

CHIRP Fiscal Reporting Instructions:

Requirements:

- Officer Activity Sheet(s)
- Pay stub(s)
- Completed CJI Excel Document
 - Individual Agencies will fill out one Excel spreadsheet.
 - Traffic Safety Partnerships (TSPs) can fill out an individual Excel spreadsheet for each Agency in the TSP or combine all Agencies in one spreadsheet.

OAS and Pay Stub Documentation:

- Upload a single PDF document for each officer, containing:
 1. The officer's pay stub(s), followed by
 2. The officer's OAS form(s) for all projects worked that correlate with the pay stub.
 3. Repeat the process until all of the officer's pay stubs and OAS forms for the quarter are included.
 - OAS forms must be signed by the Officer and the Supervisor. The Supervisor cannot sign their own forms.
- The total hours and pay must match the information entered in the CHIRP Reimbursement Excel Spreadsheet.
 - *Example:* Officer Test works 10 hours in the first pay period of the quarter – 5 hours in CITLI and 5 hours in DUITF. Officer Test's PDF will include the paperwork shown in *Figures 1-3*.

Statement of Earnings and Deductions				
Employee Name	ID	SSN	Pay Group	Check Date
Officer Test	12345	111-11-1111	Bi-Weekly	11/1/2023
Pay Rate				
\$20.00 / hour				
Earnings				
	Hours	Current Pay		
CITLI	5	\$	100.00	
DUITF	5	\$	100.00	

Figure 1: Officer Test's Pay Stub – Page 1

CHIRP Officer Activity Form

Enforcement Program: **CITLI** Day of Week: **Monday** Date: **10/23/2023**

Officer Name (Last, First) Please Print: **Officer Test** Start Time: **07:00** End Time: **12:00** Hours: **05:00**

Department: **ICJI** 24 HR Format

CITATIONS & WARNINGS	UTT	WARNING	TOTAL
OP			
Child Restraint			
Project Love Vouchers			
Open Container			
Underage Alcohol			
Misdemeanor DUI (Alcohol)			
Misdemeanor DUI (Drug)			
Felony DUI (Alcohol)			
Felony DUI (Drug)			
Habitual Traffic Violator			
Graduated License Violation			
Motorcycle Permit/License Violation			
**Other License Violations			
Driving While Suspended (Mid/Prior)			
Driving While Suspended (Infraction)			
Following Too Close			
Improper Lane Usage (Not Truck Lane)			
Automatic Signal / Stop Sign	5		5
Driving Left of Center			
Failure to Yield Right of Way			
Improper Turning / "U" Turns			
Obstructive Traffic			
Equipment Violations			
Criminal Misdemeanor (Not traffic)			
Criminal Felony (Not traffic)			
**Other traffic offenses			
Speed - 0-5 MPH Over	5		5
Speed - 6-10 MPH Over			
Speed - 11-15 MPH Over			
Speed - 16-20 MPH Over			
Speed - 21-25 MPH Over			
Speed - 26-30 MPH Over			
Speed - 31-35 MPH Over			
Speed - 36-40 MPH Over			
Speed - 41-45 MPH Over			
Speed - 46-50 MPH Over			
Speed - 51-55 MPH Over			
Speed - 56-60 MPH Over			
Speed - 61-65 MPH Over			
Speed - 66-70 MPH Over			
Speed - 71-75 MPH Over			
Speed - 76-80 MPH Over			
Speed - 81-85 MPH Over			
Speed - 86-90 MPH Over			
Speed - 91-95 MPH Over			
Speed - 96-100 MPH Over			

ACTIVITY

Total # Vehicles Stopped: _____

Total # Arrests: _____

ACTIVITY TYPE ***

Seat Belt Patrol:

Impaired Driving Patrol:

Stop Arm Violation Patrol:

Other Patrol:

MILEAGE ***

Mileage Stop: _____

Mileage Start: _____

Mileage Total: _____

IMPAIRED DRIVING

of PBT's administered: _____

of SFST's conducted: _____

of DRE's conducted: _____

of Breath tests refused: _____

OFFICER TRAINING ***

Check all that apply: TOPS SFST ARIDE

OVERTIME HOURS WORKED ***

0601-1200: _____

1201-1800: _____

1801-2400: _____

0001-0600: _____

TOTAL OT HRS: _____

ARREST HRS: _____

PATROL HRS: _____

COORDINATOR USE ONLY (Outreach)

Figure 2: Officer Test's CITLI OAS Form – Page 2

CHIRP Officer Activity Form

Enforcement Program: **DUITF** Day of Week: **Tuesday** Date: **10/23/2023**

Officer Name (Last, First) Please Print: **Officer Test** Start Time: **01:00** End Time: **06:00** Hours: **05:00**

Department: **ICJI** 24 HR Format

CITATIONS & WARNINGS	UTT	WARNING	TOTAL
OP			
Child Restraint			
Project Love Vouchers			
Open Container			
Underage Alcohol	1		1
Misdemeanor DUI (Alcohol)			
Misdemeanor DUI (Drug)			
Felony DUI (Alcohol)	1		1
Felony DUI (Drug)			
Habitual Traffic Violator			
Graduated License Violation			
Motorcycle Permit/License Violation			
**Other License Violations			
Driving While Suspended (Mid/Prior)			
Driving While Suspended (Infraction)			
Following Too Close			
Improper Lane Usage (Not Truck Lane)			
Automatic Signal / Stop Sign			
Driving Left of Center			
Failure to Yield Right of Way			
Improper Turning / "U" Turns			
Obstructive Traffic			
Equipment Violations			
Criminal Misdemeanor (Not traffic)			
Criminal Felony (Not traffic)			
**Other traffic offenses			

