

DELAWARE

Commercial Vehicle Safety Plan for the Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program Fiscal Year 2017

Date of Approval: Jan 12, 2017

Final CVSP

Basic and Incentive Program Overview

The Basic and Incentive Program Overview part allows the State to provide a brief description of the mission or goal statement of the MCSAP Lead Agency, a description of the State's MCSAP Basic/Incentive Program structure, and to indicate how it meets the MCSAP minimum requirements as prescribed in 49 CFR 350.213(b). The MCSAP grant program has been consolidated to include Basic/Incentive, New Entrant, and Border Enforcement. These three separate grant programs are now considered focus areas in the CVSP. Each focus area will be addressed individually within the eCVSP system and will be contained within a consolidated CVSP.

1 - Mission or Goal Statement of Lead State Commercial Motor Vehicle Safety Agency

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 a discussion of any safety activities conducted under any other FMCSA focus areas such as New Entrant and Border Enforcement or the High Priority grant program. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.

The mission statement of the Delaware State Police Motor Carrier Safety Assistance Program (MCSAP) is to enhance highway safety by preventing commercial motor vehicle related crashes and ensuring the safe, secure transportation of persons and property by commercial motor vehicles on our highways.

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

Goals specifically set for 2017 are detailed in Section 3 (CMV Safety Objectives).

Grant application package 12232102 submitted in grants.gov on 08/05/16 should be processed in relation to this CVSP. Title VI compliance plan was added to the original submitted application package.

2 - Basic and Incentive Program Structure

Instructions:

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

NOTE: Please do not include activities/FTE primarily assigned to and funded under another focus area such as New Entrant and/or Border Enforcement or another FMCSA grant program such as High Priority. There are separate sections within eCVSP where information on the New Entrant and Border Enforcement (if applicable) focus areas will be entered. High Priority grant opportunities will be applied for outside the eCVSP system.

The Delaware Department of Safety and Homeland Security (DSHS) is the lead agency in the state of Delaware and is charged with administering the CVSP. Delaware State Police is the only law enforcement agency charged with performing the defined functions in the CVSP. Under the Delaware State Police MCSAP program there are five, full-time uniformed, certified MCSAP Inspector's. Additionally there are six, uniformed, certified inspectors who conduct MCSAP activities on a part time basis. These part-time inspectors are assigned to the State's size and weight program. The MCSAP program also includes one Administrative Sergeant who is a certified inspector. 60% of His/Her activities support the MCSAP Program. The full-time funded positions include an Administrative Specialist, a MCSAP Supervisor (Sergeant) and four full-time Troopers. The state has two fixed Inspection Stations. One located at 4580 North DuPont Highway, Townsend, Delaware 19734, and the other at 1280 Middletown-Warwick Road, Middletown, Delaware 19709. There are additionally several identified pull-off locations throughout the state for off-site inspections, including areas along state roadway shoulders.

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

- A) An inspection program to detect and correct CMV safety defects and driver suitability.
- B) Traffic enforcement primarily conducted in identified crash corridors for the state.
- C) Participation in sponsored enforcement events and safety blitzes.
- D) Participation in safety/educational presentation opportunities.
- E) Professional development to maintain the unit's qualifications due to attrition.
- F) Attendance at sponsored conferences and meetings

3 - Basic and Incentive Minimum Requirements - Driver Activities

Instructions:

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in this Fiscal Year's CVSP. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State marks any responses as "None, Not Planned", it must explain how it satisfies the minimum requirements in the narrative section below.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks all responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Promote activities in support of the national program elements including the following:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities aimed at removing impaired CMV drivers from the highways through adequate enforcement of restrictions on the use of alcohol and controlled substances and by ensuring ready roadside access to alcohol detection and measuring equipment.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide basic training for roadside officers and inspectors to detect drivers impaired by alcohol or controlled substance.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Breath testers are readily accessible to roadside officers and inspectors either at roadside or a fixed facility location.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Criminal interdiction activities, in conjunction with an appropriate CMV inspection, including human trafficking and activities affecting the transportation of controlled substances by any occupant of a CMV, and training on appropriate strategies for carrying out those interdiction activities.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide training for roadside officers and inspectors to detect indicators of controlled substance trafficking.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensure drug interdiction officers are available as a resource if an officer/inspector suspects controlled substance trafficking.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engage in drug interdiction activities in conjunction with inspections including interdiction activities that affect the transportation of controlled substances.

Enter explanation of activities:

Not required

4 - Basic & Incentive Minimum Requirements - Federal Registration & Financial Responsibility Activities
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Instructions:

Use the radio buttons in the table below to indicate the activities that the State will execute to meet the requirements of 49 CFR §350.213(b) in the upcoming Fiscal Year. All statements must be answered using the radio buttons or the CVSP will be considered incomplete.

1. If a State marks any responses as "None, Not Planned", it must explain how it satisfies the minimum requirements in the narrative section below.
2. If the State marks any boxes as "Planned", it should provide further information in the narrative section below indicating the purpose of the proposed policy and when the State expects to fully implement it.
3. If the State marks all responses as "Existing", no further explanation is required.

Existing	Planned	None, Not Planned	Federal Registration and Financial Responsibility activities including:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities to enforce federal registration (such as operating authority) requirements under 49 U.S.C. 13902, 49 CFR Part 365, 49 CFR Part 368, and 49 CFR 392.9a by prohibiting the operation of (i.e., placing out of service) any vehicle discovered to be operating without the required operating authority or beyond the scope of the motor carrier's operating authority.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activities to cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139, and 49 CFR Part 387 (if adopted by a State).

Enter explanation of activities:

Not Required

Basic and Incentive Program Effectiveness Summary - Past Performance

The Program Effectiveness Summary - Past Performance part provides a 5 year trend analysis based upon national performance objectives found in 49 CFR Part 350. For each section, insert information in the tables to describe goals and objectives from previous CVSPs along with actual outcomes.

1 - State Fatality Reduction Trend Analysis: 2011 - 2015

Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific goal measurement used including source and capture date, e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be completed.

- 1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).*
- 2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.*
- 3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If you select 'Other' as the goal measurement, explain the measure used in the narrative box below.*
- 4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.*
- 5. If challenges were experienced while working toward the goals, please provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.*

Goal measurement as defined by your State: Large Truck Fatal Crashes per 100M VMT

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
10/01/2014	09/30/2015	13	0.1230	0.14
01/01/2014	12/31/2014	16	0.11	0.17
01/01/2013	12/31/2013	13	0.11	0.14
01/01/2012	12/31/2012	10	0.12	0.11
01/01/2011	12/31/2011	11	0.16	0.12

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

MCMIS Data snapshot as of 05/27/2016, including crash records through 01/31/2016. Data includes both Large Truck and Bus Crash Involvements combined.

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

The state did not achieve its state objective for FY 15 of reducing the 3 yr average rate of CMV fatalities to .123 per 100 million vehicle miles traveled. The fatalities rate for the end of FY15 was .14. Starting with this CVSP the state has changed its method of calculation of prior year averages from calendar year to fiscal year to remain consistent with its FY performance progress reporting. The 3 yr average fatalities rate ending FY15 was .14. For FY15 there was a .46% decrease over the three year average but this fell short of the desired goal.

The State of Delaware realizes a comparatively low number of commercial vehicle related fatalities each year, as the state is relatively small geographically. As a result, a small increase, or decrease in the number of fatalities results in a notable percentage increase/decrease. The state's crash reduction plan goal has consisted of monitoring a combination of CMV fatal crashes with CMV personal injury crashes.

The state has met its goal to maintain the CMV total injury and fatalities combined crash rate consistent with the three year average of 2.45 per 100 million vehicle miles traveled. The total combined crash rate for the end of FY15 was 2.27. This was a 7.39% decrease.

Beginning with FY2016 CVSP the state has not expressed a large truck and bus fatalities goal. The state's crash reduction goal is established to express a combined rate of fatalities and injuries. The state believes this provides a better measurement of the effectiveness of its crash reduction activities. Future goal measurement will be calculated in this manner.

The measurement of the crash rates identified in previous CVSPs was complicated in 2013/2014 when it was discovered the state had been only reporting collisions involving CMVs weighing over 26,001 lbs when in fact it should have been reporting data for CMVs weighing 10,001 lbs and above. The state in working to correct its database for the subsequent reporting periods appeared to cause a percentage spike in the collision rate. Overall this increased rate has remained consistent and appears to correlate to the reporting error.

2 - State Motorcoach/Passenger Fatality Reduction Trend Analysis: 2011 - 2015

Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

Goal measurement as defined by your State: N/A

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
10/01/2014	09/30/2015	2		
01/01/2014	12/31/2014	2		
01/01/2013	12/31/2013	2		
01/01/2012	12/31/2012	2		
01/01/2011	12/31/2011	0		

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

FMCSA (MCMIS) data snapshot as of 04/01/2016.

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

The state has not set Motorcoach/Passenger Fatality reduction goals in past CVSPs. The state does not have a Motorcoach/Passenger transportation safety problem based on analysis of data.

The state will continue traffic enforcement and enforcement of FMCSRs against passenger transportation CMVs consistent with its enforcement activities for all CMVs. Additionally the state will continue partnership with Harrington Raceway and Casino to conduct level 1 inspections on motorcoaches whose passengers have disembarked. The state additionally will continue participation in sponsored motorcoach/passenger carrier strike forces and enforcement blitzes during the year.

3 - State Hazardous Materials Fatality Reduction Trend Analysis: 2011 - 2015

Instructions:

Complete the table below to document the State's safety performance goals and outcomes over the past five measurement periods. Include the beginning and ending date of the state's measurement period, the goals, and the outcome. Please indicate the specific basis of the goal calculation (including source and capture date), e.g., large truck fatal crashes per 100 million vehicle miles traveled (VMT). All columns must be filled in with data.

