effective for the period July 1, 2022 through December 31, 2022 is unlimited at a rate of 1.45%. The employer rate for the period beginning January 1, 2023 is expected to remain at 6.2% for O.A.S.D.I. and 1.45% for Medicare.

Pension

The projected FY 2023 State Share of Pension Plans are as follows:

State Employee Plan	22.62%
Judicial Plan	15.77%
New State Police Plan	32.39%

Worker's Compensation

The rate is 1.55% of payroll, effective July 1, 2022.

Unemployment Insurance

The rate is 0.11% of payroll, effective July 1, 2022.

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/documents/planrates.pdf>

**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).

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

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(SIGNATURE)

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(NAME)

Deputy Director, Cost Allocation Services

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9/8/2021

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Chapter 11 –Travel Policy

11.1 Introduction

11.1.1 Purpose

The purpose of this policy is to provide guidelines and specific procedures with regard to incurring and reporting travel expenses for employees and officials for authorized travel expenses incurred in the conduct of State business.

This policy is an “Accountable Plan” for IRS purposes, and as such, employee reimbursements are not reported as pay. “Accountable Plans” require per diem rates be “similar in form to and not more than the federal rate”. The federal rates are established by the U.S. General Services Administration (GSA) each year for the period October 1 to September 30.

Each Agency’s management is responsible for control over and approval of travel-related expenditures. Agencies’ internal controls must include policies covering the designation of approving authorities for travel expenditures.

11.1.2 Scope

This policy does not cover every possible situation, but it establishes adequate parameters for employees and officials to make appropriate judgments about the expenditure of State funds. This policy applies to all State employees, Agencies, boards, commissions and others, except as excluded below, who are engaged in authorized travel and who expend State funds for travel purposes.

Exclusions:

- Legislative Branch
- Judicial Branch
- School Districts

11.1.3 Travel Authorization

All out-of-state travel that extends beyond one day shall be approved by the designated Agency approval authority. All requests shall be made on the "Travel Authorization Form", Form # AP006 (refer to **Exhibit A**). A copy of the conference or meeting program shall be attached to the form. The authorization form should be submitted to the Agency approval authority prior to the traveling day in compliance with Agency requirements.

11.1.4 Method of Payment

1. The primary method of payment for travel expenses is the Delaware PCard. Agencies should refer to **Chapter 12** for information on the PCard Program. The PCard must not be used for personal or unauthorized purposes. The PCard is to be used for authorized expenses for State personnel only and may not be used to charge expenses for family members or others not on official State business. Employees may not use the PCard to charge expenses for others, even with the intent to reimburse the State. The PCard may not be used for cash withdrawal.

Employees must obtain an **itemized receipt** for all PCard transactions. The receipt must be legible, itemized (reflecting the good or service purchased), and contain the vendor name, date of purchase, and price of each item. A receipt description, which only states "Miscellaneous" or "Merchandise" or only includes a vendor's stock or item number, is not acceptable. Receipt documentation may be paper or electronic.

All travel documentation must be provided to the Organization's Reconciler **within seven (7) business days** after the completion of travel, including all itemized receipts, the Travel Authorization Form (**AP006**), and a reconciliation of the estimated versus actual expenses. This action is required in order to document the expenses of the trip. The Travel Reconciliation Form (**AP009**) is provided as a tool for Organizations; however, Organizations may choose to use another form of reconciliation.

NOTE: The PCard must not be used for personal or unauthorized purposes. The purchase amount must be reimbursed by the employee, within 30 days of the transaction, if an itemized receipt is not provided or if a purchase is for personal or unauthorized purposes. A copy of the check and deposit slip should be filed with the monthly statement and the traveler's paperwork in case of an audit.

2. There are times when a cardholder is reimbursed for travel from an external/member organization. In these cases, the cardholder is responsible for notifying the coordinator that the reimbursement will be requested. When the reimbursement is received, it should be credited against the expenditures incurred for that specific trip. A copy of the check and deposit slip should be filed with the traveler's paperwork in case of an audit. For more information on processing refunds/reimbursements to the State, Agencies should refer to **Chapter 9 – Receipt of Funds, Section 9.3.5 Refunds to the State**.

11.1.5 Cancellation

When changes in travel require cancellation or revision of carrier tickets, car rental, or lodging arrangements, the employee must notify the travel coordinator and/or the manager approving travel as soon as possible so the necessary changes can be made. State funds shall not be expended to pay for unused reservations unless the State Agency is satisfied that

failure to cancel or use the reservation was unavoidable. An explanation for the cancellation should be documented and maintained at the Agency.

