



**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Planning for Our Region's Future*

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford  
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

**EXECUTIVE COMMITTEE**  
**SPECIAL MEETING NOTICE & AGENDA**  
**Wednesday, October 25, 2023 – 9:00 A.M.**

**Location: 127 Washington Avenue, 4<sup>th</sup> Floor West  
North Haven, CT 06473**

**NOTICE: This is a hybrid meeting with in-person attendance at the SCRCOG Office and remote access via Zoom**

**Log-on Information to attend this meeting remotely is provided below:**

Join Zoom Meeting: <https://us02web.zoom.us/j/84119028074>

Call-In Number: +1-929-205-6099

Meeting ID: 841 1902 8074

The agenda and attachments for this meeting are posted and are available on our website at [www.scrkog.org](http://www.scrkog.org)

1. Call to Order – *First Selectman James Zeoli, Chair*
2. Adopt Minutes of September 27, 2023 Executive Committee Meeting – *First Selectwoman Peggy Lyons, Secretary* Pages 2,3
3. Resolution Authorizing the Executive Director to Apply for and Accept FY 2024 Highway Safety Specialist Pilot Program Grant Pages 4-15
4. Approval of Salary Adjustment for New Hire: Transportation Project Manager
5. Other Business
6. Adjournment

The agenda and attachments for this meeting are available on our website at [www.scrkog.org](http://www.scrkog.org). Please contact SCRCOG for copy of agenda in a language other than English. Auxiliary aids/services and limited English proficiency translators will be provided with two week's notice.

*“Necesidades especiales: a las personas con discapacidad auditiva se les proveerá con medios auditivos y/o intérpretes de signos. Igualmente intérpretes para personas que hablan poco inglés, pero será preciso avisar con dos semanas de antelación. Se puede solicitar la agenda en otro idioma que no sea inglés comunicándose con SCRCOG”.*

127 Washington Avenue, 4th Floor West, North Haven, CT 06473

[www.scrkog.org](http://www.scrkog.org) T (203) 234-7555 F (203) 234-9850 [camento@scrcog.org](mailto:camento@scrcog.org)



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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**  
FROM: **First Selectwoman Peggy Lyons, Secretary**  
DATE: **October 18, 2023**  
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of September 27, 2023**

**Present**

Bethany First Selectman Paula Cofrancesco, *Vice Chair*  
Hamden Mayor Lauren Garrett, *Treasurer*  
New Haven Mayor Justin Elicker  
Orange First Selectman James Zeoli, *Chair*  
Wallingford Mayor William Dickinson, Jr.

SCRCOG Staff Carl Amento, Laura Francis, Rebecca Andreucci. Christopher Rappa

Guests: Ginny Kozlowski, *REX Development*

**NOTE: The September SCRCOG Executive Committee meeting was a hybrid meeting.**

**1. Call to order**

Chairman Zeoli called the meeting to order at 9:10 a.m.

**2. Adopt Minutes of August 23, 2023 SCRCOG Executive Committee Meeting**

Chairman Zeoli presented the Minutes of the SCRCOG Executive Committee meeting of August 23, 2023 which were included in the agenda packet on pages 2-3. First Selectwoman Cofrancesco moved for their approval. Mayor Garrett seconded the motion, which passed with all in favor.

**3. Resolution Authorizing the Executive Director to enter into agreement for eSTIP Software Subscription**

Deputy Director Francis reported that SCRCOG went back to Ecointeractive with the concerns raised at the last Board meeting. The payment schedule will now be monthly instead of full payment upfront. The buildout time was reduced to six weeks in which SCRCOG will have full access to the product and the data until the website is complete. SCRCOG will be using the product in the first month. The company will work on how the municipalities will be able to use it to manage their Capital Plans. There will be a demonstration of the product and all SCRCOG towns will be invited. First Selectman Cofrancesco made a motion to approve. Mayor Garrett seconded the motion. The motion passed unanimously.

