



## **CONNECTICUT**

### ***Commercial Vehicle Safety Plan***

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

**Fiscal Years 2021 - 2023  
Annual Update FY 2022**

**Date of Approval: September 06, 2022**

**FINAL CVSP**



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

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to States to help reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved accidents, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

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

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

- Part 1: MCSAP Overview (FY 2021 - 2023)
- Part 2: Crash Reduction and National Program Elements (FY 2021 - 2023)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2021 - 2023)
- Part 4: Financial Information (FY 2022)
- Part 5: Certifications and Documents (FY 2022)

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

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit a 3-year plan or an Annual Update to a 3-year plan. As used within the eCVSP, the term 'State' means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

#### REMINDERS FOR FY 2022:

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

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

- If Yes is indicated selected, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan. (Note: Trend Analysis information that supports your current activities is not editable.) Answer carefully as there is only one opportunity to select "Yes" before the question is locked.
- If "No" is selected, then no information in this section will be editable and the user should move forward to the next section.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2021 plans. States must carefully review and update this information to reflect FY 2022 activities prior to submission to FMCSA. The financial information and certifications will be updated each fiscal year.

- Any information that is added should detail major programmatic changes. Do not include minor modifications that reflect normal business operations (e.g., personnel changes).
- Add any updates to the narrative areas and indicate changes by preceding it with a heading (e.g., FY 2022 update). Include descriptions of the changes to your program, including how data tables were modified.
- The Trend Analysis areas in each section are only open for editing in Year 1 of a three-year plan. This data is not editable in Years 2 and 3.

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

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

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

**Part 1 Section 2 - Mission/Goal Statement**

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

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

**Instructions:**

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

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

Connecticut Department of Motor Vehicles

Our Mission and Vision

Mission: The mission of the Connecticut Department of Motor Vehicles is to promote and advance public Safety, Security and Service through the regulation of drivers, their motor vehicles and certain motor vehicle-related businesses.

Vision: Our vision is to always evolve as an organization; to employ new and innovative measures and strategies that improve customer service, enhance the security of credentials, foster staff development and satisfaction, streamline agency procedures, and promote clear and timely communication.

Commercial Vehicle Safety Division

Motor Carrier Unit

\*Safety is what we do every day.\*

To reduce the number and severity of; accidents, fatalities, and injuries involving commercial motor vehicles and hazardous materials incidents through consistent, uniform, and effective commercial motor vehicle safety programs.

Goal: With Connecticut's 2019 fatality rate of .073 that is less than half the national average of .161, we will strive to maintain our lower than national average percentage and reduce its total number of crashes and reduce our total number of crashes annually by two percent.

### Part 1 Section 3 - MCSAP Structure Explanation

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

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

#### Instructions:

Answer the questions about your grant activities and briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant. Please do not include activities or expenses associated with any other FMCSA grant program.

Complete the check boxes below if they affirmatively apply to this CVSP:

- ☐ Initiatives involving "rural roads" are specifically included in this CVSP.
- ☐ The State has voluntarily submitted an annual Training Plan to the National Training Center (NTC).

The Connecticut Department of Motor Vehicles, Commercial Vehicle Safety Division (CVSD) continues as this State's MCSAP lead agency. As the State's lead agency, partnering with the Federal Motor Carrier Safety Administration (FMCSA), Connecticut Department of Transportation (ConnDOT) and the Department of Emergency Services and Public Protection, Division of State Police (CSP) as well as a number of local municipalities, our common goal is to reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles. Inasmuch as the primary function of the CVSD is the stopping of commercial vehicles for the purpose of inspecting the vehicle, its driver and its load, we are firmly committed to our highway safety goals and ensuring that the highways of Connecticut are safe for the motoring public. We remain confident that Connecticut will execute a well thought out and comprehensive Commercial Vehicle Safety Plan (CVSP) that will significantly improve motor carrier safety.

All personnel (75) performing roadside inspections submit those inspections to CVSD for uploading into the Federal database. All State and Local (CSP, CVSD and Avon PD) complete their inspections electronically (Inspect) and upload those inspections wirelessly. All personnel are trained and certified by the CVSD in accordance with Connecticut State statutes (Connecticut General Statutes (CGS) 14-163c) and regulations (Regulations of Connecticut State Agencies (RCSA) 14-163c-1, 2, 4 through 12 inclusive) and their respective departments have written MOUs with CVSD.

All participating agencies conduct roadside inspections, complete Driver/Vehicle Examination Reports and file those reports with the CVSD. As previously noted all reports are uploaded electronically. CVSD performs the data entry of the limited number of hand written reports, monitoring all DataQs, certifies all reports, sends out second notices for delinquent reports and suspends the registrations of those vehicles cited in the delinquent reports that are non-compliant.

CVSD deploys three truck teams: East, West and Evening in areas across the State for maximum coverage. CVSD schedules include, at a minimum, three days per month for level III driver focused inspections, weekly traffic enforcement (TE) days, two HM days and two destination inspection details. All personnel will include checks for: safety belts; drugs and alcohol; operating authority (as applicable); violations of Federal OOS orders; and proper and valid license status when conducting inspections.

In addition, to conducting nearly 80% of the Driver/Vehicle Examination Reports, which include CMV TE and motor coach terminal inspections, CVSD performs: New Entrant Safety Audits (SAs), the Internal Repair Audit Program (IRAP), Judicial Outreach Program (JOP), and educational contacts.

**Part 1 Section 4 - MCSAP Structure**

Please review your State's MCSAP structure information. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

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

**Instructions:**

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

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

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

| Lead Agency Information                                              |                                          |
|----------------------------------------------------------------------|------------------------------------------|
| Agency Name:                                                         | CONNECTICUT DEPARTMENT OF MOTOR VEHICLES |
| Enter total number of personnel participating in MCSAP activities    | 47                                       |
| <b>National Program Elements</b>                                     | <b>Enter # personnel below</b>           |
| Driver and Vehicle Inspections                                       | 47                                       |
| Traffic Enforcement Activities                                       | 47                                       |
| Investigations*                                                      | 4                                        |
| Public Education and Awareness                                       | 10                                       |
| Data Collection and Reporting                                        | 4                                        |
| * Formerly Compliance Reviews and Includes New Entrant Safety Audits |                                          |

| Subrecipient Information                                             |                                |
|----------------------------------------------------------------------|--------------------------------|
| Agency Name:                                                         |                                |
| Enter total number of personnel participating in MCSAP activities    | 0                              |
| <b>National Program Elements</b>                                     | <b>Enter # personnel below</b> |
| Driver and Vehicle Inspections                                       | 0                              |
| Traffic Enforcement Activities                                       | 0                              |
| Investigations*                                                      | 0                              |
| Public Education and Awareness                                       | 0                              |
| Data Collection and Reporting                                        | 0                              |
| * Formerly Compliance Reviews and Includes New Entrant Safety Audits |                                |

| Non-funded Agency Information             |    |
|-------------------------------------------|----|
| Total number of agencies:                 | 2  |
| Total # of MCSAP Participating Personnel: | 28 |

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2021 - 2023 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

**Note:** For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures. Such measures include roadside inspections, traffic enforcement activity, investigation/review activity, and data quality by quarter for the most recent five fiscal years using the Activity Dashboard on the A&I Online website. The Activity Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <https://ai.fmcsa.dot.gov>. A user id and password are required to access this system.

*In addition, States can utilize other data sources available on the A&I Online website as well as internal State data sources. It is important to reference the data source used in developing problem statements, baselines and performance goals/objectives.*



## Part 2 Section 2 - CMV Crash Reduction

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

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

The primary mission of the Federal Motor Carrier Safety Administration (FMCSA) is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing commercial motor vehicle (CMV) related crashes.

### Trend Analysis for 2015 - 2019

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

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

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

### ALL CMV CRASHES

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

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

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

Fatal & non-fatal crashes

| Measurement Period (Include 5 Periods) |            | Fatalities | Goal | Outcome |
|----------------------------------------|------------|------------|------|---------|
| Begin Date                             | End Date   |            |      |         |
| 01/01/2019                             | 12/31/2019 | 20         | 1231 | 1146    |
| 01/01/2018                             | 12/31/2018 | 29         | 1312 | 1256    |
| 01/01/2017                             | 12/31/2017 | 22         | 1611 | 1339    |
| 01/01/2016                             | 12/31/2016 | 28         | 1390 | 1644    |
| 01/01/2015                             | 12/31/2015 | 36         | 667  | 1418    |

**MOTORCOACH/PASSENGER CARRIER CRASHES**

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

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

**If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:**  
Fatal & non-fatal crashes

| Measurement<br>Period (Include 5 Periods) |            | Fatalities | Goal | Outcome |
|-------------------------------------------|------------|------------|------|---------|
| Begin Date                                | End Date   |            |      |         |
| 01/01/2019                                | 12/31/2019 | 2          | 271  | 208     |
| 01/01/2018                                | 12/31/2018 | 0          | 333  | 277     |
| 01/01/2017                                | 12/31/2017 | 3          | 391  | 340     |
| 01/01/2016                                | 12/31/2016 | 4          | 252  | 399     |
| 01/01/2015                                | 12/31/2015 | 5          | 71   | 257     |

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

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

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

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

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

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

| Measurement<br>Period (Include 5 Periods) |            | Fatalities | Goal | Outcome |
|-------------------------------------------|------------|------------|------|---------|
| Begin Date                                | End Date   |            |      |         |
| 01/01/2019                                | 12/31/2019 | 0          | 0    | 0       |
| 01/01/2018                                | 12/31/2018 | 0          | 0    | 0       |
| 01/01/2017                                | 12/31/2017 | 0          | 0    | 0       |
| 01/01/2016                                | 12/31/2016 | 0          | 0    | 0       |
| 01/01/2015                                | 12/31/2015 | 0          | 0    | 0       |

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

Data Sources: A&I. MCMIS Large Trucks and Buses Involved in Fatal and Non-Fatal Crashes CY 2019, June 26, 2020 data snapshot, which includes crash records through February 29, 2020 and the 2018 State Level Commercial Motor Vehicle (CMV) Fatality Rate per 100 Million Total Vehicle Miles Traveled. PHMSA Incident Reports.

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

Connecticut's CMV Fatality Rate per 100 million VMT: 2007-.09; 2008-.09; 2009-.05; 2010-.09; 2011-.05; 2012-.05; 2013-.071; 2014-.074; 2015-.127; 2016-.104; 2017-.083; and 2018-.098.

Outcomes are listed as a percentage (%) of change from previous year's total (fatal and non-fatal) truck crashes. While we grasp the seriousness of fatal crashes, due to the small number of fatal crashes, Connecticut uses the total (fatal and non-fatal) truck crash numbers when stating our goals and calculating the actual outcomes. This larger number provides for a more statistically relevant number for us to evaluate.

Calendar years: 2008 - 859; 2009 - 723 (-15.8%); 2010 - 700 (-3.18%); 2011 - 814 (16.29%); 2012 - 626 (-23.10%); 2013 - 754 (20.45%); 2014 - 680 (-9.81%); \*2015 - 1,418 (108.52%); 2016 - 1,644 (15.94%); 2017 - 1,339 (-18.55%); 2018 - 1,256 (-6.20%); and 2019 - 1,146 (-8.76%).

\*NOTE - 2015 saw the implementation of the State's newly required electronic crash report (PR-1) and a subsequent large up tick in crash reports submitted by cities and towns that were previously not reported. Many of these new reports do not appear to be reportable and the ConnDOT received a SaDIP grant to work on training for police officers throughout the State on the proper reporting of CMV crashes. The training was performed by UConn Transportation Safety Research Center. When conducting this training CVSD personnel assisted UConn instructors. In 2016 a number of cities and towns continued with training on the new system and by 2017 most were correctly entering their reportable CMV crashes.

Hazardous Materials: A review of the PHMSA Yearly Incident Summary Reports (highway) for the years 2015 through 2019 continue to show zero fatalities and zero injuries that required hospitalization. To that end the State has not identified a significant hazardous materials safety problem that warrants a specific state objective. The total number of incidents remains somewhat flat; 198, 251, 238, 257 and 276 respectively. Damages are flat as well; \$191,226 in 2015 to \$353,207 in 2019, except for the large spike in damages for 2017 and 2018, which resulted mainly from one incident in each of those years where a cargo tank rolled over releasing 1,750 gallons (heating oil) and 2,600 gallons (gasoline). Damages for those incidents were \$916,556 (88.57% of the 2017 year's total damages of \$1,034,871) and \$806,000 (70.51% of the 2018 year's total damages of \$1,143,148).

Regardless, trucks teams continue to be assigned twice per month to specific 'HM days' for a focus on hazardous materials transportation with a concentration on flammable, combustible and corrosive shipments as these three hazard classes represented 81.21% of the national incidents for 2019. Ultimately, the crash statistics, the PHMSA incident summary reports and the out-of-service rates demonstrate that there is no apparent issue with regards to hazardous material transportation. However, the nature of the product being transported requires us to maintain careful oversight on those motor carriers to ensure they continue safe operating practices. In addition, we have a several terminals (aka 'tank farms') located at a number of ports that supply fuel oils to consumers throughout the State and to surrounding States. We must be mindful of the security risk these terminals pose and continue to maintain a presence at these locations.

