

MEETING DATE: May 12, 2008

AGENDA ITEM: Authorizing the acceptance of a "Click it or Ticket" grant for overtime reimbursement from the California Office of Traffic Safety and to authorize a Budget Amendment upon the approval of the grant.

ATTACHMENTS

	<u>Pages</u>
1. Click It or Ticket Grant Application	1-2
2. Grant Award Letter, No CT08101	3-7

2085 - 12/13/07

**APPLICATION
CLICK IT OR TICKET MINI-GRANT PROGRAM
FOR LOCAL LAW ENFORCEMENT AGENCIES**

**October 01, 2007 - September 02, 2008
Application Due Date: January 9, 2008**

Sign and mail to:

Click It Or Ticket Program
University of California Berkeley - Traffic Safety Center
2614 Dwight Way MC #7374, Berkeley, CA 94720-7374
Fax: 510 643-9922

If you have questions, email: clickit@lists.berkeley.edu or call Akilah Cadet at 510 643-1775

Section 1: Contact and City Information

Location of Seatbelt Enforcement (Name the City/campus/airport): Culver City

Name of Agency Conducting the Seatbelt Enforcement: Culver City Police Department

Agency Address Street (1): 4040 Duquesne Avenue

Street (2): _____

City/Zip/County: Culver City 90232 Los Angeles

Agency Contact Name/Title: Manuel Ariza Lt

Contact Telephone/Ext./Fax: (310) 253-6260 (310) 253-6276

Contact Email Address: manuel.ariza@culvercity.org

Section 2: Maximum Allowable Grant Amount

Check the appropriate box to identify the Maximum Allowable Grant Amount you can request.

	X	Population	Maximum Allowable Grant Amount
A	☐ 1	Under 5,000	Maximum \$2,500
B	☐ 1	5,001 - 25,000	Maximum \$5,000
C	☒ 1	25,001 - 50,000	Maximum \$7,500
D	☐ 1	50,001 - 75,000	Maximum \$10,000
E	☐ 1	75,001 - 100,000	Maximum \$12,500
F	☐ 1	100,001 - 125,000	Maximum \$15,000
G	☐ 1	125,001 - 150,000	Maximum \$20,000
H	☐ 1	150,001 - 175,000	Maximum \$22,500
I	☐ 1	175,001 - 200,000	Maximum \$30,000
J	☐ 1	200,001 - 225,000	Maximum \$32,500
K	☐ 1	225,001 - 250,000	Maximum \$40,000
L	☐ 1	250,001 and Over	Maximum \$45,000
M	☐ 1	UC/State University/College/Airport	Maximum \$2,000

Section 3: Personnel Category Overtime Hours and Rates

The Traffic Safety Center reimburses only the actual overtime costs (hourly rate and benefits) for the personnel categories listed below. Personnel activities are budgeted by activity. List the types of personnel that will be working the grant. Indicate the percentages of the different overtime benefits (REQUIRED). Overtime benefit costs are always lower than benefit costs for regular hourly rates. Only benefits earned as a percentage of hourly pay are allowable. Overtime benefits are usually between 9% - 12% of the hourly overtime rate.

Budgeted grant activities will be conducted by agency personnel on an overtime basis. Grant funded operations may be conducted by personnel such as an Officer, Lieutenant, Sergeant, Corporal, Deputy, Community Services Officer, Dispatcher, Administrative, etc., depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goal and objectives.

Personnel	Estimated Number of Personnel	Estimated Number of OT Hours Per Person	Maximum Hourly OT Rate Without Benefits	Total OT Cost Without Benefits (a x b x c)	% OASDI	% Workers Comp	% Medicare	% Other Benefits (Specify below)	% Other Benefits (Specify below)	Total % Benefits (e+f+g+h+i)	Total Benefit Amount (d x j/100)				
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)				
Supervisor															
Officer/ Deputy (1)	30	4.0	\$62.78	\$7,531.20	0.000	0.000	0.000	0.000	0.000	0.000	\$0.00				
Officer/ Deputy (2)															
CSO															
Dispatcher															
Admin															
Other (1)															
Other (2)															
Total OT Without Benefits (sum of column d):				\$7,531.20	Total Benefit Amount (sum of column k):				\$0.00						
Total Amount Requested (must not exceed Maximum Amount to be Requested in Section 2):										\$7,531.20					
Specify Additional Benefits: (if any listed in column h and i):															

Submitted by:

Manuel Ariza

Signature

12-13-2007

Date

MANUEL ARIZA

Print Name

LIEUTENANT.

