

## Executive-Level Traffic Records Coordinating Committee (ETRCC) Meeting Minutes

<b>Date/Time</b>	February 6, 2024, 10:30 to 11:30 am	
<b>Chair</b>	<b>Kerry Collins</b> , EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
<b>Participants</b>	<b>Lt. Eric Bernstein - VM</b> , Alternate, MA State Police <b>Brook Chipman</b> , OGR/Highway Safety <b>Kerry Collins - VM</b> , EOPSS and ETRCC Chair <b>Kelley Cunningham - VM</b> , MDPH/Bureau of Community Health and Prevention <b>Joe Demers</b> , Department of Criminal Justice Information Services <b>Debra Eaton</b> , MassDOT/Merit Rating Board <b>Bob Frey - VM</b> , Alternate, MassDOT/Office of Transportation Planning <b>Marta Franchesia</b> , MDPH <b>Jamie Gagnon - VM</b> , Department of Criminal Justice Information Services <b>Eric Gemperline - VM</b> , Alternate, Central MA Planning Commission <b>Jeanne Hathaway</b> , MDPH/Bureau of Community Health and Prevention	<b>Chief John LeLacheur - VM</b> , Beverly PD and Mass Chiefs of Police Association <b>Jim Morton - VM</b> , Administrative Office of the Trial Court <b>Arielle Mullaney</b> , EOPSS Assistant General Counsel <b>Charlene Oakley</b> , NHTSA Region I <b>Mary-Jo Flood - VM</b> , MassDOT/Registry of Motor Vehicles <b>Kenneth Miller</b> , FHWA <b>Bonnie Polin- VM</b> , Alternate, MassDOT/Traffic Safety Section <b>Barbara Rizzuti</b> , NHTSA Region I <b>Sonja Singleton - VM</b> , MassDOT/Merit Rating Board <b>Bob Smith - VM</b> , OGR/Highway Safety <b>Kevin Stanton</b> , OGR <b>Jake Viola - VM</b> , EOTSS <b>Deputy Superintendent</b> <b>Christopher Walsh</b> , Boston Police <b>Det. Lt. Richard Wolanski</b> , MA State Police  VM = Voting Member
<b>Location</b>	Teams Meeting	

### *1. Welcome and Introductions (Kerry Collins)*

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed participants and reminded them this was a virtual meeting being held in compliance with the Massachusetts Open Meeting Law requirements.

Kerry confirmed Bonnie Polin, State Safety Engineer at MassDOT, was serving as

the alternate for the meeting for Neil Boudreau, Assistant Administrator for Traffic and Safety at MassDOT.

Kerry conducted a roll call to determine how many ETRCC members were on the call and to identify alternates present. A quorum was confirmed (13 out of 15 voting ETRCC members or alternates were on the call, more than the eight necessary).

## ***2. Review and vote on draft of 10/17/2023 ETRCC Meeting Minutes (Kerry)***

Kerry noted the draft minutes for the ETRCC's 10/17/23 meeting had been circulated to the membership for review before the meeting. She asked if anyone had requested edits, then provided a final opportunity for review. Given no member requested a further change, Kerry indicated the minutes were unanimously adopted.

## ***3. Office of Grants and Research on Availability of Grant Funds (AGF) FFY 24 405c funding process (Brook Chipman)***

An Availability of Grant Funds (AGF) for Section 405c funding for traffic records projects was posted on the Office of Grants and Research's website on December 15, 2023. The AGF was also then distributed to the TRCC e-distribution list and the MA Chiefs of Police e-list. \$150,000 of 405c grant funding is available through this AGF process. Responses to the AGF were due by January 16, 2024.

One AGF response totaling \$150,000 was received by the deadline, from the Department of Criminal Justice Information Services, or DCJIS. This AGF response was then distributed to TRCC members via the TRCC e-distribution list and those on the Teams invite for this meeting. Notice was also given of a virtual project presentation by DCJIS on January 19. DCJIS's presentation materials were later made available on the OGR's website.

An AGF Review Committee to consider this AGF response from DCJIS was comprised of an OGR employee and Brook Chipman, along with a third member who is a Working-level TRCC member from an entity that did not submit a response to this AGF and has prior AGF review committee experience. After a review session on January 23, the review committee produced an Award Recommendations Memo. This memo was circulated prior to the meeting to members of the Executive-level TRCC and to others on the TRCC e-distribution list.

The main point of the memo is the review committee recommends this one project from DCJIS be fully funded for \$150,000. This represents all the funds available through this AGF.

Brook inquired whether any committee members had questions about the AGF

process to this point. None were posed.

**4. *Discuss and vote on AGF Review Committee's award recommendations memo, with modifications as necessary (Kerry and Brook)***

Kerry said the agenda item would begin with Brook providing a review of basic points about the up-coming voting process.

Brook stated no ETRCC member with a project under consideration in this AGF process may vote on the project under consideration. Nor can any ETRCC member vote who is from an entity that represents or oversees an applicant with a project under consideration.

So for today, the following ETRCC members would not vote.

- DCJIS Commissioner Jamie Gagnon, as DCJIS has a response under consideration.
- EOPSS's Undersecretary Collins, who is also the ETRCC Chair, as EOPSS oversees DCJIS.

Brook added that while Undersecretary Collins and Commissioner Gagnon will not vote they can still participate in the general discussion about the proposed project to ensure the committee does not miss critical information.

As noted on the agenda, the ETRCC will discuss and vote on the AGF Review Committee's award recommendations memo, with modifications as necessary. Brook said at least 2/3 of the ETRCC members present who are eligible to vote must vote in the affirmative to approve 405c funding for the project.

Brook asked committee members if anyone had a question about the AGF process to this point. No question was posed.

Kerry said before the vote there would be a brief presentation from Joe Demers on DCJIS's proposed project.

Joe provide a brief project presentation (see associated PP slides). He noted there has been greater use of the MACCS crash function. Also expanded use of the citation function by local police departments, catching up to the use of this function by State Police. Joe detailed his recent efforts to reach out to departments not participating in MACCS one more time before the expected end of grant funding to support their participation at no direct cost. DCJIS is pleased to see Worcester ready to join. DCJIS has also been undertaking software enhancements for MACCS, including soon a link to UMassSafe's E-Crash Report Manual. The Mark43 and QED records management system are being onboard to MACCS so their departments will have return of service functionality.

Jamie Gagnon added to Joe's presentation by asking all ETRCC members to encourage remaining departments to sign-up for MACCS. He said he has been doing outreach on this point to various police chief groups.

Kerry said the committee would now vote on a motion to approve the AGF Review Committee's recommendations memo as presented to award DCJIS' MACCS Project \$150,000 of 405c funding. Bob Smith seconded the motion.

The motion was approved as follows:

In Favor: OGR/Smith, MSP/Bernstein, MassDOT Highway/Polin, RMV/Griffin, MassDOT Planning/Fry, MRB/Singleton, MARPA/Gemperline, MDPH/Cunningham, MA Chiefs/LeLacheur, Trial Court/Morton, EOTSS/Viola.  
Opposed: None. Abstain: EOPSS/Collins, DCJIS/Gagnon,

The ETRCC's award recommendation for the MACCS project will now be advanced to NHTSA and then to the Secretary of Public Safety and Security for consideration.

#### ***5. Office of Grants & Research on highlights of Second Round of FFY 24 405c AGF anticipated to begin March 2024 (Brook)***

Brook said this part of the agenda would be based on a related one-page meeting hand-out distributed earlier and now shared on the screen. With the up-coming AGF for a Second Round of FFY 2024 405c funding there would be no notable changes from recent 405c-funded AGFs except for new use of grant funds language. OGR expects to release this next AGF in March.

The first paragraph has text that essentially is the use of grant language we have been utilizing in recent AGFs up to and including the one we just finished.

But with future AGFs using 405c funds received for FFY 2024, and until future notice, we'll need resulting 405c projects to align not only with the language in this first paragraph of the hand-out but also with one or more of the nine items that follow it.

OGR will make sure our AGFs are written to steers applicants to make the proper connection with this new use of grants funds language. The contracts for resulting 405c projects will document this connection. As will the reporting paperwork subrecipients use for 405c grant funding.

All these efforts will ensure that OGR can clearly show NHTSA in its reporting for reimbursement purposes for these 405c funds how all project expenses align with the use of grant funds language and specifically with one or more of these nine items on the hand-out. Please note that while #1 – 8 generally align with what was previously allowed for under early 405c funding, #9 is new.

#### ***6. Presentations on recent and current 405c projects (Brook and presenters)***

- **RMV, Inclusion of Vulnerable Users in Crash Reporting to RMV Project, Mary-Jo Griffin**

Mary-Jo said the project is going overall well, and VU data is starting to flow into the RMV's Crash Data System. Lexington and Worcester police departments have already submitted VU data through their paper crash reporting. Expect e-reporting of VU data to pick-up this spring. Some records management system vendors are still testing their VU upgrades. Training materials on VU data reporting are out to departments and the academies, with no issues reported to date with these materials. Still working on some definition issues, notably with scooters. Mary-Jo will send Brook a VU definitions and examples document to share with the committee.

