

eCVSP

DELAWARE

Commercial Vehicle Safety Plan

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

**Fiscal Years 2023 - 2025
Annual Update FY 2025**

Date of Approval: March 02, 2026

FINAL CVSP



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

Part 1 - MCSAP Overview

Part 1 Section 1 - Introduction

The Federal Motor Carrier Safety Administration (FMCSA) 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 crashes and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved crashes, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

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

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

- Part 1: MCSAP Overview (FY 2023 - 2025)
- Part 2: Crash Reduction and National Program Elements (FY 2023 - 2025)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2023 - 2025)
- Part 4: Financial Information (FY 2025)
- Part 5: Certifications and Documents (FY 2025)

All of the five eCVSP parts listed above contain subsections. Each subsection category will provide you with detailed explanation and instruction on what to do to complete 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 either a 3-year plan or an Annual Update. 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 2025:

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

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

- If "**Yes**" is selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If "**No**" is selected, the information in this section will not be editable and the user should move forward to the next section.
- Trend Analysis information that supports your current activities is not editable in Year 2 or 3 of an Annual Update plan.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2024 plans. States must carefully review and update this information to reflect FY 2025 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information added should detail major programmatic changes.
- Add any updates to the narrative areas and indicate changes by preceding it with the heading "**FY 2025 Update**". Below the heading, include descriptions of the changes to your program, including how any tables were modified.
- The Trend Analysis areas in each section can only be edited in Year 1 of a three-year plan. Trend Analysis data cannot be edited in Years 2 and 3.

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

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

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

Part 1 Section 2 - Mission/Goal Statement

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

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

Instructions:

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

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

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

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

The Delaware State Police CMVEU has set a three year crash reduction goal for this Commercial Vehicle Safety Plan (CVSP) in support of its mission statement and to remain compliant with national priorities and program activity recommendations set by FMCSA. The state will utilize staffing to conduct national program elements in its efforts as well as state directed program activities to achieve its goals. In recognition of the ambitious national long-term goal of reaching zero roadway fatalities, the state's enforcement efforts are part of an overall traffic safety goal of reducing fatalities on the state's roadways to zero.

Part 1 Section 3 - MCSAP Structure Explanation

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

Instructions:

Answer the questions about your CVSP initiatives and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. For questions answered "Yes", describe your State's initiatives and indicate if more details are provided in other CVSP sections. Please do not include activities or expenses associated with any other FMCSA grant program.

Yes	No	CVSP Initiative Questions
<input checked="" type="radio"/>	<input type="radio"/>	Is the National Roadway Safety Strategy (NRSS) being used as a resource in developing the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Are initiatives involving rural roads included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are activities regarding Migrant Worker Transportation in Rural Areas included in the CVSP?
<input checked="" type="radio"/>	<input type="radio"/>	Are initiatives regarding human trafficking/smuggling included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are activities regarding drug interdiction included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Are initiatives regarding work zone safety included in the CVSP?
<input type="radio"/>	<input checked="" type="radio"/>	Is your State submitting an annual Training Plan to the National Training Center (NTC)?

The Delaware Department of Safety and Homeland Security (DSHS) is the Motor Carrier Safety Assistance Program (MCSAP) lead agency for the State of Delaware. As a division of the DSHS, The Delaware State Police (DSP) is responsible for submitting and administering the Commercial Vehicle Safety Plan (CVSP). The DSP Commercial Motor Vehicle Enforcement Unit (CMVEU) staffing structure currently has ten, sworn troopers engaged in cmv enforcement full time. They are North American Standard (NAS) certified inspectors. A minimum of 50% of their yearly activities are MCSAP eligible. Their time allocation and their salary and benefit amounts are allocated to the MCSAP Grant at 50%. The CMVEU additionally has one certified trooper dedicated full-time to risk-based investigations and new entrant safety audits. 100% of his/her activities are allocated to the MCSAP Grant. The CMVEU also includes one MCSAP program coordinator (Sergeant) who is also a NAS certified inspector. He/she serves as the lead agency contact for the MCSAP program. He/she is responsible for overall planning, coordination, and management of the MCSAP program for Delaware. 60% of his/her activities are allocated to the MCSAP Grant. A full-time administrative specialist performs data quality review and management of the state's inspection and crash data. 100% of his/her activities are allocated to the MCSAP Grant. A commercial vehicle enforcement program specialist (CVEPS) provides direct assistance to the MCSAP program coordinator. This would include tasks related to analysis and recommendations concerning CMVEU programs, budgets, program and project evaluation and coordination, service and/or project requests, alternatives, and costs to meet short and long-term CMVEU goals and objectives. 75% of his/her activities are allocated to the MCSAP Grant.

The state has two fixed inspection stations. One located at 4580 North DuPont Highway, Townsend, Delaware 19734, and the other at 1280 Middletown-Warwick Road, Middletown, Delaware 19709. There are additionally several identified pull-off locations throughout the state for off-site inspections, including areas along state roadway shoulders. DSP is an active stakeholder in the state's Information Technology Deployment (ITD) program with the Delaware Department of Transportation serving as the lead agency. Installed technology at the fixed inspection stations include DOT number, license plate, and hazardous materials placard readers. These technologies are in use to screen carrier credentials. Mainline weigh in motion and tire anomaly equipment as well as infrared brake and wheel end imaging equipment on the station ramp are installed at the Middletown facility. These installed technologies focus safety enforcement on high-risk operators, improve the accuracy, integrity, and verifiability of credentials, and improve efficiency through electronic screening of commercial vehicles. The net result of allowing screened cmvs with no alert to bypass the facilities has environmental benefits from a reduction in idle time, fuel-savings, and mitigating traffic congestion. These are examples of how current and future cmv enforcement related projects in the state seek to address the objectives of climate change/sustainability outlined in Executive Order 14008 as well as the objectives of the Executive Order 14052 on the implementation of IJJA.

The state is divided into three counties: New Castle, Kent, and Sussex. New Castle County includes the state's two fixed facilities. Rural roads in the state account for 28% of the daily vehicle miles traveled based on HPMS CY 2021 with only 7% of those rural roadway miles

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

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

Activities of consist of:

- A) An inspection program utilizing NAS Certified Inspectors to detect and correct cmv safety defects and driver suitability.
- B) Traffic enforcement primarily conducted in identified crash/high risk corridors for the state.
- C) Participation in CVSA and cmv safety organization sponsored enforcement events and safety blitzes.
- D) Participation in safety/educational/outreach presentation opportunities.
- E) Conducting new entrant safety audits and risk-based carrier investigations.
- F) Professional development and training to maintain the unit's qualifications and technical expertise.
- G) Attendance at CVSA and cmv safety organization sponsored conferences and meetings relating to cmv safety and enforcement.
- H) Participating as a stakeholder and providing operation and maintenance costs as needed to support the state's Information Technology Deployment (ITD) and Performance and Registration Information Systems Management (PRISM) programs.
- I) Overtime funded projects to address specific identified state and national priorities related to cmv safety.

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

The state has conducted In-service training during FY 21 and reviewed the FMCSA CDL Drug and Alcohol Clearinghouse final rule with the states inspectors. A review of the CVSA published Inspection Bulletins: 2020-02 "Roadside Examination of DACH status", and 2020-04 "CDL Queries Should Be Conducted through CDLIS was also conducted and provided to Inspectors as part of annual in-service training.

The state remains an active partner with the organization Truckers against Trafficking and has provided training from their program to the state's cmv inspectors. The state participates by conducting activities included in the Iowa CVE Model related to human trafficking. As with any criminal intradiction activity human trafficking detection is part of the job function of any sworn trooper in the state including troopers assigned to the state's CMVEU.

The state is in the process of developing an internal training program in coordination with the National Training Center. Past practice has been the utilization of out of state resources for the state's training needs. A state training plan has not been submitted to NTC as there are no currently planned training events to be held within the state..

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

- 1) The state has not been identified as a top 10 state for fatal large truck crashes. No major programmatic changes are proposed to the state's crash reduction goal and activity plan.
- 2) As evidenced by crash trend analysis data, the state has not identified a significant passenger transportation safety problem. The state has not identified any safety concerns regarding the transportation of seasonal and migrant farm workers.
- 3) The state's current federal out of service order catch rate is 100%.
- 4) The state's use of Eros Data Transfer is above the goal set by FMCSA of 85%.
- 5) An analysis of crash trend data as reflected in the state's current crash reduction goal does not show work zone crashes involving cmvs as a significant crash characteristic. Work zone area traffic enforcement is part of the state's normal operations for both CMVEU and regular patrol troopers and is additionally targeted with enforcement that is funded by the state Office of Highway Safety and Delaware DOT on an overtime basis.
- 6) Work zone safety materials are available for the state's CMVEU troopers for use when providing safety talks for motor carriers or other groups. The state's Office of Highway Safety and DOT are the primary resources for outreach and education activities related to work zone safety. The state's CMVEU has a limited amount of resources available due to the size of its unit to initiate public outreach and educational activities. Details for the state's public education and outreach activities are found in the Crash Reduction section of this ECVSP.
- 7) The state has not made any adjustments to its activities for Hazardous Materials Safety. Prior years CVSPs have not established a state specific goal as evidenced by the crash trend analysis data for Haz-Mat related crashes or release. The state has nine NAS certified Haz-Mat inspectors and increased Haz-Mat inspection goals have been established for the state's multi-year CVSP in order to re-emphasis inspection of these movements along identified routes of travel. The state's inspectors and investigators verify possession of Haz-Mat safety permits for interstate and intrastate carriers roadside during inspections and as part of investigations. The state's Haz-Mat OOS Rate is below 10%.

8) 11/07/2023 Updates:

The state has two fixed weigh station in the state. They utilize weight in motion (WIMS) technology to assist in the identification and detection of size and weight violations that would establish probable cause leading Troopers or Weigh master in the presence of Troopers to effect a traffic weight arrest. Troopers also conduct off site size and weight arrest utilizing portable scales to measure size and weight violations throughout the state. Any criminal activity outside of traffic related offenses and size and weight violations will be addressed by the sworn Troopers on scene with the assistance of Troopers assigned in the area of the stop if needed.

All sworn Troopers in the State of Delaware to include the Troopers in the Commercial Motor Vehicle unit are trained in the detection of and investigating impaired/DUI drivers. The training for the Troopers is the National Highway Traffic Safety Administration NHTSA Standardized Field Sobriety Training. All Troopers complete and pass a 40 hour course in DUI/impaired driver investigations in the Delaware State Police Academy. The Delaware State Police released monthly shift briefings which if necessary would include necessary information regarding updates or changes in case law regarding DUI investigations and training. If needed Troopers can attend a yearly refresher course offered at the DSP Academy to assist them in impaired driver investigations. All FMCSA/CVSA informational bulletins regarding impaired commercial drivers are distributed to Troopers in the unit to assist them with impaired driver identification and enforcement.

The Delaware State Police along with the Delaware Department of Transportation and Office of Highway safety implement traffic safety plans with goals to make Delaware roadways safer. These safety plans and goals are in alignment and support the Strategic Highway Safety Plan with an overall objective of traffic safety for all motorist.

Part 1 Section 4 - MCSAP Structure

Please review your State’s MCSAP structure information. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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 activity area.

- **Driver and Vehicle Inspections** includes the number of personnel conducting inspection activities.
- **Traffic enforcement activities** includes the number personnel conducting CMV and Non-CMV traffic enforcement activities.
- **Investigations** includes the number of personnel conducting Investigations, Compliance Reviews, and New Entrant Safety Audits.
- **Public Education and Awareness** includes the number of personnel conducting public education and awareness on CMV topics.
- **Data Collection and Reporting** includes the number of personnel responsible for collecting, processing, analyzing and reporting State data including inspections and crashes, uploading data via SafetyNet and SAFER, and monitoring the quality of data timeliness, accuracy, and completeness.