11.2 Transportation: Common Carrier

11.2.1 General

All trips requiring the use of common carrier must have prior approval by the appropriate authority within the Agency.

The mode of travel must be the method most advantageous to the State. Agencies should consider total cost, the most economical use of time of the personnel involved and the requirements of the trip.

The standard for common carrier travel is coach fare. Common carrier should be booked at the lowest available fare consistent with reasonable business travel planning and may be booked from any source.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers to accumulate mileage on promotional plans, such as frequent flyer programs for personal gain.

The PCard may be used to purchase tickets in advance of travel to take advantage of special discount rates (supersaver fares, etc.), or other savings that will accrue to the State (i.e. supersaver discounts).

Note: Most airlines will not give refunds or partial refunds for supersaver airfares.

Baggage charges assessed by airlines are reimbursable to the traveler if and only if the charges are directly related to the work mission. The employee is limited to one checked bag. The need for additional bags must be preapproved by the manager approving travel.

State funds shall not be expended to pay for priority boarding or preferred seating unless it is deemed medically necessary.

Agencies are encouraged to examine the advantage of fares requiring early trip departure or delayed return. The additional cost of meals and lodging for the required extra day(s) stay must be considered when comparing cost.

All common carrier transportation expenses require itemized receipts.

11.2.2 Air Travel

1. Accommodations

When commercial airlines are used as a mode of travel, accommodations should be coach/economy class, unless some other class is more economical.

2. Routing of Travel

All travel shall be by the most economical and direct routes. If a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

3. Conference Airfare Arrangements

The conference attendee should always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare and file number information should be given to the individual making the reservations. The person making the reservation shall then attempt to obtain the conference rate, government rate or lower rate, for the traveler. If a lower fare is not available, the normal reservation procedure should be used.

11.2.3 Rail Travel

1. Accommodations

When rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be used.

2. Routing of Travel

All travel shall be by the most economical and direct routes. If a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

11.3 Transportation: Passenger Vehicles

11.3.1 State-Owned Vehicles

State-owned vehicles should be used for out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel, and parking.

11.3.2 Privately-Owned Vehicles

1. The use of privately-owned vehicles for out-of-state travel shall require prior approval of the appropriate Agency authority. Reimbursement of private vehicle expenses is at the rate proscribed by the Delaware Code and only for actual and necessary miles traveled.

In considering approval, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days.

2. When two or more employees travel in a privately-owned vehicle, only one mileage reimbursement will be approved.
3. Vehicles from Delaware Fleet Services shall be used for in-state travel, and therefore, reimbursement for use of privately-owned vehicles for in-state travel is discouraged. Agencies may allow exceptions to this policy, but in no case, should the total amount reimbursed for in-state mileage to an individual on a single day exceed the Delaware Fleet Services daily rental rate. Board and Commission members are excluded from this provision.

11.3.3 Rental Cars

1. General
The use of a rental car when traveling out-of-state must be justified as an economical need and not as a matter of personal convenience. All rentals should be at the most economical rate per day, including government rates. When traveling in groups, the sharing of vehicles, when practical, should be done to minimize costs.

To ensure the most cost effective rates are available, all approved rental car arrangements must be made in accordance with the Statewide Contract for Nationwide Vehicle Rental Services GSS13694-VEH_RENTAL.

2. Vehicle Size
Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two travelers are traveling together, the larger vehicle may be appropriate.
3. Insurance
The PCard should be used to pay for rental cars. Use of the PCard provides collision and theft coverage from the card provider. To activate the coverage, the rental transaction must be completed with the PCard and any Collision Damage Waiver (CDW) coverage, which is offered by the car rental company, must be declined. Reimbursements for additional or optional insurance coverage will not be approved.

Domestic and International Vehicle Rental:

- Current Vendors are Hertz, Dollar and Thrifty Brands.
 - Domestic Rental Phone Number: 1-800-654-3131
 - International Rental Phone Number: 1-800-654-3001
- To make reservations, the Agency calls the appropriate phone number (listed above) and reserves the rental vehicle using their PCard.
- To ensure proper pricing, the Agency must tell the vendor representative at the time the reservation is made to utilize the State of Delaware contract GSS13694-VEH_RENTAL.
- The PCard used to make the reservation must be presented to the vendor at the time the car is picked up.
- For more information click the link to review the Statewide Contract for Nationwide Vehicle Rental Services GSS13694-VEH_RENTAL
 - http://bidcondocs.delaware.gov/GSS/GSS_13694_AN1rev.pdf

4. Refueling Before Return

To avoid a refueling surcharge, all rental cars must be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee or State must be explained on the reimbursement request.