Kerry Collins noted she is working on a project to standardize data collection for law enforcement, and she appreciates information on the RMV's efforts with VU data to better inform her efforts. Bonnie Polin noted there is legislation expected to change the definition of scooters that will impact crash reporting.

- **MSP, Improving Data Accuracy from the Scenes of Motor Vehicle Crashes Project, Detective Lt. Richard Wolanski.** See related PP presentation.

Detective Lt. Wolanski said this project was complete and the MSP CARS Unit is seeing resulting improvements in fatal and serious crash reporting. Jeanne Hathaway had questions about how the project might be improving calculations made about blind spots for vehicle operators. Detective Lt. Wolanski said there had been some improvements, in particular with pedestrian crashes, but that every crash has unique circumstances. Discussion followed about a recent child pedestrian fatality involving a large truck in Andover. Bonnie Polin noted MassDOT is working with various industries on possible first in the nation legislation to help improve visibility in vehicles to reduce crashes.

- **MRB, Accessible Citation Data Project - Phase II, Sonja Singleton, and Debra Eaton**

Sonja said this project is back up and running after a contract hiatus from the start of October through January. Data quality and contractor performance issues resulted in the citation data portal being only 70% complete by the September end of the contract. Now with a new contract, she expects to have the portal launch by mid-summer. Then there will be a survey of major data stakeholders in August.

Jeanne Hathaway asked whether there would be different levels of access to the portal. Sonja said that was a great question, and currently the portal is being designed to function with the same information you would be able to submit a Public Records Request for today – only you will have the ability to pull that information yourself. Keep in mind with the new Family Mobility Act – certain information is no longer being shared and we need to make sure we are in line with the information to be shared in the portal. More to come on that – as many

stakeholders would love to see expansion of the portal in the future.

- **BPD, e-Citation Transition Project, Deputy Superintendent Christopher Walsh**

Deputy Walsh said Boston Police continues to see greater use of MACCS following the deploy of 405c-funded mobile printers to their entire fleet last year. Same positive reporting trend is happening with their 405c-funded Quick Crash application.

**7. Unforeseen business/upcoming event announcements/next meeting:  
June 4, 2024 (Kerry)**

Kerry asked if anyone had any unforeseen item to share with the group. Nothing was offered.

**8. Adjournment**

Kerry asked the group if they supported adjourning the meeting. As no objections were raised, Kerry said the meeting was adjourned.

**Massachusetts  
Executive-level Traffic Records Coordinating Committee (ETRCC)  
Virtual Meeting**

**10:30 to 11:30 am, February 6, 2024**

Microsoft Teams meeting  
[Click here to join the meeting](#)  
Meeting ID: 244 440 749 482, Passcode: c7aRFU  
[Download Teams](#) | [Join on the web](#)  
**Or call in (audio only)**  
[+1 857-327-9245, 236361208#](#)  
Phone Conference ID: 236 361 208#  
[Find a local number](#) | [Reset PIN](#)

**AGENDA**

1. Introductions (Kerry Collins)
2. Review and vote on draft October 17, 2023 ETRCC meeting minutes (Kerry)
3. Office of Grants & Research on Availability of Grant Funds (AGF) process for FFY 24 405c funding (Brook Chipman)
4. Discussion and vote on AGF Review Committee's award recommendations memo, with modifications as necessary (Kerry and Brook)
5. Office of Grants & Research on highlights of Second Round of FFY 24 405c AGF anticipated to begin March 2024 (Brook)
6. Presentations on recent and current 405c projects (Brook and presenters)
7. Unforeseen business/upcoming event announcements/next meeting: June 4, 2024 (Kerry)
8. Adjourn (Kerry)

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*To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 781-535-0060 or [brook.chipman@mass.gov](mailto:brook.chipman@mass.gov).*







**The Commonwealth of Massachusetts  
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**MAURA T. HEALEY**  
Governor

**KIMBERLEY DRISCOLL**  
Lieutenant Governor

**TERRENCE M. REIDY**  
Secretary

**KEVIN STANTON**  
Executive Director

**MEMO**

**TO:** Massachusetts Executive-level Traffic Records Coordinating Committee

**FROM:** Brook W. Chipman, State Traffic Records Coordinator on behalf of the  
FFY 2024 Section 405c funding AGF Review Committee

**RE:** Award Recommendations for FFY 2024  
Section 405c funding AGF

**DATE:** January 26, 2024

As called for in the Notice of Availability of Grant Funds (AGF) for the FFY 2024 State Traffic Safety Information System Improvements Grant, Section 405c funding, the AGF Review Committee (the committee) is issuing this memo regarding award recommendations. This memo is for those who have reviewed and have access to the AGF and the one associated AGF response. Detailed AGF information is available at [State Traffic Safety Information System Improvements Grant Program](#).

The committee met on January 23<sup>rd</sup> to review the AGF response and consider the related virtual project presentation on January 19<sup>th</sup>. Two members of the committee were from EOPSS's Office of Grants and Research (OGR). A third committee member was from a TRCC member entity that did not submit a response to this AGF, and who has extensive service on the Working-level Traffic Records Coordinating Committee (WTRCC).

There is up to \$150,000 available to award through the AGF. The one AGF response under consideration requested \$150,000.

Below are the key findings from the committee's deliberations:

<b>Applicant &amp; Project Title</b>	<b>4-Box Assignment</b>	<b>Combined, Averaged Score (rounded)</b>	<b>Request</b>	<b>Recommended Award</b>
<b>Department of Criminal Justice Information Services – Motor Vehicle Automated Citation &amp; Crash System (MACCS)</b>	A	78	\$150,000	\$150,000

The AGF noted this memo would contain information on 405c funded grant work in FFY 2023-2024 by those applicants applying for new 405c funding. This review by OGR would be regarding performance against the benchmark in the original application or any accepted update, project reporting issues, and level of unspent funding. The following information is not part of the scoring process for AGF responses. It is being made available to provide context for the ETRCC during its deliberation process.

- The Department of Criminal Justice Information Services (DCJIS) was awarded \$486,254 of 405c grant funding in mid-FFY 2022. This award was active towards the end of FFY 2022 and continued into FFY 2023 to June 30, 2023. All but \$17,665.52 of the \$486,254 award was not expended. In mid-FFY 2023 DCJIS was awarded \$500,000 in 405c grant funding; DCJIS has spent more than \$10,000 to date and has committed an additional \$225,600 in a purchase order. While the project is successfully working towards meeting its performance measures for this award, there have been minor reporting challenges during the grant periods involved. DCJIS continues to work diligently with OGR to address and overcome these challenges.

The committee hopes this memo assists the ETRCC with reviewing and developing funding recommendations for projects related to the Second Round of FFY 2023 Section 405c funding AGF.



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Office of Grants and Research  
FFY 2024 State Traffic Safety Information System  
Improvements Grant, Section 405(c) Funding

**AGF Attachment A - Application**

See associated Availability of Grant Funds (AGF) for other application requirements, due dates, etc. Please complete each field using an 11-point font. The final application must not exceed ten pages. If requesting funding for more than one project, please submit a separate application form for each project.

**Cover Sheet**

Applicant Information		Agency Head Contact	
Organization Name: DCJIS		Name: Jamison Gagnon	
Project Title: Motor Vehicle Automated Citation and Crash System (MACCS)		Title: Commissioner	
Address: 200 Arlington Street, Suite 2200		Address: 200 Arlington Street, Suite 2200	
State: MA	State: MA	City: Chelsea	State:
+4:	+4:	Zip: 02151	+4:
Telephone: 617.660.4600		Telephone: 617.660.4643	
Website: mass.gov/cjis		Fax: 617.660.4613	
Unique Entity Identifier (formerly DUNS) Number: 878889559		Email: jamison.r.gagnon@mass.gov	
Fiscal Contact Information		Programmatic Contact Information	
Name: Anne Wong		Name: Michaela Dunne	
Title: CFO		Title: Deputy Commissioner	
Address: 200 Arlington Street, Suite 2200		Address: 200 Arlington Street, Suite 2200	
City: Chelsea	State: MA	City: Chelsea	State: MA
Zip: 02150	+4:	Zip: 02150	+4:
Telephone: 617.660.4669		Telephone: 617.660.4682	
Email: anne.wong@mass.gov		Email: michaela.dunne@mass.gov	
Funding Request			
Total Grant Funding Requested: \$ (Please enter a whole number. Using funding request from Attachment B - Summary, round up to the nearest dollar to eliminate any cents.)			
Match Contribution: \$0			
Total Project Cost: \$150,000			
Federally Approved Indirect Cost Rate			
Does the applicant have a federally approved rate?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, what is the rate: (Applicant must attach copy)	10%		
If no, will the applicant be requesting the de minimis rate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

**Project Overview:**

A) Project must improve at least one of the following core traffic records systems in Massachusetts. *Check all that apply.*

- |                                 |  |  |
|---------------------------------|--|--|
| <input type="checkbox"/> Crash  | <input type="checkbox"/> Roadway                   | <input type="checkbox"/> Vehicle                           |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Injury Surveillance / EMS | <input checked="" type="checkbox"/> Citation/Adjudications |

B) Project must improve at least one of the following performance attributes of the selected core traffic records system(s). *Check all that apply.*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accessibility          | <input checked="" type="checkbox"/> Accuracy   | <input checked="" type="checkbox"/> Completeness |
| <input checked="" type="checkbox"/> Integration | <input checked="" type="checkbox"/> Timeliness | <input checked="" type="checkbox"/> Uniformity   |

C) Project must address at least one currently unmet recommendation identified in the most recent Commonwealth's Traffic Records Self-Assessment (See Section II of AGF). List the recommendation(s) here.