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	15
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	12
Traffic Enforcement Activities	12
Investigations*	1
Public Education and Awareness	12
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
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	0
Traffic Enforcement Activities	0
Investigations*	0
Public Education and Awareness	0
Data Collection and Reporting	0
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

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

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2023 - 2025 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

*For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures from the **Analysis & Information Online** (A&I Online) website, <https://ai.fmcsa.dot.gov/Grants>. Portal credentials are required to access this website.*

- **MCSAP Performance Dashboard** – States can use this information to inform CVSPs and other activities with the goal of reducing crashes, injuries, and fatalities involving CMVs.

It provides a snapshot of MCSAP performance in four areas: Crash Overview, National Program Element goals, Enforcement Measures, and Funding Utilization.

- **Activity Dashboard** – This dashboard assists States in monitoring MCSAP activities identified in CVSPs and in preparing MCSAP quarterly reports. The reports are viewable by fiscal year and quarter. The most recent five fiscal years are available.

Reports are available in three areas: Crash Reduction, Out-of-Service (OOS) report, and National Program Elements (which includes reports on Roadside Inspections, Investigations, State Safety DQ, Safety Audits, Border Enforcement, and Traffic Enforcement).

- States can utilize other data reports available on A&I Online located in the Crash Statistics, Enforcement Programs, and Data Quality modules.
- States can also use internal State data sources.

It is important to always reference data source information used in developing problem statements, baseline information, objectives, and performance goals within the CVSP.

Part 2 Section 2 - CMV Crash Reduction

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

FMCSA's primary mission is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing CMV-related crashes.

Performance data plays an important role in ensuring MCSAP-funded work across the country is actively and effectively promoting positive CMV safety outcomes. States can use the MCSAP Performance Dashboard to develop CVSPs, and to inform and inspire strategic conversations with FMCSA in the pursuit of our shared safety mission. Crash metrics are included in the Crash Overview section and represent the performance measures most commonly identified by the States.

States can use this data to identify State trends in key crash measures, and compare your State with nationwide and regional data.

Trend Analysis for 2017 - 2021

Instructions for all tables in this section:

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

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

ALL CMV CRASHES

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

Goal measurement as defined by your State: Other

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

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
10/01/2020	09/30/2021	16	2.55	2.67
10/01/2019	09/30/2020	15	2.68	2.44
10/01/2018	09/30/2019	19	2.57	2.85
10/01/2017	09/30/2018	18	2.57	2.68
10/01/2016	09/30/2017	17	2.57	2.95

MOTORCOACH/PASSENGER CARRIER CRASHES

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

Goal measurement as defined by your State: N/A

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

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2021	12/31/2021	1		
01/01/2020	12/31/2020	0		
01/01/2019	12/31/2019	1		
01/01/2018	12/31/2018	4		
01/01/2017	12/31/2017	2		

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

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

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

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

Goal measurement as defined by your State: N/A

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

No State HM Fatality Reduction Goal

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2021	12/31/2021	0		
01/01/2020	12/31/2020	0		
01/01/2019	12/31/2019	0		
01/01/2018	12/31/2018	1		
01/01/2017	12/31/2017	2		

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

State SafetyNet data captured 07/26/2022

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

The state set a three year goal to reduce the FY2016 to FY2018 total combined fatality and injury crash rate per 100 million VMT 15%. Goal breakdown per year. 2020 = 2.68, 2021 = 2.55, 2022 = 2.42. The state reduced its combined crash rate 13% to 2.44 crashes per 100 Million Miles for FY20. For FY21 the state did not meet its crash reduction goal of a 10% reduction. The 2021 rate was reduced 5% to 2.67 crashes per 100 million miles. The state's total combined fatality and injury crash rate for FY22 year to date is 2.84 crashes per 100 million VMT.

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

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

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

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

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

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

The state's three prior year (FY2019-FY2021) average combined fatality and injury (CFI) cmv involved crash rate was 2.65 per 100 million VMT. The state's roadway fatality rate for all traffic for 2019 was 1.29 per 100 million VMT.

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

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

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

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

fatal crashes were related to a work zone.

28% of all cmv involved crashes occurred on identified high-risk roadways. The identified high-risk roadways for the state consist of Interstates 95, 495, and 295 as well as portions of DE SR 1. The state’s high risk roadways account for 28% of the annual VMT. Relative to its VMT, high risk roadways do not have a substantially higher crash rate than the state’s other roadways. However, the interstate roadways in the state only account for 1% of the actual roadway miles so it is identified as a centralized high risk area for targeted enforcement.

The state is divided into three counties: New Castle, Kent, and Sussex. 64% of CY15 to CY21 cmv involved crashes occurred in New Castle County, 22% in Sussex County, and 14% in Kent County. The state’s CFI rates and fatality crash rates by county are proportionate to the percentage of crashes in each county. The state’s interstate roadways are located in New Castle County as well as the majority full access control portion of SR1.

Enter the data source and capture date:

State Crash reporting data, SafetyNet data and MCMIS records, Data captured 07/30/22

Projected Goal for FY 2023 - 2025:

In the table below, state the crash reduction goal for each of the three fiscal years. The method of measurement should be consistent from year to year. For example, if the overall crash reduction goal for the three year period is 12 percent, then each annual goal would be shown as 4 percent. If the crash reduction goal is 15 crashes per year, then each annual goal would be shown as 15.

Fiscal Year	Annual Crash Reduction Goals
2023	5
2024	5
2025	5

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

Program Activities for FY 2023 - 2025: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

The state’s program activities will include driver and vehicle inspections, traffic enforcement, investigations, public education and awareness, and effective data collection and reporting.

The allocation of resources dedicated to the state’s crash reduction goal are listed below:

The state will dedicate 35% percent of its available staffing resources to high visibility enforcement activities on identified high risk roadways. Due to the limited size and high traffic volume, the state’s identified high risk roadways present an opportunity for enforcement activities within a concentrated target area. Full time enforcement activities will occur during normal daylight working hours. Activities will occur Mon-Fri primarily in New Castle County.

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

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

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

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

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

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

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

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

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

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

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

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

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

Part 2 Section 3 - Roadside Inspections

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2023 - 2025. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

Trend Analysis for 2017 - 2021

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

Narrative Overview for FY 2023 - 2025

Overview:

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

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

Aspen

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

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

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

9 additional inspectors conduct Level 1-3 inspections in support of the MCSAP program on a part-time basis. These inspectors include the MCSAP Program Coordinator, The CMV Program Specialist, a Trooper assigned to investigations, 2 non-MCSAP dedicated Troopers, and 4 civilian weighmasters assigned to the fixed inspection facilities.

Specific Troopers are certified to conduct Level 1-6 NAS Inspections. Passenger Carrier inspections are conducted at identified depots in the state consistent with FMCSA policy. Inspectors additionally participate in targeted passenger carrier enforcement blitzes throughout the

year. Except in the case of an imminent or obvious safety hazard inspections of vehicles transporting passengers for a motor carrier will only occur at a bus station, terminal, maintenance facility, destination, or other location where carriers make planned stops exclusive of the states' inspection facilities. Haz-Mat inspections are conducted during specific targeted operations as well as regular duty.

The inspection totals listed in the trend analysis are from MCMIS Records showing the total of all inspections for the state and do not reflect the state's actual inspection activity goals for the listed years. The state's inspection goals are based on MCSAP dedicated resources and anticipated percentages by level based on assignments. The state's Level 1 inspections goal increases each year. Inspections conducted in excess of the yearly goals are primarily level 2 and level 3 inspections due to the state's dedicated resources conducting vehicle inspection activity in areas not suitable for the safe conduction of Level 1 inspections. The State will not meet the 25% recommendation for level 1 inspections due to a primary focus of increased funding dedicated to non-fixed locations which will result in increases to Level 2 and 3 traffic enforcement inspections.

The state has conducted In-service training during FY 21 and reviewed the FMCSA CDL Drug and Alcohol Clearinghouse final rule with the states inspectors. A review of the CVSA published Inspection Bulletins: 2020-02 "Roadside Examination of DACH status", and 2020-04 "CDL Queries Should Be Conducted through CDLIS was also conducted and provided to Inspectors as part of annual in-service training. The state will continue to reinforce this training to roadside inspectors and conducts regular audits of the DACH drivers identified at roadside. The state's current catch rate is 90% for FY22. The state anticipates it will maintain this rate accounting for known catch rate report issues for former CDL holders/non-CDL vehicles/Intrastate commerce.

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

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

Projected Goals for FY 2023 - 2025

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2023 - 2025. For FY 2025, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

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

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

MCSAP Lead Agency

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

Enter the total number of certified personnel in the Lead agency: 19

Projected Goals for FY 2025 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1300	100	25	1425	18.87%
Level 2: Walk-Around	3000	100	0	3100	41.05%
Level 3: Driver-Only	3000	0	25	3025	40.06%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	0	0	0.00%
Level 6: Radioactive Materials	0	2	0	2	0.03%
Sub-Total Lead Agency	7300	202	50	7552	

MCSAP subrecipient agency

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

DELAWARE DEPARTMENT OF
Subrecipient is: TRANSPORTATION

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

Projected Goals for FY 2025 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full				0	%
Level 2: Walk-Around				0	%
Level 3: Driver-Only				0	%
Level 4: Special Inspections				0	%
Level 5: Vehicle-Only				0	%
Level 6: Radioactive Materials				0	%
Sub-Total Subrecipients	0	0	0	0	

Non-Funded Agencies

Total number of agencies:	0
Enter the total number of non-funded certified officers:	
Enter the total number of inspections projected for FY 2025:	

Summary

Projected Goals for FY 2025 - Roadside Inspections Summary

Projected Goals for FY 2025 Summary for All Agencies					
MCSAP Lead Agency: DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY DELAWARE STATE POLICE					
# certified personnel: 19					
Subrecipient Agencies: DELAWARE DEPARTMENT OF TRANSPORTATION					
# certified personnel: 0					
Number of Non-Funded Agencies: 0					
# certified personnel:					
# projected inspections:					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	1300	100	25	1425	18.87%
Level 2: Walk-Around	3000	100	0	3100	41.05%
Level 3: Driver-Only	3000	0	25	3025	40.06%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	0	0	0	0	0.00%
Level 6: Radioactive Materials	0	2	0	2	0.03%
Total MCSAP Lead Agency & Subrecipients	7300	202	50	7552	

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

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

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

Part 2 Section 4 - Investigations

Please review your State’s investigation goals, program activities and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

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

Trend Analysis for 2017 - 2021

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

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

Narrative Overview for FY 2023 - 2025

Instructions:

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

Projected Goals for FY 2023 - 2025

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

Projected Goals for FY 2023 - 2025 - Investigations						
Investigation Type	FY 2023		FY 2024		FY 2025	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	2	0	2	0	2	0
CSA On-Site Focused/Focused CR	3	0	3	0	3	0
CSA On-Site Comprehensive	3	0	3	0	3	0
Total Investigations	8	0	8	0	8	0
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

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

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

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

The State has one Trooper who completes Investigations as delegated by the FMCSA State Program Office. The Trooper is committed to additional duties as a New Entrant Auditor. The level of his participation in conducting carrier investigations is limited to maintaining his certification and providing support to the Delaware FMCSA State Program Office.

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

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

The measurement of qualitative components of its carrier investigation program are not conducted due to the limited amount of activity the state is participating in regarding these investigations. The carrier investigation program activities and baselines are established by the FMCSA Delaware State Program Office under the direction of the Division Administrator..

Part 2 Section 5 - Traffic Enforcement

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

Trend Analysis for 2017 - 2021

Instructions:

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

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2020	09/30/2021	2374	2698
10/01/2019	09/30/2020	1926	2078
10/01/2018	09/30/2019	2522	2654
10/01/2017	09/30/2018	2168	2272
10/01/2016	09/30/2017	1710	1743

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2020	09/30/2021	607	607
10/01/2019	09/30/2020	566	566
10/01/2018	09/30/2019	774	774
10/01/2017	09/30/2018	749	749
10/01/2016	09/30/2017	724	724

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

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2020	09/30/2021	289	289
10/01/2019	09/30/2020	119	119
10/01/2018	09/30/2019	280	280
10/01/2017	09/30/2018	263	263
10/01/2016	09/30/2017	115	115

Enter the source and capture date of the data listed in the tables above.
 State SafetyNet data and MCMIS records, Data captured 07/27/2022

Narrative Overview for FY 2023 - 2025

Instructions:

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

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

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

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

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

The State’s CMVEU Troopers conduct non-CMV traffic enforcement of vehicles when necessary to promote the safe operation in and around CMVs. The activity is reported at 50% in proportion to the CMVEU Troopers time allocation to MCSAP eligible

activities. Additionally an overtime project targeting unsafe driving of Non-CMV's when necessary to promote the safe operation in and around CMV's is described in the National Emphasis State specific project portion of this CVSP.