**4. Resolution Authorizing the Executive Director to execute a Regional Performance Incentive Program Grant for a Regional Cybersecurity Assessment and Protection Program**

Executive Director Amento advised that SCRCOG has received a Regional Performance Incentive Program (RPIP) Grant of up to \$2.2 million on a reimbursement basis from OPM. SCRCOG towns will decide what amount they wish to spend to enhance their cybersecurity posture at a 50% discount over 4 years. During the first or second year, each town will be able to receive a comprehensive assessment of the vulnerabilities and strengths of

of their cybersecurity infrastructure for under \$30,000 out of pocket, with the remainder matched by the grant. At the end of the assessment, each town can make decisions as to what other cybersecurity work they would like to pursue in order to remediate any vulnerabilities identified in the assessment.

Mayor Elicker asked if the grant was specific to use of Novus Insight, SCRCOG's selected vendor, and whether the City would be able to use any of the grant funding to hire its own consultant. The Executive Director advised that the grant was developed with the assistance of Novus Insight and the grant will be implemented with Novus Insight. SCRCOG selected and has been using Novus Insight because they were selected in a competitive process by the Capitol Region Purchasing Council. SCRCOG is a member of the Capitol Region Purchasing Council and all SCRCOG municipalities are also members. First Selectman Cofrancesco made a motion to approve. Mayor Garrett seconded. The motion was approved.

**5. Approval of FY 2023-2024 Regional Services Grant (RSG) Spending Plan Amendment #2**

Executive Director Amento reviewed the spending plan amendment on page 14. The amendment adds funding to the Data Dashboard and the Tree Canopy Inventory. On page 15 the RSG-funded cybersecurity programming was reduced as that work will be covered by the RPIP Grant. First Selectman Cofrancesco made a motion to approve. Mayor Garrett seconded. The motion was approved unanimously.

**6. Resolution to Approve FY 24 Budget Revision #3**

Finance Director Rappa reviewed the financial details of the budget revision on pages 17-19. A motion to approve was made by Mayor Garrett. First Selectman Cofrancesco seconded. The motion was approved unanimously.

**7. Resolution Authorizing the Executive Director to enter into an agreement with DataHaven for FY 2023-24 Regional Services Grant-funded Consultant Services**

Executive Director Amento stated that DataHaven will be creating the Data Dashboard for the SCRCOG region, which will be comprised of demographic and socioeconomic data. DataHaven will code their work so that the same types of data can be extracted automatically each year. Work on the Data Dashboard in future years would be less expensive. A motion to approve was made by First Selectman Cofrancesco. Mayor Garrett seconded. The motion passed.

**8. Discussion regarding Job Posting for New Municipal Services Coordinator Position**

Executive Director Amento noted that the posting of the new Municipal Services Coordinator position will occur shortly. He discussed with Executive Committee members the difficulty which all COGs have been experiencing trying to recruit qualified applicants. Several CT COGs are soliciting to fill staff positions with little success over the past several months. He discussed with the members the municipalities were also experiencing trying to fill vacant positions. Amento discussed updating the job description, and possibly increasing the amount of compensation in order to attract more applicant interest.

**9. Other Business**

None.

**10. Adjournment**

First Selectwoman Cofrancesco moved to adjourn. Mayor Garrett seconded. The meeting was adjourned at 9:54 a.m.

Respectfully submitted,  
First Selectwoman Peggy Lyons, *Secretary*



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Carl J. Amento, Executive Director

***Resolution Authorizing the Executive Director to Apply for and Accept FY 2024 Highway Safety Specialist Pilot Program Grant***

*Whereas:* SCRCOG completed an update to the Regional Transportation Safety Plan (RTSP) in June 2023;

*Whereas:* The RTSP identified that a significant number of crashes in the region were the result of behavioral issues;

*Whereas:* The Connecticut Department of Transportation (CTDOT) Highway Safety Office assisted SCRCOG with the development of a pilot program to fund a Regional Highway Safety Officer to provide highway safety programming to municipalities within the region;

*Whereas:* The CTDOT Highway Safety Office allocated \$169,718.38 for the SCRCOG Highway Safety Specialist Pilot Program;

*Now, Therefore, Be It Resolved By the Council of Governments:*

That SCRCOG apply for and execute the agreement with the State of Connecticut (the “Agreement”) in the amount of \$169,718.38 for the FY 2024 Highway Safety Pilot Program Grant; and

*Be It Further Resolved:*

That Carl Amento, as Executive Director of SCRCOG, is directed to execute and deliver the Agreement on behalf of SCRCOG and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.



