

STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
DIVISION OF STATE POLICE
P.O. Box 430
DOVER, DELAWARE 19903

August 20, 2012

Richard H. Morse, Esquire
American Civil Liberties Union of Delaware
100 West 10th Street, Suite 603
Wilmington, DE 19801

RE: Freedom of Information Act Request

Dear Mr. Morse:

By e-mail dated July 30, 2012, you made a request under the Delaware Freedom of Information Act (FOIA) for records pertaining to Automatic License Plate Readers (ALPRs). In response to the numbered paragraphs in your request:

1. The Delaware State Police purchased three ALPR units in 2010 from ELSAG North American (a copy of the purchase order is enclosed) with funds provided by the Delaware Department of Transportation. According to DelDot's response to an identical FOIA request you made to that agency, "No federal funds were sought or used by {the Division of Motor Vehicles} for the purchase of license plate readers." Recently, the State Police has been approved for a \$250,000 federal grant to purchase ALPRs and associated software for the Motor Carrier Safety Program. Copies of records related to that federal grant are enclosed.
2. For the reasons stated in paragraph 1 above, the State Police do not have any records responsive to this request.
3. For the reasons stated in paragraph 1 above, the State Police do not have any records responsive to this request.
4. Enclosed is a copy of the Division's Automated License Reader Policy, which provides for "Access requests from outside agencies."
5. The State Police do not purchase or sell ALPR data to any entity, so the State Police do not have any records responsive to this request.
6. The State Police do not have any data sharing agreements with any agency of the federal government, so the State Police do not have any records responsive to this request.

Sincerely,

Col. Robert M. Coupe
Colonel Robert M. Coupe
Superintendent

Enclosures (3)



ELSAG North America

205 - H Creek Ridge Road
Greensboro, NC 27406

Duns # 196140821
Phone: 866-9MPH900 (967-4900)
Fax: 336-3797164

5/20/2010
QUOTATION

Delivered to:
Captain Mary Ann Papili
Delaware State Police
Information Support Services
PO Box 430
1441 N DuPont Hwy
Dover, DE 19901

Quotation valid until: July 19, 2010
Prepared by: Jason Laguarda
Projected Arrival Date: To be installed with MPH hardware

Model #	Description	Cost	Units	Amount
MPH-900 OPC	Operations Center software to facilitate communication between vehicles and server.	\$975	3	\$2,925.00
MPH-900INSTALL	Installation of Operations Center software to department provided server. Will be conducted installed at the same time as the MPH-900 system installations.	FREE	1	
Phone Support	24 Hour Telephone Support by qualified MPH-900 technicians			FREE
ON-SITE TRAINING	Included in the purchase of both transportable and permanent MPH-900 installations available in group and individual sessions.			FREE
TRAINING CENTER MEMBERSHIP	Unlimited access to ELSAG North America training classes held either in the field or at Company Facilities.			FREE
			TOTAL	\$2,925.00

Service Plan for goods and services provided by the above quote

Year	Fee	Hardware and Software	Due Date
Year I	Free	Hardware and Software	
Year II	\$204.50	Software Only	7/1//2011
Year III	\$204.50	Software Only	7/1/2012
Year IV	\$204.50	Software Only	7/1//2012
Beyond	\$204.50	Software Only	7/1/2013

Service Plan Includes:
• Software Updates
• Training/Service

Approval Signature: _____

Terms: Net 15 Days Receipt of Goods

AUTOMATED LICENSE PLATE READER POLICY

Purpose

The purpose of this policy is to establish guidelines for the use of Automated License Plate Readers (ALPR) by Delaware State Police personnel.

Definitions

- A. **Hot List**: All data entered into the hot list download (stolen plates, stolen vehicles, uninsured motorist info, etc.) via NCIC/DELJIS. Also referred to as "Target List"
- B. **Hot List Download**: The method, by which, the hot list data is transferred to the vehicle computer.
- C. **Authorized User**: Any member of the division approved by the Superintendent, Executive Staff, or their designee that has been trained in the use of the ALPR.