1. Insert the beginning and end dates of the measurement period used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. FMCSA views the total number of fatalities as a key national measurement. Insert the total number of fatalities during the measurement period.
3. Insert a description of the state goal as expressed in the CVSP (e.g., rate: large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). If a State did not establish a goal in their CVSP for a particular measurement period, do not enter a value in the Goal column for that period.
4. Insert the actual outcome as it relates to the goal as expressed by the state. States may continue to express the goal as they have in the past five years and are not required to change to a different measurement type.
5. If you select 'Other' or 'N/A' as the goal measurement, explain the measure used in the narrative box below.

Goal measurement as defined by your State: N/A

State Defined Measurement Period (Include 5 Periods)		Fatalities	Goal As Expressed In CVSP (State Defined Measurement)	Outcome (As It Relates To The Goal Column)
Begin Date	End Date	Number of Lives		Indicate Actual Outcome
10/01/2014	09/30/2015	0		
01/01/2014	12/31/2014	0		
01/01/2013	12/31/2013	1		
01/01/2012	12/31/2012	1		
01/01/2011	12/31/2011	0		

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

FMCSA (MCMIS) data snapshot as of 04/01/2016

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

The state has not set Hazardous Materials Fatality reduction goals in past CVSPs. The state does not have a Hazardous Materials transportation safety problem based on analysis of data.

The state will continue traffic enforcement and enforcement of FMCSRs against HazMat CMVs consistent with its enforcement activities for all CMVs.

4 - Traffic Enforcement Trend Analysis: 2011 - 2015**Instructions:**

Please refer to the MCSAP Comprehensive Policy for an explanation of FMCSA's traffic enforcement guidance. Complete the table 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 used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12 month period for which data is available).
2. Insert the total number of the measured element (traffic enforcement stops with an inspection, non-inspection stops, non-CMV stops).
3. Insert the total number of written warnings and citations during the measurement period. The number of warnings and citations do not need to be split out separately in the last column.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2014	09/30/2015	1487	1504
01/01/2014	12/31/2014	1287	1302
01/01/2013	12/31/2013	1631	1641
01/01/2012	12/31/2012	2124	2185
01/01/2011	12/31/2011	1916	2003

☐

Check if State does not conduct CMV traffic enforcement stops without an inspection.

State Defined Measurement Period (Include 5 Periods)		Number Of CMV Traffic Enforcement Stops without Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
10/01/2014	09/30/2015	734	734
01/01/2014	12/31/2014	788	788
01/01/2013	12/31/2013	722	722
01/01/2012	12/31/2012	713	713
01/01/2011	12/31/2011	658	658

☒

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

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

MCMIS Data snapshot 05/27/2016

5 - Outreach and Education Goals - Report on progress from the FY 2016 CVSP

Instructions:

Please enter information to describe your year-to-date Outreach and Education activities from the FY2016 CVSP. Click on "Add New Activity" to enter information.

Activity #1

Activity: Describe Outreach and Education activity conducted:

Carrier Safety Talks

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

The state estimated it would conduct 4 Carrier Safety Talks

Actual: Insert year to date progress (#, %, etc., as appropriate):

2 Carrier safety talks have been conducted

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

Education and outreach is an important component of the State's MCSAP Program. The state responds to carrier requests for educational presentations and events. The state additionally responds to company requests for safety talks. The state has a limited amount of resources available due to the size of its MCSAP unit to initiate activities to further its education and outreach activities. The state relies primarily on solicitations from outside sources to achieve its goals. The state has established partnerships with several agencies in the state including the Office of Highway Safety and Delaware Motor Transport Association and are regular participants in coordinated activities and meetings regarding education about CMV issues.

Activity #2

Activity: Describe Outreach and Education activity conducted:

CMV Safety Belt Education and Outreach

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

The state estimated it would conduct 2 activities related to CMV Safety Belt Education and Outreach

Actual: Insert year to date progress (#, %, etc., as appropriate):

The state provides informational visor cards provided by CVSA to enforcement officers to hand out during their normal activities. The state has a regular enforcement assignment in which CMV seatbelt use is targeted. Part of the assignment protocol is both enforcement and education of CMV drivers regarding seatbelt use.

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

See Narrative from Activity 1

Activity #3

Activity: Describe Outreach and Education activity conducted:

State Trucking Association Meetings

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

The state set a goal of attending 1 State Trucking Association Meeting.

Actual: Insert year to date progress (#, %, etc., as appropriate):

The state attended two events for the Delaware Motor Transport Association.

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

See Narrative for Activity 1

Activity #4

Activity: Describe Outreach and Education activity conducted:

State sponsored outreach events

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

The state estimated it would participate in 1 state sponsored outreach event.

Actual: Insert year to date progress (#, %, etc., as appropriate):

The state works with the Office of Highway Safety and the MCSAP Sergeants are members of the annual conference planning committee which meets during the year. The state provided a speaker from the MCSAP Unit to conduct a presentation for stopping CMVs safely.

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

See Narrative for Activity 1.

Activity #5**Activity: Describe Outreach and Education activity conducted:**

Local Educational Safety Events

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

The state will participate in 1 local educational safety event.

Actual: Insert year to date progress (#, %, etc., as appropriate):

The state has conducted 2 coordinated safety presentations at local events. A local distribution facility and local farmer's group.

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

See Narrative for Activity 1

6 - State Specific Objectives – Report on Progress from the FY2016 CVSP**Instructions:**

Please enter information as necessary to describe year-to-date progress on your State-specific objectives from the FY2016 CVSP. Click on "Add New Activity" to enter information.

Basic & Incentive CMV Safety Objectives

The CMV Safety Program Objectives part allows States to define their goals and objectives for this year's plan, address the national priorities contained in the Notice of Funding Availability (NOFA), and to identify any State-specific objectives for any safety or performance problems identified by the State. The State must address problems it believes will help reduce the overall number of CMV crash related fatalities and injuries.

1 - Crash Reduction Goal

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 vehicle transportation. The State has flexibility in setting its goal. It can be based on raw numbers (e.g., total number of fatalities or crashes) or based on a rate (e.g., fatalities per 100 million VMT).

Problem Statement Narrative: Describe the identified problem including baseline data:

The state's three prior calendar year (2012-2014) average combined fatality and injury (CFI) crash rate was 2.45 per 100 million VMT. The state had a 7.39% decrease in the total number of CFI crashes in FY15 compared to the prior three calendar years. The number of fatal crashes has remained consistent the prior three fiscal years. (13 each year).

An analysis of CMV crash data for FY15 shows 77% of collisions occurred during daylight hours with the majority occurring Mon-Fri. 23% of collisions occurred on full access control roadways. The full access control roadways for the state consist of Interstates 95, 495, and 295 as well as portions of DE SR 1. The state's full access control roadways account for 16% of the annual VMT. Relative to its VMT, full access controlled roadways do not have a substantially higher crash rate than the state's other roadways. However, the interstate roadways in the state only account for 2% of the actual roadway miles so it is identified as a centralized consistent crash location.

The state is divided into three counties: New Castle, Kent, and Sussex. 64% of FY15 Crashes occurred in New Castle County, 21% in Sussex County, and 13% in Kent County. The state's interstate roadways are located in New Castle County as well as the majority full access control portion of SR1.

Enter Data Source Capture Date:

Enter Data Source:

1) SafetyNet Crash Statistics for FY15 2) 2014 Highway Statistics report (DELDOT)

Enter Crash Reduction Goal

The state has set a one year goal to maintain or reduce the total combined fatality and injury crash rate per 100 million VMT to at or below the FY16 calculated three prior Yr. average of 2.48.

Identify each of the national program elements the State will utilize to meet the performance objective. The State will describe these activities in greater detail in the respective narrative sections of the CMV Safety Program Objectives and Commercial Vehicle Enforcement Activities.

Check all program elements that apply (minimum of 1):

- ☒ **Conduct Driver and Vehicle Inspections (complete activity projections in the Commercial Vehicle Enforcement Activities section 1)**
- ☒ **Conduct Traffic Enforcement Activities (complete activity projections in the Commercial Vehicle Enforcement Activities section 2)**
- ☒ **Conduct Carrier Investigations (complete activity projections in the Commercial Vehicle Enforcement Activities section 3)**
- ☒ **Conduct Public Education and Awareness (complete activities in the Commercial Vehicle Enforcement Activities section 4)**
- ☒ **Conduct Effective Data Collection and Reporting (complete activities in the CMV Safety Program Objectives section 2)**

Program Activities: States must include activities related to this goal in the output estimates in the Commercial Vehicle Enforcement Activities part. However, States must also indicate in this objective the amount of effort (staff hours, FTE, inspections, traffic enforcement stops, etc.) that will be resourced directly for this purpose. For example, 3,000 of the 10,000 Level 1 inspections listed in the Commercial Vehicle Enforcement Activities Section 1 will be dedicated to this objective.

The state's program activities will include all of the above program elements as outlined in the appropriate enforcement activities section. The state will increase its driver/vehicle inspection goals and adjust its traffic enforcement goals. The state anticipates 60% of traffic enforcement violations resulting from state's traffic enforcement efforts will be for speeding violations.

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

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

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

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

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

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

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

Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the

required 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 MCSAP Sgt. Monthly activity sheets will be prepared and audited by the Administrative Specialist for accuracy and completeness.

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

The Administrative Sgt 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.

2 - State Safety Data Quality and Information Systems Objective

Instructions:

In the tables below, indicate your State's rating or compliance level within each of the Safety Data and Information Systems categories.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O & M) costs associated with Safety Data Systems (SSDQ), Innovative Technology Deployment (ITD, previously known as CVISN) and the Performance and Registration Information Systems Management (PRISM).

1. For SSDQ, if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).
2. For PRISM, O&M costs are eligible expenses subject to FMCSA approval.
3. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP program requirements including achievement of at least Level 6 in PRISM, O & M costs are eligible expenses.