Title/Rank



The Regents of the University of California
School of Public Health, Berkeley,
with Primary Funding from the
California Office of Traffic Safety

GRANT NUMBER
CT08101

GRANT

1. Title of Program

Click It or Ticket Program For Local Law Enforcement Agencies

2. Name of Applicant Agency

CULVER CITY, CITY OF

4. Period of Grant

Month - Day - Year

From: 10/01/07

To: 07/31/08

3. University of California Berkeley, Traffic Safety Center

DAVID RAGLAND, DIRECTOR, UC BERKELEY TRAFFIC SAFETY CENTER

5. Description of Program

The goal of the California Click It Or Ticket (CIOT) project is to increase seat belt use statewide to 95% by July 31, 2008. Through the combined efforts of state and local law enforcement agencies, a seat belt enforcement campaign will be conducted during a 21- day mobilization period, May 12 - June 1, 2008, in support of the national Click It or Ticket mobilization. Grant funds will be used to increase the number of seat belt enforcement hours incurred by first line supervisors, officers, and clerical/administrative personnel. The additional hours will be incurred on an overtime basis. During the mobilization period, the Culver City Police Department will enforce seat belt use in Culver City in accordance with this grant. Incorporated into this grant are attached: Schedules A - Description, Schedule B - Budget Narrative, and Schedule C -Terms and Conditions.

6. Federal Funds Allocated Under This Grant Shall Not Exceed:

\$7,468.00

7. Approval Signatures (By signing this page, Agency agrees to the terms and conditions which follow and are attached)

A. The Regents of the University of California Authorized Signature

Name: Brian C. Donohue Phone: 510 642-3128

Title: Business Contracts Administrator Fax: 510 642-8604

Address: Business Contracts Office
6701 San Pablo Avenue, MC 5600
Berkeley, CA 94720-5600

Email: donohue@berkeley.edu

(Signature)

(Date)

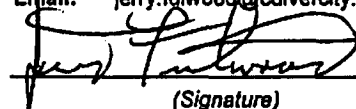
B. Authorizing Official For Applicant Agency

Name: Jerry Fulwood Phone: (310) 253-6035

Title: City Manager Fax: (310) 253-6010

Address: 9770 Culver Blvd
Culver City, CA 90232

Email: jerry.fulwood@culvercity.org

 3/17/08
(Signature) (Date)

C. Agency Office Authorized to Receive Payments

Agency: Culver City, City of Phone: (310) 253-5865

Office: City Treasurer

Address: 9770 Culver Blvd
Culver City, CA 90232

Tax ID #: 95-6000701

Contact Person: Crystal Alexander

Email: crystal.alexander@culvercity.org

D. Optional: Individuals Authorized to Sign Claims (In addition to the Authorizing Official for Applicant Agency)

Name: Manuel Ariza Title: Lieutenant

(Signature) (Date)

Name: Title:

(Signature) (Date)

Schedule A - Description

Click It or Ticket Program for Local Law Enforcement Agencies Grant No. CT08101

GOALS

To increase seat belt use, statewide, to 95% by July 31, 2008.

PROJECT OBJECTIVES

1. To conduct on an overtime basis, enforcement operations specifically targeting seat belt violations during the 21-day mobilization period, May 12 through June 1, 2008.
2. To attend the Traffic Safety Center's (TSC's) pre-operational training for supervisors, officers and support personnel who'll be conducting occupant protection roll call training for the seat belt enforcement operations.
A representative(s) from the applicant agency's finance department should attend.
3. To conduct a pre-operational seat belt compliance survey in the period, May 4 - 11, 2008.
4. To conduct by May 12, close of business, an occupant protection roll call training for officers and administrative personnel participating in the seat belt enforcement operations during the mobilization period.
5. To conduct a post-operational seat belt compliance survey in the period, June 2 - 9, 2008.
6. To submit a mobilization report, pre- and post-operational seat belt compliance survey results, and the press release announcing the CIOT program to the TSC by June 30, 2008. These forms are required to receive reimbursement for claimed costs.
7. To submit to the TSC all appropriately completed and required documentation for claims made (Schedule B lists the required documentation) by July 31, 2008. The grant covers only overtime personnel costs. Other direct costs are not reimbursable. Indirect costs are not reimbursable.