**Narrative Overview for FY 2021 - 2023****Instructions:**

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

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

Based on 2019 MCMIS crash data for all large truck and bus crashes occurring on Connecticut's roadways: for the 1,396 large truck and bus crashes (involving 1,423 vehicles) the majority of those crashes occurred during daylight hours between 6 am and 6 pm (1,041 crashes, 73.2%), Monday through Friday (1,242 crashes, 89.0%), on dry roads (1,061, 74.6%), with clear weather condition reported (1,160 crashes, 81.5%), and take place on two-way divided highways 725 with barriers and 112 without barriers (837, 58.8%). The majority of these large trucks and buses are greater than 26,000 pounds (1,156, 81.2%), have three or more axles (876, 61.6%), have van/enclosed body cargo areas (551, 38.7%), are non-domiciled carriers (789, 55.4%), and are interstate carriers (1,156, 81.2%). The majority of these

crashes (1,187, 83.4%) occur in three of our eight counties, Fairfield (415, 29.2%), Hartford (373, 26.2%) and New Haven (399, 28.0%); we need to focus in our high-crash corridors for large trucks with three or more axles operated Monday through Friday between 6 am and 6 pm. In 2018, Connecticut's fatality rate per 100 million total VMT is .098, which is less than the national average of .160. Connecticut must strive to maintain its lower than national average percentage and reduce its total number of crashes. Any collision involving a large truck or bus has the potential to be a fatal event.

**\*\*FFY 2022 UPDATE\*\***

**Connecticut's CMV Fatality Rate per 100 million VMT for 2019: .073, down from .098 in 2018.**

Based on 2020 MCMIS crash data for all large truck and bus crashes occurring on Connecticut's roadways: for the 1,279 large truck and bus crashes (involving 1,305 vehicles) the majority of those crashes occurred during daylight hours between 6 am and 6 pm (936 crashes, 73.2%), Monday through Friday (1,128 crashes, 88.2%), on dry roads (1,046, 81.8%), with clear weather condition reported (1,112 crashes, 86.9%), and take place on two-way divided highways 694 with barriers and 114 without barriers (808, 63.2%). The majority of these large trucks and buses are greater than 26,000 pounds (1,042, 81.5%), have three or more axles (853, 66.7%), have van/enclosed body cargo areas (509, 39.8%), are non-domiciled carriers (758, 59.3%), and are interstate carriers (1,075, 84.1%). The majority of these crashes (1,050, 80.5%) occur in three of our eight counties, Fairfield (350, 26.8%), Hartford (311, 23.8%) and New Haven (389, 29.8%); we need to focus in our high-crash corridors for large trucks with three or more axles operated Monday through Friday between 6 am and 6 pm. In 2019, Connecticut's fatality rate per 100 million total VMT is .073, which is less than half the national average of .161. Connecticut must strive to maintain its lower than national average percentage and reduce its total number of crashes. Any collision involving a large truck or bus has the potential to be a fatal event.

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

Data Source: MCMIS Large Trucks and Buses Involved in Fatal and Non-Fatal Crashes CY 2019, June 26, 2020 data snapshot, which includes crash records through February 29, 2020 and the 2018 State Level Commercial Motor Vehicle (CMV) Fatality Rate per 100 Million Total Vehicle Miles Traveled. **\*\*FFY 2020 UPDATE\*\*** Data Source: MCMIS Large Trucks and Buses Involved in Fatal and Non-Fatal Crashes CY 2019, June 26, 2021 data snapshot, which includes crash records through February 28, 2021 and the 2019 State Level Commercial Motor Vehicle (CMV) Fatality Rate per 100 Million Total Vehicle Miles Traveled.

**Projected Goal for FY 2021 - 2023:**

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

| Fiscal Year | Annual Crash Reduction Goals |
|-------------|------------------------------|
| 2021        | 1100                         |
| 2022        | 1078                         |
| 2023        | 1056                         |

Connecticut must strive to maintain its lower than national average percentage and reduce its total number of truck crashes annually by two percent.

**Program Activities for FY 2021 - 2023: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.**

Through the findings of the LTCCS's recognition of the driver as one of the major factors in 'crash causation', we will conduct CMV TE focusing on safety belt usage, distracted driving, reckless driving, speeding, following too close and unsafe lane changes, in all areas of the state as well as prior to and within the identified high crash areas. This CMV TE will be documented on Driver/Vehicle Examination Reports. In addition, we will perform random roadside inspections, focusing on the driver and provide a high visibility presence prior to or within the identified high crash areas.

Connecticut does not intend to include non-CMV TE as part of the CVSP. CVSD does not have the necessary staffing levels to assign personnel to this task while maintaining our levels of inspections. Personnel will conduct isolated stops at times when unsafe actions by the non-CMV driver are performed in the vicinity of a CMV and warrants immediate action.

Connecticut will assign several personnel from each of our truck teams to work in the identified high crash areas at least twice per week. This should result in approximately 144 hours of CMV TE weekly. Activities will take place M-F between 6 am and 6 pm and focus on drivers of CMVs greater than 26,000 pounds operating on interstates. All CMV TE performed will be documented on Driver/Vehicle Examination Reports.

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

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

Supervisors will schedule monthly high crash, TE and HM days accordingly. The MCSAP Coordinator will review monthly schedules submitted by supervisors to ensure high crash, TE and HM days have been scheduled. Those days will be noted in the quarterly reports.

## Part 2 Section 3 - Roadside Inspections

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

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

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2021 - 2023. The Trend Analysis area is only open for editing during Year 1 of a 3-year plan. This data is not editable during Years 2 and 3.

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

### Trend Analysis for 2015 - 2019

| Inspection Types               | 2015         | 2016         | 2017         | 2018         | 2019         |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
| Level 1: Full                  | 5833         | 5443         | 5034         | 4088         | 3807         |
| Level 2: Walk-Around           | 8968         | 7493         | 5853         | 5603         | 5501         |
| Level 3: Driver-Only           | 7759         | 7877         | 4546         | 7739         | 6176         |
| Level 4: Special Inspections   | 0            | 0            | 0            | 0            | 0            |
| Level 5: Vehicle-Only          | 676          | 711          | 691          | 695          | 616          |
| Level 6: Radioactive Materials | 0            | 0            | 0            | 0            | 0            |
| <b>Total</b>                   | <b>23236</b> | <b>21524</b> | <b>16124</b> | <b>18125</b> | <b>16100</b> |

### Narrative Overview for FY 2021 - 2023

#### Overview:

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

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

Note: The Inspections numbers are from the State's SAFETYNET files and reflect Federal Fiscal Years (FFY); October 1 - September 30.

Connecticut will perform Driver/Vehicle Inspections (aka inspections) at the levels noted in the activity projections listed below. All personnel will include checks for: safety belts; drugs and alcohol; electronic logs; operating authority (as applicable); violations of Federal OOS orders; and proper/valid license status (electronic check) when conducting inspections. These inspections will be done as specified in the other sections of this plan as they relate to crash reduction, TE, HM transportation and passenger-carrying vehicles. Ultimately, we will work to maintain or increase driver focused inspections at or above the 33% level.

When conducting inspections personnel have a number of ways of electronically checking electronic logs, operating authority, Federal OOS orders and licenses. Electronic logs – Personnel have e-Rods installed on their mobile data terminal laptops and have been trained in the use of e-Rods. Personnel have been directed to transmit logs of subject CMV drivers via web services so they may view the logs using the e-Rods. For those carriers that do not have the web services function in their ELD and have e-mail as their selected form of transmitting logs, our personnel have been trained to have them e-mail using the Inspector's "Official Safety Code". This results in the logs being e-mailed to web services and then personnel



can open the logs in the e-Rods. Personnel have been instructed not to e-mail logs to one's regular e-mail address (e.g. first.lastname@ct.gov). One of our difficulties using e-Rods is connectivity issues with the e-Rods application, which may result in more regular e-mail transmissions of subject CMV driver's logs. Operating Authority and Federal OOS Orders – Personnel have access to check both operating authority and Federal OOS orders through the FMCSA Portal/Query Central; CT CVIEW and Inspect (Iteris); and Nexgen (our computer aided dispatch (CAD) system). Nexgen has an interface with CT CVIEW. Licenses – Personnel verify license status through Nexgen that has access to the Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) that connects personnel to NCIC, NLETS and CT DMV license information. Additionally, CDLIS checks can be performed through the NLETS bridge that has been set up within COLLECT.

CVSD deploys three truck teams: East, West and Evenings in areas across the State for maximum coverage. Personnel on these teams work on CMV enforcement full-time and these teams represent approximately twenty-two FTEs. CVSD schedules include, at a minimum, three days per month for level III driver focused inspections, weekly TE days, two HM days per month and two destination inspection details per month. The Evening Team works primarily out of the five States weight and inspection stations.

Team supervisors will schedule details according to our objectives and review personnel's activities to ensure they are working to achieve our goals.

It must be noted that our inspection goals include the inspections conducted by the forty-one CSP certified personnel and the three certified local Officers. CSP and the local Police Departments do not receive any MCSAP Basic funding and their inspections do not show on the summary tab for the MCSAP Lead Agency and as such the table may not show the correct percentages for Connecticut's inspection goals. These agencies conduct roughly 1,580 level one inspections; 1,420 Non-Hazmat and 160 Hazmat. The table below shows the correct percentages for Connecticut's inspection goals.

#### Connecticut Inspection Goals/All Agencies/All Personnel

| Projected Goals for FY 2021 - Roadside Inspections |            |        |           |       |                     |
|----------------------------------------------------|------------|--------|-----------|-------|---------------------|
| Inspection Level                                   | Non-Hazmat | Hazmat | Passenger | Total | Percentage by Level |
| Level 1: Full                                      | 4000       | 250    | 100       | 4350  | 26.28%              |
| Level 2: Walk-Around                               | 4500       | 750    | 100       | 5350  | 32.33%              |
| Level 3: Driver-Only                               | 5950       | 100    | 300       | 6350  | 38.37%              |
| Level 4: Special Inspections                       |            |        |           | 0     | 0.00%               |
| Level 5: Vehicle-Only                              | 0          | 0      | 500       | 500   | 3.02%               |
| Level 6: Radioactive Materials                     | 0          | 0      | 0         | 0     | 0.00%               |
| Sub-Total Lead Agency                              | 14450      | 1100   | 1000      | 16550 |                     |

The inspection goals reflected are based on inspections performed during regular time and do not include any inspections performed as part of any other grant activities performed on overtime. The inspection numbers are typically larger due to inspection activities performed as part of several different grants; e.g. FHWA Oversize/Overweight grants, Dyed Fuel grants and FMCSA High Priority grants. As part of these overtime activities, CVSD and CSP personnel will perform inspections on those vehicles and/or drivers identified as needing inspections. These grants are not received every year and fluctuations obviously occur when we those activities are not conducted.

Moving forward, as law enforcement agencies continue with their hiring difficulties, Connecticut hopes to maintain its projected inspection numbers.

#### Projected Goals for FY 2021 - 2023

##### Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2021 - 2023. For FY 2022, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

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

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



**MCSAP Lead Agency****Lead Agency is:** CONNECTICUT DEPARTMENT OF MOTOR VEHICLES**Enter the total number of certified personnel in the Lead agency:** 47

| Projected Goals for FY 2022 - Roadside Inspections |              |             |             |              |                     |
|----------------------------------------------------|--------------|-------------|-------------|--------------|---------------------|
| Inspection Level                                   | Non-Hazmat   | Hazmat      | Passenger   | Total        | Percentage by Level |
| Level 1: Full                                      | 2500         | 250         | 100         | 2850         | 18.94%              |
| Level 2: Walk-Around                               | 4500         | 750         | 100         | 5350         | 35.55%              |
| Level 3: Driver-Only                               | 5950         | 100         | 300         | 6350         | 42.19%              |
| Level 4: Special Inspections                       |              |             |             | 0            | 0.00%               |
| Level 5: Vehicle-Only                              | 0            | 0           | 500         | 500          | 3.32%               |
| Level 6: Radioactive Materials                     | 0            | 0           | 0           | 0            | 0.00%               |
| <b>Sub-Total Lead Agency</b>                       | <b>12950</b> | <b>1100</b> | <b>1000</b> | <b>15050</b> |                     |

**MCSAP subrecipient agency****Complete the following information for each MCSAP subrecipient agency. A separate table must be created for each subrecipient.****Subrecipient is:****Enter the total number of certified personnel in this funded agency:** 0

| Projected Goals for FY 2022 - Subrecipients |            |          |           |          |                     |
|---------------------------------------------|------------|----------|-----------|----------|---------------------|
| Inspection Level                            | Non-Hazmat | Hazmat   | Passenger | Total    | Percentage by Level |
| Level 1: Full                               |            |          |           | 0        | %                   |
| Level 2: Walk-Around                        |            |          |           | 0        | %                   |
| Level 3: Driver-Only                        |            |          |           | 0        | %                   |
| Level 4: Special Inspections                |            |          |           | 0        | %                   |
| Level 5: Vehicle-Only                       |            |          |           | 0        | %                   |
| Level 6: Radioactive Materials              |            |          |           | 0        | %                   |
| <b>Sub-Total Funded Agencies</b>            | <b>0</b>   | <b>0</b> | <b>0</b>  | <b>0</b> |                     |

**Non-Funded Agencies**

|                                                              |      |
|--------------------------------------------------------------|------|
| Total number of agencies:                                    | 2    |
| Enter the total number of non-funded certified officers:     | 28   |
| Enter the total number of inspections projected for FY 2022: | 1500 |

**Summary**

## Projected Goals for FY 2022 - Roadside Inspections Summary

| <b>Projected Goals for FY 2022<br/>Summary for All Agencies</b>    |              |             |             |              |                     |
|--------------------------------------------------------------------|--------------|-------------|-------------|--------------|---------------------|
| <b>MCSAP Lead Agency: CONNECTICUT DEPARTMENT OF MOTOR VEHICLES</b> |              |             |             |              |                     |
| <b># certified personnel: 47</b>                                   |              |             |             |              |                     |
| <b>Subrecipient Agencies:</b>                                      |              |             |             |              |                     |
| <b># certified personnel: 0</b>                                    |              |             |             |              |                     |
| <b>Number of Non-Funded Agencies: 2</b>                            |              |             |             |              |                     |
| <b># certified personnel: 28</b>                                   |              |             |             |              |                     |
| <b># projected inspections: 1500</b>                               |              |             |             |              |                     |
| Inspection Level                                                   | Non-Hazmat   | Hazmat      | Passenger   | Total        | Percentage by Level |
| Level 1: Full                                                      | 2500         | 250         | 100         | 2850         | 18.94%              |
| Level 2: Walk-Around                                               | 4500         | 750         | 100         | 5350         | 35.55%              |
| Level 3: Driver-Only                                               | 5950         | 100         | 300         | 6350         | 42.19%              |
| Level 4: Special Inspections                                       |              |             |             | 0            | 0.00%               |
| Level 5: Vehicle-Only                                              | 0            | 0           | 500         | 500          | 3.32%               |
| Level 6: Radioactive Materials                                     | 0            | 0           | 0           | 0            | 0.00%               |
| <b>Total MCSAP Lead Agency &amp; Subrecipients</b>                 | <b>12950</b> | <b>1100</b> | <b>1000</b> | <b>15050</b> |                     |

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

See description in the narrative above.