*Certificate*

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Council of Governments on October 25, 2023.

Date: October 25, 2023

By: \_\_\_\_\_  
First Selectwoman Peggy Lyons, Secretary  
South Central Regional Council of Governments

## FY 2024 Highway Safety Project Grant Application

	<b>FY 2024 HIGHWAY SAFETY PROJECT GRANT APPLICATION</b>				
	<i>CT DEPARTMENT OF TRANSPORTATION</i>				
	<i>FORM</i>	HS-1	<i>CFDA #</i>	20.600	
	<b>PROJECT NO:</b>	<b>0204-0707-AX</b>			
<b>Revision:</b> July 5, 2023	<b>PROGRAM AREA:</b>	<b>402-PT</b>			Received Department of Transportation  Highway Safety Office
<b>Expires:</b> September 30, 2024	<b>PROGRAM AREA DESCRIPTION:</b>	<b>Regional Highway Safety Pilot</b>			
ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.					
<b>PROJECT TITLE:</b>					
<b>SCRCOG Highway Safety Pilot Program</b>					
<b>GOVERNMENTAL UNIT:</b>			<b>ADDRESS OF GOVERNMENTAL UNIT:</b>		
South Central Regional Council of Governments (SCRCOG)			127 Washington Avenue, 4th Floor West, North Haven, CT 06473		
<b>APPLICANT:</b>			<b>ADDRESS OF APPLICANT:</b>		
South Central Regional Council of Governments (SCRCOG)			127 Washington Avenue, 4th Floor West, North Haven, CT 06473		
<b>FEIN:</b>	<b>UEI NUMBER:</b>	<b>ANTICIPATED PROJECT STARTUP DATE:</b>			
06-0770103		October 1, 2023			
<b>PROJECT DIRECTOR:</b>		<b>TITLE:</b>		<b>TELEPHONE NUMBER:</b>	
Laura Francis		Deputy Director/Director of Transportation Planning		203 466-8624	
<b>SIGNATURE:</b>		<b>ADDRESS &amp; ZIP CODE:</b>		<b>FAX NUMBER:</b>	
		127 Washington Avenue, 4th Floor West, North Haven, CT 06473		<a href="mailto:lfrancis@scrcog.org">lfrancis@scrcog.org</a>	
<b>FISCAL OFFICER:</b>		<b>TITLE:</b>		<b>TELEPHONE NUMBER:</b>	
Christopher Rappa		Finance Director		(203) 466-8610	
<b>SIGNATURE:</b>		<b>ADDRESS &amp; ZIP CODE:</b>		<b>FAX NUMBER:</b>	
		127 Washington Avenue, 4th Floor West, North Haven, CT 06473		<a href="mailto:cjrappa@scrcog.org">cjrappa@scrcog.org</a>	
<b>AUTHORIZING OFFICIAL:</b>		<b>TITLE:</b>		<b>TELEPHONE NUMBER:</b>	
Carl Amento		Executive Director		(203) 466-8625	
<b>SIGNATURE:</b>		<b>ADDRESS &amp; ZIP CODE:</b>		<b>FAX NUMBER:</b>	
		127 Washington Avenue, 4th Floor West, North Haven, CT 06473		<a href="mailto:camento@scrcog.org">camento@scrcog.org</a>	
<b>FOR HSO USE ONLY</b>					
<b>APPROVED PROJECT PERIOD:</b>		<b>FROM:</b>		<b>THROUGH:</b>	
				September 30, 2024	
<b>FISCAL REVIEW COMPLETED BY:</b> (SIGNATURE AND DATE)		<b>PROJECT MANAGER REVIEW COMPLETED BY: (SIGNATURE AND DATE)</b>			
		BRYAN R. PAVLIK			
		<b>PROGRAM COORDINATOR REVIEW COMPLETED BY: (SIGNATURE AND DATE)</b>			
		JOSEPH CRISTALLI, JR.			
		<b>GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE: (SIGNATURE AND DATE)</b>			
<b>REQUESTED AMOUNT:</b>		<b>COMMISSIONER GARRETT EUCALITTO</b>			
<b>\$169,718.38</b>					
<b>HSO APPROVED \$:</b>					
<b>TOTAL ALLOTTED \$:</b>					

## FY 2024 Highway Safety Project Grant Application

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
SCRCOG Highway Safety Pilot Program	South Central Regional Council of Governments (SCRCOG)	
	<b>PROBLEM ID</b>	<b>PAGE 1 OF 5</b>

**\*\*Press "ALT"&"Enter" together to insert new line**

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**

**PROBLEM IDENTIFICATION**

Describe in detail the specific problem to be corrected or impacted.