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

Projected Goals for FY 2023 - 2025

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2023 - 2025. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

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

			Performance Goals		
Yes	No	Traffic Enforcement Activities	FY 2023	FY 2024	FY 2025
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	2500	2600	2700
<input checked="" type="radio"/>	<input type="radio"/>	CMV Non-Inspection	700	800	900
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	795	795	795
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	1375	1430	1485

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States must maintain an average number of safety activities which include the number of roadside inspections (including border inspections, if applicable), carrier investigations, new entrant safety audits, and CMV non-inspection traffic enforcements conducted in the State for Fiscal Years 2014 and 2015. The table below displays the information you input into this CVSP from those respective sections. The sum of your planned activities must equal or exceed the average number of 2014/2015 activities to be eligible to utilize Federal funding for Non-CMV traffic enforcement.

FY 2025 Planned Safety Activities					
Inspections	Investigations	New Entrant Safety Audits	CMV Non-Inspection Traffic Enforcement	Sum of FY 2025 Activities	Average 2014/15 Activities
7552	8	271	900	8731	7193

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

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

Part 2 Section 6 - Safety Technology

Please verify your State's safety technology compliance levels with the ITD and PRISM programs, responsible agencies, and narrative overview. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

This section covers two of FMCSA's safety technology programs:

- Innovative Technology Deployment (ITD)
- Performance and Registration Information Systems Management (PRISM)

Please complete the information below to indicate your State's participation level in each program, along with specific information about how MCSAP Operations and Maintenance (O&M) funding is used to support each of these safety technology programs. **All O&M expenses for both ITD and PRISM must be included and described both in this section and in the appropriate section of Part 4, Financial Information.**

Innovative Technology Deployment (ITD)

The ITD program is a key component of the FMCSA's drive to improve commercial motor vehicle safety. The ITD program empowers States to apply cutting-edge technology to share data more effectively and improve roadway safety.

With the enhanced funding provided to each State as part of the Infrastructure Investment and Jobs Act (IIJA), certain technologies may be funded by MCSAP if certain criteria outlined below are met.

The technology:

- Is widely available not requiring any product development
- Can be fully deployed and operational within the period of performance
- Has a direct impact on CMV safety based on verified performance data
- Is outlined in a State's approved ITD Program Plan/Top Level Design (PP/TLD) if required

If there is a need for any technology development as part of a MCSAP project, and if the time to fully implement the technology exceeds the MCSAP period of performance, then the HP-ITD grant would be the appropriate source for federal funding. All ITD technology projects proposed will be reviewed by the ITD Program Office for eligibility determination.

ITD O&M is defined as costs associated with deployment projects that maintain and repair real property, or a system, based on its current status and abilities. O&M costs may also include memberships, fees, dues, program travel, and other related program costs that maintain or support deployment activities, as defined previously in the MCSAP Comprehensive Policy (MCP) section 5.2.

Performance and Registration Information Systems Management (PRISM)

FMCSA's PRISM program is a partnership with State CMV registration offices and law enforcement that improves highway safety by identifying and immobilizing commercial motor carriers that are prohibited from operating due to a Federal Out-of-Service (OOS) order. PRISM is a key component to FMCSA's mission to reduce the number of CMV crashes, injuries and fatalities in a rapidly expanding interstate motor carrier population. PRISM provides States a safety mechanism to identify and immobilize motor carriers with serious safety deficiencies and hold them accountable through registration and law enforcement sanctions. States may fund new PRISM system development, deployment, as well as Operations and Maintenance. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

PRISM O&M are costs associated with projects that improve CMV safety, maintain and/or advance PRISM levels. O&M costs may also include memberships, fees, dues, program travel, and other related program costs that maintain or support PRISM deployment activities. All PRISM technology projects proposed will be reviewed by the PRISM Program Manager for eligibility determination.

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, specific details must be included both in this section and in your Part 4 Spending Plan.

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

Available data sources:

- The [Innovative Technology Deployment \(ITD\) website](#) is a centralized repository for information that States should utilize to plan and implement effective ITD programs. ITD users can log in to query information from SAFER and other FMCSA systems, as well as access resources including recordings of previous webinars, conference materials, and web infrastructure technical specifications.
- The [PRISM Data and Safety Hub \(DASH\)](#) is an online workspace where State partners can log in to access reports, submit data, get materials to help implement PRISM and obtain information on the Level Up initiative.

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

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

Narrative Overview for FY 2023 - 2025

Problem Statement Narrative and Projected Goal: Describe any challenges encountered in implementing, maintaining, or improving your ITD and PRISM program compliance level (i.e., problems encountered, obstacles overcome, lessons learned, etc.).

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

Program Activities for FY 2023 - 2025: Describe any activities that will be taken to implement, maintain or improve your ITD and PRISM programs. Include a description of O&M costs for ITD and PRISM.

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

International Registration Plan (IRP) System

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

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

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

International Fuel Tax Agreement (IFTA) System

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

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

Commercial Vehicle Information Exchange Window (CVIEW)

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

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

Virtual Weigh Station/Electronic Screening

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

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

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

Flat Tire Detection System

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

Automated Thermal Inspection System

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

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

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

Part 2 Section 7 - Public Education and Outreach

Please review the description of your State’s public education and outreach activities, projected goals and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

Trend Analysis for 2017 - 2021

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

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

Narrative Overview for FY 2023 - 2025

Performance Objective: 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 activities the State plans to conduct, including but not limited to passenger transportation, work zone safety, hazardous materials transportation, human trafficking/smuggling, and share the road safely initiatives. Include the number of personnel that will be participating in these efforts and any Public Education and Outreach activities that are not specifically listed in the Projected Goals table.

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

The state coordinates with Virginia Tech Transportation Institute to provide Trooper support and participation for "No Zone" presentations at area high school driver education classes. The project is funded through FY 23.

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

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

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

participation in these activities as described in the table.

DELAWARE: AT-A-GLANCE

Iowa MVE Elements: 6/6 Implemented



Current Implementation:

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

Additional Opportunities:

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

Bolded opportunities have been implemented.



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

Projected Goals for FY 2023 - 2025

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

			Performance Goals		
Yes	No	Activity Type	FY 2023	FY 2024	FY 2025
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	4	4	4
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	2	2	2
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	6	4	4

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

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

The state will collect and analyze data for each component of the Drivewyze education and outreach campaign. This includes program-wide, campaign-specific, site-specific, and anonymous aggregated driver data. Drivewyze will provide the state with dashboarding and reporting for overall program performance regarding driver safety notifications. This data will be reviewed quarterly by the MCSAP Program Coordinator and summarized for quarterly performance progress reporting.

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

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

Please review your State’s SSDQ compliance levels and Narrative Overview and identify if changes are needed for the upcoming fiscal year. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

MCSAP lead agencies are allowed to use MCSAP funds for Operations and Maintenance (O&M) costs associated with State Safety Data Quality (SSDQ) requirements to ensure the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs). All O&M expenses for SSDQ must be included and described both in this section and in the appropriate section of the Financial Information in Part 4.

SSDQ Compliance Status

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

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

Available data sources:

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

Enter the agency name responsible for Data Quality: Delaware State Police

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

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

In the table below, use the drop-down menus to indicate the State’s current rating within each of the State Safety Data Quality categories, and the State’s goal for FY 2023 - 2025.

SSDQ Measure	Current SSDQ Rating	Goal for FY 2023	Goal for FY 2024	Goal for FY 2025
Crash Record Completeness	Good	Good	Good	Good
Crash VIN Accuracy	Good	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Good	Good	Good	Good
Crash Accuracy	Good	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good	Good
Inspection Timeliness	Good	Good	Good	Good
Inspection Accuracy	Good	Good	Good	Good

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

A&I data snapshot 07/22/2022

Narrative Overview for FY 2023 - 2025

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

N/A

Program Activities FY 2023 - 2025: Describe activities that will be taken to achieve or maintain a "Good" (Green) rating in all measures including the overall SSDQ rating. Include a description of all O&M costs for SSDQ.

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

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

Program Activities FY 2023 - 2025: Describe how your State provides resources to conduct DataQs operations within your State, and how elevated/appeals requests are handled.

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

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

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

Part 2 Section 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State’s strategies, activities and monitoring. Do changes need to be made on this page for the upcoming fiscal year? Note: Before selecting “yes,” make sure there are changes to be made as once selected, this answer cannot be changed.

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

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

For the purpose of this section:

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

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

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

Trend Analysis for 2017 - 2021

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

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

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

Narrative Overview for FY 2023 - 2025

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

Please complete the information below by entering data from the NEWS Dashboard regarding Safety Audits in your State. Data Source: New Entrant website (NEWS)	
Date information retrieved from NEWS Dashboard to complete eCVSP	08/15/2022
Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)	286
Current Number of Past Dues	0

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

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

Projected Goals for FY 2023 - 2025

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

Projected Goals for FY 2023 - 2025 - New Entrant Safety Audits						
Number of Safety Audits/Non-Audit Resolutions	FY 2023		FY 2024		FY 2025	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	54	0	54	0	54	0
# of Safety Audits (Offsite)	217	0	217	0	217	0
# Group Audits	0	0	0	0	0	0
TOTAL Safety Audits	271	0	271	0	271	0
# of Non-Audit Resolutions	271	0	271	0	271	0

Strategies: Describe the strategies that will be utilized to meet the program objective above. Describe how the State will reduce past due Safety Audits. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.

The State has one full time Trooper certified to complete New Entrant Safety Audits. A current SMS run as of July 2022 shows 542 current New Entrants for the state. Historically over 50% of New Entrant Carriers contacted result in a non-audit resolution.

New Entrant audits are scheduled with an emphasis on carriers requiring audits to be completed within 3 months.

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

The State does not anticipate any difficulty completing its program objective. Performance monitoring will determine any need for additional staffing to be added to the program.

The current New Entrant Inventory reflects a trending increase in carriers registering. The State is estimating that 50% of the inventory will result in a non-audit resolution. The State does not anticipate it will be unable to remain in compliance with statutory time limits for completion of audits.

Update FY25

A current SMS run as of August 2024 shows 286 current New Entrants for the state.

Activity Plan for FY 2023 - 2025: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

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

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

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

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

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

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

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

Part 3 - National Emphasis Areas and State Specific Objectives**Part 3 Section 1 - Overview**

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 national emphasis areas and priorities outlined in the MCSAP Planning Memorandum that do not fit well within any section in Part 2 – Crash Reduction.

States may include any State-specific objectives. For example, create an objective to provide refresher training to MCSAP funded personnel on detecting human trafficking and human smuggling in Section 5.

Specific goals and activities must be projected for the three fiscal year period (FYs 2023 - 2025).

Part 3 Section 2 - Enforcement of Federal OOS Orders during Roadside Activities

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

Instructions:

FMCSA has established an Out-of-Service (OOS) catch rate of at least 85 percent for carriers operating while under a Federal **Imminent Hazard (IH) and unsatisfactory/unfit (UNSAT/UNFIT) OOS** order. If your catch rate is below 85 percent, States must develop performance goals and activities to meet the FMCSA threshold of at least 85 percent.

The OOS Catch Rate report is located on the [A&I Online website](#) in the Grants module. Select the OOS report from the Activity Dashboard to view your catch rate. Portal credentials are required to access this website.

Your State's FY 2023 Federal IH and UNSAT/UNFIT OOS Catch Rate percentage: 100.00%

Data Source: Last completed fiscal year, FMCSA Motor Carrier Management Information System (MCMIS) and the Safety and Fitness Electronic Records (SAFER) as of 04/26/2024

Check this box if:

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

Part 3 Section 3 - Passenger Carrier Enforcement

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

Instructions:

FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high-risk carriers. 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 4 - State Specific Objectives – Past

No updates are required for this section.