Overview

The ALPR uses specialized cameras and computers to quickly capture large numbers of license plate photographs and compares them to a list of plates of interest. The plates of interest are referred to as a "hot list." The Executive Staff shall determine the primary groups of vehicles or tags of interest (e.g. Identification of stolen vehicles or license plates, uninsured motorists, wanted or missing person, and/or active criminal investigations.) ALPR systems can identify a target plate within seconds of contact, allowing law enforcement to identify target vehicles that may otherwise be overlooked. ALPR systems record license plates they come in contact with recording the location, date, and time of each license plate read. The technology is available in both mobile systems mounted on police vehicles and fixed camera systems mounted on poles or on the roadside. Mobile ALPR systems are designed to allow officers to patrol at normal speeds while the system reads license plates within system range and alerts if there is a match to a pre-defined "hot or target list."

Policy Added: September 2010

Deployment

The mobile ALPR unit consists of one or more cameras which are normally mounted on brackets on the trunk of a patrol vehicle. Other vehicle mounting configurations may be used based on the availability of resources and the nature of the investigation. The Director of Information Technology will establish all deployment protocols. The ALPR cameras can be aimed to read license plates of vehicles ahead, on either side, or traveling in the opposite direction of the patrol vehicle. The images captured by the cameras are displayed on the in-car Mobile Data Computer (MDT), where they are automatically searched against the hot list data base. When a target plate is identified, an alert message and audible tone are displayed on the MDT.

Alerts, Verification, and Enforcement

An alert of the ALPR is a preliminary notification of a possible hit from the targeted list of vehicles. An alert received by the ALPR is **NOT** deemed probable cause to conduct a traffic stop. This does not preclude an authorized user from engaging in enforcement action if other probable cause exists. Authorized users acting solely on an ALPR alert are not to take any enforcement action until additional verifications take place.

These additional steps will include at a minimum:

- Visual verification that the license plate number and state match exactly
- Verify the status of the plate and/or vehicle in the NCIC and/or DELJIS databases

Hot List or Target List

The hot list database is updated daily and the hot list download is performed via a wireless data transmission function. The authorized user of the ALPR is not required to perform any type of manual download to have the most current and updated hot list. The Director of Information Technology will be responsible for establishing daily system updating.

The ALPR database can be amended by the authorized user at any time, by inputting the necessary information directly into the MDT application. This type of updating will allow the ALPR to scan for plates which were not in the database at the start of the shift, such as Amber Alert, BOLOs, or tags of interest received during the shift. It is important to note that if an entry is manually inputted into the system, that only the users system will scan for the tag information. The manually inputted information is not shared or transmitted to other ALPR user systems. Authorized users shall only input license plate data that is part of a bona fide investigation or already identified in the target list.

Authorized users inputting their own tag data will be required to provide electronic justification for each entry. These entries will be electronically tracked and archived for a minimum period of one year.

Data Retention, Access, and Dissemination

Data will be stored and managed by the Director of Information Technology. Security, access, retention, archiving, and purging will be in accordance with this policy and standard operating procedures set forth by the Director of Information Technology as approved by the Executive Staff.

Retention

Data will be temporarily stored and available on the authorized user's MDT. Information Technology will automatically download and purge the data from the MDT on a schedule set forth by Information Technology based on system operational parameters. This frequency of the download and purging of data on the MDT should not exceed ten (10) days. During the temporary retention period, the authorized user may review hits or alerts registered by their MDT. Review or search of other data temporarily retained on the MDT will require electronic verification of the reason for the search (i.e. Robbery, in progress crime) Any data obtained may be disseminated in accordance to this policy. All inquiries will be electronically logged and archived for no less than one (1) year.

Data that is downloaded from mobile units will be actively retained in a database maintained and secured by Information Technology for a period of one year. After a period of one year, data will then be retained in an archive database for up to five (5) years depending on system storage capacity.

Access

Any authorized member of the Delaware State Police conducting an active investigation may have access to the retained data. Authorized members will be required to verify their identity and purpose of the inquiry according to system protocols. The Director of Information Technology shall establish protocols to ensure that all database inquiries are recorded and archived for a period of no less than one (1) year.