Instructions will be provided within the Spending Plan Narrative section regarding documentation of these costs within the CVSP.

State Safety Data Quality: Indicate your State's SSDQ rating and goal in the table below by utilizing the drop-down menus.

SSDQ Category	Goal from FY 2016 CVSP	Current SSDQ Rating	Goal for FY 2017
Crash Record Completeness	Good	Good	Good
Fatal Crash Completeness	Good	Good	Good
Crash Timeliness	Good	Good	Good
Crash Accuracy	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good
Inspection Timeliness	Good	Fair	Good
Inspection Accuracy	Good	Good	Good

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

FMCSA Motor Carrier Management Information System (MCMIS) as of 7/1/2016.

Compliance table: Please verify the level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs, details must be in this section and in your Spending Plan. If 'no' is indicated in the verification column, please provide an explanation in the narrative box below.

Technology Program	Current Compliance Level according to FMCSA	Verification by State of Current Compliance Level
ITD	Core CVISN Compliant	Yes
PRISM	step 8	Yes
SSDQ	Good	Yes

Data Sources:

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

N/A

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e. problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary. If your State's PRISM compliance is less than step 6, describe activities your State plans to implement to achieve full PRISM compliance.

The State's current SSDQ rating category for inspection timeliness has dropped to fair for the latest data run. Investigation revealed the rating change was due to a technical error by a newly hired administrative specialist who was not familiar with the data upload system. This resulted in no inspection data for the state being uploaded in Jan and Feb of 2016 and 100% of those inspections being displayed as being greater than 21 days before upload.

Program Activities: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good" including measureable milestones. Also, describe any actions that will be taken to implement full PRISM compliance.

Upon discovery of the the data upload issue for inspections the administrative specialist for the state was placed in contact with an analyst from the Volpe Center. Training was received for proper uploading of inspection data. The State's administrative Sgt will monitor the timeliness and schedule of the data uploads to maintain compliance with standards for a good rating. Due to the number of inspections that were included in the data upload issue it will take several months for the backlog to roll off of the evaluation period. The Inspection Timeliness rating is expected to level off for a while and then will begin to increase again when the Jan-Feb period is no longer included in the calculation.

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

The State's administrative Sgt 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.

3 - Passenger Carrier Enforcement

Instructions:

We request that States conduct Enhanced Investigations for motor carriers of passengers and other high risk carriers. We also ask that States plan to allocate resources to participate in the Enhanced Investigations training being offered by FMCSA. Finally, we ask that States continue to partner with FMCSA in conducting Enhanced Investigations and inspections at carrier locations.

Check this box if:

As evidenced by the trend analysis data in Program Effectiveness Summary - Past Performance, State Motorcoach/Passenger Fatality Reduction Goals, the State has not identified a significant passenger transportation safety problem and therefore will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the FMCSRs pertaining to passenger transportation by CMVs in a manner consistent with the MCSAP Comprehensive Policy as described either below or in the Commercial Vehicle Enforcement Activities part. If this box is checked, no additional narrative is necessary.

4 - Enforcement of Federal Out-of-Service Orders during Roadside Activities

Instructions:

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

Check this box if:

As evidenced by the data provided by FMCSA, the State identifies at least 85% of carriers operating under a federal Out-of-Service (OOS) order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities. If this box is checked, no additional narrative is necessary..

5 - Hazardous Materials Transportation Safety

Instructions:

Describe the state's efforts to address hazardous materials transportation safety, if applicable. Select the box below indicating that data does not indicate a hazardous materials problem OR complete the problem statement, performance objective, Activity Plan and Performance Measure.

Check this box if:

As evidenced by the trend analysis data indicated in the Program Effectiveness Summary - Past Performance section 3, State Hazardous Materials Fatality Reduction Goals, the State has not identified a significant hazardous materials safety problem that warrants a specific state objective. As a result, the State will not establish a specific hazardous materials crash reduction goal. However, the State will continue to enforce the FMCSRs pertaining to hazardous materials transportation by CMVs in a manner consistent with its enforcement for all CMVs. If this box is checked, no additional narrative is necessary.

6 - State-Identified Objective (Optional)**Instructions:**

Describe any other identified State-specific objectives.

Basic & Incentive Enforcement Activities

The Commercial Vehicle Enforcement Activities part allows the States to provide specific targets for their inspection, traffic enforcement, carrier investigation, and outreach and education goals. The State will use this section to describe the specific national program element activities (per 49 CFR 350.109) that it will use to meet the goals. In completing this section, the State need not repeat the broad program objectives or performance measurements established in the previous goals section of the plan.

*Note: The State can access detailed counts of its core MCSAP performance measures, such as roadside inspections, traffic enforcement activity, review activity, and data quality by quarter for the current and past two fiscal years using the **State Quarterly Report and CVSP Data Dashboard** on the A&I Online website. The Data Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <http://ai.fmcsa.dot.gov/StatePrograms/Home.aspx> (user id and password required).*

1 - Driver/Vehicle Inspection Program - Overview and Performance Goals

Instructions for Overview:

Describe components of the State's general Roadside and Fixed-Facility Inspection Program that are not already detailed as part of a specific program goal. Include the day to day routine for inspections and explain resource allocation decisions (i.e., Number Of FTE, where inspectors are working and why).

Enter narrative description 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 five full time MCSAP Troopers conduct Level 2 and 3 driver and vehicle inspections primarily roadside and during the course of traffic enforcement activities. These activities are detailed as part of the State's crash reduction goal.

Level 1 inspections are completed at the state's two fixed facilities and at identified roadside locations suitable for safe performance.

The state has six certified Troopers assigned to its size and weight enforcement unit. These Troopers conduct level 1,2,and 3 inspections in the course of their duties. The Troopers have a rotating schedule with assignments at two fixed inspection facilities located in New Castle County as well as mobile operations at suitable inspection locations throughout the state including Kent and Sussex Counties.

Troopers are certified to conduct Level 1-5 NAS Inspections. Bus inspections are conducted at identified depots in the state consistent with FMCSA policy.

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

Instructions for Performance Goals:

*Please complete the following tables indicating the number of inspections that the State anticipates conducting during Fiscal year 2017. Please enter inspection goals by agency type (separate tabs are used for the Lead Agency and Funded agencies). **You are required to complete/review information on the first 3 tabs (as applicable). The "Summary" tab is totaled by the eCVSP system.***

Note: States are strongly encouraged to conduct at least 33% Level 3 inspections of the total inspections conducted. If the State chooses to do less than 33% Level 3 inspections, it will be required to provide an explanation in the Summary tab.

Lead Agency

Lead Agency is: DELAWARE STATE POLICE

Enter the total number of certified officers in the Lead agency: 12

FY 2017 Driver/Vehicle Inspection Goals					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	1250	100	50	1400	25.45%
Level 2	2200	30	20	2250	40.91%
Level 3	1600	50	200	1850	33.64%
Level 4	0	0	0	0	0.00%
Level 5	0	0	0	0	0.00%
Level 6	0	0	0	0	0.00%
Sub-Total Lead Agency	5050	180	270	5500	

Funded Agencies

Complete the following information for each MCSAP Basic funded agency, other than the lead agency in your State. A separate table must be created for each funded agency. Click 'Save' after each table entry.

Enter the name of the Funded Agency:

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

FY 2017 Driver/Vehicle Inspection Goals					
Inspection Level	Estimated Performance Goal				Percentage by Level
	Non-Hazmat	Hazmat	Passenger	Total	
Level 1				0	%
Level 2				0	%
Level 3				0	%
Level 4				0	%
Level 5				0	%
Level 6				0	%
Sub-Total Funded Agencies	0	0	0	0	

Non-Funded Agencies

Enter the number of non-funded agencies:	0
Enter the total number of non-funded certified officers:	0

Summary

Total FY 2017 Driver/Vehicle Inspection Goals For Lead, Funded and Non-Funded Agencies					
MCSAP Lead Agency: DELAWARE STATE POLICE					
# certified officers: 12					
Funded Agencies:					
# certified officers: 0					
Number of Non-Funded Agencies: 0					
# certified officers: 0					
	Estimated Performance Goal				
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1	1250	100	50	1400	25.45%
Level 2	2200	30	20	2250	40.91%
Level 3	1600	50	200	1850	33.64%
Level 4	0	0	0	0	0.00%
Level 5	0	0	0	0	0.00%
Level 6	0	0	0	0	0.00%
Total ALL Agencies	5050	180	270	5500	

2 - Traffic Enforcement

Instructions:

Describe the State's level of effort (number of personnel/FTE) it proposes to use for implementation of a statewide CMV (in conjunction with and without an inspection) and/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 (i.e., 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 conduct commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State will conduct these activities in accordance with the MCSAP Comprehensive Policy.

The state has dedicated sixty-five percent of its available full time Trooper resources to high visibility traffic enforcement and inspection activities on full access controlled roadways as detailed in the State's crash reduction goal. As part of that activity traffic enforcement stops will occur during normal daylight working hours, primarily Mon-Fri. Activities will primarily occur in New Castle County. The State's full access controlled roadways include the interstate corridor which has been identified as a high risk location. The state expects 45%-50% of its CMV with inspection Traffic Enforcement Activities will occur in this area. The expected activity has been reduced from prior year CVSP due to a reduction in observed violations reported. The reduction correlates to a raised speed limit from 55 mph to 65 mph on the State's interstate corridor.

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

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

Overtime will be utilized primarily for enforcement activities during off hours and weekends. These activities will additionally include targeted seat belt and distracted driving enforcement. The State does not use the MCSAP Grant funds for non-CMV traffic enforcement

Please indicate using the radio buttons the Traffic Enforcement Activities the State intends to conduct in FY 2017 in the table below.