Note: Nothing in this grant shall be interpreted as a requirement, formal or informal, that a particular police officer issue a specified or predetermined number of citations in pursuance of the obligation.

MEDIA OBJECTIVES

1. To issue a press release before May 12, 2008 announcing the 2008 Click It or Ticket mobilization period.
2. If using the OTS press release template provided by TSC, forward press releases, media advisories, alerts, and other press materials to TSC concurrently with distribution to the media. If any other press release format or copy is used, press releases must be submitted to the OTS Public Information Officer at pio@ots.ca.gov for review and approval at least 14 days in advance of the mobilization. The approved press releases must be also sent to the TSC.
3. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."

METHOD OF PROCEDURE

Phase I: Program Preparation (February 1, 2008 to May 3, 2008)

1. The individual(s) responsible for the occupant protection roll call training for officers and staff participating in the enforcement operation must attend the TSC pre-operational training (to be held at various locations in the state during March - April 2008). The pre-operational training will instruct attendees on the applicable occupant protection statutory and regulatory requirements. The occupant protection roll call training conducted by the grantee must cover the applicable occupant protection statutory and regulatory requirements. Supervisors and officers must receive occupant protection roll call training prior to the mobilization.
2. Personnel responsible for completing the mobilization report, conducting the pre- and post-operational seat belt compliance surveys, and the claim are encouraged to attend the TSC pre-operational training. The reporting requirements and the claim procedures have changed from prior grant processes.

Note: Personnel and travel costs associated with attending the TSC pre-operational training are not reimbursable under this grant.

Schedule A - Description (continued)

**Click It or Ticket Program for Local Law Enforcement Agencies
Grant No. CT08101**

Phase II: Pre-Operational Seat Belt Compliance Survey(s) (May 4–11, 2008)

3. Conduct a pre-operational seat belt compliance survey(s) at a representative location(s) in the area(s) selected for seat belt enforcement. Use the seat belt compliance survey form available at <http://www.tsc.berkeley.edu/seatbeltminigrants/>.
4. The survey (s) must be conducted during daylight hours, or in well-lit areas if conducted at night. There should be sufficient illumination for officers to accurately observe whether vehicle occupants are wearing (or not wearing) seat belts.
5. Send the survey form(s) to the TSC.

Phase III: Seat Belt Enforcement Mobilization Period (May 12, 2008 – June 1, 2008)

6. Issue a press release announcing the 2008 CIOT mobilization. Use the sample OTS press release provided by TSC.
7. Use OTS's tagline "Click It or Ticket" and OTS publication materials. National (NHTSA) materials can be used to support the OTS tagline.
8. Where appropriate, coordinate with other grantees served by the same local community newspaper to issue a combined press release. Plan ahead to meet newspaper deadlines.
9. Send the press release to the TSC.
10. Deploy enforcement officers on an overtime basis for saturation patrols (which cover specific geographical areas), enforcement zones (which take place on specific roadways), or a combination of both. Note: This grant will not reimburse overtime for seat belt checkpoints.
11. Assign dispatchers as appropriate, on an overtime basis.
12. Assign CSOs and administrative/clerical staff to overtime shifts as appropriate, for administrative duties including, but not limited to, the collection of seat belt enforcement data.

Phase IV: Post-Operational Seat Belt Compliance Survey(s) (June 2 – 9, 2008)

13. Conduct a post-operational seat belt compliance survey(s) at the same location(s) as for the pre operational seat belt compliance survey(s).
14. The survey(s) must be conducted during daylight hours, or in well-lit areas if conducted at night. There should be sufficient illumination for officers to accurately observe whether vehicle occupants are wearing (or not wearing) seat belts.
15. Send the survey form(s) to the TSC.