Indicate the reason your current program or activity is not adequate and explain past efforts to resolve the problem.

Provide supporting data, facts, or statistics that will substantiate the need for requested project.

*In July 2023, SCRCOG developed a Safety Action Plan*

*(<https://public.3.basecamp.com/p/61KuWe8bVB2pNtGY4y3ZwKKd>) for the region. It outlines effective measures and goals to reduce potential future crashes by using a systemic approach which better positions the region to compete for safety funds. The action plan was developed in coordination with SCRCOG staff and local stakeholders to provide equitable distribution of funding for the region's communities.*

*This action plan used robust data driven methodology to identify locations within the SCRCOG Region that experience high crash frequency. The crash data included in this report consisted of only injury and fatal crashes that occurred between January 1, 2019, and December 31, 2021. Limited access highways were excluded from the analysis. This report identified 100 corridors and intersections with the highest fatal and injury crashes in the region and 40 locations with the highest number and severity of non-motorized vehicle crashes. Within this network, 37 roadway segments, 39 intersections and 20 pedestrian and bicycle crash locations fall within disadvantaged communities, as defined by the USDOT Equitable Transportation Community (ETC) Explorer and Justice40 Map. Those communities are New Haven, West Haven and Meriden. According to the 2020 census data, 4% of SCRCOG's total area is designated as disadvantaged and 20% of SCRCOG's population live in these communities.*

*Among the 805 crashes occurring on these top 100 segments within the study period, 9.3% were fatal crashes (K), 7.2% crashes were suspected serious injury (A), 25.2% were suspected minor injury (B), and 58.3% were possible injury crashes. Crashes occurring at top 100 segments were further divided by the emphasis areas identified in the Strategic Highway Safety Plan (SHSP). Roadway departure contributed to 14.8% of crashes, motorcycle and commercial motor vehicles contributed to 3.7% and 4.3% crashes respectively. Non-motorized road users were responsible for 11.7% of crashes, young drivers were liable for 32.7% crashes and the rest were due to driver behavior related issues. Among the behavioral factors, aggressive driving caused 54% of crashes, impaired driving caused 3.9% of crashes and distracted driving caused 5.2% of the crashes. Aggressive driving was identified as the top contributor for segment crashes.*

*Among the 1,074 crashes occurring at the top 100 state-owned intersections, 1.4% were fatal (K), 7.5% were suspected serious injury (A), 24.1% were suspected minor injury (B), and 66.9% were possible injury. The top contributor for the intersection crashes is the same as segment crashes: aggressive driving which contributed to 55% of the crashes. For the rest of the behavioral factors, impaired driving caused 2.4% of crashes and distracted driving caused 3.8% of the crashes. Non-motorized road users were responsible for 4.4% of crashes, young drivers were liable for 27.0% crashes. Roadway departure, motorcycle and commercial motor vehicles contributed to 2.3%, 3.0% and 2.4% of crashes respectively.*

## FY 2024 Highway Safety Project Grant Application

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>SCRCOG Highway Safety Pilot Program</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>	
	<b>PROBLEM ID</b>	<b>PAGE 2 OF 5</b>

**\*\*Press "ALT" & "Enter" together to insert new line**

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**

**PROBLEM IDENTIFICATION (CONT.):**

*For both categories, behavioral factors were identified as the major contributor compared to the infrastructure related issues. The data shows that infrastructure alone is not sufficient to improve safety. Initiatives to raise public awareness, bolster and expand driver education to address behavior related safety issues, and increased law enforcement can increase users' awareness regarding risky driving and its negative consequences.*

*Driver behavior such as speeding, red-light running, following too closely and improper lane change are considered "aggressive". This type of contributing factors requires behavior modifications to reduce crash frequency and severity. Non-infrastructure countermeasures can modify behaviors that contribute to crashes by demonstrating safe behavior, reinforcing safety messaging, including potentially fatal results from the risky driving practices and can increase the percentages of responsible roadway users.*