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

| <b>Projected Goals for FY 2022 Roadside Inspections</b> | <b>Lead Agency</b> | <b>Subrecipients</b> | <b>Non-Funded</b> | <b>Total</b> |
|---------------------------------------------------------|--------------------|----------------------|-------------------|--------------|
| Enter total number of projected inspections             | 15050              | 0                    | 1500              | 16550        |
| Enter total number of certified personnel               | 50                 | 0                    | 40                | 90           |
| <b>Projected Goals for FY 2023 Roadside Inspections</b> |                    |                      |                   |              |
| Enter total number of projected inspections             | 15050              | 0                    | 1500              | 16550        |
| Enter total number of certified personnel               | 50                 | 0                    | 40                | 90           |

**Part 2 Section 4 - Investigations**

**Please review your State's investigation goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.**

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

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

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

## Part 2 Section 5 - Traffic Enforcement

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

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

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

### Trend Analysis for 2015 - 2019

#### Instructions:

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

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

| State/Territory Defined Measurement Period (Include 5 Periods) |            | Number of Documented CMV Traffic Enforcement Stops with an Inspection | Number of Citations and Warnings Issued |
|----------------------------------------------------------------|------------|-----------------------------------------------------------------------|-----------------------------------------|
| Begin Date                                                     | End Date   |                                                                       |                                         |
| 01/01/2019                                                     | 12/31/2019 | 4553                                                                  | 4553                                    |
| 01/01/2018                                                     | 12/31/2018 | 5396                                                                  | 5396                                    |
| 01/01/2017                                                     | 12/31/2017 | 2245                                                                  | 2245                                    |
| 01/01/2016                                                     | 12/31/2016 | 5341                                                                  | 5341                                    |
| 01/01/2015                                                     | 12/31/2015 | 5837                                                                  | 5837                                    |

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

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

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

Data Source: FMCSA's MCMIS data snapshot as of 6/26/2020. Note - While the majority of TE stops are accompanied by a ticket (infraction or misdemeanor), Connecticut's Driver/Vehicle Examination Reports are treated and processed as written warning. Failing to certify a Driver/Vehicle Examination Report may result in a registration suspension for the motor carrier.

### **Narrative Overview for FY 2021 - 2023**

#### **Instructions:**

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

Through the findings of the LTCCS's recognition of the driver as one of the major factors in 'crash causation', we will conduct CMV TE focusing on safety belt usage, distracted driving, reckless driving, speeding, following too close and unsafe lane changes, in all areas of the state as well as prior to and within the identified high crash areas. This CMV TE will be documented on Driver/Vehicle Examination Reports. In addition, we will perform random roadside inspections, focusing on the driver and provide a high visibility presence prior to or within the identified high crash areas.

Connecticut does not intend to include non-CMV TE as part of the CVSP. CVSD does not have the necessary staffing levels to assign personnel to this task while maintaining our levels of inspections. Personnel will conduct isolated stops at times when unsafe actions by the non-CMV driver are performed in the vicinity of a CMV and warrants immediate action.

Connecticut will assign several personnel from each of our truck teams to work in the identified high crash areas at least twice per week. This should result in approximately 144 hours of CMV TE weekly. Activities will take place M-F between 6 am and 6 pm and focus on drivers of CMVs greater than 26,000 pounds operating on interstates. All CMV TE performed will be documented on Driver/Vehicle Examination Reports.

### **Projected Goals for FY 2021 - 2023**

*Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2021 - 2023. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.*

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

|                                  |                                  |                                                                                                      | Enter Projected Goals<br>(Number of Stops only) |         |         |
|----------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------|---------|
| Yes                              | No                               | Traffic Enforcement Activities                                                                       | FY 2021                                         | FY 2022 | FY 2023 |
| <input checked="" type="radio"/> | <input type="radio"/>            | CMV with Inspection                                                                                  | 5250                                            | 5375    | 5500    |
| <input type="radio"/>            | <input checked="" type="radio"/> | CMV without Inspection                                                                               | 0                                               | 0       | 0       |
| <input type="radio"/>            | <input checked="" type="radio"/> | Non-CMV                                                                                              | 0                                               | 0       | 0       |
| <input checked="" type="radio"/> | <input type="radio"/>            | Comprehensive and high visibility in high risk locations and corridors (special enforcement details) | 1250                                            | 1375    | 1500    |

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, States must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2014 and 2015.

The table below displays the information you input into this plan from the roadside inspections , investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2014/2015 activities.

| FY 2022 Planned Safety Activities |                |                           |                           |                            |
|-----------------------------------|----------------|---------------------------|---------------------------|----------------------------|
| Inspections                       | Investigations | New Entrant Safety Audits | Sum of FY 2022 Activities | Average 2014/15 Activities |
| 16550                             | 0              | 900                       | 17450                     | 21461                      |

The sum of your planned FY 2022 safety activities must equal or exceed the average number of 2014/2015 activities. To be reimbursed for non-CMV traffic enforcement activities, update the number of FY 2022 roadside inspections, investigations, and/or new entrant safety audits to reflect the allowable amount.

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

Supervisors will schedule monthly high crash and TE days accordingly. The MCSAP Coordinator will review monthly schedules submitted by supervisors to ensure high crash and TE days have been scheduled. Those days will be noted in the quarterly reports.

**Part 2 Section 6 - Safety Technology**

Please verify your State's safety technology compliance levels, responsible agencies, and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

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

*Performance and Registration Information Systems Management (PRISM) is a condition for MCSAP eligibility in [49 CFR 350.207\(27\)](#). States must maintain, at a minimum, full PRISM participation. FMCSA defines "fully participating" in PRISM for the purpose of determining eligibility for MCSAP funding, as when a State's or Territory's International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.*

*PRISM, Operations and Maintenance (O&M) costs are eligible expenses subject to FMCSA approval. For Innovative Technology Deployment (ITD), if the State has an approved ITD Program Plan/Top-Level Design (PP/TLD) that includes a project that requires ongoing O&M, this is an eligible expense so long as other MCSAP requirements have been met. O&M expenses must be included and described both in this section and in the Financial Information Part per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).*

**Safety Technology Compliance Status**

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

| Technology Program | Current Compliance Level   | Include O & M Costs? |
|--------------------|----------------------------|----------------------|
| ITD                | Core ITD Compliant         | Yes                  |
| PRISM              | Exceeds Full Participation | Yes                  |

Available data sources:

- [FMCSA ITD website](#)
- [PRISM Data and Activity Safety Hub \(DASH\) website](#)

Enter the agency name responsible for ITD in the State:

Enter the agency name responsible for PRISM in the State:

**Narrative Overview for FY 2021 - 2023****Problem Statement Narrative and Projected Goal:**

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

Note: The CT DMV is presently "Enhanced Participation" level of PRISM. CT DMV currently suspends non-IRP vehicle registrations through a manual process. CT DMV is working on program changes for our non-IRP registrations that will automate this process. Once automated we should be fully recognized as "Expanded PRISM".

**Program Activities for FY 2021 - 2023: Describe any actions that will be taken to implement full participation in PRISM.**



***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 CT DMV is presently "Enhanced Participation" level of PRISM, we currently suspend non-IRP vehicle registrations through a manual process and we are working on program changes for our non-IRP registrations that will automate this process. Once automated we should be fully recognized as "Expanded PRISM". PRISM quarterly reports will continue to be submitted as required.

## Part 2 Section 7 - Public Education and Outreach

Please review the description of your State's public education and outreach activities, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

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

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

### Trend Analysis for 2015 - 2019

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

| Public Education and Outreach Activities | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------------------------|------|------|------|------|------|
| Carrier Safety Talks                     | 41   | 70   | 49   | 51   | 44   |
| CMV Safety Belt Education and Outreach   | 42   | 71   | 50   | 52   | 45   |
| State Trucking Association Meetings      | 1    | 1    | 1    | 1    | 1    |
| State-Sponsored Outreach Events          | 1    | 1    | 1    | 1    | 1    |
| Local Educational Safety Events          | 1    | 1    | 0    | 0    | 0    |
| Teen Safety Events                       | 1    | 1    | 0    | 0    | 0    |

### Narrative Overview for FY 2021 - 2023

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

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

Activity #1: Include the 'Share the Road with Trucks' message in the Connecticut Driver's Manual.

Goal: To ensure all new drivers are provided this important information when studying for their driver's license.

Actual: Connecticut Driver's Manual contains the 'Share the Road with Trucks' message. The manual is available on-line for all new drivers as well as anyone who wishes to review the manual. Our web page gets roughly 25,000 hits per month, or 300,000 per year.

Activity #2: Inspectors to visit with Courts to ensure that our daily activities are properly and judicially administered through the State's courthouses in an effort to ensure that those 'high risk' carriers are dealt with swiftly and accordingly.

Goal: Court visits twice per week.

Actual: Average of two visits per week was completed as well as a monthly visit to the Centralized Infraction Bureau.

Narrative: The twenty-plus courts are spread out across the State of Connecticut making it difficult to visit some of the courts on the fringe areas of the State. Most visits are conducted at those courts that have CMV cases pending.

COVID-19 has severely limited our ability to perform court visits. As the restrictions are slowly returned to pre-COVID-19 requirements we should be able to return to our court visits.

Activity #3: Conduct in-service commercial vehicle law training for police as well as training in commercial vehicle law to new police recruits. Training to CVSA certified personnel will include the importance of accurate violations and their effect on motor carriers through CSA.

Goal: Two Truck 101 classes and several in-service classes.

Actual: Two Trucks 101 and five in-service classes held.

**Narrative:** These training classes are helpful for all law enforcement officers throughout the State. The Trucks 101 classes provide training to State and local police and their respective departments on CMV laws as well as the need for accurate and timely accident/crash reporting of all reportable crashes. We have made advancements at the Police Academy and have returned to provide CMV training to new recruits.

**Activity #4:** Conduct safety briefings and presentations on CMV safety performed when requested.

**Goal:** Conducting at least one safety briefing/presentation per month. All safety talks will include CSA, safety belt and distracted driving education.

**Actual:** Schedule one safety briefing/presentation per month.

**Narrative:** It is important to work motor carriers and their drivers so they understand the mission of reducing the number and severity of CMV crashes.

#### **Projected Goals for FY 2021 - 2023**

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

|                                  |                       |                                        | Performance Goals |         |         |
|----------------------------------|-----------------------|----------------------------------------|-------------------|---------|---------|
| Yes                              | No                    | Activity Type                          | FY 2021           | FY 2022 | FY 2023 |
| <input checked="" type="radio"/> | <input type="radio"/> | Carrier Safety Talks                   | 20                | 25      | 30      |
| <input checked="" type="radio"/> | <input type="radio"/> | CMV Safety Belt Education and Outreach | 20                | 25      | 30      |
| <input checked="" type="radio"/> | <input type="radio"/> | State Trucking Association Meetings    | 1                 | 1       | 1       |
| <input checked="" type="radio"/> | <input type="radio"/> | State-Sponsored Outreach Events        | 1                 | 1       | 1       |
| <input checked="" type="radio"/> | <input type="radio"/> | Local Educational Safety Events        | 1                 | 1       | 1       |
| <input checked="" type="radio"/> | <input type="radio"/> | Teen Safety Events                     | 1                 | 1       | 1       |

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

Perform inquiry into the CAD/RMS system and provide the number of Educational Events conducted. Include duration and number of attendees in the quarterly report.

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

Please review your State's SSDQ compliance levels and Narrative Overview and identify if changes are needed for the upcoming fiscal year. You must select 'yes' to make changes.

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

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

**SSDQ Compliance Status**

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

| Data Quality Program | Current Compliance Level | Include O & M Costs? |
|----------------------|--------------------------|----------------------|
| SSDQ Performance     | Good                     | Yes                  |

Available data sources:

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

**Enter the agency name responsible for Data Quality:**

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2021 - 2023.

| SSDQ Measure                   | Current SSDQ Rating | Goal for FY 2021 | Goal for FY 2022 | Goal for FY 2023 |
|--------------------------------|---------------------|------------------|------------------|------------------|
| Crash Record Completeness      | Good                | Good             | Good             | Good             |
| Crash VIN Accuracy             | Good                | Good             | Good             | Good             |
| Fatal Crash Completeness       | Good                | Good             | Good             | Good             |
| Crash Timeliness               | Good                | Good             | Good             | Good             |
| Crash Accuracy                 | Good                | Good             | Good             | Good             |
| Crash Consistency              | No Flag             | No Flag          | No Flag          | No Flag          |
| Inspection Record Completeness | Good                | Good             | Good             | Good             |
| Inspection VIN Accuracy        | Good                | Good             | Good             | Good             |
| Inspection Timeliness          | Good                | Good             | Good             | Good             |
| Inspection Accuracy            | Good                | Good             | Good             | Good             |

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

A&I Online data current as of June 26, 2020.