MACCS will specifically address the Citation and Adjudication recommendation of improved data quality control.

**Project Description / Needs Assessment:**

A) Describe the main purpose and primary benefit(s) of the proposed project. *150-word limit.*

The Commonwealth of Massachusetts seeks to reduce the time spent by officers and citizens on side of road during issuance of traffic citations and the completion of crash reports. Also, the state needs to continue to improve crash and citation data collection, improve data quality, eliminate redundant data entry processes across agencies, improve timeliness of reporting to state and federal entities, and make data available faster to law enforcement agencies and other traffic records stakeholders.

B) Explain the need that will be met by the project, particularly how it will address at least one currently unmet recommendation from the most recent Commonwealth's Traffic Records Self-Assessment. Reference any related assessment question(s).

This project will help in part to address the citation and crash-related data quality recommendations from NHTSA's 2019 Massachusetts Traffic Records Self-Assessment by increasing the accuracy, completeness, timeliness, and uniformity of citation and crash data. In order to address data quality issues and recommendations, as many police departments as possible need to use MACCS as their primary means of issuing citations; funding from 405c grants have enabled the police departments to participate in the program with little to no departmental funds required. MACCS provides automation and integration with the RMV and courts, which provides for the most accurate and complete manner to issue citations. Currently, 290 of 351 municipal agencies, two State Universities, the Massachusetts Environmental Police, and the MSP are using MACCS. 23 additional departments are in the queue for award notification, installation and/or training, including municipal, university, and state agencies.

The DCJIS is currently in receipt of \$500 in 405c funding of which all is allocated for equipment purchases

and printer installations. A significant amount of these funds was earmarked for important software enhancements, however, due to an unanticipated but required change in the MACCS Crash Module to account for the Commonwealth's Vulnerable User Law, the DCJIS was unable to complete the originally anticipated enhancements. Therefore, at a minimum, the DCJIS plans to use these funds to onboard two new RMS vendors and add a link within MACCS to easily access [www.masscrashreportmanual.com](http://www.masscrashreportmanual.com), which is a previously funded 405c project developed by UMass and provides wealth of information regarding crash reports, including a valuable data dictionary.

DCJIS also anticipates purchasing approximately 130 printers and peripherals with current grant funding, and this funding would allow the installation of approximately 70 printers at 8 departments.

C) Describe key project deliverable(s) and anticipated system/attribute improvement(s).

Objective 1: Complete MACCS software enhancements

Objective 2: Install approximately 70 printers at an estimated 8 police departments

Objective 3: Provide related training on MACCS

D) Note whether the project impacts the core traffic records system or business process of another local, state, and/or federal organization(s) or the MACCS project. If so, document how and what collaboration to date has occurred. Include the name of the other organization(s) and point of contact information. Applications for projects dependent upon state or regional-level public sector partner(s) must be supported with a hand-signed letter(s) of support on partner letterhead. Partner CEOs or CIOs must sign such letters.

Longstanding partners of this project include: State and municipal police departments, the Registry of Motor Vehicles (RMV), and the Merit Rating Board (MRB), and the Executive Office of Public Safety and Security.

E) Explain how the proposed project will improve the way data in the system(s) is shared with other traffic records partners and/or the public.

Expanded use of MACCS results in a significant increase of citation and crash data transmitted electronically and with consistent information to our partners at the MRB. In turn, the MRB has access to citations and data without the cumbersome and time-consuming process of manually processing paper citations. Further, the RMV can share the data easily with the Executive Office of Public Safety for statutory reporting requirements.

F) If proposing to use grant funds for an equipment/software purchase, how will it address a project need, and why is it necessary for project implementation? What is the make/model, who will own it, when it will be purchased, how will it be maintained, and break the equipment/software costs into major cost categories (this must include any delivery and installation costs)? If applicable, provide information regarding the current inventory of the equipment/software to justify the need further.

**Important:** Applicants are required to explain if the equipment/software will be used for any other purpose(s) beyond traffic records and related traffic enforcement/safety activities. If so, please indicate the proportional amount of the total cost associated with traffic records and related activities, then the amount for additional purpose(s). Applicants must assign estimated percentages to each (i.e., 50% traffic records and related activities, 45% other policing duties, 5% routine administrative). Provide supporting justification of estimated percentages cited (i.e., from records management system). Include attachments if necessary. Grant funds can only be requested for the percentage of the total equipment/software cost that will be used for traffic records and related activities.

Brother PocketJet 7 Plus300 dpi Printer - \$340

Gamber printer mount (armrest style) - \$261

Ram Universal mounts - \$130

Installation - varies per number of units and location

Each department signs an agreement with DCJIS allowing for the department to take ownership of the equipment, including any maintenance or replacement after the initial warranty period, and the purchase of supplies (paper).

Enhancements to the MACCS application are completed by xFact - <http://xfact.com/>. If required, software is procured by state-approved software reseller SHI International.

G) If requesting funds to fully or partially fund a staff position, how will the position be sustained after the grant funding has ended? If the position will have other non-grant related work responsibilities during the project period, please briefly describe those duties.

N/A

H) If requesting funds for a consultant/contractor, what is the expected procurement plan to secure the consultant/contractor?

DCJIS and partner state agencies are primarily responsible for this project. However, equipment is purchased from and installed by TransCor - <https://transcor-it.com/>, a state-approved vendor. xFact, also an approved vendor, maintains MACCS and much of the suite of CJIS applications, and will be contracted for software enhancements.

I) Confirm the project will comply with the latest version of Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973, at [www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh](http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh), and other related federal requirements as well as (2) Web Accessibility Standards, issued by Massachusetts Executive Office of Technology Services and Security and other related state requirements at [www.mass.gov/eotss](http://www.mass.gov/eotss). If not applicable, please explain why.

This project complies with Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973.

**Project Timeline:** Provide a detailed project timeline with the anticipated start date, major task dates, key deliverables dates, and expected end date. Please highlight any issue(s) below that might cause project delays (i.e., extended legal review, acquiring new technology still under development, etc.).

Key Activities & Corresponding Milestones	Start Date	Anticipated Completion Date
Software enhancements	March, 2024	09/30/24
Installation of approximately 70 printers at 8 police departments	March, 2024	09/30/24


#### **Project Benchmark and Performance Measure**

A) Provide for the project a minimum of one measurable benchmark and performance measure related to a performance attribute of one of the six core traffic records systems.

The MACCS project assists in part to meet the following Crash and Citation Recommendations from the 2019 Massachusetts Traffic Records Self-Assessment: Improve the data quality control programs for the crash and the citation data systems that reflect best practices identified in the 2018 NHTSA Traffic Records Program Assessment Advisory.

The benchmark and performance measure for project work through 6/30/24 is the following: to enhance the accuracy, completeness, integration, timeliness, and uniformity attributes of the citation/adjudication and crash data system of Massachusetts, DCJIS will work to install approximately 70 mobile printers for police vehicles at an estimated 8 departments new to MACCS. Any printers not necessary for this effort will be allocated to existing departments using MACCS that were initially only partially equipped with printers, etc. who have an interest in expanding their use of MACCS to more vehicles/officers.

DCJIS also plans to deploy at least two key software enhancements to MACCS (or more, if funds allow), including the onboarding of two RMS vendors for MACCS integration, and the inclusion of an easily accessible link to the UMass crash report manual.

B) Provide any other project evaluation effort(s).

#### **Budget:**

- Use Attachment B - Budget Worksheets to show summary and detailed project budget information for the Section 405(c) funds requested.
- The total 405(c) funding request on the cover sheet of Attachment A must be a whole number. Using funding request from Attachment B - Summary, round up to the nearest dollar to eliminate any cents.
- If a federally approved indirect cost rate and/or fringe benefits cost rate(s) are part of the budget, provide with the AGF response appropriate supporting documentation for these rates.

A) Explain any project expense(s) not addressed in earlier application responses (i.e., training, overnight travel, etc.).

The DCJIS' current award was amended to provide overnight travel expenses for vendor TransCor to install equipment at several police departments on Martha's Vineyard. DCJIS does not expect to account for overnight travel again.

B) Explain any non-405(c) funding involved with the project.



C) For applicants not under the Executive Office of Public Safety and Security: Briefly explain the source and total amount of the required match funding being provided. (Must also be detailed within Attachment B - Budget Worksheets).