All rental car expenses require itemized receipts.

11.4 Per Diem Expenses

11.4.1 General

1. Expenses shall be based on actual expense method.
2. Per Diem Rates
 - a. Delaware Agencies will use the rates established by the U.S. General Services Administration (GSA) for locations within the United States and by the U.S. Department of State for foreign areas. The per diem for a location is a combination of a lodging allowance, meals allowance and incidental expense allowance.
 - b. Within the United States, a standard rate is provided for each year and covers all locations.
 - c. All per diem rates can be found at:
 - (1) United States - <http://www.gsa.gov/perdiem>
 - Rates are set each Federal Fiscal Year - October 1 to September 30. (See **Exhibit B** for an example of the internet site tables and how to calculate the maximum per diem rate and the rate for the first and last day of travel.)

- The GSA Max lodging by Month rate may fluctuate throughout the year for certain cities/regions. The traveler must be sure to use the rate for the month in which travel will occur.

(2) Foreign Areas -

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

- Rates are set monthly.

11.4.2 Lodging and Meals and Incidental Expenses (M&IE)

1. Lodging

- a. Lodging costs are authorized when approved official travel is out-of-state, more than 12 hours, and overnight lodging is required.
- b. Lodging accommodations are priced for single occupancy rooms.
- c. Accommodations shared with family members or others not on official State business are reimbursable at the single occupancy rate only.
- d. Accommodations shared with other State travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.
- e. State travelers may elect to use their personal campers or recreation vehicles, rather than staying in a hotel/motel. When prior approval is received from the appropriate Agency authority, the traveler will be reimbursed actual cost, not to exceed the location cost of hotel lodging.
- f. Agencies have the authority to approve lodging expenses up to 150 percent of the locality lodging per diem rate. To qualify for more than 150 percent of lodging per diem rate, it requires prior approval from OMB and DOA. (**Exhibit C** to this policy provides a template to be used for requests that exceed 150 percent of GSA rate.)
- g. Conference Lodging Arrangements

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate is provided, the employee should inform the individual making the reservations. The person making the reservations shall then attempt to obtain the conference rate, government rate or lower rate, for the traveler. If a lower rate is not available, the normal reservation procedure should be used.

All lodging expenses require itemized receipts.

2. Meals and Incidental Expenses (M&IE)

- a. The reimbursement for M&IE is not to exceed the standard locality M&IE rate. To qualify for more than the standard locality rate, it requires prior approval from OMB and DOA.
- b. All expenses, including each individual meal, must be itemized separately.
- c. M&IE is authorized when approved official travel is out-of-state, more than six hours or overnight lodging is required.
- d. M&IE include:
 - (1) **Meals (food, beverage, tax, and tips).** Tips should be reasonable and customary, not to exceed 20%. The total for meals and tips should not exceed the per diem.
 - (2) **Incidental Expenses (fees and tips given to porters, baggage carriers, bellhops, hotel maids, and stewards or stewardesses).** The allowance for incidental expenses must not be used to purchase personal items.
 - (3) Meals and Incidental Expenses are not to exceed the location rate, as shown in the following table:

When travel is:		The allowance is:
More than 6 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more, on	Day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	Last day of travel	75 percent of the applicable M&IE rate.

e. Reduced M&IE

If an Agency knows in advance a meal is to be provided without cost to the employee, e.g., included in a conference fee; then a reduction to the daily per diem may be made for the appropriate meal as shown in the following table:

	% Reduction to the location rate rounded to the nearest whole dollar
Breakfast	20%
Lunch	24%
Dinner	50%

NOTE: The remaining 6% is related to incidental expenses.

All M&IE require itemized receipts.

11.4.3 Miscellaneous Expenses Authorized to Be Claimed

Authorized expenses include:

- a. Ground transportation, including airport shuttle, taxi or public transit.
- b. Hotel/airport parking and tolls for turnpike, bridges and/or ferries.
- c. Business related telephone calls.
- d. Personal telephone calls.