*Implementation of behavioral countermeasures involves significant public outreach, coordination, presentations, and organization. Most municipalities and Councils of Governments do not have staff dedicated to this effort. Therefore, SCRCOG will embed a Regional Highway Safety Program Specialist at the South Central Regional Council of Governments who will work full-time on highway safety initiatives that will benefit the 15 municipalities in the SCRCOG region.*

*The Regional Highway Safety Program Specialist will be responsible for coordinating and implementing highway safety programs and initiatives aimed at reducing crashes, injuries, and fatalities on public roadways. This role involves developing and managing partnerships with various stakeholders, designing, and executing educational campaigns, and analyzing data to assess program effectiveness.*

*The National Highway Traffic Safety Administration and CTDOT Highway Safety Office have many resources dedicated to behavioral countermeasures. The existing national and statewide efforts need reinforcement at the regional and local levels. SCRCOG intends to continue utilizing the existing resources while developing a program that is tailored to regional challenges.*

*The Regional Highway Safety Program Specialist will work closely with the National Highway Traffic Safety Administration, CTDOT Highway Safety Office, officials from each of the 15 SCRCOG member municipalities, law enforcement, education and community organizations, and other relevant parties to promote and enhance highway safety. Special emphasis will be outreach to traditionally underserved and environmental justice communities in New Haven, West Haven and Meriden.*

## FY 2024 Highway Safety Project Grant Application

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>SCRCOG Highway Safety Pilot Program</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>	
	<b>OBJECTIVES</b>	<b>PAGE 1 OF 4</b>
<p><b>**Press "ALT"&amp;"Enter" together to insert new line</b></p> <p><b>OBJECTIVES</b>  <b>Describe the objectives to be accomplished during this project.</b>          The objectives should be specific, clearly written, measurable, and time-framed.</p> <p>The Regional Highway Safety Specialist will utilize existing and developed programming to further the following objectives over a <b>12-month period</b>. Data collection and analysis of crashes will identify patterns and trends, informing the development of targeted interventions and countermeasures. Programs, campaigns, events, and communications will be aimed to reach audiences such as youth, elderly, underserved populations, pedestrians, cyclists, and motorcyclists. The Regional Highway Specialist will ensure that each municipality in the SCRCOG region benefits from the program.</p> <p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. <b>Promote Safe Driving Behavior:</b> Educate drivers, especially young drivers, and elderly drivers, about safe driving practices, including obeying traffic laws, avoiding distractions, wearing seatbelts, and not driving under the influence of alcohol or drugs. Schedule programming, communications, events in each of the 15 SCRCOG municipalities and track attendance and reach.</li> <li>2. <b>Decrease Impaired Driving:</b> Implement strategies to discourage and prevent impaired driving, such as sobriety checkpoints, public awareness campaigns, and stricter enforcement of laws related to driving under the influence. Schedule programming, communications, events in each of the 15 SCRCOG municipalities and track attendance and reach.</li> <li>3. <b>Address Distracted Driving:</b> Develop initiatives to combat distracted driving caused by activities like texting, talking on the phone, and using in-car entertainment systems while driving. Schedule programming, communications, events in each of the 15 SCRCOG municipalities and track attendance and reach.</li> <li>4. <b>Decrease Speeding:</b> Develop initiatives to reduce the incidents of speed related crashes. Schedule programming, communications, events in each of the 15 SCRCOG municipalities and track attendance and reach. Use the ST of CT Crash Depository to compare statistics during the 12-month project period for each of the 15 SCRCOG municipalities.</li> <li>5. <b>Promote Pedestrian and Cyclist Safety:</b> Develop and promote initiatives to enhance the safety of pedestrians and cyclists by educating both drivers and non-motorists about sharing the road safely. Schedule programming, communications, events in each of the 15 SCRCOG municipalities and track attendance and reach.</li> <li>6. <b>Target High-Risk Groups and Underserved Communities:</b> Identify and focus efforts on high-risk groups such as young drivers, senior citizens, and commercial vehicle operators through specialized education, training, and awareness programs. Ensure that programming reaches the underserved communities. Identify high-risk groups and underserved communities by using existing data and track programming, communications and events that reach those identified groups.</li> </ol>		