### Acknowledgement

A) If awarded funding through this AGF and this application, the Department of Criminal Justice Information Services acknowledges and agrees to comply with all requirements of this grant program detailed or referenced in the AGF, its attachments, and associated forms. The applicant further agrees to complete any required associated forms that OGR has released with or referenced in the AGF and to provide these to OGR before a grant contract is finalized. The applicant understands that any grant contract will be based on the continuing availability of Section 405(c) funds received by OGR from NHTSA. Should Section 405(c) funding no longer be available to OGR, the applicant understands that no other state or federal funds would be made available by OGR as an alternative source of funding under this grant contract. The applicant is aware that supplanting state or local funds with federal grant funds from this program is prohibited.

Michaela Dunne, Deputy Commissioner

Department Official Name and Title (please print)



01/16/2024

Signature and Date

B) In alignment with Executive Order 532, Enhancing the Efficiency and Effectiveness of the Executive Department's Information Technology Systems, projects submitted by state agencies within the Executive Branch must have signed approval of their respective Secretariat Chief Information Officer below. For organizations not within the Executive Branch, the senior information officer must provide signed approval below.

MARIA MICHALSKI, SCIO

Senior Information Officer Name and Title (please print)

 1/17/2024

Signature and Date



## Attachment B - Budget Worksheet



### FFY 2024 State Traffic Safety Information System Improvements Grant, 405c Funding

Cost Categories	Federal Costs	Match Costs	Total Costs
Personnel Costs	\$ -	\$ -	\$ -
Fringe Benefit Costs	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -
Consultants/Contractors Costs	\$ 150,000.00	\$ -	\$ 150,000.00
Travel Costs	\$ -	\$ -	\$ -
Equipment Costs	\$ -	\$ -	\$ -
Supplies Costs	\$ -	\$ -	\$ -
Other Costs	\$ -	\$ -	\$ -
Total Costs	\$ 150,000.00	\$ -	\$ 150,000.00

Name of Applicant Organization	Department of Criminal Justice Information Services
--------------------------------	---

**Executive Office of Public Safety and Security**  
**Office of Grants and Research**  
**FFY 2024 State Traffic Safety Information System Improvements Grant, 405c Funding**  
**Attachment B - Department of Criminal Justice Information Services**

**INSTRUCTIONS:** Please review the Opening Document tab. This is a macro-enabled document. Please make sure that you have enabled macros when prompted upon opening this document. The items marked as Example are only examples, and do not necessarily reflect items in your requested budget. Please note that the subtotals will auto-populate based on the numbers reported within each category. Your requested budget per cost category shall be entered in the rows below the Examples using the "Add" command button to add another row if needed. If you have any questions, please refer to the Availability of Grant Funds document (AGF) or contact your grant manager.

**Non-Executive Office of Public Safety and Security state agency subrecipients must provide a minimum 20% match of the total project cost (e.g., if the total project cost is \$100,000, OGR will provide up to \$80,000 the state agency must provide at least \$20,000 match). Match may be (state, not federal) funding directly provided by the subrecipient for the project and/or (state, not federal) resources provided by the subrecipient that directly benefit the project. The match must be: an allowable expense(s) per the AGF, incurred during the same period as the project, auditable and documentable expenditures. The source and match amount must be detailed in the applicant's section (Section #11) and reported monthly, along with project expenditures, to OGR. The match expenses may not be utilized as match for any other federally funded project. For more information on what constitutes match, please review 2 CFR Part 200.306 (Cost sharing or matching). The match amount must be entered into the Match Expenditures column (Column F) in order for the requested amount to be calculated from the Total Expenditures.**

PERSONNEL: Full or part-time regular salaried employees working on the grant. For Overtime costs, see the OGR related policy located in the AGF. Click the "Add Personnel" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.						
Employee Name	Pay Rate	Quantity	Description	Cash Expenditures	Match Expenditures	Total Expenditures
Example: Tracey Thomas	\$ 1,730.7700	6.00	\$1730.77 per pay period x 6 pay periods. Reporting \$5,000 match for T. Thomas expenses. Please describe duties of Personnel here.	\$ 5,384.62	\$ 5,000.00	\$ 10,384.62
Subtotal(s):				\$ -	\$ -	\$ -

FRINGE AND PAYROLL TAX: Eligible costs include the employer share of the following: life insurance, health insurance, social security costs, pension costs, unemployment insurance costs, workers compensation insurance, FMLA costs, and payroll taxes. Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). INCLUDE A COPY OF THE APPROVED RATE AGREEMENT IN THE APPLICATION RESPONSE. Click the "Add Fringe" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.						
Employee Name	Wages Applied to Fringe	Contract Fringe Rate	Description	Cash Expenditures	Match Expenditures	Total Expenditures
Example: Tracey Thomas	\$ 10,384.62	10.00%	Per the fringe rate agreement, find the applicable cost categories to apply fringe to. In this example, the applicable cost category is "Personnel." Take Tracey Thomas' total wages reported on this worksheet under the "Personnel" section and multiply by the breakout of what rates are being charged per eligible cost. (7.5% - health insurance, 2% - life insurance, .5% - workers compensation).	\$ 538.46	\$ 500.00	\$ 1,038.46
Subtotal(s):				\$ -	\$ -	\$ -

**INDIRECT COSTS:** COSTS CAN ONLY BE SHOWN HERE IF THE APPLICANT HAS A FEDERALLY APPROVED INDIRECT COST RATE. INCLUDE A COPY OF THE RATE AGREEMENT IN THE APPLICATION RESPONSE. If the applicant's accounting system permits, costs may be allocated to the applicable direct cost category in the budget, including the category "other" if the costs identified do not fit into one specific direct cost category. Any non-federal entity, except for state, local units of government, or Indian tribes, that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Click the "Add Indirect" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.

Employee Name	Expenses Applied to Indirect Rate	Contract Indirect Rate	Description	Cash Expenditures	Match Expenditures	Total Expenditures
Example: Tracey Thomas	\$ 11,423.08	18.00%	The federally approved rate of "18%" times allowable expenses per contract. If allowable expenses are all categories, take the sum of all categories and multiply by the federally approved rate. If allowable expenses are only Personnel and Fringe like in this example, take the approved rate and multiply by the sum of Personnel and Fringe total costs associated with Tracey Thomas. (18% * (10,384.62 + 1,038.46)).	\$ 1,066.15	\$ 990.00	\$ 2,056.15
Subtotal(s):				\$ -	\$ -	\$ -

**CONTRACTORS/CONSULTANTS:** Consultant or contractor fees. The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per 8 hour day or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception, not the rule. Click the "Add C/C" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.

Contractors/Consultants Name	Pay Rate	Quantity	Description	Cash Expenditures	Match Expenditures	Total Expenditures
Example: JJ Counseling	\$ 200.0000	24.00	Counseling of domestic violence survivors; \$200 per day x 24 days. Submitting reimbursement for \$2,800. Please describe duties of Contractors/Consultants here.	\$ 2,800.00	\$ 2,800.00	\$ 4,800.00
xFact, Inc.	\$ 130,000.0000	1.0000	Software enhancements	\$ 130,000.00		\$ 130,000.00
TransCor	\$ 20,000.0000	1.0000	Installation of MACCS Printers	\$ 20,000.00		\$ 20,000.00
Subtotal(s):				\$ 150,000.00	\$ -	\$ 150,000.00

**TRAVEL:** Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not in excess of \$.62 per mile, as well as the actual costs of tolls and parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel or out-of-state lodging without prior written approval from OGR. Click the "Add Travel" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.

Employee Name	Rate	Quantity	Description	Cash Expenditures	Match Expenditures	Total Expenditures
Example: Tracey Thomas	\$ 0.6200	500.00	Travel related to grant; \$0.62/mile x 500 miles	\$ 310.00	\$ -	\$ 310.00
Subtotal(s):				\$ -	\$ -	\$ -

**EQUIPMENT:** Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment. Equipment must be directly related to the program implementation. Click the "Add Equipment" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.

Equipment	Cost	Quantity	Description	Cash Expenditures	Match Expenditures	Total Expenditures
<i>Example: Laptop</i>	\$ 1,200.0000	1.00	(1) Dell 1000 Laptop at \$1,200.00. Please describe purpose of Equipment here.	\$ 1,075.00	\$ 125.00	\$ 1,200.00
Subtotal(s):				\$ -	\$ -	\$ -

**SUPPLIES:** Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.). Click the "Add Supplies" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.

Supplies/Company	Cost	Quantity	Description	Cash Expenditures	Match Expenditures	Total Expenditures
<i>Example: ABC Office Supply</i>	\$ 75.0000	1.00	1 lot of office supplies (pens, staples, paperclips), \$75/lot	\$ 75.00	\$ -	\$ 75.00
Subtotal(s):				\$ -	\$ -	\$ -

**OTHER:** Items listed in this category are those that cannot be listed within the aforementioned costs categories (e.g., telephone costs, training material costs). Click the "Add Other" button to add a new record. To delete an unwanted record, click into the cell that you want to delete, and click the "Delete Row" button.