(1) Travel for three nights or less, not to exceed \$10 total.

(2) Travel for four nights or more, not to exceed \$20 total per week

- e. Business related use of miscellaneous services.

Miscellaneous services include, but are not limited to, the use of hotel computers, printers, or data services. Use of such services must be preapproved by the manager approving travel. Services must be deemed necessary for the employee to perform required job-related functions.

- f. Gasoline and/or Other Supplies

(1) When State-owned vehicles are used, the Fleet Services fuel access card is the first method of payment. If the traveler is in a location where the Fleet Services fuel access card is not accepted, the expense is reimbursable, and the PCard may be used.

All in-state purchases of gasoline must be made using the Fleet Services fuel access card.

(2) Emergency repairs incidental to using a State-owned vehicle.

g. Multiple Employee Meal Expense

When multiple employees are having a meal together and more than one meal is being reimbursed, the names of the additional individuals are to be submitted on a schedule itemizing the cost of each individual's meal. Individuals on per diem should have the meal deducted from the individual per diem rate.

All miscellaneous expenses require itemized receipts.

Unallowable expenses include, but are not limited to:

- a. Alcoholic beverages.
- b. Entertainment, not included in the cost of the conference.
- c. Other expenses noted in **Chapter 7 – Purchasing and Disbursements, Section 7.2.2.**

11.4.4 In-State Travel

1. Lodging

The policy for in-State assignments requiring overnight lodging is established by the Agency. As a general rule, in-State lodging is not encouraged; however, there may be instances when it is deemed appropriate and cost effective. In such instances, in-State lodging must be preapproved by the Agency Head.

2. Meals and Incidental Expenses (M&IE)

The meal allowance for in-State assignments is established by the Agency and must be preapproved by the Agency Head. As a general rule, such allowances are not encouraged, but may be approved on a case-by-case basis, as long as the amount does not exceed the GSA rate.

11.5 Travel Expense Reimbursement

Travel advances are prohibited. Payment for all travel-related, approved expenses should be made using the Delaware PCard. However, in cases where this option is not possible:

- All requests for travel expense reimbursements shall be submitted on the State of Delaware "Personal Expense Reimbursement" (PE) form, AP003, provided by DOF (see **Exhibit D**). This form and supporting documentation, including required itemized receipts, should be submitted to the appropriate Agency authority **within seven (7) business days** after the completion of travel. An **itemized receipt must be obtained** as proof of purchase. The receipt must be legible, itemized (reflecting the good or service purchased), and contain the vendor name, date of purchase, and price of each item. A receipt description, which only states "Miscellaneous" or "Merchandise" or only includes a vendor's stock or item number, is not acceptable. Receipt documentation may be paper or electronic.
- Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies. Under extenuating circumstances, the employee may be unable to obtain an itemized receipt. In this case, the employee must complete a Missing Receipt Affidavit, AP005, (see **Exhibit E**). The employee must provide a detailed explanation as to why an itemized receipt is not available. The affidavit must be approved and signed by the employee's immediate Supervisor. OMB and DOA approval is only required for transactions exceeding \$5.00. Organizations shall determine if the Division Director or Section Head approval is required for all affidavits or only those exceeding \$5.00. When required, the affidavit must be submitted to OMB within 30 days of the transaction to be considered for reimbursement. This allows sufficient time for the employee to exhaust all reasonable measures for obtaining an itemized receipt. If an employee uses this form, it must be attached to the "Personal Expense Reimbursement" form (AP003). See the Missing Receipt Affidavit Flowchart (**Exhibit F**) for assistance in determining when an affidavit needs to be completed and when it must be approved by OMB and DOA.
- Receipts may not be customary for certain transactions (e.g., tips given to bellhops, maids, baggage carriers, etc.) Organizations must use the Miscellaneous Non-Receipt Transaction form, AP007 (see **Exhibit G**), to support such transactions.
- Agency fiscal personnel assigning or receiving account coding of travel expenses should ensure that Travel account codes are used in preparing the Personal Expense Reimbursement.