Yes	No	Traffic Enforcement Activities	Enter the Goals (Number of Stops, not Tickets or Warnings; these goals are NOT intended to set a quota.)
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	1100
<input checked="" type="radio"/>	<input type="radio"/>	CMV without Inspection	700
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	500

Describe components of the State's traffic enforcement efforts that are not already detailed as part of a specific program goal including a description of how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.

The state's enforcement efforts are included 100 percent as part of its crash reduction goal.

3 - Carrier Investigations

Instructions:

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

Performance Objective: Enter performance objective(s) including the number of Interventions/Investigations from the previous year and the goal for FY 2017

The State has one Trooper who completed training for carrier investigations in September 2014. The Trooper conducted 3 on-site focused investigations in FY16 YTD. The Trooper is currently committed to other duties as a New Entrant Auditor. The Trooper was trained for carrier investigations in order to conduct investigations resulting from New Entrant Safety Audits. The level of his participation in conducting carrier investigations is limited to obtaining and maintaining his certification. The Trooper is expected to conduct six on-site focused investigations during FY17.

Program Activities: Describe components of the State's carrier investigation efforts that are not already detailed as part of a specific program goal. Include the number of personnel/FTE participating in this activity.

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

Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress towards the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program (not just outputs).

The efforts of the State's carrier investigation program are limited to establishing and maintaining certification for one Trooper who reports to the full time MCSAP Sgt. The state's administrative Sgt. will relieve quarterly updates from the MCSAP Sgt. detailing the availability of the Trooper to coordinate with FMCSA and participate in carrier investigation activities. Activities including training and maintaining certification will be reported and evaluated.

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

Note: The Carrier Investigation Goals table is designed to collect State projections for the number of investigation activities estimated for FY 2017. The State may still conduct traditional motor carrier safety compliance reviews of intrastate motor carriers. Therefore, the CVSP may contain projections for both CSA investigations and compliance reviews of intrastate carriers.

Complete the table below indicating the number of investigations that the State anticipates conducting during this Fiscal Year. Note: if your State does not conduct reviews/investigations, you are not required to complete this table.

☐ **Our State does not conduct reviews/investigations.**

FY 2017 Carrier Investigation Goals		
Review/Investigation Type	Interstate Goals	Intrastate Goals
Rated and Non-rated Reviews (Excludes CSA & SCRs)		
Non-HM Cargo		
Passenger		
HM		
Rated and Non-rated Reviews (Excludes CSA & SCRs) Total	0	0
CSA Off-Site Investigations		
Non-HM Cargo CSA Off-Site		
Passenger CSA Off-Site		
HM CSA Off-Site		
CSA Off-Site Investigations Sub-total	0	0
CSA On-Site Focused Investigations		
Non-HM Cargo CSA On-Site Focused	6	
Passenger CSA On-Site Focused		
HM CSA On-Site Focused		
CSA On-Site Focused Investigations Sub-total	6	0
CSA On-Site Comprehensive		
Non-HM Cargo CSA On-Site Comprehensive	0	
Passenger CSA On-Site Comprehensive		
HM CSA On-Site Comprehensive		
CSA On-Site Comprehensive Sub-total	0	0
CSA Investigations (all Types) Total	6	0
HM-Related Review Types		
Security Contact Reviews (SCRs)		
Cargo Tank Facility Reviews		
Shipper Reviews		
HM-Related Review Types Total	0	0
ALL REVIEW TYPES GRAND TOTAL	6	0

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

4 - Public Education & Awareness

Instructions:

A public education and awareness program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's which operate around large trucks and buses. Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives. Include the number of FTE that will be participating in this effort.

Note: the number of specific activities accomplished should be reported in each quarterly performance progress report (SF-PPR).

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

The state is committed to increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities. Due to the size of its MCSAP Unit 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. The state will conduct activities throughout the year to include Carrier Safety talks, CMV Safety Belt Education and Outreach.

In the table below, indicate if the State intends to conduct the listed program activities and the estimated number.

Yes	No	Public Education and Awareness Activities	Goals
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	4
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	1
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	2
<input checked="" type="radio"/>	<input type="radio"/>	State-sponsored outreach events	1
<input checked="" type="radio"/>	<input type="radio"/>	Local educational safety events	1
<input type="radio"/>	<input checked="" type="radio"/>	Teen safety events	

Program Activities: Describe components of the State's public education and awareness efforts that it intends to perform.

The state does not conduct public education and awareness efforts outside of its CMV Safety Objectives. The state has a limited amount of resources available due to the size of its MCSAP unit to initiate activities to further its education and outreach activities. The state relies primarily on solicitations from outside sources to achieve its goals. The state has established partnerships with several agencies in the state including the Office of Highway Safety and Delaware Motor Transport Association and are participants in coordinated activities and meetings regarding education about CMV issues. The state has a regular enforcement assignment in which CMV seatbelt use is targeted. Part of the assignment protocol is both enforcement and education of CMV drivers regarding seatbelt use.

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 Performance Progress Report (SF-PPR):

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

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

New Entrant

1 - New Entrant Focus Area

Instructions:

The FAST Act consolidated several FMCSA grant programs. Interstate New Entrant safety audits, which were funded previously under a separate FMCSA grant program, are now a component of the MCSAP grant. The FAST Act affirms that conducting New Entrant safety audits is now a requirement to participate in the MCSAP. The Act also says that a State or a third party may conduct 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. The Act allows a State to conduct Intrastate New Entrant Safety Audits at the State's discretion. However, States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

Complete the following areas to describe your plan for this MCSAP focus area.

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

Objective: Processing and Completing Safety Audits within the Statutory Time Limits

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

Enter New Entrant Agency:

State of Delaware

Strategies: Include a description of the strategies that will be utilized in order to meet the program objective above. The applicant must provide any challenges or impediments you foresee that may prevent your successful completion of the objective.

The State has one full time Trooper certified and equipped to complete New Entrant Safety Audits. A current SMS run as of June 2016 shows 265 current New Entrants for the state. Historically 25% of New Entrant Carriers contacted result in a non-audit resolution. The New Entrant Auditor will schedule audits with an emphasis on carriers requiring audits to be completed within 3 months.

The State does not plan to conduct intrastate safety audits.

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

Activity Plan: A description of the activities the applicant believes will help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

The state anticipates conducting 50 safety audits per quarter in order to remain within established statutory time limits. Since the state is relatively small geographically 90% of safety audits are anticipated to occur on-site.

Performance Measurement Plan: A description of how the applicant will measure progress toward meeting the objective, such as quantifiable and measureable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks that can be reported on in the quarterly progress report, or as annual outputs.

Monthly monitoring of Safety Audits and Inspections will be conducted by the MCSAP Unit Supervisor. New Entrant Carrier Data will be reviewed quarterly to ensure audits are being scheduled in accordance with statutory time limits. Quarterly reports, including compiled statistics will be submitted by the Administrative Sgt to FMCSA.

Critical Information Table: The following Critical Information Table (although not required) is provided below for your use to summarize the anticipated project activities.

Summary of Anticipated Activities		
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate
# of Safety Audits (Onsite)	190	0
# of Safety Audits (Offsite)	10	0
TOTAL Safety Audits	200	0
# of Non-Audit Resolutions	65	0

Spending Plan

B&I Spending Plan

What is a Spending Plan?

The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.

What does a Spending Plan do?

A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.

The spending plan is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed spending plan is an effective management tool; a plan that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The spending plan serves a number of critical functions:

- *Describes your need for or necessity of an expense;*
- *Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.*
- *Helps FMCSA review high-risk cost items to decide funding.*

1 - Spending Plan: Personnel

What different types of costs do I need to put in my Spending Plan?

Below is the spending plan. You may add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the costs and how the costs are necessary.

The Federal Share and State Share columns are not automatically calculated based on the Total Eligible Costs. These are freeform fields and should be calculated and entered by State users. You are not required to include 15 percent State share for each line item, including Overtime. You are only required to contribute up to 15 percent of the total costs, which gives you the latitude to select the areas where you wish to place your match.

Unlike in previous years' CVSPs, planned Maintenance of Effort (MOE) expenditures are now to be included in the spending plan narrative for FY 2017. Your planned MOE expenditures will be auto-populated into the Spending Plan from the narrative sections.

Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, number of hours in a work year, hourly wage rate, and total cost. It is not necessary to list all individual personnel separately by line. You may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). You may add as many additional lines as necessary to reflect your personnel costs.

The Hourly Rate column is where the State will enter the hourly pay rate that you have determined for each position.

If Overtime (OT) is going to be charged to the grant, please add the OT amounts that will be charged under the award (not to exceed 15% of the total award amount).

Identify the method of accounting used by the State: ☒ Cash ☐ Accrual

Allowable amount for Overtime (15% of total award amount without justification): \$205,836.00

Personnel Spending Plan Narrative								
Salary Information								
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
MCSAP Troopers	5	100	2080	\$46.90	\$487,760.00	\$414,596.00	\$73,164.00	\$0.00
Admin Specialist	1	100	1950	\$17.14	\$33,423.00	\$28,409.55	\$5,013.45	\$0.00
Admin Sgt	1	60	2080	\$48.95	\$61,089.60	\$61,089.60	\$0.00	\$0.00
Non-Inspection CMV Enforcement	1	100	350	\$48.42	\$16,947.00	\$0.00	\$16,947.00	\$0.00
TEU / Inspections	6	100	150	\$47.28	\$42,552.00	\$0.00	\$42,552.00	\$0.00
New Entrant Trooper	1	100	2080	\$48.63	\$101,150.40	\$85,977.84	\$15,172.56	\$0.00
Sub-Total Salary					\$742,922.00	\$590,072.99	\$152,849.01	\$0.00
Overtime Information								
Overtime	1	100	1130	\$67.71	\$76,512.30	\$76,512.30	\$0.00	\$0.00
Sub-Total Overtime					\$76,512.30	\$76,512.30	\$0.00	\$0.00
TOTAL PERSONNEL					\$819,434.30	\$666,585.29	\$152,849.01	\$0.00

Enter detailed explanation of how you came up with the personnel costs:

Salary costs are calculated for 5 full time Troopers and 6 part time Troopers utilizing average salary rates and estimated allocation towards MCSAP Activities for the units. Troopers are certified inspectors and conduct the state's enforcement activities in relation to the state's CMV Safety Objectives. The part time Troopers are assigned to the state's Truck Enforcement Unit (TEU) and are estimated to utilize a total of 150 work year hours each conducting CMV enforcement and inspection activities.