Normal inquiries will only search the active year database. Inquiries greater than one year will require approval from a commissioned officer and be made to the Director of Information Technology or their designee. Each separate investigation shall require special authorization. The Director of Information Technology, upon receiving proper authorization, shall permit access to archived data according to system protocols.

All results of inquiries are to be documented by the investigator in the incident report.

Authorized users shall not disseminate information from ALPR mobile units, or the databases, outside the Delaware State Police.

Images and/or data that may be of evidentiary value may be downloaded to a media approved by Information Technology and retained by the investigator until the investigation is fully adjudicated. After the case has been adjudicated the media containing ALPR downloaded data or images will be disposed of in accordance to divisional policy.

Access requests from outside agencies

All requests are to be in writing (or electronic e-mail) to the Director of Information Technology, or designee, and be authorized by a commissioned officer of the requesting agency. The request must contain an incident complaint number and the recipient of the information must agree that the data will not be disseminated outside their agency. The Director of Information Technology shall maintain a log, either written or electronic, of all inquiries.

Exigent circumstances: In the event of an exigent circumstance (e.g. Robbery, Homicide, Abduction, Amber Alert etc) Trooper's may access data retained on their respective MDT with the approval of the on-duty supervisor. All inquiries for other agencies will be documented in an "Assist Other Agency" paper report (Not a Field Service Report). This report will document the exigent circumstance, name of approving supervisor, and the complaint number of the requesting agency.

Audit

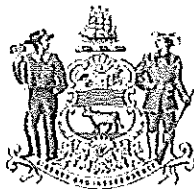
The Director of Information Technology shall conduct an audit annually to ensure that archiving and purging requirements have been met. In addition, the Director shall, at least bi-annually, randomly audit inquiries made by authorized members of the division to ensure compliance with this policy.

Training

Only trained authorized members of the division shall operate the ALPR systems. Training requirements shall be established by the Director of Information Technology.

Maintenance

Mobile ALPR systems will be installed in vehicles as determined by the Operations Major or his designee. Information Technology will be responsible for the installation and maintenance of the server, mobile computer systems, and related software. Any damage to the ALPR system should be reported immediately according to established divisional policy. ALPR equipment should be cleaned and maintained according to the manufacturer's recommendations. At the conclusion of the users shift, the camera's are to be removed and stored in the cases that are provided with the unit. This would also apply, if the unit will not be in operation for an extended period of time during the users shift (court, processing and arraigning prisoners, etc). It is imperative that the unit be turned off prior to any camera removal or internal maintenance to the unit.



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 29, 2012

The Honorable Lewis Schilliro, Secretary
Department of Safety and Homeland Security

Attention: Mark Dijiacomo
Shirley Killen

Dear Secretary Schilliro:

RE: SAI 12-05-02-07, Motor Carrier Safety Assistance Program (MCSAP)

The Office of Management and Budget and the State Clearinghouse Committee for Federal Aid Coordination have reviewed your request for federal funds in the amount of \$778,399 to be used for the above referenced project.

The proposed use of these funds is consistent with the 2011 Delaware Strategies for State Policies and Spending. The State Clearinghouse Committee approved your request at its May 29, 2012 meeting.

Any positions allocated as a result of this federal funding must be established and filled as limited term. In the event of a (re)classification of the position(s) listed in your proposal, such (re)classification must follow existing personnel policies and procedures and the Budget Act governing such action.

Your department is reminded that requirements under Federal OMB Circular A-133, concerning the cost of audits of federal programs must be taken into consideration and borne by the recipient of federal funds.

The Federal Funding Accountability and Transparency Act ("FFATA") requires prime awardees of federal grants to report information on first-tier subawards over \$25,000 to www.fsrs.gov. It is the awarded agency's responsibility to ensure that FFATA reporting requirements are met.

Approval of this request for federal funds should in no way be interpreted as an indication of the State's intent to provide funding for this project, or the positions associated with this project, at any time should federal funds no longer be available.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann S. Visalli".