**Narrative Overview for FY 2021 - 2023**

**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.).

## Overall State Rating

Connecticut: Overall State Rating

Current Rating  
**Good**

Your rating is **GOOD**  
**Good**

**Fair**

**Poor**

The Overall State rating is based on nine performance measures and one indicator, except measures with a rating of Insufficient Data. Your overall rating is good because your State has a minimum of one crash measure rated as good, one inspection measure rated as good, and zero measures rated as poor. Learn how the overall rating is calculated [within the Help Center](#).

### What to do next

Make sure that you understand your State's Overall rating.

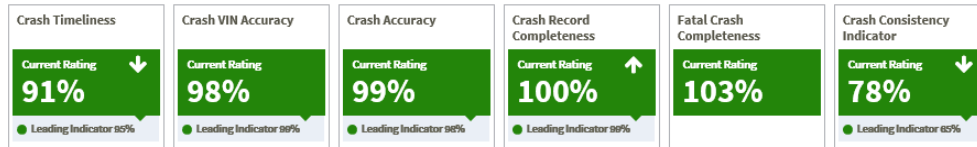
- Get a brief overview of each measure's change from last month by hovering your cursor over each box below.
- Review measures that are poor, fair, or trending downward to find ways to improve.
- Click on a box to see more detailed information about specific measures. Get familiar with the data visualization dashboards on each measure page to learn more about where your measures might be heading based on the most recent three months of data.
- [Contact](#) your State's FMCSA Data Quality Specialist to ask questions.

You can also explore other resources in the [Help Center](#).

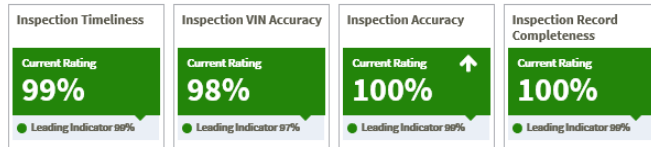
## SSDQ Measures

Click each measure to learn how you can improve your State's data quality.

### CRASH MEASURES



### INSPECTION MEASURES



Data Source: FARS records and MCMIS crash and inspection records.

## \*\*\*2022 UPDATE\*\*\*

Connecticut: Overall State Rating

Current Rating  
**Good**

Your rating is **GOOD**  
**Good**

**Fair**

**Poor**

The Overall State rating is based on nine performance measures and one indicator, except measures with a rating of Insufficient Data. Your overall rating is good because your State has a minimum of one crash measure rated as good, one inspection measure rated as good, and zero measures rated as poor. Learn how the overall rating is calculated [within the Learning Center](#).

### What to do next

Make sure that you understand your State's Overall rating.

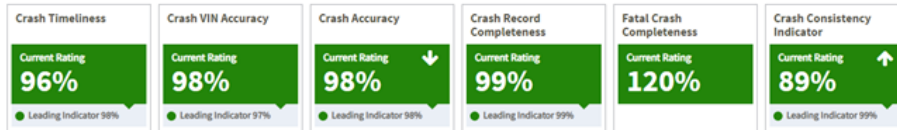
- Get a brief overview of each measure's change from last month by hovering your cursor over each box below.
- Review measures that are poor, fair, or trending downward to find ways to improve.
- Click on a box to see more detailed information about specific measures. Get familiar with the data visualization dashboards on each measure page to learn more about where your measures might be heading based on the most recent three months of data.
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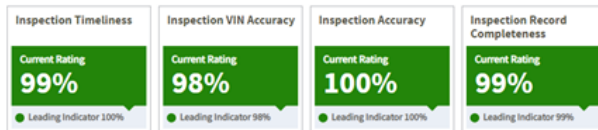
## SSDQ Measures

Click each measure to learn how you can improve your State's data quality.

### CRASH MEASURES



### INSPECTION MEASURES



Data Source: FARS records and MCMIS crash and inspection records.

***Program Activities FY 2021 - 2023: Describe activities that will be taken to maintain a “Good” overall SSDQ rating. These activities should include all measures listed in the table above. Also, describe program activities to achieve a “Good” rating for all SSDQ measures based upon the Problem Statement Narrative including measurable milestones.***

Monthly monitoring of SSDQ categories to ensure Connecticut maintains its "green" rating in all categories.

***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.***

Connecticut will continue to monitor A&I Online data monthly to ensure the achievements made returning all areas back to "green" is maintained.

## Part 2 Section 9 - New Entrant Safety Audits

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. You must complete the safety audit data questions for the current year. You must select "yes" to make changes.

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

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

For the purpose of this section:

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

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

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

### Trend Analysis for 2015 - 2019

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

| New Entrant Safety Audits | 2015       | 2016       | 2017       | 2018       | 2019       |
|---------------------------|------------|------------|------------|------------|------------|
| Interstate                | 240        | 399        | 642        | 628        | 586        |
| Intrastate                | 0          | 0          | 0          | 0          | 0          |
| <b>Total Audits</b>       | <b>240</b> | <b>399</b> | <b>642</b> | <b>628</b> | <b>586</b> |

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

### Narrative Overview for FY 2021 - 2023

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

| Please complete the information below by entering data from the NEWS Dashboard regarding Safety Audits in your State. Data Source: <a href="#">New Entrant website</a> |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Date information retrieved from NEWS Dashboard to complete eCVSP                                                                                                       | 07/26/2021 |
| Total Number of New Entrant Carriers in NEWS (Unassigned and Assigned)                                                                                                 | 891        |
| Current Number of Past Dues                                                                                                                                            | 0          |

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

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

#### Projected Goals for FY 2021 - 2023

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

| Projected Goals for FY 2021 - 2023 - New Entrant Safety Audits |            |            |            |            |            |            |
|----------------------------------------------------------------|------------|------------|------------|------------|------------|------------|
|                                                                | FY 2021    |            | FY 2022    |            | FY 2023    |            |
| Number of Safety Audits/Non-Audit Resolutions                  | Interstate | Intrastate | Interstate | Intrastate | Interstate | Intrastate |
| # of Safety Audits (Onsite)                                    | 75         | 0          | 50         | 0          | 50         | 0          |
| # of Safety Audits (Offsite)                                   | 525        | 0          | 850        | 0          | 900        | 0          |
| # Group Audits                                                 | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>TOTAL Safety Audits</b>                                     | <b>600</b> | <b>0</b>   | <b>900</b> | <b>0</b>   | <b>950</b> | <b>0</b>   |
| # of Non-Audit Resolutions                                     | 0          | 0          | 0          | 0          | 0          | 0          |

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

We continue to see a number of small motor carriers enter and exit the continued volatile business environment, and with the nature of our small State we continue to see a number of motor carriers fluctuating between interstate and intrastate motor carriers. Both areas that make it difficult to determine the actual number of motor carriers that require a New Entrant (NE) Safety Audit (SA). Since June of 2016 we began doing offsite SAs, which helps to complete the required SAs within the statutory time frame. Onsite SAs will be performed as required, but the offsite SA will continue as the primary focus for SAs.

In the last year, CT DMV has added three newly SA trained sworn Inspectors and an additional non-sworn administrative staff to our NE SA program. With these additions, we now have three full-time and a fourth part-time DMV Inspector performing SAs and two administrative services staff to work full-time on the NE SA program. One of the administrative services staff will work as the New Entrant Coordinator, who works in coordination with the FMCSA CT Division Office and the other assisting the New Entrant Coordinator, the MCSAP Coordinator and will work with those motor carriers who are scheduled for an SA. The New Entrant Coordinator was added in FFY 2014 in an attempt to counter the excessive backlog of SAs. This strategy had a tremendous payoff, ultimately reducing the backlog to almost no overdue SAs. The strategy allowed personnel conducting SAs to focus on completing SAs while the New Entrant Coordinator works to fill appointments. The New Entrant Coordinator eliminates those motor carriers: 1) who do not need an SA (no interstate trips), or 2) who do not make contact and are declared OOS after three no contacts. The second administrative staff will focus on preliminary paperwork for the SA. All SAs, either onsite or offsite, will be completed by the Inspector. Motor carriers requiring an onsite SA will be visited by an Inspector at the motor carrier's place of business, or in the case of the business office in someone's home, conduct the SA in a separate office (e.g. DMV or FMCSA office).

In the past year we have seen an increase in the number of overdue SAs due to the loss of one of the two Inspectors conducting SAs after his promotion and the delay in training of new staff to perform SAs. This left us with one Inspector performing SAs for about a six-month period. Since then, and as stated above, we have sent three Inspectors to the training course, and completed the required field training and in March of 2020 were ready to perform SAs on their own. As the three new Inspectors were ready to go, we then were hit with COVID19, which resulted in a delay in completing many SAs and delayed the switching of a number of on-site to off-site SAs. In June of 2020 we added additional administrative staff to assist with MCSAP/New Entrant administrative duties. We recently reviewed our overdue SAs as well as several policies as they pertain to the SAs and found some minor discrepancies in the manner that SAs are closed out. With the additional staff fully engaged in conducting SAs we will be working to reduce the number of overdue SAs as well as adjusting the Inspector's procedures for performing their SAs that should also help reduce the number of overdue SAs.



**\*\*FFY 2022 UPDATE TO ADDRESS OVERDUES\*\***

CT DMV has four Inspectors working fulltime to include one bilingual Inspector to aid in companies who need spanish translation on SAs. Due to struggles in law enforcement hiring we have allocated more funding in this fiscal year to overtime which will be utilized by SA staff to schedule and work on SAs to bring the overdues back to zero. CT DMV is recruiting and trying to fill vacancies within the department which we can send to hazmat and new entrant training once they are proficient in truck inspections.

In addition to the SA role, administrative staff will suspend those registration plates for motor carriers who have been issued a Federal OOS order. Inspectors will go to the motor carriers place of business to remove suspended plates for those motor carriers who are not willing to comply with the NE SA program.

With a number of motor carriers entering and exiting the business environment, tracking down those new entrants takes time. Those, along with motor carriers who are trying to avoid an SA, all ultimately affect the number of SAs actually performed. Over the years, and more so during these continued challenging times, CT has seen a large number of new entrants change to intrastate, go out of business or just not show up resulting in a revocation, again all of which affects the number of SAs performed.

***Activity Plan for FY 2021 - 2023: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.***

We now have three full-time and a fourth part-time CT DMV Inspector performing SAs and two administrative services staff to work full-time on the NE SA program. The New Entrant Coordinator would coordinate with the FMCSA CT Division Office and Inspectors to monitor the status of the CT's NEs, prioritize the assignment lists and attempt to mitigate those motor carriers who are overdue for their SA. The New Entrant Coordinator will schedule SAs, both onsite and offsite, for the Inspectors. The second administrative staff will focus on preliminary paperwork for the SA. All SAs, either onsite or offsite, will be completed by the Inspector. Motor carriers requiring an onsite SA will be visited by an Inspector at the motor carrier's place of business, or in the case of the business office in someone's home, conduct the SA in a separate office (e.g. DMV or FMCSA office). This has been very beneficial and eliminates the difficulties of scheduling for field personnel conducting the SAs and the addition of staff will help to keep the overdue list to a minimum.

**\*\*FFY 2022 UPDATE\*\***

The four CT DMV Inspectors certified to perform SAs are working on those SAs full-time. The data was reviewed in NEWS and GOTHAM and we project that we will have roughly 900 SAs to perform in FFY 2022. Our trends show that there are approximately 1,400 SAs, a third of those carriers are identified as intrastate only, revoked, or never make contact with CT DMV. This results in our estimated 900 SAs for the FFY 2022 time frame. To date the four CT DMV Inspectors are current with very few past dues, which are related to NE program requirement timelines.

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

The New Entrant Coordinator will complete a schedule that all personnel have access too, including the FMCSA CT Division Office personnel. Monthly activity reports will be provided to New Entrant Coordinator. Monthly reports will include: days worked, number of SAs onsite completed, number of offsite SAs completed, number of SAs converted to CRs and reassigned, number of visits resulting in a motor carriers change from interstate to intrastate or US DOT number revoked, number of SAs that were no shows and US DOT number revoked, number of visits canceled, number of roadside inspections, number of days off (vacation, PL or sick) and any other relative information.

A financial and performance quarterly report will be submitted within 30 days of the end of each quarter, as required by FMCSA.

### Part 3 - National Emphasis Areas and State Specific Objectives

*FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2021 - 2023).*

#### Part 3 Section 1 - Enforcement of Federal OOS Orders during Roadside Activities

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

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

#### Instructions:

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

#### Check this box if:

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

**Part 3 Section 2 - Passenger Carrier Enforcement**

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

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

**Instructions:**

*FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high risk carriers. Additionally, States are asked to allocate resources to participate in the enhanced investigations training being offered by FMCSA. Finally, States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.*

**Check this box if:**

☒ As evidenced by the trend analysis data, the State has not identified a significant passenger transportation safety problem. Therefore, the State will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the Federal Motor Carrier Safety Regulations (FMCSRs) pertaining to passenger transportation by CMVs in a manner consistent with the [MCSAP Comprehensive Policy](#) as described either below or in the roadside inspection section.

### Part 3 Section 3 - State Specific Objectives – Past

No updates are required for this section.

