



COLORADO

Department of Transportation

Office of Transportation
Safety & Risk Management
2829 W. Howard Place
Denver, CO 80204-2305

March 19, 2024

To: Commerce City PD

From: Brittany Janes, Colorado Highway Safety Office, Erin Brannan, Law Enforcement Liaison

Re: Fiscal Year 2024 Click it or Ticket Award

The Colorado Highway Safety Office (HSO) would like to thank you for your dedication in improving traffic safety in your community. We are pleased to inform you that your Click It or Ticket federal grant application is approved for the amount indicated on the attached Purchase Order document. You may proceed with enforcement activity planning as it coincides with the Click It or Ticket enforcement periods for Fiscal Year 2024. Your award packet includes: a copy of your purchase order, your claim workbook which includes the enforcement campaign calendar, Officer Activity Report template and this award letter. If you need copies of any of these documents, please inform your Law Enforcement Liaison.

Be advised the following changes to Click it or Ticket grants have been implemented to ensure compliance with National Highway Traffic Safety Administration (NHTSA) rules and regulations.

- **Officer Activity Reports:** these are optional. These are provided to you as a tool to collect overtime activity reports, use them if you wish.
- **\$50/ hour flat rate:** Effective fiscal year 2022, we no longer offer the \$50/ hour flat rate option on the Click It or Ticket grant. This direction comes from NHTSA (The Click It or Ticket funding source). Starting with Fiscal Year '22, all reimbursements must match the actual personnel salary overtime rate.
Note: This ruling does not apply to the state-funded High Visibility Enforcement or LEAF grants
- **Salary verification:** LELs will conduct Program Monitoring Visits annually with majority of our Click it or Ticket grantees. At your next Program Monitoring Visit, we will be requesting copies of payroll records to verify overtime pay rate, regular pay rate being claimed in the grant. This is inline with federal grant management practices.
- **Occupant Protection CFDA#: 20.616**

Please contact me at 303-757-9069 or Brittany.Janes@state.co.us or your Law Enforcement Liaison if you need further clarification.

Thank you for your commitment toward traffic safety.

Sincerely,

Brittany Janes
Click It or Ticket Program Manager
Colorado Highway Safety office