Ann S. Visalli
Director

OFFICE OF THE DIRECTOR
122 WILLIAM PENN STREET • THIRD FLOOR • DOVER, DE 19901
PHONE: (302) 739-4204 • FAX: (302) 739-3342 • WWW.OMB.DELAWARE.GOV

Joyce McCormick

From: Richard Morse
Sent: Tuesday, September 04, 2012 3:22 PM
To: Joyce McCormick
Subject: FW: FOIA / ALPR Grant
Attachments: PRISM.pdf

To license plate FOIA materials.

From: Harrison Pamela R (DSP) [<mailto:Pamela.Harrison@state.de.us>]
Sent: Thursday, August 23, 2012 9:56 AM
To: Richard Morse
Cc: Tupman Michael (DOJ); Paige James (DSP)
Subject: FOIA / ALPR Grant

Mr. Morse - on August 20, 2012, I sent you, by email and hard copy, our response to your FOIA request concerning Automatic License Plate Readers. Attached is the grant that was referred to in the letter. If you have any questions, please feel free to email me or call me at 739-5911. Thank you.

STATE OF DELAWARE
SINGLE POINT OF CONTACT – SPOC
INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
Office of Management and Budget
 Haslet Building, 3rd Floor, Dover, Delaware 19901
 (302) 739-4206

SAI 96763

1. STATE APPLICATION IDENTIFIER:

11-06-06-01

Project 0/0 2899

SPOC use ONLY

Month

Reviewer

CC's

2. Applicant Project Title: Motor Carrier Safety Assistance Program FY 2011

3. Applicant Department: Dept. of Safety & Homeland Security

4. Applicant Division/APU: Delaware State Police

5. Applicant Address: P.O. Box 430, Dover, Delaware 19903

6. Contact Person: Mark DiIacomo / Shirley Killen

7. Contact Person's Phone Number: 302-378-5230

8. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)

9. Federal Grantor Department: Department of Transportation

10. Federal Sub-Agency: PRISM

11. Federal Contact Person: Tom Lawler

12. Phone Number: (202) 366-3866

13. Address: 300 South New Street, Suite 1105, Dover, DE 19904-6726

14. Federal Program Title:

Performance and Registration Information Systems Management (PRISM)

15. FEDERAL CATALOG NO:
(CFDA)

20

231

16. Project Description:

Delaware State Police Motor Carrier Safety Assistance Program (MCSAP) is applying for PRISM grant funds to purchase license plate readers to scan the license plates of commercial vehicles on Delaware highways.

17. Will funds be utilized for any technology initiatives? ☒ Yes No If so, Business Case Number and brief project summary:

20111719_01_01 Provide ALPR cameras, fixed and portable (mobile mounted) to assist in detecting "out of service" commercial vehicles operating on DE highways.

18. Measurable Objectives:

a. What were last year's objectives?

This is first year De State Police has applied for this grant.

b. Were these objectives met? (If not, please explain why)

c. What are this year's objectives?

The State Police are requesting funding for technology, including necessary hardware and software needed to implement the use of three license plate readers into its motor carrier program. With the use of these readers State Police will be able to detect large trucks and commercial vehicles that have been listed as stolen, that are violating federal out-of-service orders, that are violating registration and insurance laws, and identify owner / operators that are listed in the PRISM database as out-of-service and violating driver license laws.

(If more space is needed, please attach a separate sheet of paper)

19. Grant Period: From: 02/01/2011 To: 09/30/2012	20. How many years has this project been funded: 0	21. If the project was funded last year, how much federal money was awarded?
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22. Source of funding for this application:	Dollars
a. Federal grant	\$250,000.00
b. Other federal funds (Specify source of funding)	
c. Required state contribution (Specify source of funding)	
d. Discretionary state contribution (Specify source of funding)	
e. Required local contribution (Specify source of funding)	
f. Other non- federal funds (Specify source of funding)	
TOTAL	\$250,000.00

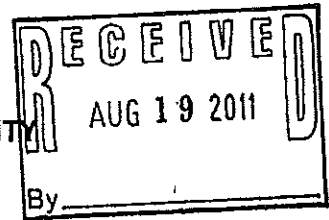
23. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits				
Personal or Contractual Services	\$36,000.00			\$36,000.00
Travel				
Supplies & Materials				
Capital Expenditures	\$150,000.00			\$150,000.00
Audit Fees				
Indirect Costs				
Other <i>Software Contract</i>	\$64,000.00			\$64,000.00
TOTAL	\$250,000.00			\$250,000.00