#### Instructions:

*Describe any State-specific CMV problems that were addressed with FY 2020 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2020 CVSP.*

#### **Progress Report on State Specific Objectives(s) from the FY 2020 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2020 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*

#### Activity #1

##### **Activity: Describe State-specific activity conducted from previous year's CVSP.**

While we have been continually "green", we must continue to work with ConnDOT and the electronic upload process to maintain our "green" crash timeliness status. Working with ConnDOT includes: - allowing their systems to interface with CTCVIEW to help identify the proper carriers (aka carrier match) involved in CMV reportable crashes. - Work with ConnDOT and their vendor during the train-the-trainer classes being provided to police departments on the new electronic PR-1 as it relates to CMVs. - fatal crash completeness to ensure our records are matched. - identifying PDs who have consistent issues with crash reporting so their issues do not affect timeliness and accuracy of the crash data.

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

Crash timeliness measure remains "green". We must maintain the process that was put in place over the last several years. With the new electronic PR-1 in place (since 2015) and the upload from ConnDOT and CVSD operational, edit checks are continually refined, uploads performed every night when a CMV reportable crash(es) clears ConnDOT edits and is added to their system. This process helps to maintain our crash timeliness measure, but needs to constantly be checked.

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

This activity is and has been complete. Crash timeliness measure has been "green" for quite some time, but needs constant supervision. ConnDOT is performing nightly uploads of reportable CMV crashes. CVSD has access to electronically view crash reports. CVSD uses this functionality to verify crash reports as needed and correct any errors or omissions that may have occurred from the electronic upload of the crash data. All FMCSA MMUCC fields are being electronically uploaded.

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

Connecticut is currently "green" in all areas. Connecticut is in a maintenance mode for crash timeliness and is the one area that is outside of our direct control and requires continued communication with ConnDOT.

**Part 3 Section 4 - State Specific Objectives – Future**

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

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

**Instructions:**

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

*Describe any State-specific objective(s) identified for FY 2021 - 2023. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

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

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

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

#### Instructions

The Spending Plan should include costs for FY 2022 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

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

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. The budget category tables use 85.01 percent in the federal share calculation.
- **State Share** means the portion of the total project costs paid by State funds. The budget category tables use 14.99 percent in the state share calculation. A State is only required to contribute 14.99 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 14.99 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

#### On Screen Messages

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

- Calculation of Federal and State Shares

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

The system calculates an 85.01 percent Federal share and 14.99 percent State share automatically and populates

these values in each line. Federal share is the product of Total Project Costs x 85.01 percent. State share equals Total Project Costs minus Federal share. It is important to note, if Total Project Costs are updated based upon user edits to the input values, the share values will not be recalculated by the system and should be reviewed and updated by users as necessary.

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

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

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

- **MOE Expenditures**

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

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

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

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

- **Financial Summary**

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

The system will confirm that:

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

| ESTIMATED Fiscal Year Funding Amounts for MCSAP |                      |                    |                         |
|-------------------------------------------------|----------------------|--------------------|-------------------------|
|                                                 | 85.01% Federal Share | 14.99% State Share | Total Estimated Funding |
| Total                                           | \$4,072,999.00       | \$214,368.00       | \$4,287,367.00          |

| Summary of MCSAP Funding Limitations                                                        |              |
|---------------------------------------------------------------------------------------------|--------------|
| Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount): | \$643,105.00 |
| MOE Baseline:                                                                               | \$538,397.94 |



## Part 4 Section 2 - Personnel

*Personnel costs are salaries for employees working directly on a project.*

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

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

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

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

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

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

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

*If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 14.99 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.*

*Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 14.99 percent limitation as provided in the MCP. Any deviation from the 14.99 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.*

### Summary of MCSAP Funding Limitations

|                                                                                                               |              |
|---------------------------------------------------------------------------------------------------------------|--------------|
| Allowable amount for Lead MCSAP Agency Overtime without written justification (14.99% of MCSAP Award Amount): | \$643,105.00 |
|---------------------------------------------------------------------------------------------------------------|--------------|



| Personnel: Salary and Overtime Project Costs |                |                          |              |                                       |                       |                    |                     |
|----------------------------------------------|----------------|--------------------------|--------------|---------------------------------------|-----------------------|--------------------|---------------------|
| Salary Project Costs                         |                |                          |              |                                       |                       |                    |                     |
| Position(s)                                  | # of Staff     | % of Time on MCSAP Grant | Salary       | Total Project Costs (Federal + State) | Federal Share         | State Share        | MOE                 |
| Inspector (50% FTE)                          | 1              | 50.0000                  | \$66,124.00  | \$33,062.00                           | \$31,408.90           | \$1,653.10         | \$0.00              |
| MOE - Salary                                 | 12             | 0.0000                   | \$793,488.00 | \$0.00                                | \$0.00                | \$0.00             | \$793,488.00        |
| Inspector (FTE)                              | 13             | 100.0000                 | \$66,124.00  | \$859,612.00                          | \$816,631.40          | \$42,980.60        | \$0.00              |
| Lieutenant                                   | 1              | 100.0000                 | \$102,384.48 | \$102,384.48                          | \$97,265.26           | \$5,119.22         | \$0.00              |
| Administrative Services                      | 3              | 100.0000                 | \$57,986.67  | \$173,960.01                          | \$165,262.01          | \$8,698.00         | \$0.00              |
| <b>Subtotal: Salary</b>                      |                |                          |              | <b>\$1,169,018.49</b>                 | <b>\$1,110,567.57</b> | <b>\$58,450.92</b> | <b>\$793,488.00</b> |
| Overtime Project Costs                       |                |                          |              |                                       |                       |                    |                     |
| MOE - Overtime Salary                        | 1              | 0.0000                   | \$15,000.00  | \$0.00                                | \$0.00                | \$0.00             | \$15,000.00         |
| Overtime                                     | 1              | 100.0000                 | \$610,000.00 | \$610,000.00                          | \$579,500.00          | \$30,500.00        | \$0.00              |
| <b>Subtotal: Overtime</b>                    |                |                          |              | <b>\$610,000.00</b>                   | <b>\$579,500.00</b>   | <b>\$30,500.00</b> | <b>\$15,000.00</b>  |
| <b>TOTAL: Personnel</b>                      |                |                          |              | <b>\$1,779,018.49</b>                 | <b>\$1,690,067.57</b> | <b>\$88,950.92</b> | <b>\$808,488.00</b> |
| <b>Accounting Method:</b>                    | <b>Accrual</b> |                          |              |                                       |                       |                    |                     |

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

MCSAP funding pays for thirteen and one-half (13.5) Inspectors (FTE), one Lieutenant (MCSAP Coordinator) and three Administrative Services personnel (Office Clerks, Processing Technicians, or Analysts) who all work full-time (2,080 hours per year) on MCSAP eligible activities. With the Inspector's average rate of \$31.67 per hour that equates to \$892,674 per year; the Lieutenant's rate of \$49.23 per hour that equates to \$102,384.48 per year; and the Administrative Services personnel's average rate of \$27.88 per hour, equating to \$173,960.01 per year; totaling \$1,137,692.01. Except for the 50% (FTE) Inspector, all remaining personnel listed are assigned to MCSAP on a full-time basis. Three of the Inspectors are assigned to perform New Entrant Safety Audits (SAs) along with ancillary MCSAP duties. The 50% (FTE) Inspector will perform SAs. One of the Administrative Services personnel is assigned to coordinate the SAs for the Inspectors and a second Administrative Services assist with SA administration along with ancillary MCSAP administrative duties.

\*FY 2022 updates per BIL Funding:

Added overtime line item of \$610,000, which is approximately 12,840 hours of Inspector overtime (\$31.67 per hour x 1.5 x 12,840) for high crash corridor enforcement, workzone enforcement, and other MCSAP related details to reduce the number and severity of crashes.

Total personnel costs are \$1,779,018.49.

\*\*Data Table Reflects the 95% Federal and 5% State Funding Shares\*\*

MOE Salaries: Covers 12 Inspectors (FTE) working on Truck Teams, one (1) Administrative Services personnel and MOE Overtime Salaries covers their overtime.

### Part 4 Section 3 - Fringe Benefits

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

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

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

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

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

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

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

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

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

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

| Fringe Benefits Project Costs   |                     |                          |              |                                       |                       |                    |                     |
|---------------------------------|---------------------|--------------------------|--------------|---------------------------------------|-----------------------|--------------------|---------------------|
| Position(s)                     | Fringe Benefit Rate | % of Time on MCSAP Grant | Base Amount  | Total Project Costs (Federal + State) | Federal Share         | State Share        | MOE                 |
| Lieutenant                      | 122.0000            | 100.0000                 | \$102,384.48 | \$124,909.06                          | \$118,663.61          | \$6,245.45         | \$0.00              |
| Administrative Services (2 FTE) | 110.0000            | 100.0000                 | \$122,219.00 | \$134,440.90                          | \$127,718.86          | \$6,722.04         | \$0.00              |
| Inspectors (13.5 FTE)           | 110.0000            | 100.0000                 | \$892,674.00 | \$981,941.40                          | \$932,844.33          | \$49,097.07        | \$0.00              |
| Administrative Services (1 FTE) | 122.0000            | 100.0000                 | \$51,741.00  | \$63,124.02                           | \$59,967.82           | \$3,156.20         | \$0.00              |
| MOE Fringe - Salaries           | 110.0000            | 0.0000                   | \$793,788.00 | \$0.00                                | \$0.00                | \$0.00             | \$873,166.80        |
| MOE Fringe - Overtime Salaries  | 97.0000             | 0.0000                   | \$15,000.00  | \$0.00                                | \$0.00                | \$0.00             | \$14,550.00         |
| Overtime                        | 97.0000             | 100.0000                 | \$610,000.00 | \$591,700.00                          | \$562,115.00          | \$29,585.00        | \$0.00              |
| <b>TOTAL: Fringe Benefits</b>   |                     |                          |              | <b>\$1,896,115.38</b>                 | <b>\$1,801,309.62</b> | <b>\$94,805.76</b> | <b>\$887,716.80</b> |

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

Fringe benefits are a summation of the actual fringe benefits per employee (regardless of job category) and include medical/dental insurance (23.92% avg), FICA-Social Security (6.2%), FICA-Medicare (1.45%), employer-share of their retirement plan (78.28%\*) and employer-share group life (.10% avg). We estimate the fringe rate average at 110.00%. Where there is a singular person (Lieutenant 122%/Administrative Services 122%) listed on the line item above, their

actual fringe rate is used. Based on the proposed personnel costs, fringe rate costs are proposed to be \$1,440,215.38.

\*The memorandum from the Connecticut Office of the State Comptroller as it relates to the calculations for 2020-2021 Fringe Benefit Cost Recovery Rates. The direct link to the memorandum found on the Comptroller's website is: <https://www.osc.ct.gov/2020memos/numbered/2020-09.pdf>

\*FY 2022 updates per BIL Funding:

Increased overtime fringe line item to accomodate increased overtime baseline of \$610,000 at a 97% fringe rate to \$591,700.

Total Fringe costs are \$1,896,115.38.

\*\*Data Table Reflects the 95% Federal and 5% State Funding Shares\*\*

**Part 4 Section 4 - Travel**

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

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

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

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

| Travel Project Costs    |            |           |                          |                                       |                    |                   |               |
|-------------------------|------------|-----------|--------------------------|---------------------------------------|--------------------|-------------------|---------------|
| Purpose                 | # of Staff | # of Days | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share      | State Share       | MOE           |
| CVSA Data Mgmt          | 1          | 3         | 100.0000                 | \$2,275.00                            | \$2,161.25         | \$113.75          | \$0.00        |
| COHMED                  | 1          | 5         | 100.0000                 | \$2,875.00                            | \$2,731.25         | \$143.75          | \$0.00        |
| CVSA Spring Workshop    | 1          | 7         | 100.0000                 | \$3,400.00                            | \$3,230.00         | \$170.00          | \$0.00        |
| CVSA Annual Conference  | 1          | 7         | 100.0000                 | \$3,400.00                            | \$3,230.00         | \$170.00          | \$0.00        |
| MCSAP Planning Meetings | 2          | 2         | 100.0000                 | \$4,050.00                            | \$3,847.50         | \$202.50          | \$0.00        |
| NTC/NAIC Training       | 15         | 10        | 100.0000                 | \$15,000.00                           | \$14,250.00        | \$750.00          | \$0.00        |
| NAIC Training           | 1          | 5         | 100.0000                 | \$3,000.00                            | \$2,850.00         | \$150.00          | \$0.00        |
| <b>TOTAL: Travel</b>    |            |           |                          | <b>\$34,000.00</b>                    | <b>\$32,300.00</b> | <b>\$1,700.00</b> | <b>\$0.00</b> |

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

Conference travel for three CVSA conferences/meetings; Annual, Spring Workshop and COHMED. Lieutenant (or designee) to attend: CVSA Spring Workshop – air fare \$1,400; hotel \$1,750 and per diem/incidentals \$250; and CVSA Annual Meeting – air fare \$1,400; hotel \$1,750 and per diem/incidentals \$250. Processing Tech to attend CVSA Data Mgmt – air fare \$1,400; hotel \$750 and per diem/incidentals \$125; Sergeant to attend COHMED – air fare \$1,400; hotel \$1,250 and per diem/incidentals \$225; Lieutenant (or designee) and Sergeant to attend MCSAP Planning Meeting/Workshop March 2022, location to be determined – air fare \$3,000; hotel \$800 and per diem/incidentals \$250.