Item/Company	Cost	Quantity	Description	Cash Expenditures	Match Expenditures	Total Expenditures
<i>Example: Telephone</i>	\$ 65.0000	6.00	Verizon: January-June at \$65 per month. Please describe duties of Activity/Item here.	\$ 390.0000	\$ -	\$ 390.0000
Subtotal(s):				\$ -	\$ -	\$ -
Grand Total(s):				\$ 150,000.00	\$ -	\$ 150,000.00

## MOTOR VEHICLE AUTOMATED CITATION AND CRASH SYSTEM (MACCS)

State and Local Law Enforcement  
Agency grant program

Jamison R. Gagnon  
Commissioner

Michaela Dunne  
Deputy Commissioner

Joseph Demers  
MACCS Coordinator



Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Department of Criminal Justice Information Services  
"Enhancing Public Safety Through Information Exchange"

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## Progress Update

Completed Agencies:	288*
Pending Training:	7
Pending Installation	8
New applicants awaiting grant award:	10
Have not applied:	28

*\*Agencies who deployed MACCS independent of the grant:  
Abington, Amesbury, Peru, Wenham, Westfield State University, Westwood, and  
Williamsburg bringing participation in MACCS to a total of 295 total agencies*

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## Program Highlights

### Completed Agencies through the grant include:

- MSP (all barracks)
- Municipal Departments
- State Universities/Colleges
  - Bridgewater State, Massasoit Community College, Salem State, UMass-Amherst, and UMass-Boston.
- Other Agencies:
  - Massachusetts Environmental Police (all locations)
  - Hampden County Sheriff
  - Worcester County Sheriff

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## Program Highlights (cont.)

### Citation Statistics

	2019	2020	2021	2022	2023
<b>MSP</b>	<b>256,207</b>	<b>186,935</b>	<b>217,274</b>	<b>270,740</b>	<b>323,270</b>
<b>Local/other</b>	<b>91,595</b>	<b>81,458</b>	<b>153,004</b>	<b>225,451</b>	<b>300,490</b>
<b>Total</b>	<b>347,802</b>	<b>268,393</b>	<b>370,278</b>	<b>496,191</b>	<b>623,760</b>

	2019	2020	2021	2022	2023
<b>Crash Reports</b>	<b>690</b>	<b>422</b>	<b>492</b>	<b>621</b>	<b>1364</b>

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## Renewed Outreach

### Remaining agencies who have not joined MACCS:

Alford	Heath	Rowe
Amherst	Lynnfield	Royalston
Brockton*	Marshfield	Savoy
Charlemont	Middleborough	Springfield*
Chatham	New Ashford	Stoughton
Chilmark	North Andover	Tyringham
Clarksburg	Palmer	Washington
Clinton	Plympton	Westhampton
Florida	Rehoboth	Williamstown
Gosnold	Rockland	Winchester
Hawley	Rowe	

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## The good news...

### First time grant applicants after renewed outreach effort:

- Freetown
- Hanover
- Marblehead
- North Attleboro
- South Hadley
- Stoneham
- Sutton
- Quincy
- Wakefield
- Worcester

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## Enhancements

### **Programmed:**

- Crash Report Manual link available in MACCS Crash Report
- Onboarding of Mark43 and QED to the return of service function (data backfill into RMS/CAD systems)

### **Future proposals:**

- Updating Offense Codes (accuracy and specificity)
  - Changes to increase efficiencies for users (feedback)
  - Motor Vehicle Exchange Form as a MACCS menu option
  - Updates to further align with police training policies
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**Thank you for your  
continued support!**

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## **Use of Grant Funds Language for FFY 2024 and later BIL Section 405c Funds**

A State may use grant funds awarded under 23 U.S.C. 405(c) only to make data program improvements to core highway safety databases relating to quantifiable, measurable progress in the accuracy, completeness, timeliness, uniformity, accessibility, or integration of data in a core highway safety database, including through:

- (1) Software or applications to identify, collect, and report data to State and local government agencies, and enter data into State core highway safety databases, including crash, citation or adjudication, driver, emergency medical services or injury surveillance system, roadway, and vehicle data;
- (2) Purchasing equipment to improve a process by which data are identified, collated, and reported to State and local government agencies, including technology for use by law enforcement for near-real time, electronic reporting of crash data;
- (3) Improving the compatibility and interoperability of the core highway safety databases of the State with national data systems and data systems of other States, including the National EMS Information System;
- (4) Enhancing the ability of a State and the Secretary to observe and analyze local, State, and national trends in crash occurrences, rates, outcomes, and circumstances;
- (5) Supporting traffic records improvement training and expenditures for law enforcement, emergency medical, judicial, prosecutorial, and traffic records professionals;
- (6) Hiring traffic records professionals for the purpose of improving traffic information systems (including a State Fatality Analysis Reporting System (FARS) liaison);
- (7) Adoption of the Model Minimum Uniform Crash Criteria, or providing to the public information regarding why any of those criteria will not be used, if applicable;
- (8) Supporting reporting criteria relating to emerging topics, including— (i) Impaired driving as a result of drug, alcohol, or polysubstance consumption; and (ii) Advanced technologies present on motor vehicles; and
- (9) Conducting research relating to State traffic safety information systems, including developing programs to improve core highway safety databases and processes by which data are identified, collected, reported to State and local government agencies, and entered into State core safety databases.



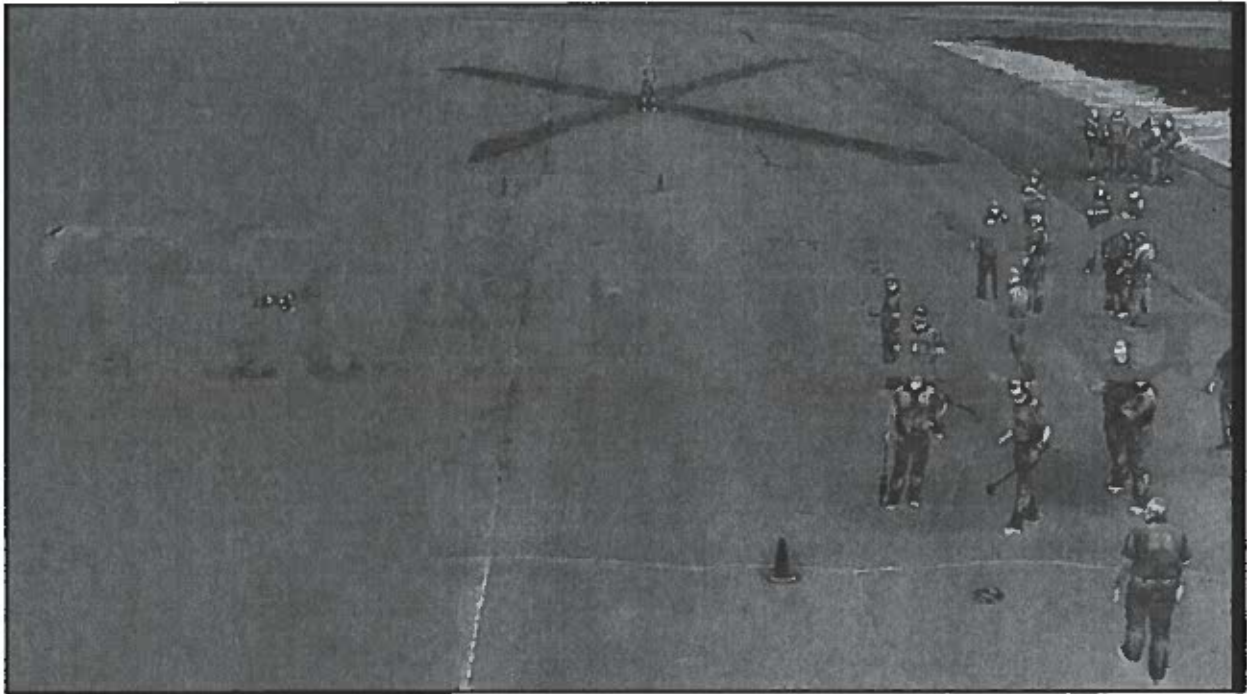


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**ETRCC MEETING**  
**405C FY23**  
**FINAL REPORT**

