



**DELAWARE**

***Commercial Vehicle Safety Plan***

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

**Fiscal Years 2020 - 2022**

**Date of Approval: April 08, 2020**

**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 350.201](#) and [205](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before August 1 of each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan each year to receive MCSAP funds.

The FAST Act required the Federal Motor Carrier Safety Administration (FMCSA) to “prescribe procedures for a State to submit a multiple-year plan and annual updates thereto, under which the State agrees to assume responsibility for improving motor carrier safety by adopting and enforcing State regulations, standards, and orders that are compatible with the regulations, standards, and orders of the Federal Government on commercial motor vehicle safety and hazardous materials transportation safety.”

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

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

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

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit 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 2020:

**Multi-Year plans**—For FY 2020, 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**—Those States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in the previous year and indicate whether anything needs to be updated for the upcoming fiscal year via a Yes/No question provided in each Section of Parts 1-3. **NOTE: Answer carefully as there is one opportunity to check Yes/No and then the input is locked.**

- If Yes is indicated, the information provided for previously will be editable and State users can make any necessary changes to their project plan. (Note: Trend information that supports your current activities is not editable.)
- If No is indicated, then no information in this section will be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2019 plans. States must carefully review and update this information to reflect FY 2020 activities prior to submission to FMCSA.

States are reminded to **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.

**Personally Identifiable Information** – PII is information which, on its own or matched with other data, would permit identification of that 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.

**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 enhance highway safety by preventing commercial motor vehicle related crashes and ensuring the safe, secure transportation of persons and property by commercial motor vehicles on our highways.

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

## Part 1 Section 3 - MCSAP Structure Explanation

### Instructions:

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

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

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

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

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

Activities consist of:

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

**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	16
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	15
Traffic Enforcement Activities	11
Investigations*	1
Public Education and Awareness	8
Data Collection and Reporting	2
* 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
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	0
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

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

**Note:** *For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures. Such measures include roadside inspections, traffic enforcement activity, investigation/review activity, and data quality by quarter for the current and past two fiscal years using the Activity Dashboard and/or the CVSP Toolkit 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: <http://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 2014 - 2018

#### Instructions for all tables in this section:

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

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
  - In the Goal column, enter the goal from the corresponding CVSP for the measurement period.
  - In the Outcome column, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.

### ALL CMV CRASHES

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

**Goal measurement as defined by your State:** Other

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

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

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



## MOTORCOACH/PASSENGER CARRIER CRASHES

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

**Goal measurement as defined by your State:** N/A

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

No State Motorcoach/Passenger Fatality Reduction Goal

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

## Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

**Goal measurement as defined by your State:** N/A

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

No State HM Fatality Reduction Goal

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19% of collisions occurred on full access control roadways. The full access control roadways for the state consist of Interstates 95, 495,

and 295 as well as portions of DE SR 1. The state's full access control roadways account for 16% of the annual VMT. Relative to its VMT, full access controlled roadways do not have a substantially higher crash rate than the state's other roadways. However, the interstate roadways in the state only account for 2% of the actual roadway miles so it is identified as a centralized high risk area for targeted enforcement.

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

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

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

**Projected Goal for FY 2020 - 2022:**

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

<b>Fiscal Year</b>	<b>Annual Crash Reduction Goals</b>
2020	5
2021	5
2022	5

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Part 2 Section 3 - Roadside Inspections

*In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2020 - 2022.*

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

### **Trend Analysis for 2014 - 2018**

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

### **Narrative Overview for FY 2020 - 2022**

#### **Overview:**

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

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

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

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

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

The inspection totals listed in the trend analysis are from MCMIS Records showing the total of all inspections for the state and do not reflect the state's actual inspection activity goals for the listed years. The state's inspection goals are based on MCSAP dedicated resources and anticipated percentages by level, specifically the state's goal to increase the percentage of level 1 inspections. The state has increased its inspection goals each year since 2013 proportionate to the anticipated increase in Level 1 inspections. Inspections conducted in excess of the yearly goals are primarily Level 2 inspections due to the states dedicated resources conducting vehicle inspection activity in areas not suitable for the safe conduction of Level 1 inspections.