## FY 2024 Highway Safety Project Grant Application

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>SCRCOG Highway Safety Pilot Program</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>	
	<b>ACTIVITIES</b>	<b>PAGE 1 OF 4</b>
<p><b>**Press "ALT" &amp; "Enter" together to insert new line</b></p> <p><b>ACTIVITIES</b>  <b>Describe activities and procedures you will undertake to achieve each objective.</b>  Identify project personnel and responsibilities. Include activity timelines.</p>		
<p>The Regional Highway Safety Specialist will achieve the program objectives by conducting some or all of the following activities in each of the 15 SCRCOG municipalities and/or regionally.</p> <ol style="list-style-type: none"> <li>1. Launch public awareness campaigns that reach all SCRCOG municipalities, to educate drivers, passengers, and pedestrians about safe driving practices, the importance of wearing seat belts, not driving under the influence of alcohol or drugs, and the dangers of distracted driving. Use existing programs and personalize programs to the region/municipality when appropriate. Personalize campaigns to address targeted populations such as older/younger drivers, underserved populations, pedestrians, cyclists. Personalize campaigns to address differences between rural and urban/suburban safety issues.</li> <li>2. Establish communication with the Superintendents and principals in each SCRCOG municipality to discuss programming in at least middle schools and high schools and collect feedback through focus groups and surveys.</li> <li>3. Establish partnerships with SCRCOG municipal leaders, police departments, school districts, higher educational institutions, senior centers, recreation directors, stakeholder groups such as cycle clubs, and others who can assist in highway safety programming and messaging.</li> <li>4. Create Regional Highway Safety Social media accounts. Create regular highway safety social media posts and graphics. Arrange for SCRCOG municipalities to share on their social media accounts.</li> <li>5. Promote highway safety by appearing on any local tv and radio news outlets, public TV programs, and podcasts.</li> <li>6. Organize bike rodeo events to promote bicycle safety.</li> <li>7. Develop educational materials, including brochures, presentations, videos and training resources that can be distributed around the region.</li> <li>8. Maintain a performance measurement accounting system to measure program effectiveness. Feedback from community events, websites, surveys, focus groups and any other methods, will be collected and analyzed to determine impact and outcomes.</li> </ol>		

**FY 2024 Highway Safety Project Grant Application**

<b>PROJECT TITLE</b>		<b>APPLICANT</b>				
SCRCOG Highway Safety Pilot Program		South Central Regional Council of Governments (SCRCOG)				
		<b>BUDGET</b>				
<b>BUDGET DETAIL FOR ITEMS THAT ARE CHARGED TO THIS GRANT</b>						
<b>A. Personnel Cost: Positions #</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
*Hours worked on grant activities.	<b>Position Title</b>	<b>Deputy Director</b>	<b>New Employee (Regular Hours)</b>	<b>New Employee (Vac/Sick/PTO)</b>		
	<b>Hourly rate</b>	\$139.39	\$77.72	\$77.72		
	<b>Pay Period Scheduled Hours</b>	35.00	35	35.00		
	<b>*Hours allotted for this grant</b>	3.50	35.0	0.00		
	<b>Number of Pay Periods</b>	52	47	5.00		
	<b>A1</b>	<b>Salaries Sub-Total</b>	\$25,368.98	\$127,849.40	\$0.00	\$0.00
		<b>Salaries Total</b>				\$153,218.38
		<b>Fringe Rate %</b>				
	<b>A2</b>	<b>Fringe Sub-Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
		<b>Fringe Total</b>				\$0.00
	<b>Salaries and Fringe Total</b>	\$25,368.98	\$127,849.40	\$0.00	\$0.00	
<b>A. Personnel Cost Total</b>					\$153,218.38	
<b>Personnel Costs Notes</b>	The Deputy Director will oversee the New Employee. Vacation/Sick/PTO will not be charged directly to this grant as such hours are part of the indirect rate calculation.					
<b>B. Travel (require pre-approval from HSO)</b>			\$4,500.00		\$4,500.00	
<b>Description</b>	in-state mileage and parking state airfare/train/mileage/parking, baggage fees, lodging, meals, and conference registration fees				out-of-	
<b>C. Contractual Services</b>					\$0.00	
<b>Description</b>						
<b>D. Operating/Supplies Costs</b>			\$10,500.00		\$10,500.00	
<b>Description</b>	Advertising expenses (ex. new employee job posting) and supplies and materials					
<b>E. Equipment</b>			\$1,500.00		\$1,500.00	
<b>Description</b>	laptop computer for New Employee					
<b>F. Indirect Cost @ rate:</b>		0.00%			\$0.00	
	<b>Sum of Indirect Cost Base Categories (attach agreement):</b>					
	<b>Indirect Rate Base Categories (i.e. A1,A2,B,etc.):</b>					
<b>Total Project Cost:</b>					<b>\$169,718.38</b>	