Instructions:

Describe any State-specific CMV problems that were addressed with FY 2022 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2022 CVSP.

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

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

Part 3 Section 5 - State Specific Objectives – Future

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

- Yes, the information in this section must be updated. I understand that I must include the heading "Update for FY 2025" before adding my changes in the narrative section and then click "Save" to save the changes.
- No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary. If no is selected, this section will not be open for editing.

Instructions:

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

Describe any State-specific objective(s) identified for FY 2023 - 2025. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

State Objective #1

Enter the title of your State-Identified Objective.

Non-CMV Enforcement Overtime Project

Narrative Overview for FY 2023 - 2025

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

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

Projected Goals for FY 2023 - 2025:

Enter performance goal.

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

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

The state will engage in high visibility traffic enforcement of non-cmvs targeting unsafe driving behaviors. This project will be conducted state-wide and promote a partnership with non-mscap allocated staffing conducting traffic enforcement to impact cmv safety in the state. Overtime funding will be utilized to staff traffic enforcement details targeting unsafe driving behaviors in and around cmvs. Traffic details are planned utilizing the following methods: Troopers will engage in high visibility traffic enforcement of non-cmvs

targeting unsafe driving behaviors.. These activities will occur on roadways where non-cmv traffic is operating in the vicinity of significant cmv traffic including congested areas. Troopers will partner with Delaware Department of Transportation members operating large trucks on identified areas where significant CMV traffic and congestion occurs. Spotters in these trucks will observe unsafe driving behaviors of non-cmvs operating around these large trucks and relay the information to an enforcement car to conduct a traffic enforcement stop of the non-cmv. A public education campaign will be developed and presented to the DSP Public information office regarding these initiatives. Additional outreach regarding these programs will be promoted in partnership with the Department of Transportation.

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

The CVEPS will compile all enforcement data regarding the overtime initiative. Enforcement data will be submitted by the MCSAP Program Coordinator as part of performance progress reporting. The MCSAP Program Coordinator will additionally monitor both the level of focused Traffic enforcement and Non-CMV enforcement for compliance with the MCSAP statutory funding limits and MCSAP Comprehensive Policy.

State Objective #2

Enter the title of your State-Identified Objective.

Rural Roadway Enforcement Overtime Project

Narrative Overview for FY 2023 - 2025

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

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

Projected Goals for FY 2023 - 2025:

Enter performance goal.

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

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

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

State's training academy. The State is promoting more involvement in CMV safety enforcement among these additional staffing resources and is seeking to encourage participation in these elective training opportunities.

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

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

Part 4 - Financial Information

Part 4 Section 1 - Overview

The *Spending Plan* is an explanation of each budget component and should support the cost estimates for the proposed work. The *Spending Plan* should focus on how each item will achieve the proposed project goals and objectives and justify 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 2025 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

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

The following definitions describe *Spending Plan* terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. The budget category tables use 95 percent in the federal share calculation.
- **State Share** means the portion of the total project costs paid by State funds. The budget category tables use 5 percent in the state share calculation. A State is only required to contribute 5 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 5 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

On Screen Messages

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

- Calculation of Federal and State Shares

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

The system calculates a 95 percent Federal share and 5 percent State share automatically and populates these

values in each line. Federal share is the product of Total Project Costs x 95 percent. State share equals Total Project Costs minus Federal share. It is important to note, if Total Project Costs are updated based upon user edits to the input values, the share values will not be recalculated by the system and should be reviewed and updated by users as necessary.

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

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

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

• **MOE Expenditures**

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

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

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

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

• **Financial Summary**

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

The system will confirm that:

- Overtime value does not exceed 15% of the MCSAP Award Amount.
- Planned MOE Costs equal or exceed the MOE Baseline amount.
- A State's planned Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- A Territory's planned Total Project Costs are within \$5 of the Federal share.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$1,888,590.00	\$99,399.00	\$1,987,989.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$298,198.00
MOE Baseline:	\$2,641.80

Part 4 Section 2 - Personnel

Personnel costs are salaries for employees working directly on a project. Only salaries for employees of the lead MCSAP agency should be applied to personnel costs. Salaries for employees of subrecipients should be placed in Contractual and Subaward.

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

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

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

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

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

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

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

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

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

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$298,198.00

Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Administrative Specialist	1	100.0000	\$41,726.96	\$41,726.96	\$41,726.96	\$0.00	\$0.00
MCSAP Program Coordinator	1	60.0000	\$103,835.00	\$62,301.00	\$62,301.00	\$0.00	\$0.00
Non-Inspection CMV Enforcement	1	100.0000	\$14,503.91	\$14,503.91	\$14,503.91	\$0.00	\$0.00
New Entrant Trooper	1	100.0000	\$154,653.90	\$154,653.90	\$154,653.90	\$0.00	\$0.00
CMVEU Program Specialist	1	75.0000	\$64,500.00	\$48,375.00	\$48,375.00	\$0.00	\$0.00
CMVEU Troopers	10	50.0000	\$113,600.00	\$568,000.00	\$539,600.00	\$28,400.00	\$0.00
Subtotal: Salary				\$889,560.77	\$861,160.77	\$28,400.00	\$0.00
Overtime Project Costs							
Non-CMV Enforcement Project	1	100.0000	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00
Rural Roadway CMV Enforcement project	1	100.0000	\$28,765.00	\$28,765.00	\$28,765.00	\$0.00	\$0.00
State Funded Overtime Inspections	1	100.0000	\$53,049.50	\$53,049.50	\$0.00	\$53,049.50	\$0.00
CMVEU Overtime	1	100.0000	\$65,000.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00
Subtotal: Overtime				\$196,814.50	\$143,765.00	\$53,049.50	\$0.00
TOTAL: Personnel				\$1,086,375.27	\$1,004,925.77	\$81,449.50	\$0.00
Accounting Method:	Cash						

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

Salary costs and overtime rates have been updated to reflect a fully funded year of allocations at current salary rates effective July 1st, 2023. Historically awarded MCSAP grant funding has not been sufficient to fund a complete year cycle of salary costs and previous CVSP salary amounts have reflected partial allocations.

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

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

Salary costs are included for a full time Administrative Specialist and a MCSAP Program Coordinator. The Administrative Specialist duties include all statistical correlation and reporting, maintenance of the CMV related crash reporting database and state safety data quality. The MCSAP Coordinator is the designated ADO for the state's MCSAP grant program. 60% of his/her time is dedicated to MCSAP eligible activities. He/She monitors and reports on the state's progress regarding its CVSP through quarterly reporting to FMCSA. He/She also participates in the state's enforcement activities in relation to the state's CMV crash reduction activities. The Commercial Vehicle Enforcement Unit Program Specialist will assist the MCSAP Program Coordinator. This would include tasks related to analysis and recommendations concerning CMVEU programs, budgets, program and project evaluation and coordination, service and/or project requests, alternatives, and costs to meet short and long-term CMVEU goals and objectives. He/She also participates in the state's enforcement activities in relation to the state's CMV crash reduction activities. A minimum of 75% of his/her time will be dedicated to MCSAP eligible activities

Non-inspection CMV traffic enforcement has been calculated using past reporting of enforcement efforts and utilizing a calculated average hourly salary cost of \$56.23 for the state's Troopers. Non-MCSAP allocated Troopers are estimated to utilize a minimum of 200 work year hours throughout the state during the year on CMV enforcement activities without inspections. Non-Inspection CMV traffic enforcement expenses have historically been utilized by the state as matching funds.

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

The State funds overtime projects for CMVEU inspectors to conduct CMV enforcement activity outside their normal work hours. This enforcement is for roadside inspections and traffic enforcement with an inspection. A \$41 per inspection monetary rate has been calculated for these inspections from the State hourly OT Flat Rate for this activity of \$82.00 per hour. An analysis of the inspections conducted during these projects indicates a minimum of 30 minutes of every hour is spent on NAS level 1-3 inspections or traffic enforcement with an inspection activity. The state estimates it will conduct 1220 inspections during these projects.

MCSAP funded Overtime has been allocated to conduct enforcement activities during off hours and weekends and includes seatbelt enforcement and education activities. Overtime is additionally utilized for participation in annual CVSA enforcement events. These program activities have been included as part of the state's CMV crash reduction activities. The state estimates it will conduct approximately 780 hrs of overtime activity in support of its CMV crash reduction activities. The overtime rate of \$83.45 is the average calculated OT rate for troopers conducting CMV enforcement activities. A minimal percentage of this overtime is estimated to be utilized for New Entrant activities, the MCSAP Program Coordinator in conducting MCSAP activities, and the Administrative Specialist to keep current with statistical reporting and make corrections to the state's crash database as reported to FMCSA.

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

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

The State utilizes a cash method of accounting.

Part 4 Section 3 - Fringe Benefits

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

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

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

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

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

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

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

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

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

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

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
CMVEU Troopers	46.8700	50.0000	\$1,136,000.00	\$266,221.60	\$252,910.52	\$13,311.08	\$0.00
New Entrant Trooper	46.8700	100.0000	\$152,523.55	\$71,487.78	\$71,487.78	\$0.00	\$0.00
Administrative Specialist	68.2700	100.0000	\$43,901.55	\$29,971.58	\$29,971.58	\$0.00	\$0.00
MCSAP Program Coordinator	46.8700	60.0000	\$103,835.00	\$29,200.47	\$29,200.47	\$0.00	\$2,641.80
CMVEU Program Specialist	9.3100	75.0000	\$64,500.00	\$4,503.71	\$4,503.71	\$0.00	\$0.00
TOTAL: Fringe Benefits				\$401,385.14	\$388,074.06	\$13,311.08	\$2,641.80

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

Salary cost base amounts have been updated to current salary rates that will be effective July 1st, 2023. Healthcare costs have increased effective July 1, 2023. Aggregated fringe benefit rates differ by position and sworn vs civilian personnel. The CMVPS aggregated fringe benefit rate does not include pension or healthcare benefits. Aggregated fringe benefit rates are calculated as outlined below:

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

OEC aggregate rates are provided by the State's Fiscal Department and are the sum of rates for Civilian / Trooper positions: Pension (22.62%/32.39%), Social Security (6.20%/0%) , Medicare (1.45/1.45%), Workers Compensation(1.55%/1.55%)and Unemployment Compensation (.11%/1.1%). In addition actual Healthcare costs paid by the state are included and added for the rate calculation.

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

OEC Rate calculation and Healthcare cost sheet are uploaded to My Documents Section

Part 4 Section 4 - Travel

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

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

List the purpose, number of persons traveling, number of days, percentage of time on MCSAP Grant, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.475](#).

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

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Level 6 Inspector	1	4	100.0000	\$2,400.00	\$2,400.00	\$0.00	\$0.00
CVSA NAIC	1	5	100.0000	\$6,000.00	\$6,000.00	\$0.00	\$0.00
Inspector/Instructor Certification Training	5	10	100.0000	\$16,000.00	\$16,000.00	\$0.00	\$0.00
CVSA Conferences/Events/Meetings	6	15	100.0000	\$30,500.00	\$30,500.00	\$0.00	\$0.00
MCSAP In-Service/Planning	2	10	100.0000	\$6,000.00	\$6,000.00	\$0.00	\$0.00
CMV Safety/Enforcement	3	5	100.0000	\$6,500.00	\$6,500.00	\$0.00	\$0.00
TOTAL: Travel				\$67,400.00	\$67,400.00	\$0.00	\$0.00

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

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

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

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

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

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

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

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

Inspector and Instructor certification and/or training is need based and can vary significantly due to staff attrition. Due to the specific needs for this area being unknown a line item is included with estimated funding for travel costs. No trip details are known so costs are estimated based on the description in this narrative.

Part 4 Section 5 - Equipment

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

- If your State’s equipment capitalization threshold is below \$5,000, check the box below and provide the equipment threshold amount. To refer to Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies see [2 CFR § 200.1](#) Definitions.

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 how many of each item, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP activities.