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

**Projected Goals for FY 2020 - 2022****Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2020 - 2022. For FY 2020, 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:** 15

Projected Goals for FY 2020 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1600	50	50	1700	25.52%
Level 2: Walk-Around	2700	30	20	2750	41.28%
Level 3: Driver-Only	2150	30	30	2210	33.17%
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%
<b>Sub-Total Lead Agency</b>	<b>6450</b>	<b>112</b>	<b>100</b>	<b>6662</b>	

**MCSAP subrecipient agency**

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

DELAWARE DEPARTMENT OF

**Subrecipient is:** TRANSPORTATION

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

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
<b>Sub-Total Funded Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



**Non-Funded Agencies**

Total number of agencies:	0
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2020:	

**Summary**

## Projected Goals for FY 2020 - Roadside Inspections Summary

Projected Goals for FY 2020 Summary for All Agencies					
<b>MCSAP Lead Agency: DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY DELAWARE STATE POLICE</b>					
<b># certified personnel: 15</b>					
<b>Subrecipient Agencies: DELAWARE DEPARTMENT OF TRANSPORTATION</b>					
<b># certified personnel: 0</b>					
<b>Number of Non-Funded Agencies: 0</b>					
<b># certified personnel:</b>					
<b># projected inspections:</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1600	50	50	1700	25.52%
Level 2: Walk-Around	2700	30	20	2750	41.28%
Level 3: Driver-Only	2150	30	30	2210	33.17%
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%
<b>Total ALL Agencies</b>	<b>6450</b>	<b>112</b>	<b>100</b>	<b>6662</b>	

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

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

**Part 2 Section 4 - Investigations**

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



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

**Trend Analysis for 2014 - 2018**

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

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

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

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

**Projected Goals for FY 2020 - 2022**

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

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

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

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

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

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

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

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

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



## Part 2 Section 5 - Traffic Enforcement

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

### Trend Analysis for 2014 - 2018

#### Instructions:

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

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

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

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

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

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

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

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

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

### **Narrative Overview for FY 2020 - 2022**

#### **Instructions:**

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

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

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

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

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

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

### **Projected Goals for FY 2020 - 2022**

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

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

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2020 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2020 Activities	Average 2004/05 Activities
6662	6	198	6866	4665

***Describe how the State will 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

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility in [49 CFR 350.201 \(aa\)](#). States must achieve full participation by October 1, 2020. FMCSA defines “fully participating” in PRISM, for the purpose of determining eligibility for MCSAP funding, as when a State’s or Territory’s International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(aa\) \(cc\)](#)). For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of full participation in PRISM, O&M costs are eligible expenses. O&M expenses must be included and described in the Spending Plan section per the method these costs are handled in the State’s accounting system (e.g., contractual costs, other costs, etc.).

### Safety Technology Compliance Status

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

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

Available data sources:

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

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

**Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:** Delaware Department of Transportation

### Narrative Overview for FY 2020 - 2022

#### Problem Statement Narrative and Projected Goal:

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

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

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

#### International Registration Plan (IRP) System

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

The IRP System interfaces with Delaware’s Commercial Vehicle Information Exchange Window (CVIEW) system to provide data

exchange capabilities with Federal SAFER and PRISM systems for data validation and updates. The IRP system has external interfaces such as IRP Clearinghouse for the IRP fee distribution to other jurisdictions and VINtelligence for the vehicle identification number (VIN) validation.

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

#### **International Fuel Tax Agreement (IFTA) System**

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

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

#### **Commercial Vehicle Information Exchange Window (CVIEW)**

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

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

#### **Virtual Weigh Station/Electronic Screening**

The state's electronic screening program has been implemented/planned 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.

The first Electronic Screening system in the state was deployed at the Middletown Scale House on US-301 and activated in June 2009. The system is supported by HELP INC. The state is an active participant on the HELP Inc. board.

Three additional fixed Virtual electronic screening sites were installed in 2015 and 2016 at the US13 Blackbird weigh station, N/B SR1 in Townsend, and Warwick Rd in Middletown. A portable electronic screening trailer was also purchased in 2016. These systems are maintained and supported by Intelligent Imaging Systems.