**FY 2024 Highway Safety Project Grant Application**

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
<b>SCRCOG Highway Safety Pilot Program</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>
	<b>CONTINUATION</b>

**\*\*Press "ALT"&"Enter" together to insert new line**

**CONTINUATION AND COST ASSUMPTION**

Describe how project activities will be supported when federal participation ends (if warranted)

Results will be calculated and analyzed at the conclusion of the 12-month pilot project period. If, in partnership with the ST of CT Highway Safety Department, the project is deemed a success, SCRCOG will seek funding for the continuance of the project.

## FY 2024 Highway Safety Project Grant Application

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>SCRCOG Highway Safety Pilot Program</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>	
	<b>REIMBURSEMENT</b>	
<b>PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS</b>		
<i>NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.</i>		
<b>Project Start Date</b>	<b>Project Ending Date</b>	<b>Reimbursement Deadline</b>
	<b>September 30, 2024</b>	<b>October 30, 2024</b>
<ul style="list-style-type: none"> <li>• <i>All reimbursements must be signed and dated by the sub-grantee's authorizing official.</i></li> <li>• <i>Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.</i></li> <li>• <i>Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty ( 30 ) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.</i></li> <li>• <i>All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).</i></li> <li>• <i>Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30<sup>th</sup>. Failure to do so may jeopardize your reimbursement.</i></li> <li>• <i>All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.</i></li> <li>• <i>Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30<sup>th</sup>.</i></li> <li>• <i>Photocopies of any media coverage (if applicable) or supportive documentation can be included.</i></li> <li>• <i>Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.</i></li> </ul>		
<p style="margin: 0;"><b>FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH WILL RESULT IN YOUR CLAIM BEING DENIED.</b></p>		

**FY 2024 Highway Safety Project Grant Application**

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
SCRCOG Highway Safety Pilot Program	South Central Regional Council of Governments (SCRCOG)
	<b>AUDIT REQ</b>

**ATTACHMENT A**

**SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES**

**EFFECTIVE OCTOBER 1, 2023**

**AUDIT REQUIREMENT STATEMENT:**

The town/city/agency of South Central Regional Council of Governments (SCRCOG) declares that for the fiscal year ending September 30, 2024, the sum total of Federal funds awarded to local government agencies from all sources ***DOES exceed \$750,000*** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)** 

**AUDIT EXEMPTION STATEMENT:**

The town/city/agency of South Central Regional Council of Governments (SCRCOG) declares that for the fiscal year ending September 30, 2024, the sum total of Federal funds awarded to local government agencies from all sources ***DOES NOT exceed \$750,000*** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

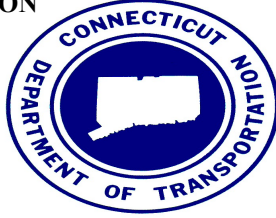
- a. Any sub grantee receiving \$750,000 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.
- b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