Phase V: Mobilization Report (June 10 – 30, 2008)

16. Submit the mobilization report on-line by June 30, 2008. (TSC will email the log-on instructions).
17. The following information must be provided in the on-line mobilization report form:
 - a. Description of the enforcement strategy (i.e., saturation patrol and/or enforcement zone)
 - b. Number of overtime hours by personnel classification
 - c. Number of seat belt citations for 16 years of age and older
 - d. Number of seat belt citations for 15 years of age and younger
 - e. Pre- and post-operational seat belt survey results
 - f. Number of "other" types of enforcement actions by personnel assigned to the overtime seat belt enforcement operation
 - g. Certification that an occupant protection roll call training session(s) was conducted

Phase VI: Claim Submission (July 1 – July 31, 2008)

22. Prepare the claim in accordance with the requirements in Schedule B – Budget Narrative.
23. Submit the claim by July 31, 2008.

Schedule B - Budget Narrative

**Click It or Ticket Program for Local Law Enforcement Agencies
Grant No. CT08101**

The Culver City, City of will be reimbursed up to the Grant Total of \$7,468.00 for actual overtime personnel costs of conducting a seat belt enforcement operation during the mobilization period, May 12, 2008 - June 1, 2008. The Grant Total of \$7,468.00 is based upon the overtime rates submitted by the grantee.

Overtime reimbursement will reflect actual costs (OT hourly rate and overtime benefit rate) of the personnel conducting the seatbelt enforcement operation. Other direct costs are not reimbursable. Indirect costs are not reimbursable.

Only benefits earned as a percentage of hourly pay are allowed. Benefit costs for overtime hourly rates are always lower than benefit costs for regular hourly rates.

Budgeted grant activities will be conducted by personnel on an overtime basis. Grant-funded operations may be conducted by personnel such as an officer, lieutenant, sergeant, corporal, deputy, community services officer, dispatcher, clerical/administrative, etc. depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Officer time incurred in the period following the mobilization period are not reimbursable.

Clerical/administrative/CSO time incurred during and following the mobilization period are reimbursable in accordance to Method of Procedure Phase III Item 12.

Reimbursements are contingent upon the following:

- i. The mobilization report has been submitted (on-line).
- ii. The press release announcing the CIOT mobilization has been submitted.
- iii. The claim form is complete and correctly filled out.
- iv. Overtime slips verifying the personnel overtime hours in the claim are attached to the claim.
- v. A ledger report(s) supporting the claim amount is attached to the claim.
- vi. The information in the overtime slips and the ledger report fully support the claim.
- vii. The claim is signed by the Authorizing Official (Box B of the grant cover page) or Individuals Authorized to Sign Claims (Box D) as designated in the grant cover page.
- viii. Changes in the Authorizing Official of the Applicant Agency or the designation of any other additional individual(s) to sign claims are documented in accordance with TSC documentation requirements.
- viii. The claim is submitted no later than July 31, 2008.

Schedule C - Terms and Conditions

**Click It or Ticket Program for Local Law Enforcement Agencies
Grant No. CT08101**

A. INDEMNIFICATION

Applicant Agency agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, the Regents of the University of California its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this grant, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Applicant Agency in the performance of this grant.

B. GOVERNING LAW

This Grant shall be governed by and construed in accordance with the laws of the State of California.

C. NON-ASSIGNABILITY

The obligations of the applicant agency under this Grant are not assignable to any third party

D. USE OF UNIVERSITY NAME/TRADEMARKS

Applicant Agency shall not use the name of the University of California or any abbreviation thereof, or any name of which "University of California " is a part, or any trademarks of the University, in any commercial context, such as may appear on products, in media (including web sites) and print advertisements in cases when such use may imply an endorsement or sponsorship of the Applicant Agency, its products or services. All uses of the University's name and trademarks, therefore, must first receive prior written consent of The Regents of the University of California through the Office of Marketing & Business Outreach. This policy is in compliance with the State of California Education Code Section 92000.

E. TERMINATION

Each party has the right to suspend, terminate or abandon the execution of any work by the Applicant Agency without cause at any time upon giving prior written notice. In the event that this grant is suspended, terminated or abandoned, the Regents of the University of California shall pay the Applicant Agency for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. Said payment shall be computed in accordance with the Payment Schedule B, provided that the maximum amount payable to the Applicant Agency for its services shall not exceed the Grant Total on Schedule B for services provided hereunder prior to the effective date of suspension, termination, or abandonment.

F. STATE OF CALIFORNIA TERMS AND CONDITIONS

Applicant Agency agrees to abide by the General Terms, Conditions, and Certifications contained in OTS Grant Program Manual, Chapter 6, Exhibit 6-A www.ots.ca.gov.