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

N/A

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

N/A

## 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.*

### **Trend Analysis for 2014 - 2018**

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

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

### **Narrative Overview for FY 2020 - 2022**

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

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

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

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

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

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

### **Projected Goals for FY 2020 - 2022**

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

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

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

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

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

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

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

**SSDQ Compliance Status**

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

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

Available data sources:

- [FMCSA website SSDQ information](#)

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

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

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

A&I data snapshot July 19 2019

**Narrative Overview for FY 2020 - 2022**

**Problem Statement Narrative:** Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary.

N/A

**Program Activities for FY 2020 - 2022:** Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

N/A

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

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

## Part 2 Section 9 - New Entrant Safety Audits

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

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

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

### Trend Analysis for 2014 - 2018

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

New Entrant Safety Audits	2014	2015	2016	2017	2018
Interstate	89	179	255	193	160
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>89</b>	<b>179</b>	<b>255</b>	<b>193</b>	<b>160</b>

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

### Narrative Overview for FY 2020 - 2022

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

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

**Program Objective:** Statutory time limits for processing and completing interstate safety audits are:

- If entry date into the New Entrant program (as shown in FMCSA data systems) September 30, 2013 or earlier—safety audit must be completed within 18 months.
- If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later—safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

### Projected Goals for FY 2020 - 2022

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.

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

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

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

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

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

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

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

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

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

**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.



**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 MCSAP CVSP Planning Memorandum and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2020 - 2022).*

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

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

**Check this box if:**

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

**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 FY2019 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2019 CVSP.*

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

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

**Part 3 Section 4 - State Specific Objectives – Future****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 2020 - 2022. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

The Spending Plan should include costs for FY 2020 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. Federal share is 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share is 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute up to 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

#### On Screen Messages

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

- Calculation of Federal and State Shares

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

The system calculates an 85 percent Federal share and 15 percent State share automatically and populates these values in each line. Federal share is the product of Total Project Costs x .85. State share equals Total Project Costs minus Federal share. If Total Project Costs are updated based upon user edits to the input values, the 85 and 15 percent values will not be recalculated by the system and should be reviewed and updated by users as necessary.

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,218,138.00	\$214,965.00	\$1,433,103.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$214,965.00
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.**

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):	\$214,965.00
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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
CMVEU Troopers	9	50.0000	\$109,238.00	\$491,571.00	\$417,835.35	\$73,735.65	\$0.00
Administrative Specialist	1	100.0000	\$33,414.00	\$33,414.00	\$33,414.00	\$0.00	\$0.00
MCSAP Program Coordinator	1	60.0000	\$118,857.00	\$71,314.20	\$71,314.20	\$0.00	\$0.00
Non-Inspection CMV Enforcement	1	100.0000	\$14,526.00	\$14,526.00	\$0.00	\$14,526.00	\$0.00
New Entrant Trooper	1	100.0000	\$118,113.00	\$118,113.00	\$100,396.05	\$17,716.95	\$0.00
<b>Subtotal: Salary</b>				<b>\$728,938.20</b>	<b>\$622,959.60</b>	<b>\$105,978.60</b>	<b>\$0.00</b>
Overtime Project Costs							
State Funded Overtime Inspections	1	100.0000	\$46,800.00	\$46,800.00	\$0.00	\$46,800.00	\$0.00
Overtime	1	100.0000	\$72,390.00	\$72,390.00	\$72,390.00	\$0.00	\$0.00
<b>Subtotal: Overtime</b>				<b>\$119,190.00</b>	<b>\$72,390.00</b>	<b>\$46,800.00</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$848,128.20</b>	<b>\$695,349.60</b>	<b>\$152,778.60</b>	<b>\$0.00</b>
<b>Accounting Method:</b>	<b>Cash</b>						

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

Salary costs are calculated for 9 Troopers allocated at 50% utilizing average salary rates and estimated time allocation towards MCSAP Activities. While a current trooper vacancy may be filled during the grant period of performance it is anticipated that due to additional attrition the average salary required will have adequate funding under an estimation of 9 positions.