Salary costs are included for an Administrative Specialist and Administrative Sgt. The Administrative Specialist duties include all statistical correlation and reporting, maintenance of the CMV related crash reporting database and state safety data quality. The Administrative Sgt is the designated ADO for the state's MCSAP Basic and Incentive grant. 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 Safety Objectives.

Non-inspection CMV enforcement has been calculated using past reporting of enforcement efforts and utilizing an average salary cost for the state's Troopers. Non-MCSAP Troopers are estimated to utilize 350 work year hours throughout the state during the year on CMV enforcement activities without inspections.

The State's New Entrant Auditor position is staffed full-time by a Trooper. Current salary costs are designated and are not included in a separate New Entrant spending plan.

Overtime has been allocated to conduct enforcement activities during off hours and weekends and includes seatbelt enforcement and education activities. These program activities have been included as part of the state's crash reduction goal. A minimal percentage of this overtime is estimated to be utilized for New Entrant activities, the Administrative Sgt in conducting MCSAP activities, and the Administrative Specialist to keep current with statistical reporting and make corrections to the state's crash database as reported to FMCSA.

The State utilizes a cash method of accounting. The radio button for selection of this method may not function properly utilizing Ecvsp for this indication.

2 - Spending Plan: Fringe Benefits

Fringe costs are benefits paid to your employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-federal grantees that have an accrual basis of accounting may have a separate line item for leave, which will be entered as the projected leave expected to be accrued by the personnel listed within Narrative Section 1 – Personnel. Reference 2 CFR 200.431(b) for the proper management of leave expenditures. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

The costs of fringe benefits are allowable if they are provided under established written leave policies; the costs are equitably allocated to all related activities, including Federal awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees. Depending on the state, there are set employer taxes that are paid as a percentage of the salary, such as Social Security, Federal Unemployment Tax Assessment, Medicare, State Unemployment Tax, and State Disability Insurance. For each of these standard employer taxes, under Position you may list "All Positions"; the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Narrative Section 1 and the base multiplied by the respective rate would give the total for each standard employer taxes. Workers' Compensation is rated by risk area. It would be permissible to enter this as an average, usually between sworn and unsworn, but any grouping that is reasonable and clearly explained in the narrative is allowable. Health Insurance and Pensions can vary greatly and it too can be averaged and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

Fringe Benefits Spending Plan Narrative						
Position(s)	Fringe Benefit Rate	Base Amount	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
MCSAP Troopers	41.45	\$487,760.00	\$202,176.52	\$171,850.04	\$30,326.48	\$0.00
Admin Specialist	68.77	\$33,423.00	\$22,985.00	\$19,537.25	\$3,447.75	\$0.00
Admin Sgt	45.31	\$61,090.00	\$27,679.88	\$27,679.88	\$0.00	\$2,641.80
Non-Inspection CMV Enforcement			\$0.00	\$0.00	\$0.00	\$0.00
TEU / Inspections			\$0.00	\$0.00	\$0.00	\$0.00
New Entrant Trooper	45.51	\$101,150.00	\$46,033.37	\$39,128.36	\$6,905.01	\$0.00
Sub-Total Fringe Benefits			\$298,874.77	\$258,195.53	\$40,679.24	\$2,641.80

Enter detailed explanation of how you came up with the fringe benefits costs:

Fringe benefit costs for specified allocated resources were calculated from salary costs using Other Employment Cost Rates (OEC) of 41.45% for Full Time Troopers, 68.77% for the Administrative Specialist, 45.31% for the Administrative Sgt, and 45.51% for the New Entrant Trooper.

OEC Rates were calculated by the state's Fiscal Department and include Pension, Social Security, Medicare, Workers Compensation and Unemployment Compensation. In addition total Healthcare costs paid by the state were included in the total rate calculation. Healthcare costs vary by individual Trooper or civilian and were calculated using actual costs provided by the state's fiscal department for the previous year.

Fringe benefit cost was not added for resources dedicated under TEU inspections and Non-Inspection CMV Enforcement.

3 - Spending Plan: Travel

Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

Travel Cost Spending Plan Narrative						
Purpose	# of Staff	Days	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
MCSAP In-service/Planning	1	1	\$2,000.00	\$2,000.00	\$0.00	\$0.00
CVSA NAIC	2	5	\$5,000.00	\$5,000.00	\$0.00	\$0.00
CVSA COHMED Conference	1	5	\$2,500.00	\$2,500.00	\$0.00	\$0.00
CVSA Executive meetings	1	8	\$4,000.00	\$4,000.00	\$0.00	\$0.00
CVSA Fall Conference	3	5	\$7,000.00	\$7,000.00	\$0.00	\$0.00
CVSA Spring Conference	3	5	\$7,000.00	\$7,000.00	\$0.00	\$0.00
ELD training	1	1	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Inspector certification training	1	1	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Sub-Total Travel			\$31,500.00	\$31,500.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the travel costs:

Travel costs budgeted for the state include participation in CVSA conferences and meetings. The state maintains its partnership with CVSA to remain current on issues relating to commercial motor vehicle safety. The state conducts NAS Inspections of CMVs as part of its crash reduction plan. The state's MCSAP Sgt is a regional president and serves on the CVSA Executive Committee. The state additionally sends two troopers to CVSA conferences in fall and spring to serve on different committees. The troopers serve as conduits for information between the state's MCSAP program and CVSA to be utilized for enforcement activities related to its crash reduction plan..

Line items have been allocated to attend potential MCSAP Planning Meetings and/or National In-Service Training as well as NAS Inspector certification training. Additionally line items are added for planned participation in ELD training as outlined in FY 2017 National Priorities.

Costs are estimated based on previous attendance at events or as minimal allocations for anticipated travel for yet to be determined training.

4 - Spending Plan: Equipment

Equipment costs only include those items which are tangible, nonexpendable, personal property having a useful life of more than one year and acquisition cost of \$5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under the threshold of \$5,000 per item, it belongs under "Supplies". However, if your State's equipment threshold is below \$5,000, check the box and provide the amount of your equipment threshold.

The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the team will be dedicated to MCSAP activities. For example, if you purchase a vehicle costing \$20,000 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as \$10,000. A State can provide a more detailed explanation in the narrative section.

Indicate if your State's equipment threshold is below \$5,000: ☐ Yes ☒ No

If threshold is below \$5,000, enter threshold level:

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Laser Unit	2	\$5,500.00	\$11,000.00	\$11,000.00	\$0.00	\$0.00
Vehicles	1	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00
Sub-Total Equipment			\$51,000.00	\$51,000.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the equipment costs:

The state maintains vehicles to be utilized by Six full-time MCSAP/New Entrant Troopers. The vehicles remain allocated to the unit for five years before 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 will be replacing one vehicle in FY2017 to maintain its fleet. The state has an approved contract with IG Burton for vehicle purchases consistent with current state purchasing policies.

MCSAP/New Entrant Troopers utilize their assigned vehicle in conducting their enforcement activities relating to the state's CMV Safety Objectives.

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 prior year invoicing for vehicle purchases adjusted 5% for expected price increase.

The state has conducted a trial utilizing Laser Technology's truCam laser system for CMV traffic enforcement. The state will begin replacing its aging speed enforcement devices with newer technology. The newer technology will allow a MCSAP trooper conducting traffic enforcement on CMVs a greater targeting range. The unit also allows for video capturing of speed violations, following too close violations, and inspections. The video evidence is expected to reduce court appearance time for Troopers. The useful life of the units is expected to be five years at a minimum. The state has an approved contract with Laser technology Inc for purchases consistent with current state purchasing policies.

5 - Spending Plan: Supplies

Supplies are tangible personal property other than equipment (which can include laptop computers and printers). Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.) A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost.

The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the item will be dedicated to MCSAP activities. For example, if you purchase an item costing \$200 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as \$100. A State can provide a more detailed explanation in the narrative section.

Supplies Cost Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Uniform expenses	1	Year	\$4,300.00	\$4,300.00	\$4,300.00	\$0.00	\$0.00
Office/Janitorial supplies	1	Year	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00
Fuel Costs	1	Year	\$19,196.93	\$19,196.93	\$14,487.17	\$4,710.76	\$0.00
Laptop/Modem vehicle package	6	Vehicles	\$3,780.00	\$22,680.00	\$22,680.00	\$0.00	\$0.00
Inspection Equipment	1	Year	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
Sub-Total Supplies				\$53,676.93	\$48,967.17	\$4,710.76	\$0.00

Enter detailed explanation of how you came up with the supplies costs:

The state has budgeted costs for fuel, office/janitorial supplies, Inspection equipment and uniform expenses based on average expenditures over the past three years. These items are utilized by MCSAP/New Entrant allocated resources in performance of the state's program activities.

Uniform expenses include dry-cleaning services and replacement of uniform items as needed due to wear and tear. Fuel costs are budgeted for vehicles utilized by MCSAP/New Entrant allocated resources.

The state has budgeted costs for replacement Laptop/Modem/Printer vehicle packages for its current MCSAP allocated vehicles. Laptop computer packages are utilized in performance of the state's program activities. Current computer packages installed in the vehicles have passed their anticipated useful life expectancy. Replacement costs have been estimated by the state's technology department.