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	\$45,623.02	50	\$45,623.02	\$45,623.02	\$0.00	\$0.00
TOTAL: Equipment				\$45,623.02	\$45,623.02	\$0.00	\$0.00
Equipment threshold is greater than \$5,000.							

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

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

The state will be replacing two vehicles in FY2024 to maintain its fleet.

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

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

Part 4 Section 6 - Supplies

Supplies means all tangible property other than that described in Equipment in [2 CFR §200.1](#) Definitions. 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.

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	\$15,303.88	50.0000	\$7,651.94	\$7,651.94	\$0.00	\$0.00
CVSA Decals	1 Year	\$1,200.00	100.0000	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Uniform Expenses	1 year	\$2,500.00	50.0000	\$1,250.00	\$1,250.00	\$0.00	\$0.00
Janitorial supplies	1 year	\$1,200.00	100.0000	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Operating/Office Supplies	1 year	\$2,000.00	50.0000	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Vehicle Materials	1 year	\$5,000.00	50.0000	\$2,500.00	\$2,500.00	\$0.00	\$0.00
Inspection/Safety Equipment	1 year	\$2,000.00	100.0000	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Lidar Speed detection	1 Units	\$2,300.00	100.0000	\$2,300.00	\$2,300.00	\$0.00	\$0.00
Bar Code Readers	8 units	\$500.00	100.0000	\$4,000.00	\$4,000.00	\$0.00	\$0.00
LPR/DOT Mobile Readers	8 units	\$500.00	100.0000	\$4,000.00	\$4,000.00	\$0.00	\$0.00
TOTAL: Supplies				\$27,101.94	\$27,101.94	\$0.00	\$0.00

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

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

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

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

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

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

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

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

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

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

Part 4 Section 7 - Contractual and Subaward

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

Contractual – A contract is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1 Definitions). All contracts issued under a Federal award must comply with the procurement standards described in 2 CFR §200.317, 2 CFR §200.318, and Appendix II to Part 200.

Note: Contracts are separate and distinct from subawards; see 2 CFR §200.331 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 §200.1 Definitions and 2 CFR §200.331).

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 §200.1 Definitions).

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

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

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

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

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

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

Contractual and Subaward Project Costs							
Legal Name	UEI Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Drivewyze Inc	N1F4L78TL753	Contract	100.0000	\$80,000.00	\$76,000.00	\$4,000.00	\$0.00
Description of Services: CMV connected truck education and outreach program							
State of Delaware Department of Transportation	EKP2WKQRWJF3	Subrecipient	100.0000	\$125,000.00	\$125,000.00	\$0.00	\$0.00
Description of Services: ITD Operations and Maintenance							
TOTAL: Contractual and Subaward				\$205,000.00	\$201,000.00	\$4,000.00	\$0.00

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

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

Allocation to the estimated \$125,000 line item for specific O&M costs listed in the below table which total \$436,592 may change each year and is determined by priority and the amount of O&M funds available from current and future awards to the subrecipient by FMCSA's ITD HP Grant program for which the subrecipient is the lead-agency. It is anticipated that 100% of the \$125,000 O and M costs will be

allocated to the estimated amounts according to the below table for virtual weigh station preventive maintenance at four sites, flat tire detection system maintenance, automated thermal imaging system maintenance and SRIS server hosting fees. These estimated amounts total \$149,592 which would be required to fully fund these operations and maintenance costs.

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

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

11/08/23 Update

The state did not set up or implement this program in 2023 the program was still in negotiations and planning. This cost should be included into the 2024 budget because it was not implemented in 2023 and the plan is to implement the program as soon as possible in 2024.

Part 4 Section 8 - Other Costs

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

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

Enter a description of each requested Other Cost.

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

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

Indirect Costs

Information on Indirect Costs ([2 CFR §200.1](#) Definitions) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided in the "My Documents" area in the eCVSP tool and through Grants.gov. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base. For more information, please see [2 CFR § 200.414](#) Indirect (F&A) costs.

- **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)	10	\$976,663.00	\$97,666.30	\$97,666.30	\$0.00
TOTAL: Indirect Costs			\$97,666.30	\$97,666.30	\$0.00

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Uniform Cleaning Services	1 year	\$1,000.00	50.0000	\$500.00	\$500.00	\$0.00	\$0.00
Fuel Costs	1 year	\$34,428.70	50.0000	\$17,214.35	\$16,575.90	\$638.45	\$0.00
Copier lease	1 year	\$1,000.00	50.0000	\$500.00	\$500.00	\$0.00	\$0.00
CVSA Dues	1 year	\$10,300.00	100.0000	\$10,300.00	\$10,300.00	\$0.00	\$0.00
Conference / training fees	1 year	\$18,823.01	100.0000	\$18,823.01	\$18,823.01	\$0.00	\$0.00
Freight/Shipping charges	1 year	\$100.00	100.0000	\$100.00	\$100.00	\$0.00	\$0.00
Communications	1 year	\$20,000.00	50.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
TOTAL: Other Costs				\$57,437.36	\$56,798.91	\$638.45	\$0.00

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

FEMA has contracted with the Department of Health and Human Services Division of Cost Allocation for indirect cost rate negotiation services. For a period July 1, 2023 to June 30, 2025. The state's indirect costs were calculated at a rate of 10.00% as reflected in an agreement contracted between Delaware Department of Safety and Homeland Security and the U.S. Department of Homeland Security, FEMA. The rate is applied to the direct salaries and wage costs and estimated for a year. State match for State funded overtime and Non-Inspection CMV enforcement is deducted from direct salaries and wage costs. The indirect cost rate agreement has been submitted to FMCSA and is uploaded with the CVSP documents.

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

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

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

Conference and Training fees are allocated for expected registration fees to attend CVSA Events and additional fees allocated for potential certification/enhanced CMV related training classes or events. The cost for the Conference and Training fees is an estimate determined by the amount of CVSA conferences that the state is expected to send Troopers to attend each year. The state also estimates in this line the cost associated with training new Troopers in the unit for certifications required to inspect CMVs. These are estimates based on vacancies in the unit due to retirements and vacancies being filled and the number of Troopers sent to attend conferences.

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

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

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

Part 4 Section 9 - Comprehensive Spending Plan

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$1,888,590.00	\$99,399.00	\$1,987,989.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$298,198.00
MOE Baseline:	\$2,641.80

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Administrative Specialist	\$41,726.96	\$0.00	\$41,726.96	\$0.00
MCSAP Program Coordinator	\$62,301.00	\$0.00	\$62,301.00	\$0.00
Non-Inspection CMV Enforcement	\$14,503.91	\$0.00	\$14,503.91	\$0.00
New Entrant Trooper	\$154,653.90	\$0.00	\$154,653.90	\$0.00
CMVEU Program Specialist	\$48,375.00	\$0.00	\$48,375.00	\$0.00
CMVEU Troopers	\$539,600.00	\$28,400.00	\$568,000.00	\$0.00
Salary Subtotal	\$861,160.77	\$28,400.00	\$889,560.77	\$0.00
Non-CMV Enforcement Project	\$50,000.00	\$0.00	\$50,000.00	\$0.00
Rural Roadway CMV Enforcement project	\$28,765.00	\$0.00	\$28,765.00	\$0.00
State Funded Overtime Inspections	\$0.00	\$53,049.50	\$53,049.50	\$0.00
CMVEU Overtime	\$65,000.00	\$0.00	\$65,000.00	\$0.00
Overtime subtotal	\$143,765.00	\$53,049.50	\$196,814.50	\$0.00
Personnel total	\$1,004,925.77	\$81,449.50	\$1,086,375.27	\$0.00

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
CMVEU Troopers	\$252,910.52	\$13,311.08	\$266,221.60	\$0.00
New Entrant Trooper	\$71,487.78	\$0.00	\$71,487.78	\$0.00
Administrative Specialist	\$29,971.58	\$0.00	\$29,971.58	\$0.00
MCSAP Program Coordinator	\$29,200.47	\$0.00	\$29,200.47	\$2,641.80
CMVEU Program Specialist	\$4,503.71	\$0.00	\$4,503.71	\$0.00
Fringe Benefits total	\$388,074.06	\$13,311.08	\$401,385.14	\$2,641.80

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Level 6 Inspector	\$2,400.00	\$0.00	\$2,400.00	\$0.00
CVSA NAIC	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Inspector/Instructor Certification Training	\$16,000.00	\$0.00	\$16,000.00	\$0.00
CVSA Conferences/Events/Meetings	\$30,500.00	\$0.00	\$30,500.00	\$0.00
MCSAP In-Service/Planning	\$6,000.00	\$0.00	\$6,000.00	\$0.00
CMV Safety/Enforcement	\$6,500.00	\$0.00	\$6,500.00	\$0.00
Travel total	\$67,400.00	\$0.00	\$67,400.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Vehicle	\$45,623.02	\$0.00	\$45,623.02	\$0.00
Equipment total	\$45,623.02	\$0.00	\$45,623.02	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Computer/Software supplies	\$7,651.94	\$0.00	\$7,651.94	\$0.00
CVSA Decals	\$1,200.00	\$0.00	\$1,200.00	\$0.00
Uniform Expenses	\$1,250.00	\$0.00	\$1,250.00	\$0.00
Janitorial supplies	\$1,200.00	\$0.00	\$1,200.00	\$0.00
Operating/Office Supplies	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Vehicle Materials	\$2,500.00	\$0.00	\$2,500.00	\$0.00
Inspection/Safety Equipment	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Lidar Speed detection	\$2,300.00	\$0.00	\$2,300.00	\$0.00
Bar Code Readers	\$4,000.00	\$0.00	\$4,000.00	\$0.00
LPR/DOT Mobile Readers	\$4,000.00	\$0.00	\$4,000.00	\$0.00
Supplies total	\$27,101.94	\$0.00	\$27,101.94	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Drivewyze Inc	\$76,000.00	\$4,000.00	\$80,000.00	\$0.00
State of Delaware Department of Transportation	\$125,000.00	\$0.00	\$125,000.00	\$0.00
Contractual and Subaward total	\$201,000.00	\$4,000.00	\$205,000.00	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Uniform Cleaning Services	\$500.00	\$0.00	\$500.00	\$0.00
Fuel Costs	\$16,575.90	\$638.45	\$17,214.35	\$0.00
Copier lease	\$500.00	\$0.00	\$500.00	\$0.00
CVSA Dues	\$10,300.00	\$0.00	\$10,300.00	\$0.00
Conference / training fees	\$18,823.01	\$0.00	\$18,823.01	\$0.00
Freight/Shipping charges	\$100.00	\$0.00	\$100.00	\$0.00
Communications	\$10,000.00	\$0.00	\$10,000.00	\$0.00
Other Costs total	\$56,798.91	\$638.45	\$57,437.36	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$1,790,923.70	\$99,399.03	\$1,890,322.73	\$2,641.80
Indirect Costs	\$97,666.30	\$0.00	\$97,666.30	NA
Total Costs Budgeted	\$1,888,590.00	\$99,399.03	\$1,987,989.03	\$2,641.80

Part 4 Section 10 - Financial Summary

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

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

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	95% Federal Share	5% State Share	Total Estimated Funding
Total	\$1,888,590.00	\$99,399.00	\$1,987,989.00

Summary of MCSAP Funding Limitations	
Allowable amount for Lead MCSAP Agency Overtime without prior approval (15% of MCSAP Award Amount):	\$298,198.00
MOE Baseline:	\$2,641.80

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
;;;Salary Subtotal	\$861,160.77	\$28,400.00	\$889,560.77	\$0.00
;;;Overtime Subtotal	\$143,765.00	\$53,049.50	\$196,814.50	\$0.00
Personnel Total	\$1,004,925.77	\$81,449.50	\$1,086,375.27	\$0.00
Fringe Benefits Total	\$388,074.06	\$13,311.08	\$401,385.14	\$2,641.80
Travel Total	\$67,400.00	\$0.00	\$67,400.00	\$0.00
Equipment Total	\$45,623.02	\$0.00	\$45,623.02	\$0.00
Supplies Total	\$27,101.94	\$0.00	\$27,101.94	\$0.00
Contractual and Subaward Total	\$201,000.00	\$4,000.00	\$205,000.00	\$0.00
Other Costs Total	\$56,798.91	\$638.45	\$57,437.36	\$0.00
	95% Federal Share	5% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$1,790,923.70	\$99,399.03	\$1,890,322.73	\$2,641.80
Indirect Costs	\$97,666.30	\$0.00	\$97,666.30	NA
Total Costs Budgeted	\$1,888,590.00	\$99,399.03	\$1,987,989.03	\$2,641.80

Part 5 - Certifications and Documents**Part 5 Section 1 - Overview**

Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to and abide by 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.

