



**STATE OF CONNECTICUT**  
**DEPARTMENT OF TRANSPORTATION**  
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April 14, 2020

Ms. Pauline Yoder  
Municipal Services Director and Special Projects  
Capitol Region Council of Governments  
241 Main Street  
Hartford, CT 06106

Dear Ms. Yoder:

Subject: Vendor Timesheet Backup Waiver Request

We have reviewed the documentation submitted on November 20, 2019 with your timesheet waiver request.

The documentation provided regarding your agency's fully electronic time-keeping system appears to adequately meet the requirements contained in the September 13, 2019 letter from Mr. Mark M. Hayes, Chief, Financial Management and Support, Bureau of Finance and Administration.

Therefore, for preparation of billings to the Connecticut Department of Transportation, subsequent to the date of this letter, it will not be necessary to submit copies of timesheets to support cost plus billings.

However, please note the following:

As submitting monthly timesheets is a federal requirement based on the latest Finance Integrity Review and Evaluation (FIRE) Billing Transaction Review of the MPO/RPO Planning Programs, the FHWA will find this timesheet waiver acceptable if the following conditions are met:

- Original COG timesheets are retained in the COG office
- Timesheets are based on the UPWP tasks
- Timesheets are signed as outlined in the delegation of authority
- Timesheets (signed) are readily available for any periodic Federal (FHWA, FTA etc.) and/or state (CTDOT) review, upon request

Please contact me if you have any questions.

Sincerely,

Shawn M. Boisclair  
Director, Office of External Audits  
Bureau of Finance and Administration

lp

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