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

Non-inspection CMV enforcement has been calculated using past reporting of enforcement efforts and utilizing a calculated average hourly salary cost of \$48.42 for the state's Troopers. Non-MCSAP Troopers are estimated to utilize 300 work year hours throughout the state during the year on CMV enforcement activities without inspections.

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

The State funds overtime projects for CMVEU inspectors to conduct CMV enforcement activity outside their normal work hours. This enforcement is for roadside inspections at non-fixed facilities and traffic enforcement with an inspection. A \$39.00 per inspection monetary rate has been calculated for these inspections from the State hourly OT Flat Rate of \$78.00 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 1200 inspections during these projects.

MCSAP funded Overtime has been allocated to conduct enforcement activities during off hours and weekends and includes seatbelt enforcement and education activities. Overtime is additionally utilized for participation in annual CVSA enforcement events. These program activities have been included as part of the state's CMV crash reduction activities. The state estimates it will conduct 1000 hrs of overtime activity in support of its CMV crash reduction activities. The overtime rate of \$72.39 is the average calculated OT rate for troopers conducting CMV enforcement activities. A minimal percentage of this overtime is estimated to be utilized for New Entrant activities, the MCSAP Program Coordinator in conducting MCSAP activities, and the Administrative Specialist to keep current with statistical reporting and make corrections to the state's crash database as reported to FMCSA.

The State utilizes a cash method of accounting.



## Part 4 Section 3 - Fringe Benefits

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

*Show the fringe benefit costs associated with the staff listed in the Personnel section. Fringe costs may be estimates, or based on a fringe benefit rate approved by the applicant's Federal cognizant agency for indirect costs. If using an approved rate, a copy of the indirect cost rate agreement must be provided 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 benefits, rate approved by HHS Statewide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.*

*The cost of fringe benefits are allowable if:*

- Costs are provided under established written policies.
- Costs are equitably allocated to all related activities, including Federal awards.
- Accounting basis (cash or accrual) selected for each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.

*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 each of these standard employer taxes, under Position you may list "All Positions," the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Part 4.2.
- The base multiplied by the respective rate would give the total for each standard employer tax. Workers' Compensation is rated by risk area. It is permissible to enter this as an average, usually between sworn and unsworn—any grouping that is reasonable and clearly explained in the narrative is allowable.
- Health Insurance and Pensions can vary greatly and can be averaged; and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

*In the Position column include a brief position description that is associated with the fringe benefits.*

*The **Fringe Benefit Rate** is:*

- The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.
- For example, your agency pays 7.65 percent for FICA, 42.05 percent for health/life/dental insurance, and 15.1 percent for retirement. The aggregate rate of 64.8 percent (sum of the three rates) may be applied to the salaries/wages of personnel listed in the table.

*The **Base Amount** is:*

- The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.
- For example, if the total wages for all grant-funded staff is \$150,000 and the percentage of time on the grant is 50 percent, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is:  $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$  Total Project Costs.

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
New Entrant Trooper	46.8700	100.0000	\$118,113.00	\$55,359.56	\$47,055.62	\$8,303.94	\$0.00
Administrative Specialist	68.2700	100.0000	\$33,414.00	\$22,811.73	\$22,811.73	\$0.00	\$0.00
MCSAP Program Coordinator	45.7400	60.0000	\$118,857.00	\$32,619.11	\$32,619.11	\$0.00	\$2,641.80
CMVEU Troopers	43.8800	50.0000	\$983,142.00	\$215,701.35	\$183,346.15	\$32,355.20	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$326,491.75</b>	<b>\$285,832.61</b>	<b>\$40,659.14</b>	<b>\$2,641.80</b>

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

The Fringe benefit costs for specified allocated resources were calculated from salary costs using Aggregate Other Employment Cost Rates (OEC) of 43.88% for Full Time Troopers, 68.27% for the Administrative Specialist, 45.74% for the MCSAP Program Coordinator, and 46.87% for the New Entrant Trooper.