These certifications must be completed and signed on an annual basis.

Part 5 Section 2 - 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? Sergeant Kevin Backer
2. What is this person's title? MCSAP Program Coordinator
3. Who is your Governor's highway safety representative? Sharon Bryson
4. What is this person's title? Director of the Office of Highway Safety

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

- Yes
- Yes, uploaded certification document
- No

State Certification declaration:

I, Sergeant Kevin Backer , 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 3 - 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? Sergeant Kevin Backer
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? Kevin.Backer@delaware.gov (302)383-4430

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

- Yes
- Yes, uploaded certification document
- No

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

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

Part 5 Section 4 - New Laws/Legislation/Policy Impacting CMV Safety

The State will provide answers to the questions below regarding any new laws, regulations, or policy that impacts CMV safety since the last CVSP or annual update that was submitted.

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

Yes No

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

Yes No

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	FM-MCG-25-001
Opportunity Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opportunity Package ID:	PKG00287260
CFDA Number:	20.218
CFDA Description:	Motor Carrier Safety Assistance
Competition ID:	FM-MCG-25-001-111815
Competition Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opening Date:	07/02/2024
Closing Date:	09/01/2024
Agency:	DOT-Federal Motor Carrier Safety Administration
Contact Information:	Thomas L Nelson FMCSA E-mail: thomas.l.nelson@dot.gov Phone: 202-366-0621

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01396348
Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Aug 14, 2024 10:15:38 AM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: Department of Safety and Homeland Security, Delaware

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 51-6000279	* c. UEI: <input type="text"/> N7HGRQMLKWC3
--	--

d. Address:

* Street1: 1441 North Dupont Highway
Street2:
* City: Dover
County/Parish:
* State: DE: Delaware
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 19901-0000

e. Organizational Unit:

Department Name: <input type="text"/> Safety and Homeland Security	Division Name: <input type="text"/> Delaware State Police
---	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name: Kevin
Middle Name:
* Last Name: Backer
Suffix:

Title: MCSAP Program Coordinator

Organizational Affiliation:

* Telephone Number: 3023834430 Fax Number:

* Email: Kevin.Backer@delaware.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

DOT-Federal Motor Carrier Safety Administration

11. Catalog of Federal Domestic Assistance Number:

20.218

CFDA Title:

Motor Carrier Safety Assistance

*** 12. Funding Opportunity Number:**

FM-MCG-25-001

* Title:

Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals

13. Competition Identification Number:

FM-MCG-25-001-111815

Title:

Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Fiscal year 2025 Motor Carrier Safety Assistance Program Planning and Application.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,888,062.00"/>
* b. Applicant	<input type="text" value="99,372.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,987,434.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

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Opportunity Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opportunity Package ID:	PKG00287260
CFDA Number:	20.218
CFDA Description:	Motor Carrier Safety Assistance
Competition ID:	FM-MCG-25-001-111815
Competition Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opening Date:	07/02/2024
Closing Date:	09/01/2024
Agency:	DOT-Federal Motor Carrier Safety Administration
Contact Information:	Thomas L Nelson FMCSA E-mail: thomas.l.nelson@dot.gov Phone: 202-366-0621

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01396348
Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Budget Information for Non-Construction Programs (SF-424A)
Form Version:	1.0
Requirement:	Mandatory
Download Date/Time:	Aug 14, 2024 10:28:38 AM EDT
Form State:	No Errors

FORM ACTIONS:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. FY 2025 MCSAP	20.218	\$	\$	\$ 1,888,062.00	\$ 99,372.00	\$ 1,987,434.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 1,888,062.00	\$ 99,372.00	\$ 1,987,434.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) FY 2025 MCSAP	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. FY 2025 MCSAP	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	SECTION D - FORECASTED CASH NEEDS				
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$	\$	\$	\$	\$
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. FY 2025 MCSAP	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	FM-MCG-25-001
Opportunity Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opportunity Package ID:	PKG00287260
CFDA Number:	20.218
CFDA Description:	Motor Carrier Safety Assistance
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Opening Date:	07/02/2024
Closing Date:	09/01/2024
Agency:	DOT-Federal Motor Carrier Safety Administration
Contact Information:	Thomas L Nelson FMCSA E-mail: thomas.l.nelson@dot.gov Phone: 202-366-0621

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01396348
Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Assurances for Non-Construction Programs (SF-424B)
Form Version:	1.1
Requirement:	Mandatory
Download Date/Time:	Aug 14, 2024 10:31:33 AM EDT
Form State:	No Errors

FORM ACTIONS:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>TITLE</p> <p>MCSAP Program Coordinator</p>
<p>APPLICANT ORGANIZATION</p> <p>Department of Safety and Homeland Security, Delaware</p>	<p>DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

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Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Aug 14, 2024 10:33:27 AM EDT
Form State:	No Errors

FORM ACTIONS:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name: Department of Safety and Homeland Security

* Street 1: 1401 N. Dupont Highway Street 2: _____

* City: Dover State: DE: Delaware Zip: 19901

Congressional District, if known: _____

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: Department of Transportation FMCSA	7. * Federal Program Name/Description: Motor Carrier Safety Assistance
	CFDA Number, if applicable: 20.218

8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____
---	---

10. a. Name and Address of Lobbying Registrant:

Prefix _____ * First Name N/A Middle Name _____

* Last Name N/A Suffix _____

* Street 1 N/A Street 2 _____

* City N/A State DE: Delaware Zip N/A

b. Individual Performing Services (including address if different from No. 10a)

Prefix _____ * First Name N/A Middle Name _____

* Last Name N/A Suffix _____

* Street 1 N/A Street 2 _____

* City N/A State DE: Delaware Zip N/A

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature: Completed on submission to Grants.gov

* Name: Prefix _____ * First Name Kevin Middle Name _____
* Last Name Backer Suffix _____

Title: MCSAP Program Coordinator Telephone No.: 3023834430 Date: Completed on submission to Grants.gov

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	FM-MCG-25-001
Opportunity Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opportunity Package ID:	PKG00287260
CFDA Number:	20.218
CFDA Description:	Motor Carrier Safety Assistance
Competition ID:	FM-MCG-25-001-111815
Competition Title:	Development of Fiscal Year 2025 Commercial Vehicle Safety Plans to Support National Safety Goals
Opening Date:	07/02/2024
Closing Date:	09/01/2024
Agency:	DOT-Federal Motor Carrier Safety Administration
Contact Information:	Thomas L Nelson FMCSA E-mail: thomas.l.nelson@dot.gov Phone: 202-366-0621

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01396348
Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Grants.gov Lobbying Form
Form Version:	1.1
Requirement:	Mandatory
Download Date/Time:	Aug 14, 2024 10:34:40 AM EDT
Form State:	No Errors

FORM ACTIONS:

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

Department of Safety and Homeland Security, Delaware

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE:

* DATE:

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Agency:	DOT-Federal Motor Carrier Safety Administration
Contact Information:	Thomas L Nelson FMCSA E-mail: thomas.l.nelson@dot.gov Phone: 202-366-0621

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01396348
Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Key Contacts
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Aug 14, 2024 10:36:19 AM EDT
Form State:	No Errors

FORM ACTIONS:

Key Contacts Form

*** Applicant Organization Name:**

Department of Safety and Homeland Security, Delaware

Enter the individual's role on the project (e.g., project manager, fiscal contact).

*** Contact 1 Project Role:** Fiscal Contact

Prefix:

* First Name: Katy

Middle Name:

* Last Name: Shumway

Suffix:

Title: Fiscal Contorl

Organizational Affiliation:

Delaware State Police

* Street1: 1441 North Dupont Highway

Street2:

* City: Dover

County:

* State: DE: Delaware

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 19901-0000

* Telephone Number: 302-672-5397

Fax:

* Email: Katy.Shumway@delaware.gov

Next Person

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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Contact Information:	Thomas L Nelson FMCSA E-mail: thomas.l.nelson@dot.gov Phone: 202-366-0621

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS01396348
Application Filing Name:	Sergeant Kevin Backer
UEI:	N7HGRQMLKWC3
Organization:	SAFETY & HOMELAND SECURITY DEPARTMENT OF DELAWARE
Form Name:	Attachments
Form Version:	1.2
Requirement:	Optional
Download Date/Time:	Aug 14, 2024 10:37:16 AM EDT
Form State:	No Errors

FORM ACTIONS:

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	Indirect Rate Agreement .pdf	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	Assurance - Signed 2025.pdf	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	FY2025 DSHS Title VI Complia	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Policy Statement - Signed 20	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

***Delaware Department of
Safety***

And Homeland Security



FMCSA

***Title VI Program
Compliance Plan***

FY2025

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

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DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

DSHS Policy Statement

The DSHS is committed to ensuring that no person in the State of Delaware shall on the basis of race, color, national origin, sex, age, disability, low income, or Limited English Proficiency (LEP) be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any and all programs, services, or activities administered by the department, its recipients, sub-recipients, and contractors. DSHS, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights of 1964; 49CFR Part 21, 49 CFR Part 303 and related nondiscrimination authorities.

The Civil Rights Restoration Act of 1987 clarified Title VI to specify that entire institutions receiving Federal Funds must comply with Federal civil rights authorities, rather than just the particular programs or activities that receive the funds.

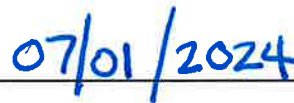
Nondiscrimination programs require that Federal-aid recipients, sub-recipients, and contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs are federally-funded or not.

The Title VI Coordinator will be responsible for implementing the Title VI Program. Additionally, Division Directors and all responsible personnel are directed to assist the Title VI Coordinator in the effective implementation of the Title VI Program.

The Secretary of Delaware Department of Safety and Homeland Security has signed the Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Assurance and will ensure that sub-recipients, contractors, successors, transferees and/or assignees sign an assurance document.



Nathaniel McQueen, Jr., Secretary



Date

Delaware Department of Safety and Homeland Security

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The Department of Safety and Homeland Security (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Motor Carrier Safety Administration (FMCSA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 Stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. part 303 (FMCSA’s Title VI/Nondiscrimination Regulation);
- 28 C.F.R. part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI,

to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm

Additionally, Executive Order 13166 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “*application of Title VI’s prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*” When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT’s “*Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons,*” dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FMCSA Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in 49 C.F.R. §§ 21.23 (b) and 21.23 (e) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*“The **Department of Safety and Homeland Security**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any*

contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;


3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, The Department of Safety and Homeland Security also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Department of Safety and Homeland Security gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on Delaware, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Delaware Department of Safety and Homeland Security

by


Nathaniel McQueen, Jr., Secretary

Delaware Department of Safety and Homeland Security

DATED

07/01/2024

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FMCSA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FMCSA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

APPENDIX B

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the *(Title of Recipient)* will accept title to the lands and maintain the project constructed thereon in accordance with *(Name of Appropriate Legislative Authority)*, the Regulations for the Administration of **Federal Motor Carrier Safety Administration (FMCSA) Program**, and the policies and procedures prescribed by the **FMCSA** of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *(Title of Recipient)* all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *(Title of Recipient)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *(Title of Recipient)*, its successors and assigns.