6 - Spending Plan: Contractual

Contractual includes subgrants and contracts, such as consulting costs. Include the rationale for the amount of the costs. The narrative should provide the name of the subgrantee or vendor if known at the time that the application is being developed. If the name of the subgrantee or vendor is not known, enter "unknown at this time" and give an estimated time when it is expected. You do need to include specific contract goods and/or services provided, the related expenses for those goods and services, and how the cost of the contract represents a fair market value, which includes stating that the contract is procured through established state procurement practices. Entering the statement "contractual services" will not be considered as meeting the requirement for completing this section.

Contract means 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.

Subaward means 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

For applicants with subgrantee agreements: Whenever the applicant intends to provide funding to another organization as a subaward, the grantee must provide a narrative and spending plan for each subgrantee organization. The eCVSP allows applicants to submit a narrative and spending plan for each subgrantee. Provide a separate spending plan for each subgrant, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.

Contractual Cost Spending Plan Narrative				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Lease agreement/Janitorial Services	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Lease agreement/Water Treatment	\$400.00	\$400.00	\$0.00	\$0.00
Lease agreement/Trash Removal	\$400.00	\$400.00	\$0.00	\$0.00
Sub-Total Contractual	\$2,000.00	\$2,000.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the contractual costs:

As specified in a Memorandum of Agreement with the Delaware Department of Transportation. The state's MCSAP Troopers and MCSAP Administration lease office space at the US 13 scalehouse in Townsend, DE owned by the Delaware Department of Transportation. As a requirement of that agreement the Delaware State Police is liable for payment of a 40% share of certain expenses. The expenses are not included in the state's indirect cost amounts. Expenses are calculated from current contract amounts. The Delaware State Police has agreed to provide the designated 40% share of the cost of these contracts in order to utilize the office space by MCSAP/New Entrant Troopers in the performance of their program activities.

The Delaware State Police maintains the contracts for the US 13 scalehouse for specific services with:

- 1) Waste Management for Trash Removal
- 2) Syntec Corporation for Water Treatment
- 3) Dust your Stuff INC for Janitorial Services

7 - Spending Plan: Other Costs

Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, employee training tuition, etc. You must include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost. You must itemize ALL "Other" direct costs.

If the State plans to include O&M costs, details must be provided in this section and the costs included in the Other Costs area of the Spending Plan Narrative. Please indicate these costs as ITD O&M, PRISM O&M, or SSDQ O&M.

Indicate if your State will claim reimbursement for Indirect Costs: ☒ Yes ☐ No If yes please fill in table below.

Item Name	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Indirect Costs	\$50,641.00	\$43,044.00	\$7,597.00	\$0.00

Other Costs Spending Plan Narrative

Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Communications	1	Year	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00
Vehicle Maintenance	7	vehicles	\$500.00	\$3,500.00	\$3,500.00	\$0.00	\$0.00
Copier Lease	1	Year	\$315.00	\$315.00	\$315.00	\$0.00	\$0.00
CVSA Dues	1	Year	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00
CVSA Decals	4	Quarters	\$100.00	\$400.00	\$400.00	\$0.00	\$0.00
Conference/Training Fees	1	Year	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00
Sub-Total Other Costs				\$24,715.00	\$24,715.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the other costs:

FEMA has contracted with the Department of Health and Human Services Division of Cost Allocation for indirect cost rate negotiation services. The state's indirect costs are calculated at a rate of 6.18% 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 was applied to the salary costs of allocated MCSAP resources.

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

Vehicle maintenance costs are average annual expenditures for the prior three years for MCSAP/New Entrant allocated vehicles.

CVSA Dues and Decal expenses are incurred each year for participation in CVSA activities. CVSA has proposed a dues increase and the increase amount is estimated as it has not been finalized.

Communication costs include cell phone, modem/data and phone charges for a year for MCSAP/New Entrant Troopers and Sgts.

Conference and Training fees are allocated for expected registration fees to attend CVSA Events and additional fees required for training classes.

8 - Spending Plan**Instructions:**

The spending plan will be auto-populated from the relevant tables in the narrative. MOE is autopopulated from the Spending Plan Narrative sections. The Total Grant Expenditures column is automatically calculated based on the auto-populated Federal and State share amounts entered in the narrative tables.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,166,406.00	\$205,836.00	\$1,372,243.00

Allowable amount for Overtime (15% of total award amount without justification): \$205,836.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$95,285.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP Troopers	\$414,596.00	\$73,164.00	\$487,760.00	\$0.00
Admin Specialist	\$28,409.55	\$5,013.45	\$33,423.00	\$0.00
Admin Sgt	\$61,089.60	\$0.00	\$61,089.60	\$0.00
Non-Inspection CMV Enforcement	\$0.00	\$16,947.00	\$16,947.00	\$0.00
TEU / Inspections	\$0.00	\$42,552.00	\$42,552.00	\$0.00
Overtime	\$76,512.30	\$0.00	\$76,512.30	\$0.00
New Entrant Trooper	\$85,977.84	\$15,172.56	\$101,150.40	\$0.00
Subtotal for Personnel	\$666,585.29	\$152,849.01	\$819,434.30	\$0.00

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP Troopers	\$171,850.04	\$30,326.48	\$202,176.52	\$0.00
Admin Specialist	\$19,537.25	\$3,447.75	\$22,985.00	\$0.00
Admin Sgt	\$27,679.88	\$0.00	\$27,679.88	\$2,641.80
Non-Inspection CMV Enforcement	\$0.00	\$0.00	\$0.00	\$0.00
TEU / Inspections	\$0.00	\$0.00	\$0.00	\$0.00
New Entrant Trooper	\$39,128.36	\$6,905.01	\$46,033.37	\$0.00
Subtotal for Fringe Benefits	\$258,195.53	\$40,679.24	\$298,874.77	\$2,641.80

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
MCSAP In-service/Planning	\$2,000.00	\$0.00	\$2,000.00	\$0.00
CVSA NAIC	\$5,000.00	\$0.00	\$5,000.00	\$0.00
CVSA COHMED Conference	\$2,500.00	\$0.00	\$2,500.00	\$0.00
CVSA Executive meetings	\$4,000.00	\$0.00	\$4,000.00	\$0.00
CVSA Fall Conference	\$7,000.00	\$0.00	\$7,000.00	\$0.00
CVSA Spring Conference	\$7,000.00	\$0.00	\$7,000.00	\$0.00
ELD training	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Inspector certification training	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Subtotal for Program Travel	\$31,500.00	\$0.00	\$31,500.00	\$0.00

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Laser Unit	\$11,000.00	\$0.00	\$11,000.00	\$0.00
Vehicles	\$40,000.00	\$0.00	\$40,000.00	\$0.00
Subtotal for Equipment	\$51,000.00	\$0.00	\$51,000.00	\$0.00

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Uniform expenses	\$4,300.00	\$0.00	\$4,300.00	\$0.00
Office/Janitorial supplies	\$4,500.00	\$0.00	\$4,500.00	\$0.00
Fuel Costs	\$14,487.17	\$4,710.76	\$19,197.93	\$0.00
Laptop/Modem vehicle package	\$22,680.00	\$0.00	\$22,680.00	\$0.00
Inspection Equipment	\$3,000.00	\$0.00	\$3,000.00	\$0.00
Subtotal for Supplies	\$48,967.17	\$4,710.76	\$53,677.93	\$0.00

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Lease agreement/Janitorial Services	\$1,200.00	\$0.00	\$1,200.00	\$0.00
Lease agreement/Water Treatment	\$400.00	\$0.00	\$400.00	\$0.00
Lease agreement/Trash Removal	\$400.00	\$0.00	\$400.00	\$0.00
Subtotal for Contractual	\$2,000.00	\$0.00	\$2,000.00	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Communications	\$8,000.00	\$0.00	\$8,000.00	\$0.00
Vehicle Maintenance	\$3,500.00	\$0.00	\$3,500.00	\$0.00
Copier Lease	\$315.00	\$0.00	\$315.00	\$0.00
CVSA Dues	\$8,000.00	\$0.00	\$8,000.00	\$0.00
CVSA Decals	\$400.00	\$0.00	\$400.00	\$0.00
Conference/Training Fees	\$4,500.00	\$0.00	\$4,500.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$24,715.00	\$0.00	\$24,715.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$1,082,962.99	\$198,239.01	\$1,281,202.00	\$2,641.80
Indirect Cost	\$43,044.00	\$7,597.00	\$50,641.00	\$0.00
Total Costs Budgeted	\$1,126,006.99	\$205,836.01	\$1,331,843.00	\$2,641.80

Spending Plan (Sub-Grantee: DELAWARE DEPT. OF TRANSPORTATION)**B&I Spending Plan****What is a Spending Plan?**

The Spending Plan explains the 'what', 'how', and 'why' of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application spending plan.

What does a Spending Plan do?

A spending plan is a narrative explanation of each budget component which supports the costs of the proposed work. The spending plan should focus on how each item is required to achieve the proposed project goals and objectives. It should also justify how costs were calculated. The spending plan should be clear, specific, detailed, and mathematically correct.

The spending plan is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed spending plan is an effective management tool; a plan that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The spending plan serves a number of critical functions:

- *Describes your need for or necessity of an expense;*
- *Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.*
- *Helps FMCSA review high-risk cost items to decide funding.*

1 - Spending Plan: Personnel**What different types of costs do I need to put in my Spending Plan?**

Below is the spending plan. You may add additional lines to the table, as necessary. Remember to include clear, concise explanations in the narrative on how you came up with the costs and how the costs are necessary.

The Federal Share and State Share columns are not automatically calculated based on the Total Eligible Costs. These are freeform fields and should be calculated and entered by State users. You are not required to include 15 percent State share for each line item, including Overtime. You are only required to contribute up to 15 percent of the total costs, which gives you the latitude to select the areas where you wish to place your match.

Unlike in previous years' CVSPs, planned Maintenance of Effort (MOE) expenditures are now to be included in the spending plan narrative for FY 2017. Your planned MOE expenditures will be auto-populated into the Spending Plan from the narrative sections.

Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, number of hours in a work year, hourly wage rate, and total cost. It is not necessary to list all individual personnel separately by line. You may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). You may add as many additional lines as necessary to reflect your personnel costs.

The Hourly Rate column is where the State will enter the hourly pay rate that you have determined for each position.

If Overtime (OT) is going to be charged to the grant, please add the OT amounts that will be charged under the award (not to exceed 15% of the total award amount).

Identify the method of accounting used by the State: ☒ Cash ☐ Accrual

Allowable amount for Overtime (15% of total award amount without justification): \$205,836.00

Personnel Spending Plan Narrative								
Salary Information								
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Salary					\$0.00	\$0.00	\$0.00	\$0.00
Overtime Information								
Overtime		100	2080		\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Overtime					\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL					\$0.00	\$0.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the personnel costs:

2 - Spending Plan: Fringe Benefits

Fringe costs are benefits paid to your employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-federal grantees that have an accrual basis of accounting may have a separate line item for leave, which will be entered as the projected leave expected to be accrued by the personnel listed within Narrative Section 1 – Personnel. Reference 2 CFR 200.431(b) for the proper management of leave expenditures. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

The costs of fringe benefits are allowable if they are provided under established written leave policies; the costs are equitably allocated to all related activities, including Federal awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees. Depending on the state, there are set employer taxes that are paid as a percentage of the salary, such as Social Security, Federal Unemployment Tax Assessment, Medicare, State Unemployment Tax, and State Disability Insurance. For each of these standard employer taxes, under Position you may list "All Positions"; the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Narrative Section 1 and the base multiplied by the respective rate would give the total for each standard employer taxes. Workers' Compensation is rated by risk area. It would be permissible to enter this as an average, usually between sworn and unsworn, but any grouping that is reasonable and clearly explained in the narrative is allowable. Health Insurance and Pensions can vary greatly and it too can be averaged and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

Fringe Benefits Spending Plan Narrative						
Position(s)	Fringe Benefit Rate	Base Amount	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Overtime			\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Fringe Benefits			\$0.00	\$0.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the fringe benefits costs:

3 - Spending Plan: Travel

Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

Travel Cost Spending Plan Narrative						
Purpose	# of Staff	Days	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Travel			\$0.00	\$0.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the travel costs:

4 - Spending Plan: Equipment

Equipment costs only include those items which are tangible, nonexpendable, personal property having a useful life of more than one year and acquisition cost of \$5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under the threshold of \$5,000 per item, it belongs under "Supplies". However, if your State's equipment threshold is below \$5,000, check the box and provide the amount of your equipment threshold.

The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the team will be dedicated to MCSAP activities. For example, if you purchase a vehicle costing \$20,000 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as \$10,000. A State can provide a more detailed explanation in the narrative section.

Indicate if your State's equipment threshold is below \$5,000: ☐ Yes ☒ No

If threshold is below \$5,000, enter threshold level:

Equipment Cost Spending Plan Narrative						
Item Name	# of Items	Cost per Item	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Equipment			\$0.00	\$0.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the equipment costs:

5 - Spending Plan: Supplies

Supplies are tangible personal property other than equipment (which can include laptop computers and printers). Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.) A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost.

The actual "Cost per Item" for MCSAP grant purposes is tied to the percentage of time that the item will be dedicated to MCSAP activities. For example, if you purchase an item costing \$200 and it is only used for MCSAP purposes 50% of the time, then the "Cost per Item" in the table below should be shown as \$100. A State can provide a more detailed explanation in the narrative section.

Supplies Cost Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Supplies				\$0.00	\$0.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the supplies costs:

6 - Spending Plan: Contractual

Contractual includes subgrants and contracts, such as consulting costs. Include the rationale for the amount of the costs. The narrative should provide the name of the subgrantee or vendor if known at the time that the application is being developed. If the name of the subgrantee or vendor is not known, enter "unknown at this time" and give an estimated time when it is expected. You do need to include specific contract goods and/or services provided, the related expenses for those goods and services, and how the cost of the contract represents a fair market value, which includes stating that the contract is procured through established state procurement practices. Entering the statement "contractual services" will not be considered as meeting the requirement for completing this section.

Contract means 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.

Subaward means 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

For applicants with subgrantee agreements: Whenever the applicant intends to provide funding to another organization as a subaward, the grantee must provide a narrative and spending plan for each subgrantee organization. The eCVSP allows applicants to submit a narrative and spending plan for each subgrantee. Provide a separate spending plan for each subgrant, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.

Contractual Cost Spending Plan Narrative				
Description of Services	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Sub-Total Contractual	\$0.00	\$0.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the contractual costs:

7 - Spending Plan: Other Costs

Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, employee training tuition, etc. You must include a quantity, unit of measurement (e.g., month, year, each, etc.) and unit cost. You must itemize ALL "Other" direct costs.

If the State plans to include O&M costs, details must be provided in this section and the costs included in the Other Costs area of the Spending Plan Narrative. Please indicate these costs as ITD O&M, PRISM O&M, or SSDQ O&M.

Indicate if your State will claim reimbursement for Indirect Costs: ☐ Yes ☒ No If yes please fill in table below.

Item Name	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Indirect Costs				

Other Costs Spending Plan Narrative							
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Eligible Costs	85% Federal Share	15% State Share	Planned MOE Expenditures
Membership Dues IRP Clearinghouse	1	year	\$8,400.00	\$8,400.00	\$8,400.00	\$0.00	\$0.00
Membership Dues IFTA Clearinghouse	1	year	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	\$0.00
Membership dues Help INC	1	Year	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00
Sub-Total Other Costs				\$40,400.00	\$40,400.00	\$0.00	\$0.00

Enter detailed explanation of how you came up with the other costs:

All Line Item Costs are ITD Operations and Maintenance costs. Costs are necessary for the state to continue to comply with ITD Program Requirements and continue to utilize their developed systems to impact commercial motor vehicle safety.

The state utilizes a vendor-supported IRP system that allows the Delaware Division of Motor Vehicles (DMV) to process commercial vehicle credentials (registration) and payments electronically for IRP commercial vehicles. 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 an external interface with IRP Clearinghouse for the IRP fee distribution to other jurisdictions.

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. The IFTA system has an external interface with IFTA Clearinghouse for the IFTA tax fund distribution to other jurisdictions. The IFTA system has been integrated with the enhanced IRP system to form one Motor Carrier E-Credentialing System, providing single login functionality to Motor Carriers, DMV Personnel and FMCSA personnel at Delaware District Office.

The first Electronic Screening system in Delaware was deployed at the new Middletown Scale House on US-301 and activated in June 2009. Delaware has been an active participant on the HELP Inc. board for over six years, with representatives from DelDOT and the Delaware Motor Transport Administration (DMTA) serving on the Board of Directors.

8 - Spending Plan**Instructions:**

The spending plan will be auto-populated from the relevant tables in the narrative. MOE is autopopulated from the Spending Plan Narrative sections. The Total Grant Expenditures column is automatically calculated based on the auto-populated Federal and State share amounts entered in the narrative tables.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,166,406.00	\$205,836.00	\$1,372,243.00

Allowable amount for Overtime (15% of total award amount without justification): \$205,836.00

Maximum amount for Non-CMV Traffic Enforcement (10% of Basic funding amount): \$95,285.00

Personnel (Payroll Costs)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for Personnel	\$0.00	\$0.00	\$0.00	\$0.00

Fringe Benefit Costs (Health, Life Insurance, Retirement, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal for Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

Program Travel				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Program Travel	\$0.00	\$0.00	\$0.00	\$0.00

Equipment				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Equipment	\$0.00	\$0.00	\$0.00	\$0.00

Supplies				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Supplies	\$0.00	\$0.00	\$0.00	\$0.00

Contractual (Subgrantees, Consultant Services, etc.)				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Contractual	\$0.00	\$0.00	\$0.00	\$0.00

Other Expenses				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Membership Dues IRP Clearinghouse	\$8,400.00	\$0.00	\$8,400.00	\$0.00
Membership Dues IFTA Clearinghouse	\$17,000.00	\$0.00	\$17,000.00	\$0.00
Membership dues Help INC	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Subtotal for Other Expenses including Training & Conferences	\$40,400.00	\$0.00	\$40,400.00	\$0.00

Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$40,400.00	\$0.00	\$40,400.00	\$0.00
Total Costs Budgeted	\$40,400.00	\$0.00	\$40,400.00	\$0.00

Comprehensive Budget

This Comprehensive Budget is a read-only document. It is a cumulative summary of the Spending Plans from each focus area by budget category.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,166,406.00	\$205,836.00	\$1,372,243.00

	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$1,166,406.00	\$205,836.00	\$1,372,243.00

Cost Summary by Budget Category				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Personnel Total	\$666,585.29	\$152,849.01	\$819,434.30	\$0.00
Fringe Benefit Total	\$258,195.53	\$40,679.24	\$298,874.77	\$2,641.80
Program Travel Total	\$31,500.00	\$0.00	\$31,500.00	\$0.00
Equipment Total	\$51,000.00	\$0.00	\$51,000.00	\$0.00
Supplies Total	\$48,967.17	\$4,710.76	\$53,677.93	\$0.00
Contractual Total	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Other Expenses Total	\$65,115.00	\$0.00	\$65,115.00	\$0.00
Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$1,123,362.99	\$198,239.01	\$1,321,602.00	\$2,641.80
Indirect Costs	\$43,044.00	\$7,597.00	\$50,641.00	\$0.00
Total Costs Budgeted	\$1,166,406	\$205,837	\$1,372,243	\$2,642

Cost Summary by Budget Category				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Personnel Total	\$666,585.29	\$152,849.01	\$819,434.30	\$0.00
Fringe Benefit Total	\$258,195.53	\$40,679.24	\$298,874.77	\$2,641.80
Program Travel Total	\$31,500.00	\$0.00	\$31,500.00	\$0.00
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Supplies Total	\$48,967.17	\$4,710.76	\$53,677.93	\$0.00
Contractual Total	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Other Expenses Total	\$65,115.00	\$0.00	\$65,115.00	\$0.00
Total Costs				
	85% Federal Share	15% State Share	Total Grant Expenditures	Planned MOE Expenditures
Subtotal for Direct Costs	\$1,123,362.99	\$198,239.01	\$1,321,602.00	\$2,641.80
Indirect Costs	\$43,044.00	\$7,597.00	\$50,641.00	\$0.00
Total Costs Budgeted	\$1,166,406	\$205,837	\$1,372,243	\$2,642

NOTE: Total Costs Budgeted row: Federal Share value rounded down to nearest whole dollar and State Share value rounded up to the nearest whole dollar amount.