ACTIVITY

Total # Vehicles Stopped: _____

Total # Arrests: _____

ACTIVITY TYPE ***

Seat Belt Patrol:

Impaired Driving Patrol:

Stop Arm Violation Patrol:

Other Patrol:

MILEAGE ***

Mileage Stop: _____

Mileage Start: _____

Mileage Total: _____

IMPAIRED DRIVING

of PBT's administered: _____

of SFST's conducted: _____

of DRE's conducted: _____

of Breath tests refused: _____

OFFICER TRAINING ***

Check all that apply: TOPS SFST ARIDE

OVERTIME HOURS WORKED ***

0601-1200: _____

1201-1800: _____

1801-2400: _____

0001-0600: _____

TOTAL OT HRS: _____

ARREST HRS: _____

PATROL HRS: _____

COORDINATOR USE ONLY (Outreach)

Figure 3: Officer Test's DUITF OAS Form – Page 3

CHIRP Reimbursement Excel Spreadsheet:

The Excel spreadsheet will automatically calculate the total funds expended for each project. The total funds expended must be entered in IntelliGrants as the "Grant Funds Requested this Period."

Project Hours: All project hours worked must be entered in the correct column (Columns C, G, I, K, M).

- Example: Officer Test works a total of 250 hours in CITLI, 125 hours in DUITF, and 4 hours in SAVE (Figure 4) during Q1.
- The coordinator will enter Officer Test's name in Line 7; 250 CITLI hours in Column C; 125 DUITF hours in Column E; and 4 SAVE hours in Column G.

A	B	C	D	E	F	G	H
1	CHIRP						
2							
3	Agency and TSP			Quarter		QUARTER 4 (Jul-Sep)	
4	Authorized By			Total Reimbursement		\$7,600.00	
5							
6	OFFICER NAME	CITLI HOURS	CITLI TOTAL	DUITF HOURS	DUITF TOTAL	SAVE HOURS	SAVE TOTAL
7	Officer Test	250	\$5,000.00	125	\$2,500.00	4	\$100.00

Figure 4: CHIRP Reimbursement Excel Spreadsheet Example

Project Totals: The corresponding pay for each project must be entered in the correct column (Columns D, F, H, J, L, N).

- *Example:* Officer Test was paid \$5,000 for CITLI; \$2,500 for DUITF; and \$100 for SAVE during Q1.
- The coordinator will enter \$5,000 in Column D; \$2,500 in Column F; and \$100 in Column H.
- If the officer was paid for the hours worked over multiple pay periods, enter the combined total pay for each project.
 - *Example:* For CITLI, Officer Test was paid \$1,500 on November 1; \$1,500 on November 15; and \$2,000 on December 1. The combined total (\$5,000) will be entered in the CITLI Total (Column D).
- If the pay stubs do not clearly indicate how much pay goes towards each project, please notate the breakdown on the pay stub (Figure 5).

Statement of Earnings and Deductions				
Employee Name	ID	SSN	Pay Group	Check Date
Officer Test	12345	111-11-1111	Bi-Weekly	11/1/2023
Pay Rate				
\$20.00 / hour				
Earnings				
Current Pay				
Traffic Safety Grant	\$ 2,500.00			
Pay Rate : \$20.00 /hour				
CITLI : \$1,500.00 - 75 hrs.				
DUITF : \$ 1,000.00 - 50 hrs.				

Figure 5: Pay Stub with Notations

Administrative Hours: If admin hours are worked in the quarter, the total hours and pay can be entered in Columns O and P.

- **The Admin Total cannot exceed 10% of the project total funds expended per quarter.**

Benefits: Benefits for each project will be automatically calculated at 1.45% of the total reimbursement request. The total per project can be found in Line 78 (Figure 6). This total must be entered on the Benefits page in IntelliGrants as "Match Reported this Period."

6	OFFICER NAME	CITLI HOURS	CITLI TOTAL FUNDS	DUITF HOURS	DUITF TOTAL FUNDS
76					
77	TOTAL	250	\$5,000.00	125	\$2,500.00
78	BENEFITS		\$72.50		\$36.25

Figure 6: Benefits - Match

Travel: The total miles traveled must be entered in line 81. The match reported for travel will be automatically calculated at the current State rate (\$0.49/mile). This total must be entered on the Travel page in IntelliGrants as “Match Reported this Period.”

80	TOTAL MILES TRAVELED	AMOUNT
81	3000	\$1,470.00

Figure 7: Match - Travel

Officer Salary Match: If an agency or TSP is using a Traffic Officer’s salary as match, the name of the officer(s) must be entered in lines 83-88 under the Traffic Officer Name – Match column. The salary used as match for each officer will be entered under the Traffic Officer Salary – Match column.

- The Officer Salary Match total can be found in line 89 and must be entered on the Personnel page in IntelliGrants as “Match Reported this Period.”
- **The officer’s pay stub(s) must be attached in IntelliGrants.**

82	TRAFFIC OFFICER NAME - MATCH	TRAFFIC OFFICER SALARY - MATCH
83		\$0.00
84		\$0.00
85		\$0.00
86		\$0.00
87		\$0.00
88		\$0.00
89	TOTAL	\$0.00

Figure 8: Match - Officer Salary

**** The minimum match requirement is 25% of the grant funds expended per quarter ****