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STATE OF DELAWARE
Travel Authorization Form

Employee Name [REDACTED]		Date [REDACTED]	Proposed Date(s) of Travel [REDACTED] TO [REDACTED]	
Purpose and Remarks [REDACTED]				
Destination [REDACTED]		Estimated Cost		
Mode of Travel [REDACTED]		A. Mileage (Prior Written Approval) [REDACTED]		
Lodging [REDACTED]		B. Common Carrier [REDACTED]		
Appropriation to be Charged [REDACTED]		C. Lodging Cost [REDACTED]		
		D. Meals [REDACTED]		
		E. Tolls, Parking, Taxi, etc. [REDACTED]		
		F. Registration Fee [REDACTED]		
		G. Other (Provide Detail Below) [REDACTED]		
		Total Estimated Cost [REDACTED] \$0.00		
Explanation for Other Cost: [REDACTED]				
Employee Signature: [REDACTED]			Date: [REDACTED]	
Supervisor Name: [REDACTED]			Date: [REDACTED]	
Supervisor Signature: [REDACTED]				
Director Name: [REDACTED]			Date: [REDACTED]	
Director Signature: [REDACTED]				

EXAMPLE OF GSA PER DIEM RATES

Rates are set each Federal Fiscal Year for the period October 1 to September 30
(See internet site for all current rates)

NOTE: If neither the city nor the county is listed on the internet site tables, the location is a standard and uses the standard rate as listed on the internet site.

Below is an example of the GSA per diem table. For actual rates, visit <http://www.gsa.gov/perdiem>. As shown for City C, the GSA Max lodging by Month rate may fluctuate throughout the year for certain cities/regions. The traveler must be sure to use the rate for the month in which travel will occur.

Primary Destination	County	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	46
City A	County A	121	121	121	121	121	121	121	121	121	121	121	121	71
City B	County B	92	92	92	92	92	92	92	92	92	92	92	92	61
City C	County C	105	105	105	160	160	160	112	112	98	98	98	98	56
City D	County D	100	100	100	100	100	100	100	100	100	100	100	100	66

Below is an example of how to calculate the maximum per diem rate and the rate for the first & last day of travel. The Max Lodging and M&IE Rates are obtained from the table above, based on travel occurring in April.

Primary Destination (1)	County (2, 3)	Max Lodging (exc. taxes)	+	M&IE Rate	=	Max Per Diem Rate (4)	First & Last Day (75% of M&IE)
Standard Rate (see GSA site for current rates)	Applies for all locations without specified rates	83		46		129	\$34.50
City A	County A	121		71		192	\$53.25
City B	County B	92		61		153	\$45.75
City C	County C	112		56		168	\$42.00
City D	County D	100		66		166	\$49.50

Example of Lodging/Travel Request Exceeding Established Threshold Limit of 150%

- I. Reason to Exceed
 - Brief description of the travel required, why the need to exceed the prescribed threshold is warranted and why travel is essential.
- II. Support or Detail
 - Please split details between lodging and meals/incidentals. Do not include taxes in your rate calculation. Please detail separately if hotel/motel charges a “resort fee”.
 - GSA Rate
 - GSA Rate x 150%
 - GSA Rate x N%
 - i. The N% should be the percentage above GSA rate needed to reserve room described in Section I.
- III. Manager Sign-off
 - Please have manager sign-off on request prior to sending for OMB and DOA approval. This sign-off can be in the form of an e-mail as long as it clearly references the travel request and plainly grants approval.
- IV. Funding
 - GF, ASF, NSF, Federal
- V. Process Request Path
 - Please send all requests to John D. Nauman, OMB at John.Nauman@state.de.us

Below is an example of Section II requirements (do not include tax). See the GSA internet site for the current rates:
<http://www.gsa.gov/perdiem>.

GSA Rate		
Destination	County	Max Lodging
City A	County A	\$187.00
GSA Rate @ 150%		
Destination	County	Max Lodging
City A	County A	\$280.50 (\$187.00 x 1.5)
Actual expense for hotel requested for this training is \$299.00 per night, which is 160% of the GSA rate. (\$299.00/\$187.00 = 1.5989, rounded to 1.60)		
GSA Rate @ 160%		
Destination	County	Max Lodging
City A	County A	\$299.00

[illegible]



STATE OF DELAWARE
Affidavit for Missing and Non-Itemized Receipts

All fields are required. All information must be completed online, typed, or printed in ink. Complete one affidavit per missing or non-itemized receipt. OMB and DOA approval is only required for transactions exceeding \$5.00. When required, the affidavit must be submitted to OMB within 30 days of the transaction to be considered for reimbursement.

Email the approved affidavit to John.Nauman@state.de.us to obtain approval from OMB and DOA.

