



# COLORADO

## Department of Transportation

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

March 26, 2025

To: Douglas County Sheriff's Office

From: Brittany Janes, Colorado Highway Safety Office,

Re: Fiscal Year 2025 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 2025. 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 in line with federal grant management practices.

Please contact me at 303-757-9069 or [Brittany.Janes@state.co.us](mailto:Brittany.Janes@state.co.us) or your Law Enforcement Liaison: Erin Brannan [Erin.Brannan@state.co.us](mailto:Erin.Brannan@state.co.us) 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

(Notice to Proceed and federal award information on next page)



## NOTICE TO PROCEED

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Agency Name: Douglas County Sheriff's Office

Agency's UEI #: LXE5XEA44AH6

Grantee's Address: 4000 Justice Way, Castle Rock, CO 80109

Status Sam.Gov: Active    Expiration Date: 9/17/2025

Agency Project Manager: Trace Warrick

Project Description: Local Law Enforcement Agencies Click it or Ticket

WBS #: 2025nhtsa402.0504

Federal Award Identification # (FAIN) FY24: 69A37524300004020CO0

Federal Funding Estimated Amount: \$6,321,663

Federal Award Identification # (FAIN) FY24: 69A3752430SUP4020CO0

Federal Funding Estimated Amount: \$337,553

Federal Award Identification # (FAIN) FY25: 69A37525300004020CO0

Federal Funding Estimated Amount: \$2855162.82

Federal Award Identification # (FAIN) FY25: 69A3752530SUP4020CO0

Federal Funding Estimated Amount: \$336982.23

Award Date: March 5, 2025

Assistance Listing (CFDA)# and Name: 20.600 Section 402 - State and Community Highway Safety

Federal Awarding Agency: US Department of Transportation (National Highway Traffic Safety Administration (NHTSA)/Federal Regional Contact: Gina Espinosa-Salcedo)

Your Agency's approved Budget Amount: \$24,000.00

Indirect Cost Rate: N/A

Match or cost sharing amount: N/A

Research and Development Award: No

Period of Performance start and end dates: 04/7/25 - 9/30/25