24. How many positions are required for the project? (Exclude casual/seasonal employees)			
Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds			
Paid for out of General Funds			
Paid for out of state special funds			
Paid for out of bond/local/other funds			
TOTAL			000

25. PLEASE NOTE: On a separate piece of paper, please give position number, grade, yearly salary and percent of funding (federal, state, local, other) and the full-time equivalent for all positions required. Please identify the new positions by placing an asterisk before the position title. If this grant funds positions within other departments, divisions and/or offices, please list them. If a position has been reallocated to or from another grant please indicate the grant source.



STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
P.O. BOX 818
DOVER, DELAWARE 19903-0818
Phone: (302) 744-2680
Fax: (302) 739-4874



TO: Secretary Lewis Schiliro
FROM: Irene E. McDonald
RE: MCSAP PRISM Grant
DATE: 08/08/2011

Recommendation:

Approve/Disapprove: *[Signature]* 537 Date: 08-08-11
Sergeant Mark A. DiIacomo

Explanation/Comments: Delaware State Police Motor Carrier Safety Assistance Program (MCSAP) is applying for Performance and Registration Information Systems Management (PRISM) funds. Funds will be used to purchase license plate readers to scan license plates of commercial vehicles on Delaware highways.

Approve/Disapprove: *[Signature]* 849 Date: 8/18/11
Major Melissa Zebley, Adm. Off. - Budget

Explanation/Comments: _____

Approve/Disapprove: *[Signature]* 594 Date: 8/12/11
Col. Robert M. Coupe, Superintendent

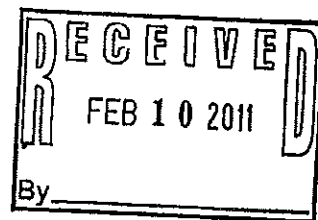
Explanation/Comments: _____

Approved/Disapproved: *[Signature]* Date: 8-24-11
Lewis D. Schiliro, Cabinet Secretary

"To Promote and Protect the Safety of People and Property in Delaware"



STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
P.O. BOX 818
DOVER, DELAWARE 19903-0818
Phone: (302) 744-2680
Fax: (302) 739-2512



TO: Secretary Lewis D. Schilliro
FROM: Colonel Robert M. Coupe
RE: MCSAP Grant
DATE: February 2, 2011

Recommendation:

Approve/Disapprove: Major Nathaniel McQueen
Name, Title

Major Nathaniel McQueen 782

Date: 02/02/2011

Explanation/Comments:

Approve/Disapprove: Colonel Robert M. Coupe
Name ; Title

Date: 02/09/11

Explanation/Comments:

Col. Robert M. Coupe 594

Approve/Disapprove: _____
Name, Title

Date: _____

Explanation/Comments:

Approved/Disapproved: _____

Lewis D. Schilliro, Cabinet Secretary

[Signature]

Date: 2-16-11

DELAWARE STATE POLICE
Motor Carrier Safety Assistance Program
P.O. Box 430
Dover, Delaware 19903

January 17, 2011

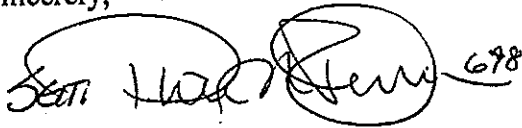
The Honorable Lewis D. Schiliro, Secretary
Delaware Department of Safety and Homeland Security
Public Safety Building
303 Transportation Circle
P.O. Box 818
Dover, Delaware 19903

Dear Secretary Schiliro:

The Delaware State Police Motor Carrier Safety Assistance Program (MCSAP) is applying for PRISM grant funds to purchase license plate readers to scan the license plates of commercial vehicles on Delaware highways. With the implementation of Federal Motor Carrier's Safety Administration's Comprehensive Safety Analysis 2010, it is anticipated that commercial carriers will undergo an increased number of focused safety audits resulting in an increase in the number of carriers being placed out of service for safety issues. We intend to deploy the license plate readers on MCSAP vehicles to detect these out of service carries roadside.

