



## COLORADO

### Department of Transportation

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

March 26, 2025

To: Fort Collins Police Department

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: Lee Birk [Lee.Birk@state.co.us](mailto:Lee.Birk@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

**Agency Name:** Fort Collins Police Department

**Agency's UEI #:** VEJ3BS5GK5G1

**Grantee's Address:** PO Box 580, Fort Collins, CO 80522

**Status Sam.Gov:** Active    **Expiration Date:** 7/1/2025

**Agency Project Manager:** Brandon Barnes

**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:** \$20,000.00

**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



Colorado Dept of Transportation  
2829 W. Howard Place  
Denver CO 80204

DATE: 03/13/2025



**Purchase Order**  
State of Colorado

Buyer: Richard Clark  
Phone Number: 303-512-4182  
Agency Contact: Damaris Escobar  
Phone Number: 303-757-9421

**IMPORTANT**  
The PO# and Line#  
must appear on all  
invoices, packing  
slips, cartons and  
correspondence

PO# 411041308  
Award#:  
BID#:



Page# 1 of 1

Vendor Master#: 2000023  
Phone: 970-221-6770  
Vendor Contact:

V  
E CITY OF FORT COLLINS  
N PO BOX 580  
D FORT COLLINS CO 80522  
O  
R

**Invoice**

TO: CDOT OFFICE OF TRANSP. SAFETY  
2829 W. Howard Place  
DENVER CO 80204

Payment will be made by this agency

**Ship**

TO: Colorado Dept of Transportation  
2829 W Howard Pl  
Denver CO 80204

Delivery/Installation Date: 09/30/2025  
PO Expiration Date: 09/30/2025

**INSTRUCTIONS TO VENDOR**

1. If for any reason, delivery of this order is delayed beyond the delivery/Installation date shown, please notify the agency contact named at the top left (Right of cancellation is reserved in instances in which timely delivery is not made). 2. All chemicals, equipment and materials must conform to the standards required by OSHA. 3. NOTE: Additional terms and conditions on reverse side or at address shown in Special Instructions.

**SPECIAL INSTRUCTIONS**

\*Office of Transportation Safety 2025 Click It or Ticket Small Dollar Grant Program City of Fort Collins Effective 04/01/2025 through 09/30/2025

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Fort Collins PD FFY25 Click It or Ticket	AU 7001	20,000.00	1.00	20,000.00

I agree to comply with the statements made and contained under the title Certification and Assurances in the Office of Transportation Safety approved application. No expenditures against this project will be paid prior to April 2024 or the PO effective date, whichever is later.

The Small Dollar Grant Award Terms and Conditions supersede CDOT's Standard Terms and Conditions and can be found on our website:  
<https://www.codot.gov/business/procurement-and-contract-services> or directly at:  
[https://drive.google.com/file/d/1yuG\\_ONneXUAPiMPuOqDq\\_WGZJlOPqf6Y/view](https://drive.google.com/file/d/1yuG_ONneXUAPiMPuOqDq_WGZJlOPqf6Y/view)

DOCUMENT TOTAL: 20,000.00

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS  
<https://oeo.colorado.gov/spoe/central-contracts-unit/purchase-order-terms-conditions>  
DP-01 (R-02/06)

FOR THE STATE OF COLORADO

Authorized Signature

Date

Signature not required if PO transmitted electronically.