The *(Title of Recipient)*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the *(Title of Recipient)* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER
THE ACTIVITY, FACILITY OR PROGRAM**

APPENDIX C

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (***Title of Recipient***) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (***Title of Recipient***) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (***Title of Recipient***) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (***Title of Recipient***) and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED
UNDER THE ACTIVITY, FACILITY OR PROGRAM**

APPENDIX D

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by (*Title of Recipient*) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, (*Title of Recipient*) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, (*Title of Recipient*) will there upon revert to and vest in and become the absolute property of (*Title of Recipient*) and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d *et seq.*), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. part 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 *et seq.*) (prohibits discrimination on the basis of disability); and 49 C.F.R. part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (Pub. L. 97-248 (1982)), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (102 Stat. 28) (“...which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

Description of Federal Aid Programs

Programs and Activities. The Delaware Department of Safety and Homeland Security receives various grants to perform specific functions as specified in the grant guidelines. These grants generally provide funds for equipment, supplies, employee overtime, and highway safety enforcement. All sub-recipients will sign a certification and assurance document that details their Title VI responsibilities complying with all Federal statutes and implementing regulations relating to nondiscrimination. The Department delivers the mandated and optional services through the following divisions:

Divisions

Office of the Secretary serves as the primary point of contact for the general public on matters affecting the Department and its responsibility to the community. It also serves as the central point for coordination of Department fiscal activity. The Office of the Secretary promotes public safety by coordinating and advocating for related policy and resources as well as serving as a liaison with the Governor's Office, other state and non-state agencies and the community at large.

Delaware Division of Gaming Enforcement (DGE) enforces state laws regarding casino gaming in Delaware's casinos and conducts suitability for licensing investigations of gaming venues, vendors and employees as required by the Delaware Code.

The Division of Gaming Enforcement is committed to ensuring the integrity of Delaware's gaming industry.

Delaware E911 has as its mission to protect and enhance public safety and health by facilitating the operation and maintenance of efficient state-of-the-art Enhanced 911 services in the State of Delaware.

Division of Alcohol and Tobacco Enforcement (DATE) is a law enforcement agency that enforces state laws concerning alcoholic beverages and youth access to tobacco products. Their mission is to protect the health, safety and welfare of

people in Delaware through the enforcement of state liquor and youth access to tobacco statutes, while maintaining the highest state of preparedness in response to threats against homeland security. This division has also added a section of enforcement related to the legalization of recreational and medical marijuana in association with the Office of the Marijuana Commissioner.

Capitol Police respond to over 10,000 calls for assistance each year at state public facilities, including courts and office buildings. Their mission is to improve the quality of life throughout the State of Delaware by striving to provide a secure environment on state owned/controlled property, through the delivery of police services in an efficient and professional manner.

Division of Communications supports emergency responders by maintaining over 7,000 communication items. The Division of Communications promotes public safety through the installation, removal, repair, modification and alignment of the state's communications systems and electronic equipment, in-shop and at remote locations throughout the State. As resources permit, the division extends its maintenance services to support fire, rescue, ambulance companies, county and municipal agencies.

Delaware Emergency Management Agency (DEMA) responds to and provides assistance during natural and man-made disasters. The Delaware Emergency Management Agency (DEMA) is responsible for the administration of state-wide planning, training, mitigation and the coordination of effective emergency response to natural and technological emergencies which may threaten Delaware's citizens and economic base. In carrying out its mission, DEMA fosters intergovernmental coordination at the local, state, and federal levels.

Delaware State Police (DSP) is a full-service police agency that monitors over 4,600 miles of roadway in Delaware and responds to approximately 130,000 calls for service annually. The Delaware State Police exists to enhance the quality of life for all Delaware citizens and visitors by providing professional, competent, and compassionate law enforcement services. This division of DSHS is responsible for application, administration and performance of the Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program (MCSAP) Grant through its Commercial Motor Vehicle Enforcement Unit (CMVEU). The state's

grant application will include a written Commercial Vehicle Safety Plan (CVSP) in accordance with the requirements of 49 CFR 350.201. The grant funding will be utilized to finance MCSAP eligible activities of the CMVEU. The Mission Statement of the Delaware Department of Safety and Homeland Security, DSP, Commercial Motor Vehicle Enforcement Unit is to improve motor carrier, commercial motor vehicle, and driver safety and support an efficient surface transportation system. The CMVEU will promote safe commercial motor vehicle transportation, including the transportation of passengers and hazardous materials; conduct activities likely to generate maximum reductions in the number and severity of commercial motor vehicle crashes and in fatalities resulting from crashes; adopt and enforce effective motor carrier, commercial motor vehicle, and driver safety regulations and practices consistent with Federal requirements; and assess and improve statewide performance by setting program goals and meeting performance standards, measures, and benchmarks. This division has recently added a designated traffic enforcement unit in conjunction with the Delaware Department of Transportation to focus on the enforcement of traffic laws and reduction of fatal crashes.

Office of Highway Safety (OHS) serves the citizens of Delaware by providing funding for over 100 highway safety-related education and enforcement programs. The Office of Highway Safety (OHS) is committed to developing and implementing a comprehensive strategy aimed at saving lives and preventing injuries on our highways.

Developmental Disabilities Council works to ensure that people with developmental disabilities enjoy the same quality of life as the rest of society.

State Council for Persons with Disabilities has as its mission to unite, in one Council, disability advocates and State agency policy makers to ensure that individuals with disabilities are empowered to become fully integrated within the community.

The Division of Forensic Science (DFS), formerly known as the Office of the Chief Medical Examiner, provides several services including death investigations, forensic pathology, and controlled substance testing. It is the mission of DFS to

provide the most reliable scientific analysis of evidence for the administration of justice.

The Police Officer Standards and Training Commission (POST) and The Delaware Police Accreditation Commission (DPAC).

The Police Officer Standards and Training Commission (POST), formerly known as the Council on Police Training. The Commission establishes minimum educational and training qualifications for police officers. Suspends or revokes certifications for misconduct and/or non-compliance. And governs in-service or advanced training requirements. The Delaware Police Accreditation Commission (DPAC) was created and developed as a result of the efforts of the Delaware Association of Chiefs of Police to improve the delivery of police services to the citizens of Delaware. Approved on May 22, 2008, HB 347 established the DPAC in 11 Del. C 9701. The DPAC is responsible for providing policy level direction and drafting and implementing state level police accreditation standards for matters related to accreditation. The DPAC is active in its mission to advance law enforcement professionalism through the establishment of professional standards and the administration of a formal mechanism by which Delaware agencies can be systematically measured, evaluated, and updated.

The Office of the Marijuana Commissioner (OMC) is a regulatory agency responsible for enforcing the Delaware Marijuana Control Act, which became effective on July 5, 2023. The primary mission of the OMC is to supervise the recreational marijuana industry, with a focus on safeguarding public health, deterring underage usage, and generating tax revenue. Furthermore, the OMC strives to promote an equitable and competitive marijuana market that places consumer welfare and public safety at the forefront, with the goal of eliminating the illegal marijuana market. To accomplish these objectives, the OMC is responsible for establishing comprehensive rules and guidelines, supervising the licensing process, and addressing complaints to ensure effective regulation of marijuana cultivation, manufacturing, and the sale of marijuana and its derivatives within the State.

STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
Title VI Program Compliance Plan

Notification to Beneficiaries/Participants

Dissemination of Information

The Public Notice of Title VI Program Rights has been posted at the following weblinks:

<https://dshs.delaware.gov/>

<https://dshs.delaware.gov/spotlight/contentFolder/pdfs/TitleVI.pdf>

Title VI Posters are displayed at all DSHS facilities. A copy can be found on pages 18 and 19.



***Your Rights Under Title VI
Of the Civil Rights Act of 1964
and other related Nondiscrimination Authorities***

Title VI is a section of the Civil Rights act of 1964 requiring that “No person in the United States shall on the grounds of race, color, or national origin be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”. In addition under FMCSA Title VI, the following groups are included: sex, age, handicap/disability, income level and Limited English Proficiency (LEP).

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, national origin, sex, age, or handicap/disability including income level and LEP has been excluded from or denied benefits of, or subjected to discrimination caused by the Department of Safety and Homeland Security (DSHS) may file a written complaint.

For additional information, contact the:

- ***Title VI Coordinator, DSHS, 303 Transportation Circle, PO Box 818, Dover, De 19903, Telephone 302- 744 -2705
And/or***
- ***Regional Office for Civil Rights (address will be provided by the Title VI Coordinator)***

Federal and State law requires complaints be filed within 180 days of the alleged incident.

Title VI is the Law



Sus derechos bajo el Título VI De la Ley de Derechos Civiles de 1964 y Otras Autoridades de no Discriminación Relacionados

Título VI es una sección de la Ley de Derechos Civiles de 1964 requiere que "Ninguna persona en los Estados Unidos será por motivos de raza, color u origen nacional ser excluido de la participación en, ser negado los beneficios de, o ser sujeto a discriminación en cualquier programa o actividad que reciba asistencia financiera federal ". Además, en virtud del título VI de la FMCSA, se incluyen los siguientes grupos: sexo, edad, incapacidad / discapacidad, nivel de ingresos y Limitado del Inglés (LEP).

Cualquier persona que sienta que él o ella, de forma individual o como miembro de cualquier clase de personas, sobre la base de raza, color, origen nacional, sexo, edad o discapacidad / incapacidad incluyendo el nivel de ingresos y la PES ha sido excluido de o denegado beneficios de, o sujeto a discriminación causada por el Departamento de Seguridad y Seguridad Nacional (DSHS) pueden presentar una queja por escrito.

Para obtener información adicional, póngase en contacto con la:

- *Coordinador del Título VI, DSHS, 303 Transporte Circle, PO Box 181, Dover, DE 19903, Teléfono 302- 744 -2705*
- *Oficina Regional para los Derechos Civiles (dirección será proporcionada por el Coordinador del Título VI)*

La ley Federal y estatal requiere que las quejas sean presentadas dentro de los 180 días del supuesto incidente.

Título VI es la Ley

STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
Title VI Program Compliance Plan

Contents of Notification

1. In compliance with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities, the Department of Safety and Home Security, ensures that no person shall, on the grounds, of race, color, national origin, sex or disability, age, income-level, and LEP, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

2. Members of the public who believe they have been subjected to discrimination by DSHS or by one of the DSHS's sub-recipients based on their race, color, national origin, sex or disability, age, income level, and LEP may file a complaint. Complaints must be filed in writing (preferably using form DSHS VI-1), signed and delivered to the Title VI Coordinator.

Procedures for the public to request additional information and procedures to be followed by members of the public to file a discrimination complaint including the name of a contact Representative, address and telephone/email address are included in the Complaint Disposition Process. The necessary forms are also included.

Access to Records

The Grantee is required to maintain all records relating to the effective implementation of the Title VI Program available for FMCSA review either at a specified time for a complaint investigation, compliance review, or any other reason.

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

Sub-Recipient Compliance Reports

DSHS will be sub-awarding funds to DelDOT for operations and maintenance of FMCSA funded ITD systems as part of the FY2025 MCSAP Grant Program. Delaware DSHS requires its Recipients of FMCSA funds (FMCSA Sub-Recipients) to sign and submit the FMCSA Title VI Program Assurance and submit a supplemental Title VI Program document to include the applicable sections of the FMCSA Title VI Program Compliance Plan Checklist to Delaware DSHS with the grant application.

The FMCSA Applicant Title VI Program Compliance Plan Checklist under “Sub-Recipient Compliance Reports” states “the Applicant is responsible for monitoring how the entity (i.e., Sub-Recipient of Federal funding) is effectively implementing Title VI Program requirements.

Accordingly, the Delaware State Police (DSP) obtained the FMCSA-approved Title VI Program Compliance Plan for FY2024 from DelDOT for the addition of DelDOT as a Sub-Recipient. The DSP will periodically review the documentation to determine the Sub-Recipient’s compliance regarding the effective implementation of the Title VI Program.

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

Training

The Delaware Learning Center has an established Title VI Program Training module “*FMCSA Basic Title VI Program Training*”. This course provides an overview of the FMCSA Basic Title VI Program and is available online to all DSHS employees. DSHS offers this course online as part of the new employee orientation and every other year for all existing employees.

The training module will be updated in calendar year 2025 to include a review of FMCSA Memo MC-ECE-2016-006 entitled: English Language Proficiency Testing and Enforcement Policy., and the updated program presentation: Safety Inspections-Safety Audits and the Title VI Program.