OEC aggregate rates were calculated by the state's Fiscal Department and are the sum of rates for Administrative/ Troopers: Pension (23.02%/25.36%), Social Security (6.20%/0%) , Medicare (1.45/1.45%), Workers Compensation(1.55%/1.55%)and Unemployment Compensation (.11%/.11%). In addition actual Healthcare costs paid by the state are included and added for the rate calculation. Healthcare costs vary by individual Trooper or civilian. The total sum of healthcare costs and OEC costs per position are listed 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.

**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, lodging, meals, transportation, registration, etc. Explain in detail how the MCSAP program will directly benefit from the travel.

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

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

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Inspector/Instructor Certification Training	2	15	100.0000	\$3,000.00	\$3,000.00	\$0.00	\$0.00
CVSA Conferences/Events /Meetings	5	25	100.0000	\$13,500.00	\$13,500.00	\$0.00	\$0.00
MCSAP In-Service/Planning	2	15	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
CVSA Leadership Travel	1	30	100.0000	\$7,000.00	\$7,000.00	\$0.00	\$0.00
NAS Level 6 certification	1	3	100.0000	\$1,000.00	\$1,000.00	\$0.00	\$0.00
CVSA Fall conference Lodging	8	3	100.0000	\$4,500.00	\$4,500.00	\$0.00	\$0.00
<b>TOTAL: Travel</b>				<b>\$34,000.00</b>	<b>\$34,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

Travel costs budgeted for the state include participation in CVSA conferences, events and meetings. The state maintains its partnership with CVSA to remain current on issues relating to commercial motor vehicle safety. The state conducts NAS Inspections of CMVs as part of its crash reduction plan. The state's MCSAP Sgt has been elected to CVSA leadership and will serve on the CVSA Executive Committee through 2022. The state additionally will send three troopers to CVSA conferences in fall and spring to serve on different committees. The troopers serve as conduits for information between the state's MCSAP program and CVSA to be utilized for enforcement activities related to its crash reduction plan. In addition to the fall and spring conference the state anticipates it will send 1-2 Staff to participate in CVSA's COHMED, NAIC, and Data Quality Conferences.

The state will be hosting the 2020 CVSA Annual Conference and anticipates it will need to provide lodging for 8 Staff to participate in the conference. The lodging will be required for 5 Staff traveling greater than 50 miles to attend as well as 3 troopers who historically attend CVSA events and serve on committees during the conference. These troopers have developed relationships with members of other CMV enforcement programs and share experience, training contacts, and best practices with these enforcement partners in a continuing effort to acquire and share training information and to standardize the inspection activities occurring among states. Additionally the Troopers are the point of contact for industry representatives seeking information, guidance, and clarification of state CMV safety programs and enforcement procedures. This additional industry training as well as discussions with CMV enforcement partners typically occurs outside of the specific daily committee meetings. The State anticipates the need to provide lodging since a large segment of this supplemental training occurs outside of traditional work hours at the networking events held during the conference. With provided lodging, The State will minimize overtime that would be required for extended work hours. With provided lodging the Troopers would be able to participate in these activities during the Trooper's off-duty time. The state will not seek any per-diem travel cost reimbursement outside of the specified lodging cost for this event.

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

Line items have been allocated to attend potential MCSAP Planning Meetings and/or National In-Service Training as well as Inspector and Instructor certification and/or training.

Costs are estimated based on previous travel costs associated with attendance at events.

## 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	\$38,000.00	50	\$38,000.00	\$38,000.00	\$0.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$38,000.00</b>	<b>\$38,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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 FY2020 to maintain its fleet. The state has an approved contract with IG Burton for vehicle purchases consistent with current state purchasing policies.

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 contract pricing for vehicle purchases adjusted 5% for expected price increase.

## 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	\$1,000.00	50.0000	\$500.00	\$500.00	\$0.00	\$0.00
CVSA Decals	1 Year	\$800.00	100.0000	\$800.00	\$800.00	\$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	\$1,000.00	50.0000	\$500.00	\$500.00	\$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	\$1,000.00	100.0000	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Fuel Costs	1 year	\$34,586.02	50.0000	\$17,293.01	\$14,559.26	\$2,733.75	\$0.00
Lidar equipment	1 unit	\$3,800.00	100.0000	\$3,800.00	\$3,800.00	\$0.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$28,843.01</b>	<b>\$26,109.26</b>	<b>\$2,733.75</b>	<b>\$0.00</b>

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

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.