This grant is fully funded, requiring no state matching funds. I am requesting your signature on the attached pages as Agency Head for the Department of Safety and Homeland Security. If you have any questions, please contact me at (302) 378-5230.

Sincerely,



Sergeant Philip N. Strohm
Commercial Motor Vehicle Administrator
Enforcement Unit

Attachment

**DELAWARE STATE POLICE
MOTOR CARRIER SAFETY ASSISTANCE PROGRAM
2011 PRISM GRANT LETTER OF INTENT**

INTRODUCTION

The Delaware State Police is the primary agency responsible for enforcing the Federal Motor Carrier Safety Regulations and laws pertaining to the regulation of all Commercial Motor vehicles and large trucks. The unit's goal is to reduce the number of crashes and fatalities involving large trucks and commercial motor vehicles. This is accomplished in large part by deploying MCSAP inspectors in identified high crash corridors and conducting strict enforcement of State and Federal laws combined with an inspection.

The Delaware State Police Commercial Vehicle Enforcement Unit, CVEU, is required to report information to the Federal Motor Carrier Safety Administration regarding enforcement of FMCSA regulations and Commercial Motor vehicle inspections. The Delaware State Police is constantly looking for ways to integrate technology into its Motor Carrier Safety Assistance Program to improve effectiveness and efficiency accomplishing its goals and objectives.

QUALITY IMPROVEMENTS

The Delaware State Police is committed to a partnership with the Federal Motor Carrier Safety Administration, FMCSA, in accomplishing goals of reducing the number of crashes and fatalities involving large trucks and Commercial Motor vehicles. Delaware has implemented PRISM and follows PRISM Law Enforcements requirements. The state is looking to expand its PRISM capabilities. Currently the members of Delaware's Commercial Vehicle Enforcement Unit have been trained and routinely search PRISM data bases through Query Central and NLETS to identify vehicles and drivers that are operating under a Federal Out-Of-Service order while conducting roadside inspections. Through the incorporation of License Plate Readers, LPR's, the state will improve the identification of vehicles operating both under an Out-Of-Service order and vehicles targeted for inspection by FMCSA, by searching license plates read by the readers and comparing them to the PRISM targeted vehicle files.

OBJECTIVES

The state of Delaware is requesting funding for technology, including necessary hardware and software needed to implement the use of three license plate readers into its motor carrier program.

**DELAWARE STATE POLICE
MOTOR CARRIER SAFETY ASSISTANCE PROGRAM
2011 PRISM GRANT LETTER OF INTENT**

1. With the use of license plate readers the State Police Commercial Vehicle Enforcement officers will primarily target large trucks and commercial motor vehicles that are violating federal out-of-service orders and PRISM targeted vehicles for inspection.
2. With the use of license plate readers the officers will target large trucks and commercial motor vehicles that are violating registration and insurance laws.
3. With the use of license plate readers, officers will be able to detect large trucks and commercial vehicles that have been listed in the stolen motor vehicle files.
4. With the use of license plate readers officers will be able to identify owner / operators of large trucks and commercial vehicles that are listed in the PRISM database as out-of-service and violating driver license laws.

PROGRAM STRATEGY

Secure the appropriate funding required to purchase three license plate readers, related hardware and software, and maintenance contracts. The three locations described below reflect three high truck volume areas within the state.

1. As a pilot phase, Delaware intends to implement one portable License Plate Reader (LPR) on a State Police MCSAP vehicle car to electronically screen commercial vehicle's license plates, which have been identified as "Targeted" or have Federal or State "Out of Service Order" status. This LPR, related software and hardware would create a mobile LPR system. Primarily, this vehicle would be incorporated into the MCSAP program and deployed along the I-95 corridor, but would be capable of deployments statewide as needed. Working along the interstate, commercial vehicles will be scanned and compared to vehicles that are listed in the PRISM database as targeted for inspection and violating out-of-service orders.
2. After the success of the pilot phase, the state intends to install fixed LPR and USDOT Number Reader technology to screen commercial vehicles and motor carriers credentials and status at a Virtual Weigh Station, VWS. The area of State Route 1, near Smyrna, Delaware, has been identified for the first fixed VWS. Size and Weight Enforcement officers will work the VWS as they scan commercial