**DLT RICK WOLANSKI, MSP**

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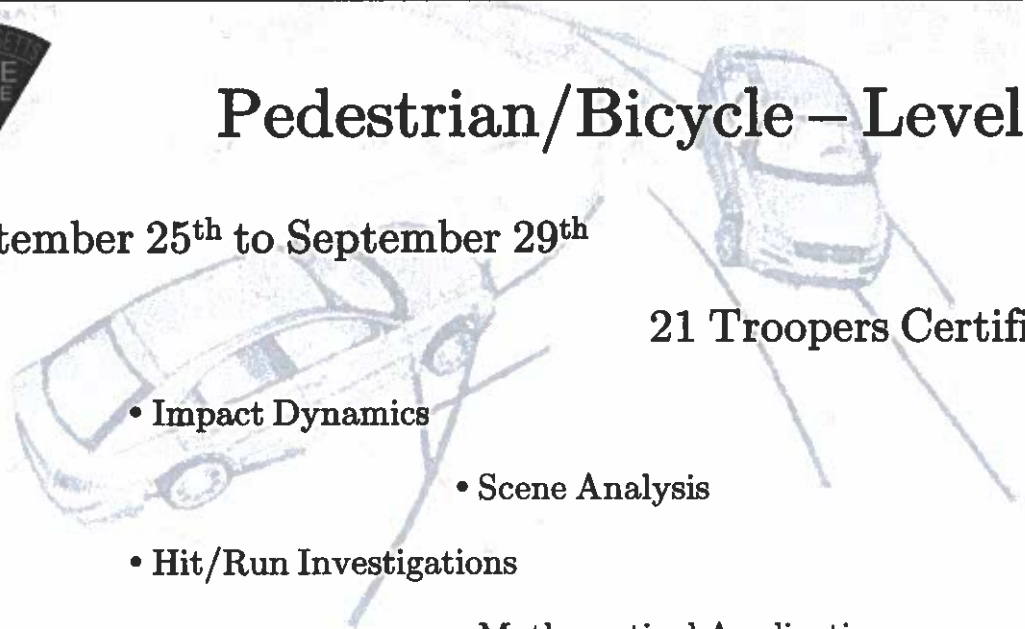


## Pedestrian/Bicycle – Level 1


September 25<sup>th</sup> to September 29<sup>th</sup>

21 Troopers Certified

- Impact Dynamics
- Scene Analysis
- Hit/Run Investigations
- Mathematical Application



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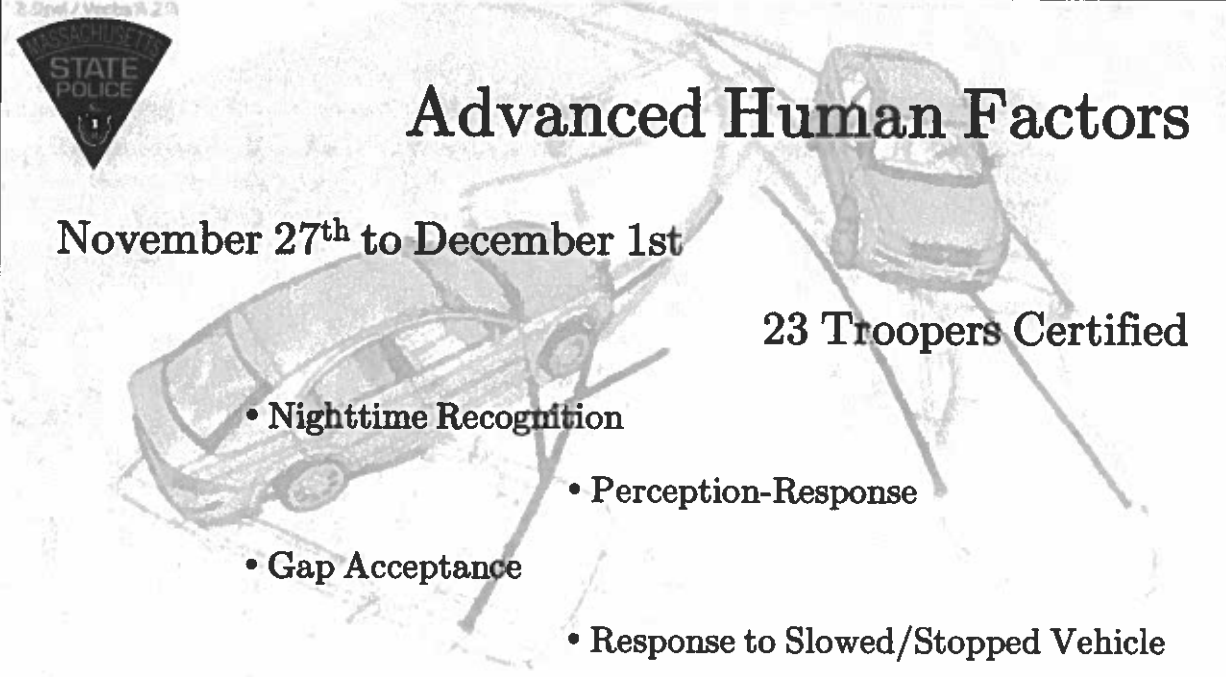


# Advanced Human Factors

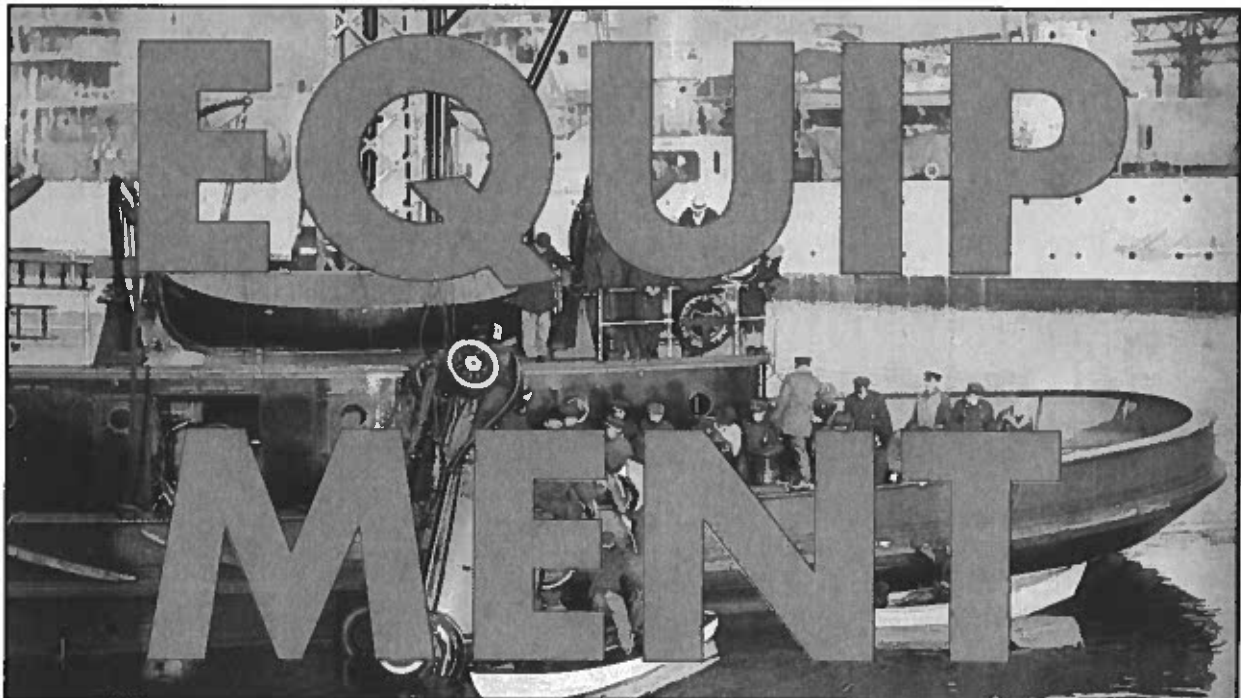
November 27<sup>th</sup> to December 1<sup>st</sup>

23 Troopers Certified

- Nighttime Recognition
- Perception-Response
- Gap Acceptance
- Response to Slowed/Stopped Vehicle