Per DSP Traffic SOP: CMVEU personnel will uphold and ensure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 (Title VI) and related non-discrimination authorities as identified in the FMCSA Title VI Program Assurance signed by the Secretary of Delaware Safety and Homeland Security (DSHS). These authorities require that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any DSHS program or activity on the basis of race, color, national origin, sex, age, disability, income level, or limited English proficiency. CMVEU personnel will complete Title VI in-service training will occur every two (2) years. Training agenda, materials and format will be provided by the DSHS Title VI Coordinator. Training will typically be provided in an online format by the Delaware Learning Center.

Training Details

FMCSA BASIC TITLE VI PROGRAM TRAINING

Online Class Department of Safety and Homeland Security 30 minutes \$0.00

[Launch](#)

This online course presentation gives an overview of the Federal Motor Carrier Safety Administration (FMCSA) Basic Title VI Program. There are seven sections to complete which includes Program Authorities, Program Regulations, Grants Management Manual, Grant Requirements for Applicants, Elements of the Compliance Plan, Pre & Post-Award Compliance Reviews and the Summary. This course should take less than 30 minutes to complete.

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

Complaint Disposition Process

An individual or group that believes they have been subjected to discrimination based on their race, color, sex, age, national origin, disability/handicap including income level and Limited English Proficiency (LEP), may file a complaint.

Complaints must be filed within 180 days of the alleged discriminatory act and must be filed in writing and signed (preferably using DSHS V-1). All forms will be provided by the Title VI Coordinator.

Complaints must contain the name of the person or group filing the complaint, (the complainant), and must contain contact information such as telephone number and address.

Complaints may also be filed at the Regional Office for Civil Rights. The address will be provided by the Title VI Coordinator.

Title VI Coordinator

The Title VI Coordinator is responsible for investigating and/or referring complaints as deemed necessary and assists in correcting Title VI problems or discriminatory practices.

The Title VI Coordinator is also responsible for maintaining all complaint records including the Title VI Complaint Log.

The Title VI Coordinator will be involved in all aspects of the complaint process including the ultimate disposition of the case, and notifying the Complainant of the final result.

Investigations

Within 10 working days of receipt of the formal complaint (Form DSHS- V1), the Title VI Coordinator will notify the complainant and begin an investigation.

He/she will conduct a fact finding investigation within 30 days from receipt of the complaint. The Title VI Coordinator will issue a Report of Investigation (Form DSHS VI- 2)

The following steps will be taken (at a minimum):

- Determine the scope
- Develop an investigative plan
- Prepare Request for information for DSHS
- Conduct an onsite visit, as necessary
- Analyze the evidence
- Prepare the Report of Findings

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing.

The complainant will be sent a letter stating that the final decision will be issued by the end of the 60 day time limit.

The investigation will be conducted and completed within 60 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Title VI Coordinator for submittal to the Secretary's Designee for Letter of Findings (LOF)

The complainant shall be notified of his/her right to withdraw (Form: DSHS VI 3) or appeal the decision (form: DSHS VI-4).

Appeal

DSHS is committed to a high quality resolution of every case. DSHS affords an opportunity to the complainant to submit an appeal of a letter finding insufficient evidence of a violation. The appeal process provides an opportunity for complainants to bring information to the attention of the Cabinet Secretary that would change the decision. The appeal process will not be a *de novo* review of the decision (i.e., The Cabinet Secretary will not review the matter as if no previous decision had been rendered).

If the complainant disagrees with the findings in the Report of Investigation, he or she may send a written appeal to the Secretary of the Delaware Department of Safety and Homeland Security. In an appeal, the complainant must explain why he or she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this would change the determination in the case. Failure to do so may result in the denial of the appeal.

In order to be timely, an appeal must be submitted within 60-days of receiving the Report of Investigation.

A written response to an appeal will be issued within 45-days of receipt of an appeal. This decision constitutes the agency's final decision. Such a decision will inform the complainant that he or she "may have the right to file a private suit in federal court whether or not DSHS finds a violation."

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

**Complaint Under Title VI of Civil Rights Act of 1964 and related
Nondiscrimination Authorities**

To: Department of Safety and Homeland Security

I, _____, hereby file an official complaint against

_____ located at: _____

Complainants Name _____

Complainants Address _____

Basis of Complaint (Race, Color, National Origin, Sex, Age, Disability, Income Level, LEP) _____

(Attach extra paper if necessary)

Date of alleged
discrimination _____

Signed : _____

Date _____

To be completed by DSHS

Complaint received on _____ Title VI Coordinator _____

Address _____ Telephone _____ Email _____

Form: DSHS VI-1

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

REPORT OF INVESTIGATION

I, _____ representing, _____ (name) _____

Have investigated the complaint filed on _____ by _____

Alleging discrimination occurred which was in violation of the provisions of Title VI of the Civil Rights Act of 1964.

The results of the investigation are as follows: (Circle the appropriate letter)

- A. The agency was found to be in violation of Title VI.
- B. The agency or person was not found to be in violation of Title VI.
- C. The complainant withdrew the complaint using form DSHS VI-3.

A copy of the investigative report is attached.

NOTE: If the agency or person was found to be in violation of Title VI, briefly describe the remedial action taken to assure future compliance.

Investigator: _____

Date: _____

Form: DSHS VI-2

STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
WITHDRAWAL OF COMPLAINT

Date: _____

To: Department of Safety and Homeland Security

I, _____, hereby withdraw my complaint or appeal

Filed on _____ against _____ located at _____

Complainant's Name: _____

Complainant's Address: _____

Reason for Withdrawal _____

(Attach extra paper if necessary)

Signed: _____

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

APPEAL FORM

I, _____, wish to appeal the finding made on _____

By _____ of () Non-Discrimination or () The proposed remedial

Action by the agency in the Title VI complaint as filed by:

_____ Date _____ against

_____ at

Signed: _____

Address: _____

Date of Appeal: _____

STATE OF DELAWARE

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously Identified During a Title VI Program Compliance Review

DSHS has not been previously reviewed by FMCSA or any other Federal Agency.

There are no previous corrective actions to address.

Community Participation Process

This section is not applicable.

None of the divisions within DSHS provide or conduct motorist licensure/motor vehicle registration related services/activities that would apply to this section.

Commercial MV Inspection Selection & Unbiased Enforcement Policies

The Delaware State Police Traffic Section Standard Operating Policy Document has been updated effective August 2022. The complete policy has been reviewed and approved by The Delaware State Police Executive Staff as well as The Secretary of The Delaware Department of Safety and Homeland Security. The policy was originally developed and includes references to CVSA Operational Policies including Operational Policy #13. Amendments to the policy address the criteria for selection of Commercial Motor Vehicles for inspection in the states' fixed inspection facilities as well as roadside. Additional amendments address unbiased enforcement and include references to the Title VI Program Policy including the FMCSA Title VI Program Assurance which identifies the protected groups under the FMCSA Title VI Program, Public Notice of Title VI Program rights including a weblink of the States' public notice, complaint disposition process in coordination with the States' Title VI Program Coordinator, Title VI program training conducted every other year, and periodic monitoring of implementation of Title VI policy.

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

Title VI Program Compliance Plan

DSHS Policy Statement

The DSHS is committed to ensuring that no person in the State of Delaware shall on the basis of race, color, national origin, sex, age, disability, low income, or Limited English Proficiency (LEP) be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any and all programs, services, or activities administered by the department, its recipients, sub-recipients, and contractors. DSHS, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights of 1964; 49CFR Part 21, 49 CFR Part 303 and related nondiscrimination authorities.

The Civil Rights Restoration Act of 1987 clarified Title VI to specify that entire institutions receiving Federal Funds must comply with Federal civil rights authorities, rather than just the particular programs or activities that receive the funds.

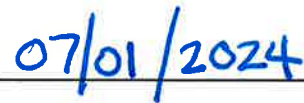
Nondiscrimination programs require that Federal-aid recipients, sub-recipients, and contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs are federally-funded or not.

The Title VI Coordinator will be responsible for implementing the Title VI Program. Additionally, Division Directors and all responsible personnel are directed to assist the Title VI Coordinator in the effective implementation of the Title VI Program.

The Secretary of Delaware Department of Safety and Homeland Security has signed the Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Assurance and will ensure that sub-recipients, contractors, successors, transferees and/or assignees sign an assurance document.



Nathaniel McQueen, Jr., Secretary



Date

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The Department of Safety and Homeland Security (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Motor Carrier Safety Administration (FMCSA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 Stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. part 303 (FMCSA’s Title VI/Nondiscrimination Regulation);
- 28 C.F.R. part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI,

to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm

Additionally, Executive Order 13166 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “*application of Title VI’s prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*” When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT’s “*Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons,*” dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FMCSA Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in 49 C.F.R. §§ 21.23 (b) and 21.23 (e) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The Department of Safety and Homeland Security, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any

contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, The Department of Safety and Homeland Security also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Department of Safety and Homeland Security gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on Delaware, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Delaware Department of Safety and Homeland Security

by  _____
Nathaniel McQueen, Jr., Secretary
Delaware Department of Safety and Homeland Security

DATED 07/01/2024

STATE AND LOCAL GOVERNMENT RATE AGREEMENT

EIN: _____ Date: 05/09/2023
ORGANIZATION: _____ FILING REF.: The preceding
Delaware Department of Safety & Homeland agreement was dated
Security 09/08/2021
303 Transportation Circle
P.O. Box 818
Dover, DE 19901

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

SECTION I: INDIRECT COST RATES

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

<u>EFFECTIVE PERIOD</u>					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2023	06/30/2025	10.00	All	State Police

*BASE

Direct salaries and wages excluding all fringe benefits.

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

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

TREATMENT OF PAID ABSENCES:

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

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

This rate is not applicable to pass-through funds.

The proposal based on actual costs for the fiscal year ending June 30, 2024 is due by December 31, 2024 to the Federal Emergency Management Agency (FEMA).

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

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

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

SECTION III: GENERAL

A. LIMITATIONS:

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

B. ACCOUNTING CHANGES:

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

C. FIXED RATES:

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

D. USE BY OTHER FEDERAL AGENCIES:

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

E. OTHER:

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

BY THE INSTITUTION:

Delaware Department of Safety & Homeland Security

(INSTITUTION)


(SIGNATURE)

Stephanie Yang
(NAME)

Controller
(TITLE)

10/12/2023
(DATE)

ON BEHALF OF THE GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - S

Digitally signed by Darryl W. Mayes - S
DN: cn=DW, ou=U.S. Government, ou=HHS, ou=PSC,
ou=People, o=D, 2.5.4.2.19200300.1001.1=2000131669,
cn=Darryl W. Mayes - S
Date: 2023.07.07 07:36:22 -0400

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

05/09/2023

(DATE)

HHS REPRESENTATIVE: Marcal Matthews

TELEPHONE: (212) 264-2069



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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

FAX: (302) 739-1304

TELEPHONE: (302) 672-5000

MEMORANDUM

#23-11

TO: All Department and School Fiscal Officers and Payroll Officers

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

DATE: June 22, 2023

SUBJECT: **TENTATIVE FY 2024 FRINGE BENEFITS COSTS**

The tentative charges for fringe benefits for **Fiscal Year 2023** are as follows (if there are any changes, you will be promptly notified):

F.I.C.A. – Employer’s Share

The **Maximum Old Age Survivors Disability Insurance (O.A.S.D.I.)** withholding effective for the period July 1, 2023 through December 31, 2023 is based on earnings of \$160,200 and the employer rate remains at 6.2%. The earnings maximum for Medicare withholding effective for the period July 1, 2023 through December 31, 2023 is unlimited at a rate of 1.45%. The employer rate for the period beginning January 1, 2023 is expected to remain at 6.2% for O.A.S.D.I. and 1.45% for Medicare.

Pension

The projected FY 2024 State Share of Pension Plans are as follows:

State Employee Plan	23.04%
Judicial Plan	15.63%
New State Police Plan	33.03%

Worker’s Compensation

The rate is 1.45% of payroll, effective July 1, 2023.

Unemployment Insurance

The rate is 0.11% of payroll, effective July 1, 2023.

Health Insurance

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

<https://dhr.delaware.gov/benefits/documents/planrates.pdf>