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.

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

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

Vehicle materials include items for outfitting of patrol vehicles to current departmental standards including cargo partitions, divisional radios, 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 of utilized computer equipment in performance of the state's program activities or required hardware/software upgrades needed to perform program activities. The MCSAP allocation reflects the Troopers' Minimum allocation of time to MCSAP eligible activity.

## Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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



Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Capitol Cleaners	EIN 510098727	Contract	50.0000	\$750.00	\$750.00	\$0.00	\$0.00
Description of Services: Uniform Cleaning / Repair							
Mid-Atlantic Services	EIN 510286041	Contract	40.0000	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Description of Services: Janitorial Services							
Waste Management	DUNS 968382528	Contract	40.0000	\$500.00	\$500.00	\$0.00	\$0.00
Description of Services: Trash removal							
State of Delaware Department of Transportation	EIN 516000279	Subrecipient	100.0000	\$80,000.00	\$68,000.00	\$12,000.00	\$0.00
Description of Services: ITD Operations and Maintainance							
<b>TOTAL: Contractual and Subaward</b>				<b>\$82,250.00</b>	<b>\$70,250.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>

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

As specified in a Memorandum of Agreement with the Delaware Department of Transportation. The state's Troopers and MCSAP Administration lease office space at the US 13 scale house in Townsend, DE owned by the Delaware Department of Transportation. As a requirement of that agreement the Delaware State Police is liable for payment of a 40% share of certain expenses. The expenses are not included in the state's indirect cost amounts. Expenses are calculated from current contract amounts. The Delaware State Police has agreed to provide a 40% share of the cost of these contracts in order to utilize the office space by Troopers in the performance of their program activities. The state's allocated MCSAP resources utilize an equivalent amount of the office space/resources. The Total project cost reflects the 40% share of the contract costs. Contracts applicable to this lease agreement include Mid-Atlantic Services for Janitorial services, and Waste Management for trash/sanitary services.

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

The state subawards operation and maintainance 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 **\$80,000.00** line item of these specific O&M costs which total \$422,792.00 varies by year and is determined by priority and the amount of O&M grant funds available as well as future awards to the subrecipient by FMCSA's ITD Grant program for which the subrecipient is the lead-agency.

IRP Dues \$8400.00 annual cost	Annual dues for IRP Clearinghouse to facilitate timely and efficient exchange of registration fees across jurisdictions.
IFTA Dues \$17,000 annual cost	Annual dues for IFTA Clearinghouse to facilitate timely and efficient exchange of fuel taxes across jurisdictions.
HELP, Inc. Dues \$7500.00 annual cost	Annual fee for public sector participation in HELP, Inc. Board; does not include funding for private partner participation
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 \$38,000 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 \$22,000.00 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 \$22,000.00 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.
Portable SRIS Trailer Maintenance \$22,500 annual cost	Annual fee for preventative and emergency maintenance of Portable SRIS Trailer; preventative maintenance includes two scheduled service per year with emergency maintenance provided on as-needed basis.
VWS SRIS Server Hosting \$3616.00 per month	Server hosting costs for VWS cloud server \$43,392.00 annual cost

## Part 4 Section 8 - Other Costs

*Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.), 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. 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)	5.34	\$848,128.20	\$45,290.04	\$38,496.53	\$6,793.51
<b>TOTAL: Indirect Costs</b>			<b>\$45,290.04</b>	<b>\$38,496.53</b>	<b>\$6,793.51</b>

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
Vehicle maintainance	1 Year	\$500.00	50.0000	\$250.00	\$250.00	\$0.00	\$0.00
Copier lease	1 year	\$875.00	40.0000	\$350.00	\$350.00	\$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	\$200.00	100.0000	\$200.00	\$200.00	\$0.00	\$0.00
Communications	1 year	\$18,000.00	50.0000	\$9,000.00	\$9,000.00	\$0.00	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$30,100.00</b>	<b>\$30,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

***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 ending June 30, 2019 The state's indirect costs were calculated at a rate of 5.34% as reflected in an agreement contracted between Delaware Department of Safety and Homeland Security and the U.S. Department of Homeland Security, FEMA. A new indirect cost rate agreement is not expected until September 2019 so the previous rate has been included as a placeholder for the expected new rate agreement. The rate was applied to the direct salaries and wage costs and estimated for a year.