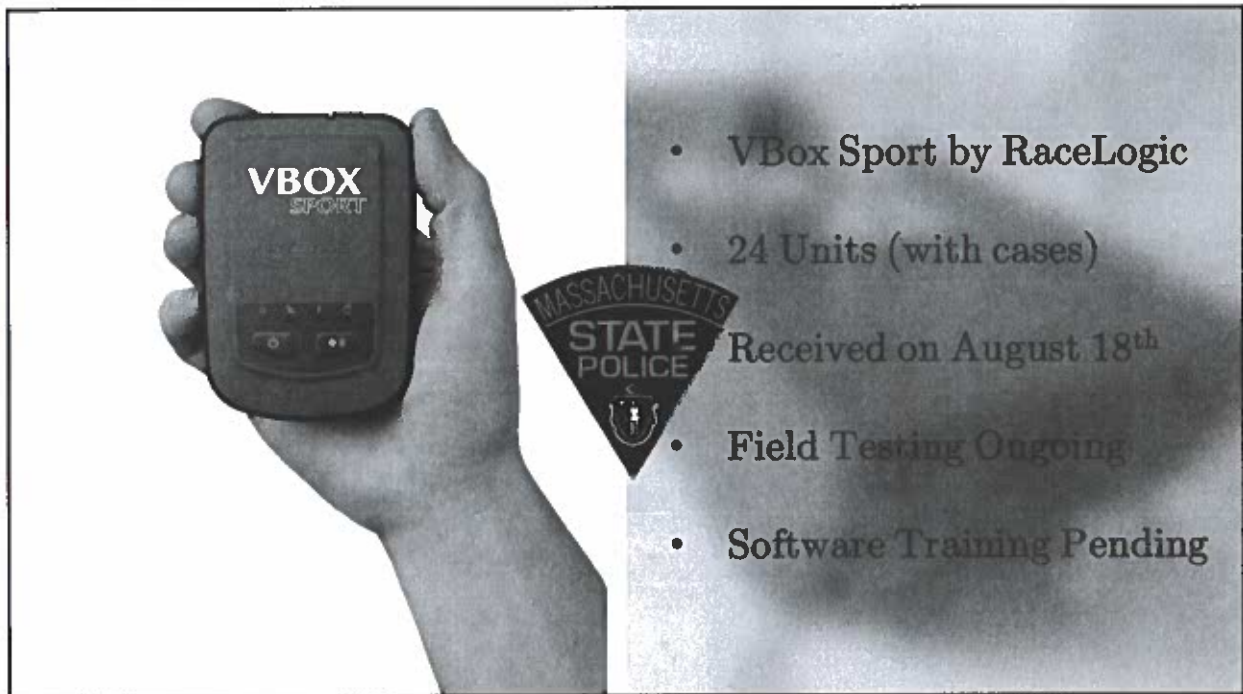


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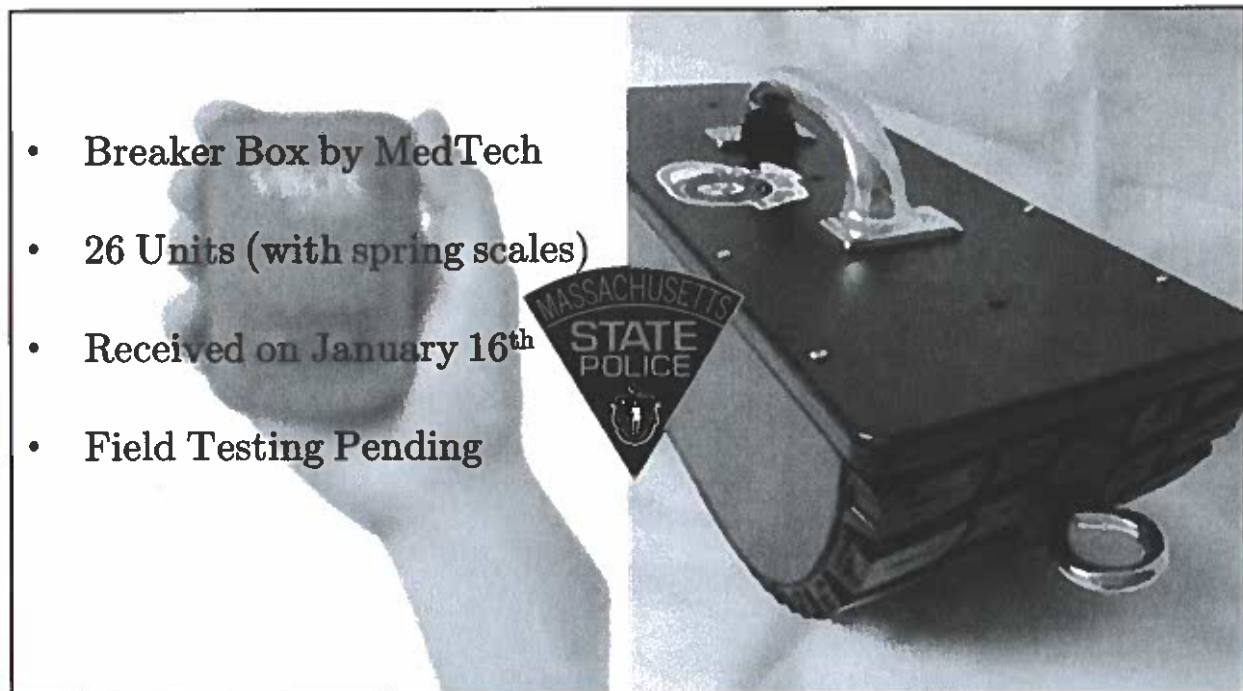


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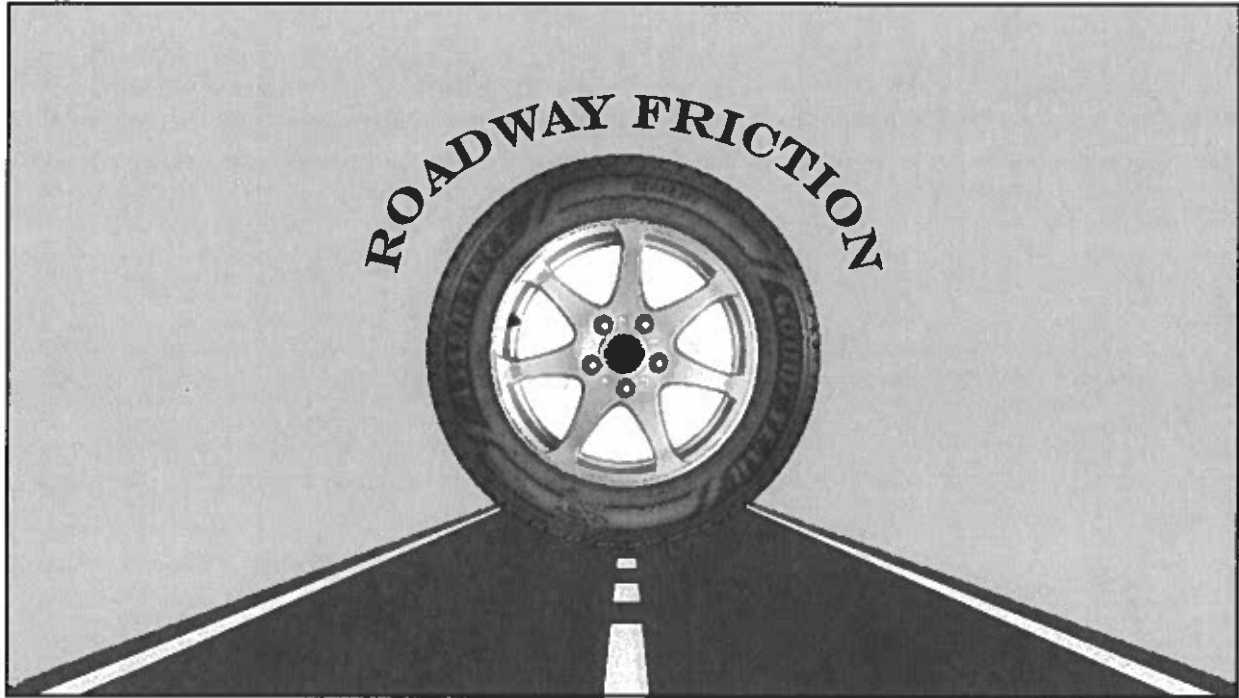