**DELAWARE STATE POLICE
MOTOR CARRIER SAFETY ASSISTANCE PROGRAM
2011 PRISM GRANT LETTER OF INTENT**

vehicles for vehicles listed in the PRISM database as targeted for inspection and violating out-of-service orders. Since this location is proximate to the state's scale house in Blackbird, Delaware, officers will have the ability to escort those commercial vehicles identified as targeted or out-of-service, to the scale house for further investigation. Other associated costs, such as WIM's and related hard/software, necessary to construct the VWS will be handled through a separate CVISN funding source.

3. The third LPR would also be a fixed LPR and would be deployed in the area of the state's Middletown scale house. Common by-pass routes are being identified around the Middletown scale house. The plan would be to install a second Virtual Weigh Station on one or more of these bypass routes. Size and Weight Enforcement officers will work the VWS as they scan commercial vehicles for vehicles listed in the PRISM database as targeted for inspection and violating out-of-service orders. Since these locations are identified bypass routes, any commercial vehicle that is identified as a targeted vehicle, or is identified as out-of-service, can be escorted to the Middletown scale house for further investigation.

MONITORING

1. The MCSAP Supervisor will conduct monthly audits of the number of violations, PRISM database hits, and inspections, detected by the license plate readers to evaluate their effectiveness.
2. Keep a log of the number of PRISM hits, violations, arrests, and out-of-service inspections and report the results quarterly to FMCSA.

BUDGET

	Category	Description	Amount
1	Equipment	2 fixed, 1 portable LPR units	\$150,000
2	Contractual	Extended 5-year warranty on LPR cameras	\$36,000
3	Software	Screening software / licenses	\$64,000
	Total cost		\$250,000

**DELAWARE STATE POLICE
MOTOR CARRIER SAFETY ASSISTANCE PROGRAM
2011 PRISM GRANT LETTER OF INTENT**

CONCLUSION

The State of Delaware is striving to improve daily operations in detecting and enforcing violations of Federal out-of-service orders and identifying drivers and vehicles that are a hazard on the roadways. Through the advancement of technology the state will become more efficient in identifying those vehicles targeted in PRISM for inspection and those carriers who continue to operate after being placed out-of-service. By incorporating license plate readers, Commercial Vehicle Enforcement Inspectors will be able to detect and target those violators while patrolling high volume roadways in an efficient manner. The result being safer roads with fewer crashes, as these high risk carriers are removed from the roads. By integrating the enforcement of dangerous moving violations with information from PRISM database information to combine real-time poor driving behavior, such as speeding, following too close, etc., with poor historical safety practices from PRISM database information, such as high Safestat scores, failure of safety audits, and failure to pay fines, the state expects to increase overall highway safety.

Grant Application Package

Opportunity Title:	FY 2011 PRISM Grant
Offering Agency:	DOT/Federal Motor Carrier Safety Administration
CFDA Number:	20.231
CFDA Description:	Performance and Registration Information Systems Manage
Opportunity Number:	FM-PZG-11-001
Competition ID:	FM-PZG-11-001-011897
Opportunity Open Date:	09/15/2010
Opportunity Close Date:	02/01/2011
Agency Contact:	Tom Lawler PRISM Program Manager E-mail: tom.lawler@dot.gov Phone: 202-366-3866

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Prism Grant - MCSIP, DE

Mandatory Documents

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Move Form to
Complete

Move Form to
Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
Grants.gov Lobbying Form
Budget Information for Non-Construction Program
Assurances for Non-Construction Programs (SF-424)
Attachments

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Move Form to
Submission List