A copier yearly lease with costs calculated at a 40 % rate of use at the US 13 scale house for MCSAP activities.

Vehicle maintenance costs are estimated at a minimal level for unexpected vehicle service not completed by State funded resources. The MCSAP allocation reflects the Troopers' Minimum allocation of time to MCSAP eligible activity.

CVSA Dues are incurred each year for participation in CVSA activities. Dues for Class 1 members have increased to listed amount.

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. Fees have been increased for expected additional Troopers attendance at the 2020 CVSA Annual Conference being held in the state.

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

**Part 4 Section 9 - Comprehensive Spending Plan**

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,218,138.00	\$214,965.00	\$1,433,103.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$214,965.00
MOE Baseline:	\$2,641.80

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
CMVEU Troopers	\$417,835.35	\$73,735.65	\$491,571.00	\$0.00
Administrative Specialist	\$33,414.00	\$0.00	\$33,414.00	\$0.00
MCSAP Program Coordinator	\$71,314.20	\$0.00	\$71,314.20	\$0.00
Non-Inspection CMV Enforcement	\$0.00	\$14,526.00	\$14,526.00	\$0.00
New Entrant Trooper	\$100,396.05	\$17,716.95	\$118,113.00	\$0.00
<b>Salary Subtotal</b>	<b>\$622,959.60</b>	<b>\$105,978.60</b>	<b>\$728,938.20</b>	<b>\$0.00</b>
State Funded Overtime Inspections	\$0.00	\$46,800.00	\$46,800.00	\$0.00
Overtime	\$72,390.00	\$0.00	\$72,390.00	\$0.00
<b>Overtime subtotal</b>	<b>\$72,390.00</b>	<b>\$46,800.00</b>	<b>\$119,190.00</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$695,349.60</b>	<b>\$152,778.60</b>	<b>\$848,128.20</b>	<b>\$0.00</b>

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
New Entrant Trooper	\$47,055.62	\$8,303.94	\$55,359.56	\$0.00
Administrative Specialist	\$22,811.73	\$0.00	\$22,811.73	\$0.00
MCSAP Program Coordinator	\$32,619.11	\$0.00	\$32,619.11	\$2,641.80
CMVEU Troopers	\$183,346.15	\$32,355.20	\$215,701.35	\$0.00
<b>Fringe Benefits total</b>	<b>\$285,832.61</b>	<b>\$40,659.14</b>	<b>\$326,491.75</b>	<b>\$2,641.80</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Inspector/Instructor Certification Training	\$3,000.00	\$0.00	\$3,000.00	\$0.00
CVSA Conferences/Events/Meetings	\$13,500.00	\$0.00	\$13,500.00	\$0.00
MCSAP In-Service/Planning	\$5,000.00	\$0.00	\$5,000.00	\$0.00
CVSA Leadership Travel	\$7,000.00	\$0.00	\$7,000.00	\$0.00
NAS Level 6 certification	\$1,000.00	\$0.00	\$1,000.00	\$0.00
CVSA Fall conference Lodging	\$4,500.00	\$0.00	\$4,500.00	\$0.00
<b>Travel total</b>	<b>\$34,000.00</b>	<b>\$0.00</b>	<b>\$34,000.00</b>	<b>\$0.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicle	\$38,000.00	\$0.00	\$38,000.00	\$0.00
<b>Equipment total</b>	<b>\$38,000.00</b>	<b>\$0.00</b>	<b>\$38,000.00</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Computer/Software supplies	\$500.00	\$0.00	\$500.00	\$0.00
CVSA Decals	\$800.00	\$0.00	\$800.00	\$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	\$500.00	\$0.00	\$500.00	\$0.00
Vehicle Materials	\$2,500.00	\$0.00	\$2,500.00	\$0.00
Inspection/Safety Equipment	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Fuel Costs	\$14,559.26	\$2,733.75	\$17,293.01	\$0.00
Lidar equipment	\$3,800.00	\$0.00	\$3,800.00	\$0.00
<b>Supplies total</b>	<b>\$26,109.26</b>	<b>\$2,733.75</b>	<b>\$28,843.01</b>	<b>\$0.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Capitol Cleaners	\$750.00	\$0.00	\$750.00	\$0.00
Mid-Atlantic Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Waste Management	\$500.00	\$0.00	\$500.00	\$0.00
State of Delaware Department of Transportation	\$68,000.00	\$12,000.00	\$80,000.00	\$0.00
<b>Contractual and Subaward total</b>	<b>\$70,250.00</b>	<b>\$12,000.00</b>	<b>\$82,250.00</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicle maintainance	\$250.00	\$0.00	\$250.00	\$0.00
Copier lease	\$350.00	\$0.00	\$350.00	\$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	\$200.00	\$0.00	\$200.00	\$0.00
Communications	\$9,000.00	\$0.00	\$9,000.00	\$0.00
<b>Other Costs total</b>	<b>\$30,100.00</b>	<b>\$0.00</b>	<b>\$30,100.00</b>	<b>\$0.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$1,179,641.47</b>	<b>\$208,171.49</b>	<b>\$1,387,812.96</b>	<b>\$2,641.80</b>
Indirect Costs	\$38,496.53	\$6,793.51	\$45,290.04	NA
<b>Total Costs Budgeted</b>	<b>\$1,218,138.00</b>	<b>\$214,965.00</b>	<b>\$1,433,103.00</b>	<b>\$2,641.80</b>