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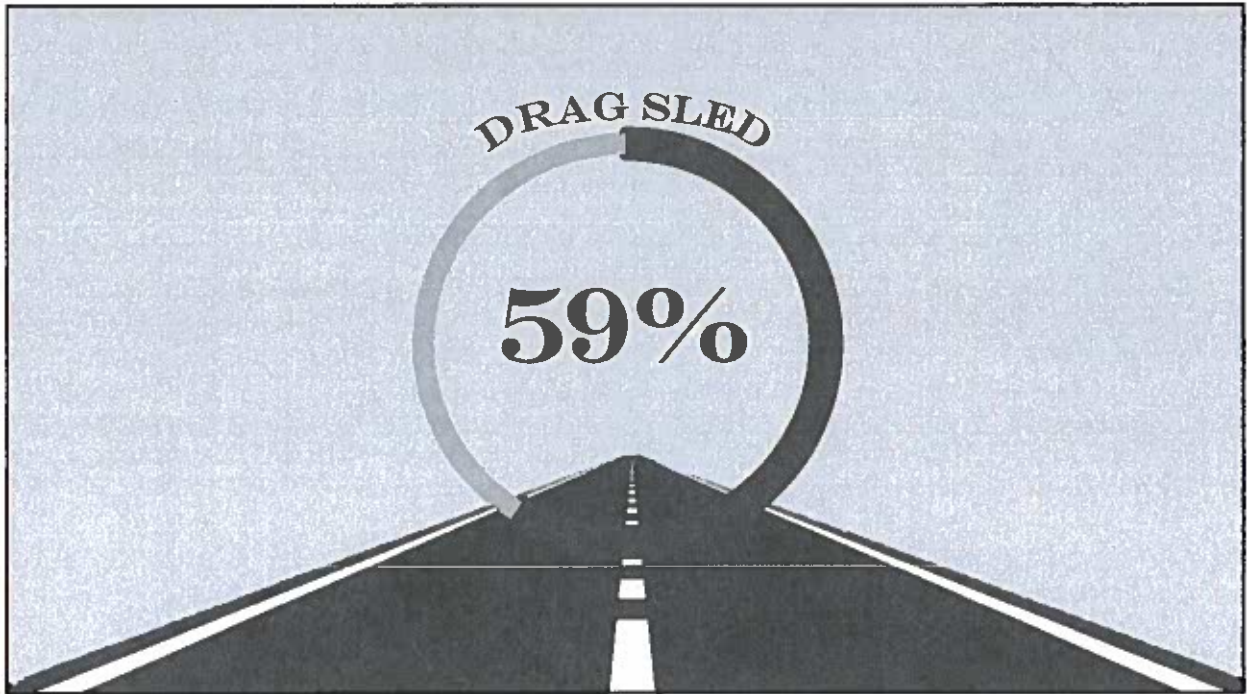
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Pedestrian Crash f-Value														
NO.	Date	Time	Pedestrian Type	Weather Conditions	Roadway Conditions	DRAG SLID		VBC*					UPDATED 1/22/24	Notes
						Pull	Average	Test 1	Test 2	Test 3	Test 4	Test 5	AVG	
1	10/8/2023	2215 hrs	Pedestrian	Clear	Dry	10	0.73	0.911	0.907	0.908	0.906	0.906	0.907	Test 4 - 304 Test 5 - 396 AWC - 937 (AUCR AA modified)
2	10/19/2023	1254 hrs	Pedestrian	Clear	Dry	10	0.72							Vehicle Inoperable
3	10/26/2023	1950 hrs	Pedestrian	Clear	Dry	10	0.71							
4	10/27/2023	1800 hrs	Pedestrian	Clear	Dry			-0.867	-0.870	-0.770	-0.756		-0.82	2017 Hyundai Santa Fe
5	10/3/2023	0611 hrs	Other	Rain	Wet			0.703	0.705	0.699			0.702	2012 GMC Sierra 7000lbs
6	11/7/2023	1800 hrs	Pedestrian	Clear	Dry	10	0.73							
7	11/13/2023	1145 hrs	Pedestrian	Clear	Dry									
8	11/14/2023	1720 hrs	Pedestrian	Clear	Dry	10	0.68							
9	11/16/2023	2050 hrs	Pedestrian	Clear	Dry	5	0.88							
10	11/17/2023	1715 hrs												
11	11/19/2023	1305 hrs	Pedestrian	Clear	Dry	10	0.86							Unable to use 8
12	11/19/2023	2144 hrs	Pedestrian	Clear	Dry	10	0.75							
13	11/26/2023	0522 hrs	Other	Clear	Dry									Two separate crashes. Ped is operator of first crash outside
14	11/29/2023	1950 hrs												
15	12/1/2023	2021 hrs												
16	12/6/2023	1616 hrs	Pedestrian	Clear	Dry	10	0.86							Vehicle Inoperable: 2004 Ford F-150
17	12/13/2023	1409 hrs	Pedestrian	Clear	Dry	5	0.86	0.680	0.747	0.702	0.647	0.784	0.715	
18	12/13/2023	0015 hrs	Pedestrian		Other	10	0.83	0.830	0.770	0.804			0.799	2013 Chevy Silverado
19	12/14/2023	0732 hrs	Pedestrian	Clear	Dry	10	0.72							2013 Chevy Express van struck pedestrian in reverse
20	12/20/2023	0840 hrs	Pedestrian	Clear	Dry			-0.895	-0.753	-0.734			-0.78	Transit bus vs. pedestrian
21	12/28/2023	1710 hrs	Pedestrian	Clear	Wet	10	0.72							After collision on HW operator of vehicle struck while standing
22	12/30/2023	1901 hrs	Pedestrian		Ice									Arrestion PD released the vehicle from the scene, and the

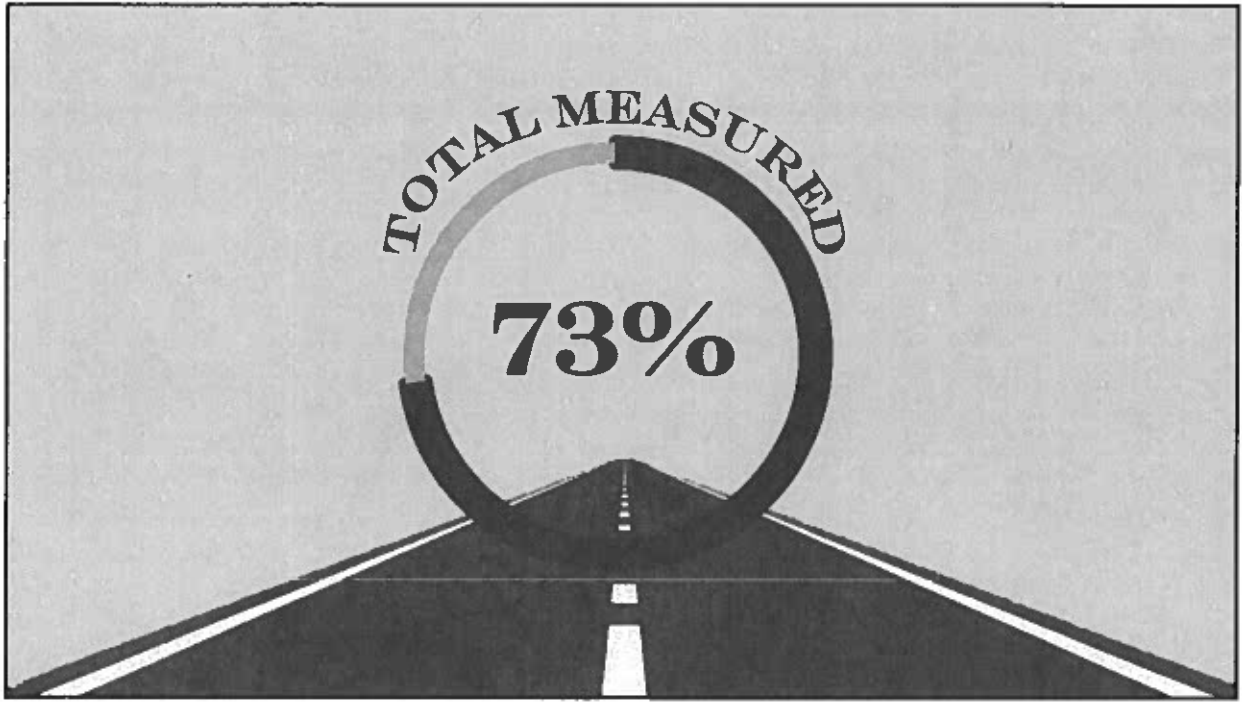
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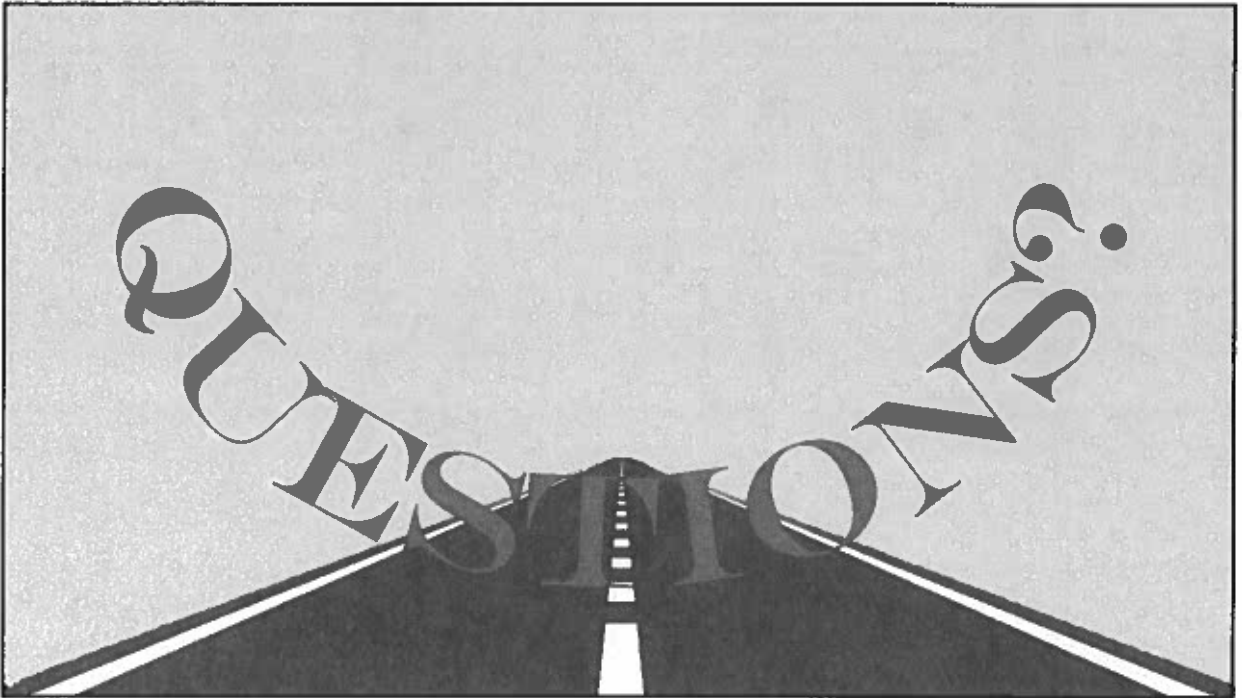
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