Move Form to
Delete

Optional Documents for Submission

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Instructions

- Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- Click the "Save & Submit" button to submit your application to Grants.gov.
 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision		* If Revision, select appropriate letter(s): * Other (Specify): 																	
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: 																			
5a. Federal Entity Identifier: 			5b. Federal Award Identifier: 																		
State Use Only:																					
6. Date Received by State: 		7. State Application Identifier: 																			
8. APPLICANT INFORMATION:																					
* a. Legal Name: Department of Safety and Homeland Security, Delaware																					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 516-00-0279			* c. Organizational DUNS: 0057547210000																		
d. Address:																					
<table style="width: 100%;"><tr><td style="width: 15%;">* Street1:</td><td> 1441 N. DuPont Hwy </td></tr><tr><td>Street2:</td><td> </td></tr><tr><td>* City:</td><td> Dover </td></tr><tr><td>County/Parish:</td><td> </td></tr><tr><td>* State:</td><td> DE: Delaware </td></tr><tr><td>Province:</td><td> </td></tr><tr><td>* Country:</td><td> USA: UNITED STATES </td></tr><tr><td>* Zip / Postal Code:</td><td> 19903-0430 </td></tr></table>						* Street1:	1441 N. DuPont Hwy	Street2:		* City:	Dover	County/Parish:		* State:	DE: Delaware	Province:		* Country:	USA: UNITED STATES	* Zip / Postal Code:	19903-0430
* Street1:	1441 N. DuPont Hwy																				
Street2:																					
* City:	Dover																				
County/Parish:																					
* State:	DE: Delaware																				
Province:																					
* Country:	USA: UNITED STATES																				
* Zip / Postal Code:	19903-0430																				
e. Organizational Unit:																					
Department Name: Safety and Homeland Security			Division Name: State Police																		
f. Name and contact information of person to be contacted on matters involving this application:																					
Prefix: Sergeant		* First Name: Philip																			
Middle Name: 																					
* Last Name: Strohm																					
Suffix: 																					
Title: NCOIC, Commercial Motor Vehicle Enforcement																					
Organizational Affiliation: Delaware State Police																					
* Telephone Number: 302-378-5230		Fax Number: 302-378-5231																			
* Email: philip.strohm@state.de.us																					

Application for Federal Assistance SF-424

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

DOT/Federal Motor Carrier Safety Administration

11. Catalog of Federal Domestic Assistance Number:

20.231

CFDA Title:

Performance and Registration Information Systems Management

*** 12. Funding Opportunity Number:**

FM-PZG-11-001

*** Title:**

FY 2011 PRISM Grant

13. Competition Identification Number:

FM-PZG-11-001-011897

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

State of Delaware's portable License Plate Reader project.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

ATTACHMENTS FORM

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

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

1) Please attach Attachment 1	Prism Grant Award Delaware_20	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	grant description.doc	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3		Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4		Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant **DE-000**b. Program/Project **DE-a11**

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

**17. Proposed Project:*** a. Start Date: **02/01/2011*** b. End Date: **09/30/2011****18. Estimated Funding (\$):**

* a. Federal	250,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	250,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach



21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

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

Authorized Representative:Prefix: **Mr.** * First Name: **Lewis**Middle Name: **D.*** Last Name: **Schiliro**Suffix: * Title: **Cabinet Secretary*** Telephone Number: **302-744-2680**Fax Number: **302-739-4874*** Email: **dee.rivardestate.de.us**

* Signature of Authorized Representative:

* Date Signed: **2-16-11**

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. FY2011 PRISM grant	20.231	\$	\$	\$ 250,000.00	\$	\$ 250,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 250,000.00	\$	\$ 250,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	FY2011 PRISM grant				
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment	150,000.00				150,000.00
e. Supplies					
f. Contractual	36,000.00				36,000.00
g. Construction					
h. Other	64,000.00				64,000.00
i. Total Direct Charges (sum of 6a-6h)	250,000.00				250,000.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 250,000.00	\$	\$	\$	\$ 250,000.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. FY 2011 PRISM Grant	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	\$

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

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. FY 2011 PRISM Grant	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

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

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	* TITLE Cabinet Secretary
* APPLICANT ORGANIZATION Department of Safety and Homeland Security, Delaware	* DATE SUBMITTED

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

* APPLICANT'S ORGANIZATION		
Department of Safety and Homeland Security, Delaware		
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE		
Prefix: Mr.	* First Name: Lewis	Middle Name: D.
* Last Name: Schiliro	Suffix:	
* Title: Cabinet Secretary		
* SIGNATURE: 	* DATE: 2-16-11	