NTC Training travel covers the cost of personnel attending NTC which will be greatly increased as a result of the loss of the Regional Training Academy that was hosted by the Massachusetts State Police. Approximately 15 Sergeants or Inspectors to attend NTC Courses: NASTI Part A & B, General HM, Bulk Packaging, PVI, DIAP, and CR courses as needed. NTC training locations are not known at this time. Based on previous training in Maryland, New Jersey, New York and Pennsylvania NTC trainings, we project expenses as follows: hotel \$12,000; and per diem/incidentals \$3,000. Total expense \$15,000

Naic Training One Sergeant or Inspector to attend NAIC - air fare \$1,300; hotel \$1,500 and per diem/incidentals \$200. total expense \$3,000

\*FY 2022 updates per BIL Funding:

Increased funding to NTC Training from 8 inspector to 16 due to a need to hire and train additional Inspectors.

Total Travel Expenses \$34,000

\*\*Data Table Reflects the 95% Federal and 5% State Funding Shares\*\*

## Part 4 Section 5 - Equipment

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

- If your State's equipment capitalization threshold is below \$5,000, check the box below and provide the threshold amount. See [§200.12](#) Capital assets, [§200.20](#) Computing devices, [§200.48](#) General purpose equipment, [§200.58](#) Information technology systems, [§200.89](#) Special purpose equipment, and [§200.94](#) Supplies.

Show the total cost of equipment and the percentage of time dedicated for MCSAP related activities that the equipment will be billed to MCSAP. For example, you intend to purchase a server for \$5,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$1,000. If the equipment you are purchasing will be capitalized (depreciated), you may only show the depreciable amount, and not the total cost ([2 CFR §200.436](#) and [2 CFR §200.439](#)). If vehicles or large IT purchases are listed here, the applicant must disclose their agency's capitalization policy.

Provide a description of the equipment requested. Include the quantity, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP grant.

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

| Equipment Project Costs                      |            |                    |                          |                                       |               |               |               |
|----------------------------------------------|------------|--------------------|--------------------------|---------------------------------------|---------------|---------------|---------------|
| Item Name                                    | # of Items | Full Cost per Item | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share | State Share   | MOE           |
| <b>TOTAL: Equipment</b>                      |            |                    |                          | <b>\$0.00</b>                         | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |
| Equipment threshold is greater than \$5,000. |            |                    |                          |                                       |               |               |               |

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

We plan no large purchases of any single item greater than \$5,000.

## Part 4 Section 6 - Supplies

*Supplies means all tangible property other than that described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §200.20 Computing devices and §200.33 Equipment.*

*Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.*

*Provide a description of each unit/item requested, including the quantity of each unit/item, the unit of measurement for the unit/item, the cost of each unit/item, and the percentage of time on MCSAP grant.*

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

| Supplies Project Costs                     |                                       |                  |                                |                                             |                     |                   |                    |
|--------------------------------------------|---------------------------------------|------------------|--------------------------------|---------------------------------------------|---------------------|-------------------|--------------------|
| Item Name                                  | # of Units/<br>Unit of<br>Measurement | Cost per<br>Unit | % of Time<br>on MCSAP<br>Grant | Total Project<br>Costs (Federal<br>+ State) | Federal<br>Share    | State Share       | MOE                |
| Office<br>Supplies/Inspection<br>Equipment | 1<br>Each                             | \$25,000.00      | 100.0000                       | \$25,000.00                                 | \$23,750.00         | \$1,250.00        | \$0.00             |
| Uniform/Other<br>Related Supplies          | 1<br>Each                             | \$33,905.13      | 100.0000                       | \$33,905.13                                 | \$32,209.87         | \$1,695.26        | \$0.00             |
| MOE - Supplies                             | 1<br>Each                             | \$32,000.00      | 0.0000                         | \$0.00                                      | \$0.00              | \$0.00            | \$32,000.00        |
| Computers/Docking<br>Stations              | 26<br>each                            | \$4,305.00       | 100.0000                       | \$111,930.00                                | \$106,333.50        | \$5,596.50        | \$0.00             |
| Printers                                   | 10<br>each                            | \$500.00         | 100.0000                       | \$5,000.00                                  | \$4,750.00          | \$250.00          | \$0.00             |
| <b>TOTAL: Supplies</b>                     |                                       |                  |                                | <b>\$175,835.13</b>                         | <b>\$167,043.37</b> | <b>\$8,791.76</b> | <b>\$32,000.00</b> |

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

\*FY 2022 updates per BIL Funding:

Office supplies/Inspection Equipment: Based on historical data, funds the purchases printer cartridges and paper supplies needed for printing of Driver/Vehicle Examination Reports. Associated supporting documents (e.g. Federal out-of-service orders) by law enforcement personnel and office staff when processing/certifying reports. Inspection items such as creepers, chock blocks, tape measures, flashlights, soap stone holders, soap stone and other items related to the inspection of commercial vehicles. \$25,000.

Uniforms/Other Related Supplies: Uniforms are purchased for the Inspectors and Lieutenant funded under this program. Purchase is based on individual needs such as shirts, trousers, jacket, rain gear, duty gear (holsters, magazine pouches, handcuff pouches, pistols, flashlights, flashlight holders), etc. Purchase is typically replacement for worn out items; 8 to 10 items per person. \$33905.13.

Computers/Docking Stations: Purchase of 26 Panasonic FZ-55 Semi Rugged Toughbooks or similar with compatible Havis docking station for 14 MCSAP and 12 MOE FTE Inspectors. Each bundle includes computer, docking station, cables, and warranty for \$4,305 X 26. The agency is currently using refurbished outdated CF31 computers with limited capabilities. \$111,930.

Printers: Purchase of ten Brother PJ-763 Pockejet 7 Mobile Thermal Printer or similar to replace failing HP printers that are more than 5 years old. \$5,000.

Total Supplies Cost: \$175,835.13

MOE - Supplies: Office Supplies and Equipment, \$15,000; Uniforms and Other Related Supplies, \$15,000; and Printers, \$2,000.

**\*\*Data Table Reflects the 95% Federal and 5% State Funding Shares\*\***

## Part 4 Section 7 - Contractual and Subaward

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

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

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

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

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

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

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

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

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

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

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

| Contractual and Subaward Project Costs                                      |                 |                 |                          |                                       |                    |                   |                    |
|-----------------------------------------------------------------------------|-----------------|-----------------|--------------------------|---------------------------------------|--------------------|-------------------|--------------------|
| Legal Name                                                                  | DUNS/EIN Number | Instrument Type | % of Time on MCSAP Grant | Total Project Costs (Federal + State) | Federal Share      | State Share       | MOE                |
| DAS (State Agency)                                                          | DUNS 807850417  | Contract        | 100.0000                 | \$94,464.00                           | \$89,740.80        | \$4,723.20        | \$0.00             |
| Description of Services: State Agency lease of Police Interceptors and SUVs |                 |                 |                          |                                       |                    |                   |                    |
| DAS (State Agency)                                                          | DUNS 807850417  | Contract        | 100.0000                 | \$0.00                                | \$0.00             | \$0.00            | \$74,592.00        |
| Description of Services: State Agency lease of Police Interceptors and SUVs |                 |                 |                          |                                       |                    |                   |                    |
| <b>TOTAL: Contractual and Subaward</b>                                      |                 |                 |                          | <b>\$94,464.00</b>                    | <b>\$89,740.80</b> | <b>\$4,723.20</b> | <b>\$74,592.00</b> |

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

Fifteen vehicles are leased from the State's Department of Administrative Services (DAS). The fee includes maintenance and routine repairs. At the end of the lease the vehicles are returned to DAS and new vehicles are leased from DAS to replace those that were turned in at the end of their lease. **DAS lease is based on six year leases. Vehicle replacement takes place after the lease has expired.** Thirteen Ford Police Interceptors are leased at \$518 per month and two Ford Expeditions are leased at \$569 per month.

13 Ford Police Interceptors; \$518/month/12 months = \$80,808

2 Ford Expeditions; \$569/month/12 months = \$13,656  
Total lease costs = \$94,464

MOE Costs: 12 Ford Police Interceptors; \$518/month/12 months = \$74,592 for the 12 State funded Truck team members.

**\*\*Data Table Reflects the 95% Federal and 5% State Funding Shares\*\***



## Part 4 Section 8 - Other Costs

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

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

*Enter a description of each requested Other Cost.*

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

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

### Indirect Costs

*Information on Indirect Costs ([2 CFR §200.56](#)) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided in the “My Documents” area in the eCVSP tool and through Grants.gov. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).*

- **Cost Basis** — is the accumulated direct costs (normally either total direct salaries and wages or total direct costs exclusive of any extraordinary or distorting expenditures) used to distribute indirect costs to individual Federal awards. The direct cost base selected should result in each Federal award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.
- **Approved Rate** — is the rate in the approved Indirect Cost Rate Agreement.
- **Eligible Indirect Expenses** — means after direct costs have been determined and assigned directly to Federal awards and other activities as appropriate. Indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.
- **Total Indirect Costs** equal Approved Rate x Eligible Indirect Expenses divided by 100.

**Your State will not claim reimbursement for Indirect Costs.**

| Other Costs Project Costs                             |                                       |                  |                                |                                             |                     |                    |                    |
|-------------------------------------------------------|---------------------------------------|------------------|--------------------------------|---------------------------------------------|---------------------|--------------------|--------------------|
| Item Name                                             | # of Units/<br>Unit of<br>Measurement | Cost per<br>Unit | % of Time<br>on MCSAP<br>Grant | Total Project<br>Costs (Federal<br>+ State) | Federal<br>Share    | State Share        | MOE                |
| Training<br>Costs<br>(Tuition,<br>materials,<br>etc.) | 1<br>Each                             | \$15,000.00      | 100.0000                       | \$15,000.00                                 | \$14,250.00         | \$750.00           | \$0.00             |
| CVSA Dues                                             | 1<br>Each                             | \$10,300.00      | 100.0000                       | \$10,300.00                                 | \$9,785.00          | \$515.00           | \$0.00             |
| CVSA Decals                                           | 7200<br>Each                          | \$0.33           | 100.0000                       | \$2,376.00                                  | \$2,257.20          | \$118.80           | \$0.00             |
| CAD/RMS<br>(O&M)                                      | 1<br>Each                             | \$31,000.00      | 100.0000                       | \$31,000.00                                 | \$29,450.00         | \$1,550.00         | \$0.00             |
| Fuel Costs                                            | 1<br>Gallons                          | \$70,000.00      | 100.0000                       | \$70,000.00                                 | \$66,500.00         | \$3,500.00         | \$0.00             |
| Modem<br>Services<br>(PRISM/SaDIP))                   | 55<br>Each                            | \$462.00         | 100.0000                       | \$25,410.00                                 | \$24,139.50         | \$1,270.50         | \$0.00             |
| WiFi Hotspots                                         | 1<br>Each                             | \$408.00         | 100.0000                       | \$408.00                                    | \$387.60            | \$20.40            | \$0.00             |
| Cellular<br>Phones                                    | 8<br>Each                             | \$757.50         | 100.0000                       | \$6,060.00                                  | \$5,757.00          | \$303.00           | \$0.00             |
| Conference<br>Registration<br>Fees                    | 4<br>Each                             | \$750.00         | 100.0000                       | \$3,000.00                                  | \$2,850.00          | \$150.00           | \$0.00             |
| MOE Costs                                             | 1<br>Each                             | \$86,900.00      | 0.0000                         | \$0.00                                      | \$0.00              | \$0.00             | \$86,900.00        |
| Iteris Inspect<br>Maintenance<br>(O&M)                | 1<br>Each                             | \$36,500.00      | 100.0000                       | \$36,500.00                                 | \$34,675.00         | \$1,825.00         | \$0.00             |
| Sierra<br>Wireless<br>XR80 Router                     | 60<br>each                            | \$1,299.00       | 100.0000                       | \$77,940.00                                 | \$74,043.00         | \$3,897.00         | \$0.00             |
| Sierra<br>Wireless<br>Dome<br>Antenna                 | 60<br>each                            | \$499.00         | 100.0000                       | \$29,940.00                                 | \$28,443.00         | \$1,497.00         | \$0.00             |
| <b>TOTAL: Other<br/>Costs</b>                         |                                       |                  |                                | <b>\$307,934.00</b>                         | <b>\$292,537.30</b> | <b>\$15,396.70</b> | <b>\$86,900.00</b> |

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

CVSA Decals: 7,200 at projected cost of .33 cents per decal (includes shipping). Total cost \$2,376.

CVSA yearly dues: \$10,300.

Conference costs listed cover the conference/meeting registration fees for the four conferences/meetings of \$750 each; grand total of \$3,000.

Fuel costs are calculated from our previous year's expenditures and are only associated with the law enforcement vehicles assigned to the Lieutenant and the fourteen Inspectors assigned to MCSAP eligible activities. Fuel costs beyond the MCSAP line item budgeted amount are included as part of our maintenance of effort. MCSAP personnel generally average 170 gallons per month that equates to 30,600 gallons per year. Slightly less than two dollars thirty cents per gallon, MCSAP fuel costs for fifteen vehicles are budgeted at \$70,000.

Modem monthly service costs \$38.50/month for 55 units, twelve months; \$25,410. Costs cover the monthly cellular service for all DMV personnel who complete and upload inspections. All DMV personnel are required to be certified to conduct truck inspections. All inspections conducted by State personnel must be completed electronically for timeliness and accuracy of data (SaDIP). The modems allow personnel access to ASPEN/ISS, CAD/RMS (Nexgen), CTCVIEW (PRISM), Iteris Inspect, FMCSA Portal and SAFER, which in turn is designed to ensure that personnel have the required systems to verify and document Federal OOS orders (PRISM), operating authority and CMV driver's licenses. \$25,410. (SaDIP O&M)

WiFi Hot spots cost \$34/month for 1 unit, twelve months. \$408. Hot spots for use by personnel conducting NE SAs.

Cellular phone services – Lieutenant (MCSAP Coordinator), three truck team Sergeants and four NE Inspectors. Cost includes cellular service fees for Lieutenant's and NE SA personnel's smart phones. Proposed fees \$6,060.