Date:	Organization:	Dept ID:
Name of Employee:	Phone #:	
Employee's Email Address:		

I certify that I made the purchase shown below for official State of Delaware business, but do not have an itemized receipt because:

Detail Reason for the Missing Itemized Receipt (Each line limited to 75 characters - attach additional sheet(s), if necessary)

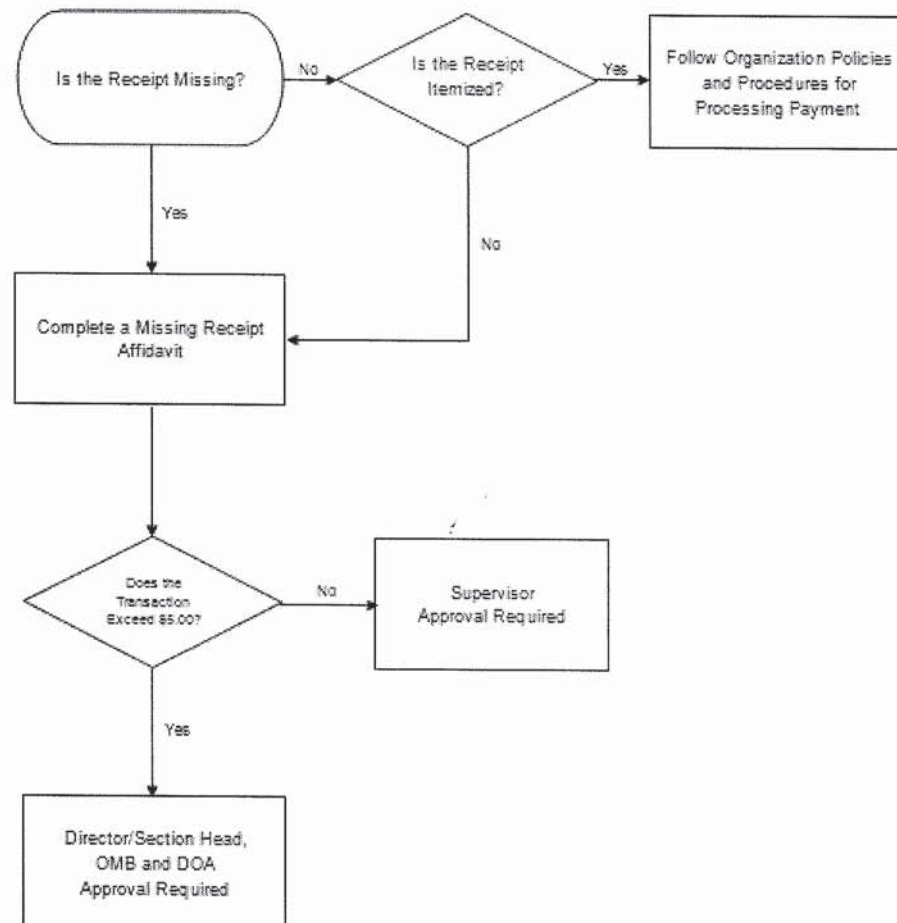
Description of Goods and Services Purchased

Merchant Name		
City		
Date of Transaction		
Detail Description of Items Purchased (Each line limited to 60 characters – attach additional sheet(s), if necessary)		Item Amount
Total Purchase Amount		\$0.00

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for State of Delaware business and all reasonable measures for obtaining an itemized receipt have been exhausted.

	NAME:	SIGNATURE:	DATE:
Employee:			
Supervisor:			
Director/Section Head:			
DOA Director:			
OMB BDPA Director:			

MISSING RECEIPT AFFIDAVIT FLOWCHART



NOTE: All transactions are subject to workflow approvals in FSF. Follow the Organization's document processing and record retention guidelines for ALL Missing Receipt Affidavits.

Division of
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Reset

Print

Miscellaneous Non-Receipt Transaction

<input type="text"/>	Bellhop Tip	<input type="text"/>	Maid Tip
<input type="text"/>	Baggage Carrier	<input type="text"/>	Tolls
<input type="text"/>	Other (Please describe) <input type="text"/>		
\$ 0.00 Total			

Name of Traveler: Date(s) Charge Incurred: Traveler Signature: Supervisor: Department:

This form is to be used for recording any miscellaneous expenses incurred by the traveler that did not produce a detailed receipt. All claims for reimbursement of miscellaneous expenses must be itemized and attested to by the claimant and approved by claimant supervisor.