



Traffic Safety Center

Setting New Directions in Traffic Safety

05/07/08

Sample

Test Agency

1709 Marin Avenue

Suite 100

Anytown, CA 94707

Subject: Documentation Requirements for the 2008 Click It or Ticket

Dear Grantee,

Congratulations on the awarding of the 2008 Click It or Ticket (CIOT) grant to your agency. We urge you to coordinate with your finance department at your earliest convenience to ensure that the supporting documentation for your agency's claim will be complete and satisfactory.

Ledger Report

The claim must be accompanied by a source document from the city's/contract city's/campus' general ledger, which references CIOT and supports the claim amount. To do this, the finance department must establish a code (project number) in the general ledger specifically for the grant prior to starting the seat belt enforcement operations. Overtime expenses for the enforcement operations must be coded accordingly so that a ledger report shows the expenditure(s) associated with the grant.

Examples of ledger reports are labor distribution reports, payroll distribution reports, expenditure reports, and detail activity reports. Export files from the general ledger, such as Excel spreadsheets, cannot be accepted as they are not source documents.

Overtime Slips

Overtime slips are source documents provided by the police department/law enforcement agency to support the overtime hours in the claim. The slips must be signed by both the employee and an authorized supervisor. The slips must reference the CIOT grant. They must also contain the date, the start and end times, and the number of overtime hours. A claim will be adjusted downward if an overtime slip(s) is incomplete, i.e. is not acceptable supporting documentation.

Allowable Overtime Benefits

1. Actual hourly overtime benefit costs are allowable. Typically, Social Security (OASDI), Medicare, Workers Compensation, and State Disability Insurance are hourly overtime benefit costs
2. Social Security and Medicare rates are indexed annually. The 2008 Social Security withholding rate is 6.2% of wages up to \$102,000. Medicare withholding is 1.45% of wages, without limit.
3. Benefit costs based upon monthly employment, and not upon hourly pay, are not allowable. Typically, benefits such as medical insurance, life insurance, and uniform allowance are based upon monthly employment and are not allowable as hourly overtime benefit costs.
4. Hourly billing rates are not necessarily the same as actual hourly overtime salary and benefits costs and therefore are not allowable as hourly overtime benefit costs.
5. The determination of whether an itemized benefit or benefit rate is allowable will be based upon a showing that the benefit is required for hourly overtime pay and that the rate is an actual cost.
6. The authority for determining allowable fringe benefit costs is contained in U.S. OMB Circular A-87, Revised 5/4/95, as further amended 8/29/97, Section 11 (d) (5) Fringe benefits., found at http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/02_OMB_CostPrn_OMB_CirA87.html, and Office of Traffic Safety Grant Program Manual Chapter 2, Allowable Costs, found at http://www.ots.ca.gov/Grants/Grant_Administration/Program_Manual.asp

Adjusted Overtime Benefits Rates in CIOT Application

The rate(s) for an overtime benefit category in the 2008 CIOT application was adjusted if it was not allowable per "Allowable Overtime Benefits."

Listing of what may have been adjusted.

Sincerely,



Irene Kan
Project Director
510-643-5766