**Part 4 Section 10 - Financial Summary**

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,218,138.00	\$214,965.00	\$1,433,103.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$214,965.00
MOE Baseline:	\$2,641.80

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$622,959.60	\$105,978.60	\$728,938.20	\$0.00
Overtime Subtotal	\$72,390.00	\$46,800.00	\$119,190.00	\$0.00
Personnel Total	\$695,349.60	\$152,778.60	\$848,128.20	\$0.00
Fringe Benefits Total	\$285,832.61	\$40,659.14	\$326,491.75	\$2,641.80
Travel Total	\$34,000.00	\$0.00	\$34,000.00	\$0.00
Equipment Total	\$38,000.00	\$0.00	\$38,000.00	\$0.00
Supplies Total	\$26,109.26	\$2,733.75	\$28,843.01	\$0.00
Contractual and Subaward Total	\$70,250.00	\$12,000.00	\$82,250.00	\$0.00
Other Costs Total	\$30,100.00	\$0.00	\$30,100.00	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,179,641.47	\$208,171.49	\$1,387,812.96	\$2,641.80
Indirect Costs	\$38,496.53	\$6,793.51	\$45,290.04	NA
<b>Total Costs Budgeted</b>	<b>\$1,218,138.00</b>	<b>\$214,965.00</b>	<b>\$1,433,103.00</b>	<b>\$2,641.80</b>

## Part 5 - Certifications and Documents

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

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

### Part 5 Section 1 - State Certification

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

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

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

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

#### State Certification declaration:

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

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



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

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

1. What is the name of your certifying State official? Sgt Daniel Parks
2. What is the title of your certifying State official? MCSAP Program Coordinator
3. What are the phone # and email address of your State official? 302-464-3092 daniel.parks@delaware.gov

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

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

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

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

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

**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

In the table below, please provide the bill number and effective date of any new legislation. Include the code section which was changed because of the bill and provide a brief description of the legislation. Please include a statute number, hyperlink or URL, in the summary. Do NOT include the actual text of the Bill as that can be very lengthy.

Legislative Adoption			
Bill Number	Effective Date	Code Section Changed	Summary of Changes
SB 54	07/04/2019	§ 4702, Title 21 DE Code	The state added parts 374, 385, and 386 to its current legislative adoption of Title 49, Chapter III, Subchapter B of the Code of Federal Regulations.

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

☐ Yes ☒ No