CAD/RMS costs (PRISM updates, maintenance and support): Costs cover: Nexgen maintenance/support \$21,750; \$8,300 Net motion upgrade/maintenance; \$950 Appeon maintenance. \$31,000. (General O&M)

Iteris Inspect costs (O&M): Costs cover: Iteris Inspect maintenance \$36,500 (General O&M).

\*FY 2022 updates per BIL Funding:

Sierra Wireless XR80 5G Cat20 Router with wifi or similar (\$1299) & Sierra Wireless 10in1 Dome Antenna or similar (\$499)- Recent state legislation has mandated the use of body and dash cameras on all law enforcement units however the current modems being used do not meet the specifications needed for body worn and dash cameras. The state is not seeking assistance in purchasing the cameras however all DMV personnel are required to be certified to conduct truck inspections and such all inspections conducted by State personnel must be completed electronically for timeliness and accuracy of data (SaDIP). The modems allow personnel access to ASPEN/ISS, CAD/RMS (Nexgen), CTCVIEW (PRISM), Iteris Inspect, FMCSA Portal and SAFER, which in turn is designed to ensure that personnel have the required systems to verify and document Federal OOS orders (PRISM), operating authority and CMV driver's licenses. 60 units (55 active with 5 spare) \$1798 X 60 = \$107,880

Training costs covers the cost of personnel attending NTC classes for the materials needed, printing supplies and other associated training costs. Additionally, these funds purchase of the CVSA North American Standard Out-of-Service Criteria Handbook for all certified personnel. \$15,000. Note: CT coordinates their NTC Training requests through the Massachusetts State Police (MAP) and rarely schedules our own classes. When MAP is unable to handle our request(s) we work with our Region One partners to coordinate training.

Total Other Costs \$307,934

MOE Costs: Fuel - \$80,000; Additional Communications costs - \$6,900.

NOTE: Indirect fees of \$355,732.33 are not billed directly to the MCSAP grant.

\*\*Data Table Reflects the 95% Federal and 5% State Funding Shares\*\*

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

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

| ESTIMATED Fiscal Year Funding Amounts for MCSAP |                      |                    |                         |
|-------------------------------------------------|----------------------|--------------------|-------------------------|
|                                                 | 85.01% Federal Share | 14.99% State Share | Total Estimated Funding |
| Total                                           | \$4,072,999.00       | \$214,368.00       | \$4,287,367.00          |

| Summary of MCSAP Funding Limitations                                                        |              |
|---------------------------------------------------------------------------------------------|--------------|
| Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount): | \$643,105.00 |
| MOE Baseline:                                                                               | \$538,397.94 |

| Estimated Expenditures   |                       |                    |                                       |                     |
|--------------------------|-----------------------|--------------------|---------------------------------------|---------------------|
| Personnel                |                       |                    |                                       |                     |
|                          | Federal Share         | State Share        | Total Project Costs (Federal + Share) | MOE                 |
| Inspector (50% FTE)      | \$31,408.90           | \$1,653.10         | \$33,062.00                           | \$0.00              |
| MOE - Salary             | \$0.00                | \$0.00             | \$0.00                                | \$793,488.00        |
| Inspector (FTE)          | \$816,631.40          | \$42,980.60        | \$859,612.00                          | \$0.00              |
| Lieutenant               | \$97,265.26           | \$5,119.22         | \$102,384.48                          | \$0.00              |
| Administrative Services  | \$165,262.01          | \$8,698.00         | \$173,960.01                          | \$0.00              |
| <b>Salary Subtotal</b>   | <b>\$1,110,567.57</b> | <b>\$58,450.92</b> | <b>\$1,169,018.49</b>                 | <b>\$793,488.00</b> |
| MOE - Overtime Salary    | \$0.00                | \$0.00             | \$0.00                                | \$15,000.00         |
| Overtime                 | \$579,500.00          | \$30,500.00        | \$610,000.00                          | \$0.00              |
| <b>Overtime subtotal</b> | <b>\$579,500.00</b>   | <b>\$30,500.00</b> | <b>\$610,000.00</b>                   | <b>\$15,000.00</b>  |
| <b>Personnel total</b>   | <b>\$1,690,067.57</b> | <b>\$88,950.92</b> | <b>\$1,779,018.49</b>                 | <b>\$808,488.00</b> |

| Fringe Benefits                 |                       |                    |                                       |                     |
|---------------------------------|-----------------------|--------------------|---------------------------------------|---------------------|
|                                 | Federal Share         | State Share        | Total Project Costs (Federal + State) | MOE                 |
| Lieutenant                      | \$118,663.61          | \$6,245.45         | \$124,909.06                          | \$0.00              |
| Administrative Services (2 FTE) | \$127,718.86          | \$6,722.04         | \$134,440.90                          | \$0.00              |
| Inspectors (13.5 FTE)           | \$932,844.33          | \$49,097.07        | \$981,941.40                          | \$0.00              |
| Administrative Services (1 FTE) | \$59,967.82           | \$3,156.20         | \$63,124.02                           | \$0.00              |
| MOE Fringe - Salaries           | \$0.00                | \$0.00             | \$0.00                                | \$873,166.80        |
| MOE Fringe - Overtime Salaries  | \$0.00                | \$0.00             | \$0.00                                | \$14,550.00         |
| Overtime                        | \$562,115.00          | \$29,585.00        | \$591,700.00                          | \$0.00              |
| <b>Fringe Benefits total</b>    | <b>\$1,801,309.62</b> | <b>\$94,805.76</b> | <b>\$1,896,115.38</b>                 | <b>\$887,716.80</b> |

| Travel                  |                    |                   |                                          |               |
|-------------------------|--------------------|-------------------|------------------------------------------|---------------|
|                         | Federal Share      | State Share       | Total Project Costs<br>(Federal + State) | MOE           |
| CVSA Data Mgmt          | \$2,161.25         | \$113.75          | \$2,275.00                               | \$0.00        |
| COHMED                  | \$2,731.25         | \$143.75          | \$2,875.00                               | \$0.00        |
| CVSA Spring Workshop    | \$3,230.00         | \$170.00          | \$3,400.00                               | \$0.00        |
| CVSA Annual Conference  | \$3,230.00         | \$170.00          | \$3,400.00                               | \$0.00        |
| MCSAP Planning Meetings | \$3,847.50         | \$202.50          | \$4,050.00                               | \$0.00        |
| NTC/NAIC Training       | \$14,250.00        | \$750.00          | \$15,000.00                              | \$0.00        |
| NAIC Training           | \$2,850.00         | \$150.00          | \$3,000.00                               | \$0.00        |
| <b>Travel total</b>     | <b>\$32,300.00</b> | <b>\$1,700.00</b> | <b>\$34,000.00</b>                       | <b>\$0.00</b> |

| Equipment              |               |               |                                          |               |
|------------------------|---------------|---------------|------------------------------------------|---------------|
|                        | Federal Share | State Share   | Total Project Costs<br>(Federal + State) | MOE           |
| <b>Equipment total</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>                            | <b>\$0.00</b> |

| Supplies                             |                     |                   |                                          |                    |
|--------------------------------------|---------------------|-------------------|------------------------------------------|--------------------|
|                                      | Federal Share       | State Share       | Total Project Costs<br>(Federal + State) | MOE                |
| Office Supplies/Inspection Equipment | \$23,750.00         | \$1,250.00        | \$25,000.00                              | \$0.00             |
| Uniform/Other Related Supplies       | \$32,209.87         | \$1,695.26        | \$33,905.13                              | \$0.00             |
| MOE - Supplies                       | \$0.00              | \$0.00            | \$0.00                                   | \$32,000.00        |
| Computers/Docking Stations           | \$106,333.50        | \$5,596.50        | \$111,930.00                             | \$0.00             |
| Printers                             | \$4,750.00          | \$250.00          | \$5,000.00                               | \$0.00             |
| <b>Supplies total</b>                | <b>\$167,043.37</b> | <b>\$8,791.76</b> | <b>\$175,835.13</b>                      | <b>\$32,000.00</b> |

| Contractual and Subaward              |                    |                   |                                          |                    |
|---------------------------------------|--------------------|-------------------|------------------------------------------|--------------------|
|                                       | Federal Share      | State Share       | Total Project Costs<br>(Federal + State) | MOE                |
| DAS (State Agency)                    | \$89,740.80        | \$4,723.20        | \$94,464.00                              | \$0.00             |
| DAS (State Agency)                    | \$0.00             | \$0.00            | \$0.00                                   | \$74,592.00        |
| <b>Contractual and Subaward total</b> | <b>\$89,740.80</b> | <b>\$4,723.20</b> | <b>\$94,464.00</b>                       | <b>\$74,592.00</b> |

| Other Costs                               |                     |                    |                                          |                    |
|-------------------------------------------|---------------------|--------------------|------------------------------------------|--------------------|
|                                           | Federal Share       | State Share        | Total Project Costs<br>(Federal + State) | MOE                |
| Training Costs (Tuition, materials, etc.) | \$14,250.00         | \$750.00           | \$15,000.00                              | \$0.00             |
| CVSA Dues                                 | \$9,785.00          | \$515.00           | \$10,300.00                              | \$0.00             |
| CVSA Decals                               | \$2,257.20          | \$118.80           | \$2,376.00                               | \$0.00             |
| CAD/RMS (O&M)                             | \$29,450.00         | \$1,550.00         | \$31,000.00                              | \$0.00             |
| Fuel Costs                                | \$66,500.00         | \$3,500.00         | \$70,000.00                              | \$0.00             |
| Modem Services (PRISM/SaDIP))             | \$24,139.50         | \$1,270.50         | \$25,410.00                              | \$0.00             |
| WiFi Hotspots                             | \$387.60            | \$20.40            | \$408.00                                 | \$0.00             |
| Cellular Phones                           | \$5,757.00          | \$303.00           | \$6,060.00                               | \$0.00             |
| Conference Registration Fees              | \$2,850.00          | \$150.00           | \$3,000.00                               | \$0.00             |
| MOE Costs                                 | \$0.00              | \$0.00             | \$0.00                                   | \$86,900.00        |
| Iteris Inspect Maintenance (O&M)          | \$34,675.00         | \$1,825.00         | \$36,500.00                              | \$0.00             |
| Sierra Wireless XR80 Router               | \$74,043.00         | \$3,897.00         | \$77,940.00                              | \$0.00             |
| Sierra Wireless Dome Antenna              | \$28,443.00         | \$1,497.00         | \$29,940.00                              | \$0.00             |
| <b>Other Costs total</b>                  | <b>\$292,537.30</b> | <b>\$15,396.70</b> | <b>\$307,934.00</b>                      | <b>\$86,900.00</b> |

| Total Costs                      |                       |                     |                                          |                       |
|----------------------------------|-----------------------|---------------------|------------------------------------------|-----------------------|
|                                  | Federal Share         | State Share         | Total Project Costs<br>(Federal + State) | MOE                   |
| <b>Subtotal for Direct Costs</b> | <b>\$4,072,998.66</b> | <b>\$214,368.34</b> | <b>\$4,287,367.00</b>                    | <b>\$1,889,696.80</b> |
| <b>Total Costs Budgeted</b>      | <b>\$4,072,998.66</b> | <b>\$214,368.34</b> | <b>\$4,287,367.00</b>                    | <b>\$1,889,696.80</b> |

#### Part 4 Section 10 - Financial Summary

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

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

| ESTIMATED Fiscal Year Funding Amounts for MCSAP |                      |                    |                         |
|-------------------------------------------------|----------------------|--------------------|-------------------------|
|                                                 | 85.01% Federal Share | 14.99% State Share | Total Estimated Funding |
| Total                                           | \$4,072,999.00       | \$214,368.00       | \$4,287,367.00          |

| Summary of MCSAP Funding Limitations                                                        |              |
|---------------------------------------------------------------------------------------------|--------------|
| Allowable amount for Overtime without written justification (14.99% of MCSAP Award Amount): | \$643,105.00 |
| MOE Baseline:                                                                               | \$538,397.94 |

| Estimated Expenditures         |                       |                     |                                          |                       |
|--------------------------------|-----------------------|---------------------|------------------------------------------|-----------------------|
|                                | Federal Share         | State Share         | Total Project Costs<br>(Federal + State) | Planned MOE Costs     |
| Salary Subtotal                | \$1,110,567.57        | \$58,450.92         | \$1,169,018.49                           | \$793,488.00          |
| Overtime Subtotal              | \$579,500.00          | \$30,500.00         | \$610,000.00                             | \$15,000.00           |
| Personnel Total                | \$1,690,067.57        | \$88,950.92         | \$1,779,018.49                           | \$808,488.00          |
| Fringe Benefits Total          | \$1,801,309.62        | \$94,805.76         | \$1,896,115.38                           | \$887,716.80          |
| Travel Total                   | \$32,300.00           | \$1,700.00          | \$34,000.00                              | \$0.00                |
| Equipment Total                | \$0.00                | \$0.00              | \$0.00                                   | \$0.00                |
| Supplies Total                 | \$167,043.37          | \$8,791.76          | \$175,835.13                             | \$32,000.00           |
| Contractual and Subaward Total | \$89,740.80           | \$4,723.20          | \$94,464.00                              | \$74,592.00           |
| Other Costs Total              | \$292,537.30          | \$15,396.70         | \$307,934.00                             | \$86,900.00           |
|                                | 85.01% Federal Share  | 14.99% State Share  | Total Project Costs<br>(Federal + State) | Planned MOE Costs     |
| Subtotal for Direct Costs      | \$4,072,998.66        | \$214,368.34        | \$4,287,367.00                           | \$1,889,696.80        |
| Indirect Costs                 | \$0.00                | \$0.00              | \$0.00                                   | NA                    |
| <b>Total Costs Budgeted</b>    | <b>\$4,072,998.66</b> | <b>\$214,368.34</b> | <b>\$4,287,367.00</b>                    | <b>\$1,889,696.80</b> |