**FY 2024 Highway Safety Project Grant Application**

<b>PROJECT TITLE</b>		<b>APPLICANT</b>		
SCRCOG Highway Safety Pilot Program		South Central Regional Council of Governments (SCRCOG)		
		SUMMARY		
<b>BUDGET SUMMARY</b>				
<b>TOTAL FEDERAL BUDGET</b>	<b>\$169,718.38</b>	<b>FEDERAL SHARE</b>	<b>100.00%</b>	
<b>TOTAL MATCH BUDGET</b>	<b>\$0.00</b>	<b>NON-FEDERAL SHARE</b>	<b>0.00%</b>	
<b>FEDERAL AWARD IDENTIFIER NUMBER (FAIN):</b>				
<b>CHARGES FOR THIS GRANT</b>	<b>AMOUNT</b>	<b>BUDGET SUMMARY APPROVAL</b>		
SALARY	\$153,218.38	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
FRINGE BENEFIT @ 0.00%	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
TRAVEL	\$4,500.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
CONTRACTUAL SERVICES	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
OPERATING/SUPPLIES COSTS	\$10,500.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
EQUIPMENT	\$1,500.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
INDIRECT COSTS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
<b>TOTAL FEDERAL BUDGET</b>	<b>\$169,718.38</b>	<b>APPROVED \$:</b>		
<b>MATCH FOR THIS GRANT</b>	<b>AMOUNT</b>	<b>MATCH SUMMARY APPROVAL</b>		
SALARY	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
FRINGE BENEFIT @ 0.00%	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
TRAVEL	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
CONTRACTUAL SERVICES	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
OPERATING/SUPPLIES COSTS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
EQUIPMENT	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
INDIRECT COSTS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITION APPLY*	<input type="checkbox"/> N/A
<b>TOTAL MATCH BUDGET</b>	<b>\$0.00</b>	<b>MATCH \$:</b>		
*Conditionally approved amounts will only be reimbursed upon satisfying the condition mentioned below.				
<b>NOTES:</b>				

# HSO REIMBURSEMENT INVOICE

**CT DEPARTMENT OF TRANSPORTATION**  
**HIGHWAY SAFETY OFFICE**  
**ADDRESS: 2800 BERLIN TURNPIKE**  
**CITY: NEWINGTON**  
**STATE: CT**  
**ZIP CODE: 06131-7546**  
**ATTN: BRYAN R. PAVLIK**



**PAYEE:**  
**ADDRESS LINE #1:**  
**ADDRESS LINE #2:**  
**CITY/TOWN:**  
**STATE:**  
**ZIP CODE:**  
**PHONE NUMBER:**

<b>GRANT NAME:</b>	SCRCOG Highway Safety Pilot Program		
<b>INVOICE DATE:</b>		<b>VENDOR ID #</b>	
<b>INVOICE #</b>		<b>ADDRESS #</b>	
<b>STATE PROJECT #</b>	0204-0707-AX	<b>PURCHASE ORDER #</b>	
<b>BILLING PERIOD:</b>		<b>RECEIPT #</b>	

BUDGET CATEGORIES	BUDGET	CURRENT INVOICE	PREVIOUSLY BILLED	BALANCE
SALARIES	\$153,218.38	\$0.00	\$0.00	\$153,218.38
FRINGE BENEFITS %    0.00%	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL (Mileage only)*	\$4,500.00	\$0.00	\$0.00	\$4,500.00
CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING/SUPPLIES COSTS	\$10,500.00	\$0.00	\$0.00	\$10,500.00
EQUIPMENT	\$1,500.00	\$0.00	\$0.00	\$1,500.00
INDIRECT COSTS    0.00%	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL:</b>	<b>\$169,718.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169,718.38</b>

<b>MATCH (if any):</b>	<b>\$0.00</b>	<b>INVOICE AMOUNT:</b>	<b>\$0.00</b>
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## CITY/TOWN/AGENCY'S AUTHORIZED OFFICIAL

I CERTIFY, that in accordance with the laws of the state and under the terms of the approved program(s) area that actual costs claimed have been incurred and have not previously been presented for payment.

<b>NAME:</b>		<b>SIGNATURE:</b>	
<b>TITLE:</b>		<b>DATE:</b>	
<b>EMAIL:</b>			

## FOR HSO USE ONLY

**BRYAN R. PAVLIK**

<b>PROJECT MANAGER:</b>	<b>SIGNATURE</b>	<b>DATE</b>
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**JOSEPH T. CRISTALLI**

<b>SAFETY PROGRAM COORDINATOR:</b>	<b>SIGNATURE</b>	<b>DATE</b>
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**CHRISTINE BISKE OR ANILA HAFEEZ**

<b>FISCAL APPROVAL</b>	<b>SIGNATURE</b>	<b>DATE</b>
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<b>NOTES:</b>		Received Department of Transportation  Highway Safety Office
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