Certification of MCSAP Conformance (State Certification)

I, James N. Mosley, Department of Safety and Homeland Security, Cabinet Secretary, 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, do hereby certify as follows:

1. The State has adopted commercial motor carrier and highway hazardous materials safety regulations, standards and orders that are compatible with the FMCSRs and the HMRs, and the standards and orders of the Federal Government.
2. The State has designated The Department of Safety and Homeland Security as the Lead State Agency to administer the Commercial Vehicle Safety Plan throughout the State for the grant sought and the Delaware State Police to perform defined functions under the CVSP. The Lead State Agency has the legal authority, resources, and qualified personnel necessary to enforce the State's commercial motor carrier, driver, and highway hazardous materials safety laws, regulations, standards, and orders.
3. The State will obligate the funds or resources necessary to provide a matching share to the Federal assistance provided in the grant to administer the plan submitted and to enforce the State's commercial motor carrier safety, driver, and hazardous materials laws, regulations, standards, and orders in a manner consistent with the approved plan.
4. The laws of the State provide the State's enforcement officials right of entry (or other method a State may use that is adequate to obtain the necessary information) and inspection sufficient to carry out the purposes of the CVSP, as approved, and provide that the State will grant maximum reciprocity for inspections conducted pursuant to the North American Standard Inspection procedure, through the use of a nationally accepted system allowing ready identification of previously inspected CMVs.
5. The State requires that all reports relating to the program be submitted to the appropriate State agency or agencies, and the State will make these reports available, in a timely manner, to the FMCSA on request.
6. The State has uniform reporting requirements and uses FMCSA designated forms for record keeping, inspection, and other enforcement activities.
7. The State has in effect a requirement that registrants of CMVs demonstrate their knowledge of the applicable Federal or State CMV safety laws or regulations.
8. The State must ensure that the total expenditure of amounts of the Lead State Agency will be maintained at a level of effort each fiscal year in accordance with 49 CFR 350.301.
9. The State will ensure that MCSAP funded enforcement of activities under 49 CFR 350.309 will not diminish the effectiveness of the development and implementation of the programs to improve motor carrier, CMV, and driver safety.

10. The State will ensure that CMV size and weight enforcement activities funded with MCSAP funds will not diminish the effectiveness of other CMV safety enforcement programs.
11. The State will ensure that violation sanctions imposed and collected by the State are consistent, effective, and equitable.
12. The State will (1) establish and dedicate sufficient resources to a program to provide FMCSA with accurate, complete, and timely reporting of motor carrier safety information that includes documenting the effects of the State's CMV safety programs; (2) participate in a national motor carrier safety data correction program (DataQs); (3) participate in appropriate FMCSA systems including information technology and data systems; and (4) ensure information is exchanged in a timely manner with other States.
13. The State will ensure that the CVSP, data collection, and information data systems are coordinated with the State highway safety improvement program under sec. 148(c) of title 23, U.S. Code. The name of the Governor's highway safety representative (or other authorized State official through whom coordination was accomplished) is Jana Simpler.
14. The State has undertaken efforts to emphasize and improve enforcement of State and local traffic laws as they pertain to CMV safety.
15. The State will ensure that it has departmental policies stipulating that roadside inspections will be conducted at locations that are adequate to protect the safety of drivers and enforcement personnel.
16. The State will ensure that MCSAP-funded personnel, including sub-grantees, meet the minimum Federal standards set forth in 49 CFR part 385, subpart C for training and experience of employees performing safety audits, compliance reviews, or driver/vehicle roadside inspections.
17. The State will enforce registration (i.e., operating authority) requirements under 49 U.S.C 13902, 31134, and 49 CFR § 392.9a by prohibiting the operation of any vehicle discovered to be operating without the required registration or beyond the scope of the motor carrier's registration.
18. The State will cooperate in the enforcement of financial responsibility requirements under 49 U.S.C. 13906, 31138, 31139 and 49 CFR part 387.
19. The State will include, in the training manual for the licensing examination to drive a non-CMV and the training manual for the licensing examination to drive a CMV, information on best practices for safe driving in the vicinity of noncommercial and commercial motor vehicles.
20. The State will conduct comprehensive and highly visible traffic enforcement and CMV safety inspection programs in high-risk locations and corridors.
21. The State will ensure that, except in the case of an imminent or obvious safety hazard, an inspection of a vehicle transporting passengers for a motor carrier of passengers is conducted at a

bus station, terminal, border crossing, maintenance facility, destination, or other location where motor carriers may make planned stops (excluding a weigh station).

22. The State will transmit to its roadside inspectors the notice of each Federal exemption granted pursuant to 49 U.S.C. § 31315(b) and 49 CFR 390.32 and 390.25 as provided to the State by FMCSA, including the name of the person granted the exemption and any terms and conditions that apply to the exemption.
23. Except for a territory of the United States, the State will conduct safety audits of interstate and, at the State's discretion, intrastate new entrant motor carriers under 49 U.S.C. § 31144(g). The State must verify the quality of the work conducted by a third party authorized to conduct safety audits under 49 U.S.C. § 31144(g) on its behalf, and the State remains solely responsible for the management and oversight of the activities.
24. The State willfully participates in the performance and registration information systems management program under 49 U.S.C. § 31106(b) not later than October 1, 2020, or demonstrates to FMCSA an alternative approach for identifying and immobilizing a motor carrier with serious safety deficiencies in a manner that provides an equivalent level of safety.
25. In the case of a State that shares a land border with another country, the State may conduct a border CMV safety program focusing on international commerce that includes enforcement and related projects or will forfeit all MCSAP funds based on border-related activities.
26. In the case that a State meets all MCSAP requirements and funds operation and maintenance costs associated with innovative technology deployment with MCSAP funds, the State agrees to comply with the requirements established in 49 CFR 350.319 and 350.329

Date 7-8-16

Signature J. W. Inally

Annual Certification of Compatibility

In accordance with 49 C.F.R., Parts 350.331, as Secretary for the Department of Safety and Homeland Security for the State of Delaware, I do hereby certify that the State of Delaware performed an annual review of the state's commercial motor vehicle laws and as a result of that review the state's commercial motor vehicle laws remain compatible with appropriate parts of the Federal Motor Carrier Safety Regulations (FMCSR) and the Federal Hazardous Materials Regulations (FHMR) as follows:

INTERSTATE MOTOR CARRIERS

Delaware adopted the Hazardous Materials Regulations on July 5, 1979 as Title 29, Sections 8223 thru 8230, known as the "Hazardous Materials Transportation Act of 1979". This law authorized the State Police to enforce 49 CFR Parts 171 through 180. The state automatically adopts any change 30 days after publication of a "Final Rule" if no one within the state has asked for a public hearing.

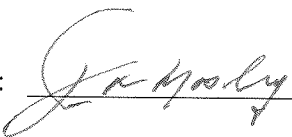
On July 19, 1985, Governor Michael N. Castle signed legislation adopting the Federal Motor Carrier Code of Regulations of the United States Code; more specifically, Title 49, Chapter III Subchapter B, Part 390, Part 391, Part 392, Part 393, Part 395, Part 396, and Part 397.

Delaware adopted the Federal Motor Carrier Safety Regulations as Chapter 47 of our Motor Vehicle Code. This Chapter applies to common carriers engaged in both interstate and intrastate commerce.

INTRASTATE MOTOR CARRIERS

Delaware adopted the Federal Motor Carrier Safety Regulations as Chapter 47 of our Motor Vehicle Code. This Chapter applies to common carriers engaged in both interstate and intrastate commerce. In 1987, the Delaware Legislature passed S.B. 181, which, in part, changed the adopted wording of the FMCSR to read 26,000 lbs. or less from 10,000 lbs. or less, thereby changing the definition of the commercial motor vehicle to which the MCSAP enforcement would apply. This change was made to bring all definitions in conformity with the Highway Safety Act of 1986. This change was further amended in 2004 with S.B. 191. This legislation changed the adoption wording to exempt only intrastate carriers with a gross vehicle weight rating of 26,000 lbs or less from the FMCSRs. In 1988, the Delaware Legislature passed H.B. 452 which eliminated the mandatory annual physical examination required for intrastate operators of trucks weighing over 26,000 lbs., where, (1) those operators had been employed as such prior to Delaware's adoption of the Federal regulation of July 19, 1985 and (2) the operator has not incurred three serious moving traffic violations since Delaware's adoption of the Federal regulations.

Signature: _____



Date: _____

7-8-16

New Laws and Regulations Certification Statement

In accordance with 49 C.F.R. 350.213(m) requiring a copy of any new law or regulation or policy effecting Commercial Motor Vehicle safety that was adopted by a state since the last submitted CVSP I hereby certify that I have completed a review of new laws, regulations and policy and found no related items enacted since completion of the State's prior year ECVSP submission.

Sgt Daniel Parks

Name

MCSAP Program Coordinator

Title

A handwritten signature in black ink, appearing to read 'Daniel Parks', written over a horizontal line.

Signature

07/18/2016

Date