## Part 5 - Certifications and Documents

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

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

### Part 5 Section 1 - State Certification

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

1. What is the name of the person certifying the declaration for your State? Evelyn C. Stender
2. What is this person's title? MCSAP Coordinator
3. Who is your Governor's highway safety representative? Garrett T. Eucalitto
4. What is this person's title? CT DOT Deputy Commissioner

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

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

#### State Certification declaration:

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

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

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

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

1. What is the name of your certifying State official? F. Eyvonne Parker-Bair
2. What is the title of your certifying State official? Division Chief Legal Services
3. What are the phone # and email address of your State official? 860.263.5028 Eyvonne.ParkerBair@ct.gov

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

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

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

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



**Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety**

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

☐ Yes ☒ No

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

☐ Yes ☒ No



# STATE OF CONNECTICUT DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, CT 06161

<http://ct.gov/dmv>



## Annual Review of Laws, Regulations, Policies and Compatibility Certification

I, F. Eyvonne Parker-Bair, Esq., Division Chief Legal Services, on behalf of the State of Connecticut have the authority to make the following certification on behalf of the State. I certify that the State has conducted the annual review required, by 49 CFR section 350.331, of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Material Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

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

\*\*\*None\*\*\*

Signature of Certifying Official: \_\_\_\_\_

Title of Certifying Official: CT Department of Motor Vehicles, Acting Agency Legal Director

Date of Certification: \_\_\_\_\_

7/28/21

INDIRECT COST RATE AGREEMENT  
STATE AGENCY

Connecticut Department of Motor Vehicles

Connecticut Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06161

Date: April 15, 2021  
AGREEMENT NO. 2022-01

The purpose of this Agreement is to establish indirect cost rates for use in awarding and managing Federal contracts, grants, and other assistance arrangements to which 2 CFR 200, "Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards" applies. This agreement is issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) pursuant to the authority cited in Appendix VII of 2 CFR 200.

This Agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

| <u>TYPE</u>          | <u>Effective Period</u> |           | <u>Rate</u> | <u>Coverage</u> | <u>Location</u> | <u>Applicability</u> |
|----------------------|-------------------------|-----------|-------------|-----------------|-----------------|----------------------|
|                      | <u>From</u>             | <u>To</u> |             | <u>Base</u>     |                 |                      |
| <u>INDIRECT RATE</u> |                         |           |             |                 |                 |                      |
| Fixed                | 07-01-16                | 06-30-17  | 34.48%      | 1/              | All             | All Programs         |
| Fixed                | 07-01-17                | 06-30-18  | 20.46%      | 1/              | All             | All Programs         |
| Fixed                | 07-01-18                | 06-30-19  | 27.25%      | 1/              | All             | All Programs         |
| Fixed                | 07-01-19                | 06-30-20  | 31.54%      | 1/              | All             | All Programs         |
| Fixed                | 07-01-20                | 06-30-21  | 32.40%      | 1/              | All             | All Programs         |
| Fixed                | 07-01-21                | 06-30-22  | 30.43%      | 1/              | All             | All Programs         |

1/ Direct Salaries and Wages excluding Fringe Benefits

TREATMENT OF FRINGE BENEFITS: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

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

# INDIRECT COST RATE AGREEMENT STATE AGENCY

## Connecticut Department of Motor Vehicles

### Section II - Particulars

**SCOPE:** The indirect cost rate(s) contained herein are for use with contracts, grants, and other financial assistance agreements awarded by the Federal Government to the **Connecticut Department of Motor Vehicles** and subject to Appendix VII of 2 CFR 200.

**LIMITATIONS:** Application of the rate(s) contained in this Agreement is subject to any and all statutory or administrative limitations on the use of funds, and payment of costs hereunder are subject to the availability of appropriations applicable to a given contract, grant or other financial assistance agreement. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (A) that no costs other than those incurred by **Connecticut Department of Motor Vehicles** are included in the indirect cost pools as finally accepted, and that such costs are legal obligations of the Organization and allowable under the governing cost principles; (B) that the same costs that have been treated as indirect costs are not claimed as direct costs; (C) that similar types of information which are provided by the Organization, and which were used as a basis for acceptance of rates agreed to herein, are not subsequently found to be materially incomplete or inaccurate; and (D) that similar types of costs have been accorded consistent accounting treatment.

**ACCOUNTING CHANGES:** Fixed or predetermined rates contained in this Agreement are based on the accounting system in effect at the time the Agreement was negotiated. When changes to the method of accounting for cost affect the amount of reimbursement resulting from the use of these rates, the changes will require the prior approval of the authorized representative of the cognizant negotiation agency. Such changes include, but are not limited to, changing a particular type of cost from an indirect to a direct charge. Failure to obtain such approval may result in subsequent cost disallowances.

**FIXED RATE:** The negotiated rate is based on an estimate of the costs which will be incurred during the period to which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in a subsequent negotiation to compensate for the difference between the cost used to establish the fixed rate and the actual costs.

**NOTIFICATION TO OTHER FEDERAL AGENCIES:** Copies of this document may be provided to other Federal agencies as a means of notifying them of this agreement.

**AUDIT:** If a rate in this Agreement contains amounts from a cost allocation plan, future audit adjustments which affect this cost allocation plan will be addressed during the rate approval process of a subsequent year.

### Section III - Special Remarks

# Connecticut Department of Motor Vehicles

- ## Section IV - Approvals

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Date \_\_\_\_\_

**KEVIN LEMBO**  
STATE COMPTROLLER

  
**MARTHA CARLSON**  
DEPUTY COMPTROLLER



STATE OF CONNECTICUT  
OFFICE *of the* STATE COMPTROLLER  
165 Capitol Ave.  
Hartford, CT 06106

**MEMORANDUM NO. 2020-09**

**July 1, 2020**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Fiscal and Administrative Officers, Business Managers, Payroll and Personnel Officers

**Subject: 2020-2021 Fringe Benefit Recovery Rates**

The percentage rates for unemployment compensation and the various retirement plans listed on the attached chart are effective July 1, 2020. These rates should be used for any fringe benefit cost recovery taking place on or after July 1, 2020. In 2020-2021, as in the previous fiscal year, there will be no composite rates encompassing all fringe benefit components.

**Treatment of Accounts 50423 and 50476 for Federal and Other Funds**

To comply with various SEBAC agreements, two new expenditure accounts were created in FY 2018. These include accounts 50423 – OPEB Employer Share and 50476 - SERS Tier 4 Employer DC Match. The employer share of these two benefits is generated through HRMS/payroll and posted to Core-CT financials on a biweekly basis. The 50423 and 50476 amounts are initially charged to the same funding source that pays the employees' salary. However, all expenditures for these accounts are later transferred to central appropriations within the State Comptroller's Office through an automated Core-CT process. The original funding sources are credited back for the charges as part of the process.

Please note – the employer share costs of OPEB are already built into the various fringe benefit rates for retirement. Similarly, the employer matching share cost of the SERS Tier 4 defined contribution is already included in the retirement rates for SERS Regular and SERS Hazardous Duty Retirement. **Therefore, no Federal grant or other funding source should be billed or charged separately for the account 50423 or 50476 expenditure amounts.**

**Actual Cost Fringe Benefits**

Since November 2003, with the implementation of the Core-CT HRMS module, the state shares of certain fringe benefits have been charged to agencies on an actual cost basis. This includes group life insurance and medical insurance, which are calculated based on the actual cost of the state's share of insurance premiums. In addition, FICA-Social Security and FICA-Medicare have been calculated based on the existing Federal tax rates instead of the percentage rate developed in the past by the Office of the State Comptroller (OSC). The actual cost method will continue to be used in Fiscal Year 2020-21.

**Fringe Benefit Recovery**

All personal service expenditures from Federal and Private Grants and any funds other than the General Fund and Correction Industries Internal Service Fund are subject to fringe benefit recovery.

**Fringe Benefits and Overtime Salaries**

It has been the State of Connecticut's longstanding policy to distribute a proportional amount of all fringe benefits with overtime salaries. These fringe benefits include group life insurance, medical insurance, unemployment compensation, FICA-Social Security, FICA-Medicare and the applicable retirement plan in which the employee is enrolled. For overtime charged directly through payroll, the applicable fringe benefit rates and Federal tax rates for FICA and Medicare will be applied. In addition, a proportional amount of the employer-share group life and medical insurance will be distributed with the overtime salary based on the employee's coverage. Please note – additional group life and medical premiums are not generated or charged with overtime. Rather a proportional amount of the total actual employer-share premium is distributed to the funding source where the overtime salary is charged. Journal transfers of overtime salaries and associated fringe benefit adjustments should follow this approach.

**Charging Employees to the Correct Funding Source**

In Core-CT, fringe benefits are charged to the same funding source as the personal services expenditure. If an employee is paid from the correct funding source, Core-CT will charge the actual cost of fringe benefits to the proper funding source. Therefore, coordination is needed between agency payroll and financial staff to ensure every effort is made to pay employees from the correct funding sources.

**Salary and Fringe Benefit Payroll Corrections**

If an agency pays an employee from the wrong funding source, fringe benefits will be charged to the wrong funding source as well. For corrections, the agency will be responsible for identifying the salary amounts and fringe benefit amounts that need to be transferred.

Salaries can be transferred through spreadsheet journals using the source code of PC, although there are limitations to this approach. In addition, when the salary transfer is between a reimbursable funding source and a non-reimbursable source (e.g., a Grant Fund SID and the General Fund), the agency will need to submit a CO-826 form to identify the fringe benefit amounts to be transferred by fringe benefit account.

Completed electronic copies of CO-826 forms should be sent by e-mail to the following mailbox for processing: [Osc.CO-826@ct.gov](mailto:Osc.CO-826@ct.gov).

**The Impact of Payroll Corrections on Financial Reporting**

It should be noted that spreadsheet journal transfers of salary and fringe benefits in the Core-CT financials module are not reflected in the HRMS system or in the payroll tables in EPM. Therefore, if using HRMS for reporting purposes, agencies must track the corrections they make through spreadsheet journals and the use of CO-826 forms.



**Fringe Benefit Variances – New Requests Required**

All variances approved in Fiscal Year 2019-20 or earlier will be deleted for check date August 14, 2020. Variances for Fiscal Year 2020-21 will require a new request.

**Full and Partial Fringe Benefit Variances**

In most cases, full fringe benefit variances can be accommodated in Core-CT through the use of fringe benefit allocations that run when payrolls are posted. Fully exempted fringe benefit expenditures will be transferred to the appropriate OSC central appropriation.

For partial variances, Core-CT will charge the funding source the full amount for fringe benefits. Agencies with approved partial variances should submit CO-826 forms to recover the portion of fringe benefits that have been exempted.

**Deposits to Fund 34005 – Fringe Benefit Recovery Fund**

In certain situations, state agencies bill another state agency, municipality or private firm for services provided by an employee. The bill can include both salary and fringe benefit costs to be reimbursed.

Payments for the fringe benefit portion should be deposited or applied to the following coding:

Fund: 34005  
SID: 40001  
Account: 44338  
Budget Reference: Current Fiscal Year

In addition, the agency should use its own Department ID, Program and Project values.

**Alerting OSC of the Fund 34005 Deposit Using the CO-826 Form**

Once a fringe benefit recovery payment is deposited or applied to Fund 34005, the agency should alert the Office of the State Comptroller using a CO-826 Reimbursable Cost Recovery Form. This allows OSC to credit the recovery to the proper central fringe benefit appropriations. A sample CO-826 form for Fund 34005 fringe benefit recovery deposits is available as a General Ledger job aid on the Core-CT website. Click the link titled Reimbursable Cost Recovery Report, Sample at <https://www.core-ct.state.ct.us/financials/gl/Default.htm>.

If there are questions, please call the Cost Reporting Unit of the Budget and Financial Analysis Division at (860) 702-3352.

KEVIN LEMBO  
STATE COMPTROLLER

KL: REG



**Actual Cost Fringe Benefits**

| <b><u>Account Code</u></b> | <b><u>Fringe Benefit Description</u></b> | <b><u>Actual Cost Expenditure Basis</u></b>                               |
|----------------------------|------------------------------------------|---------------------------------------------------------------------------|
| 50410                      | Employer Share Group Life Insurance      | State Share Premium                                                       |
| 50420                      | Employer Share Medical Insurance         | State Share Premiums for Medical, Dental and Prescription Coverage        |
| 50441                      | Employer Share FICA-Social Security      | Federal Tax Rate of 6.2% of applicable wages up to Federal maximum limit. |
| 50442                      | Employer Share FICA-Medicare             | Federal Tax Rate of 1.45% of applicable wages – no maximum limit.         |

**Percentage Rate Fringe Benefits**

| <b><u>Account Code</u></b> | <b><u>Fringe Benefit Description</u></b>                   | <b><u>FY 2020-21 Rate</u></b> |
|----------------------------|------------------------------------------------------------|-------------------------------|
| 50430                      | Unemployment Compensation                                  | 0.05%                         |
| 50471                      | Employer SERS Retirement Regular Employee                  | 64.14%                        |
| 50471                      | Employer SERS Retirement Hazardous Duty                    | 78.28%                        |
| 50472                      | Employer Alternative Retirement Program                    | 14.82%                        |
| 50473                      | Employer Teachers Retirement                               | 35.90%                        |
| 50474                      | Employer Judges/Compensation Commissioners Retirement Plan | 99.98%                        |