

COMMUNITY SERVICE IN LIEU OF PARKING PENALTIES

Updated January 2019

The following requirements must be met in order to sign up for community service:

1. The vehicle must be registered in the City of Berkeley.
2. The registered owner must certify as low income (\$46,500 or less effective July 1, 2018) by providing a tax return or IRS certification.
3. The registered owner must sign up within the original bail period. If citation has moved to delinquent or lien status, Community Service in lieu of payment is not an option.
4. A maximum of five (5) citations may be satisfied via Community Service in a fiscal year (July 1 – June 30).

FREQUENTLY ASKED QUESTIONS

Q. What is Community Service?

A. It is a work program designed to assist individuals who are unable to pay their parking citations due to financial hardship.

Q. Where can I perform Community Service?

A. Community Service must be performed in the City of Berkeley.

Q. Can the driver at the time of the citation perform the Community Service?

A. Only the registered owner can perform Community Service.

Q. Can I contest the citation after signing up for Community Service?

A. No, once you have signed the Community Service contract, you have waived your contesting rights.

Q. Can I sign up for Community Service after a hearing?

A. No, once you have signed up for a hearing, you have waived your right for Community Service.

Q. Is there a deadline for turning in the Community Service timesheet?

A. Yes, as noted on your contract, the time sheet must be turned in to Project 22, one (1) week prior to the progress report date or your hours may not qualify.

Q. If I fail the initial contract, may I sign up again for the same citation(s)?

A. No, once a contract has failed, the citation(s) must be paid.

Q. Can I sign up for more than one contract at a time?

A. No, only one (1) contract per registered vehicle can be open at a time.

Q. Are there any citations excluded from Community Service?

A. Yes, citations for unauthorized parking in a disabled zone are excluded.

Q. What is the hourly rate credited towards the citation amount?

A. The rate is \$10.00 per hour. A \$40.00 citation would require 4 hours of community service to clear the amount due.

Q. What is the cost associated with the Community Service program?

A. Project 22 charges an administrative fee based on a sliding scale and the number of hours required in your contract.

# of Hours	Administrative Fee
1 – 25	\$20.00
26 – 50	\$40.00
51 – 75	\$60.00
75 – 100	\$80.00

To apply for Community Service, take the following steps:

1. Apply for a Community Service referral at the Customer Service Center located at 1947 Center Street, 1st Floor, Berkeley, CA.

The office hours are Monday through Thursday, 8:30 am to 4:00 pm.

2. Once you receive your referral application, take the application to Project 22 located at the Wiley M. Manuel Courthouse, 661 Washington Street, 2nd Floor, Oakland, CA.

The office hours are: Monday, Tuesday, Wednesday and Friday from 10:00 am to 2:30 pm; closed Thursdays.

3. Project 22 will approve your referral and assign you to a work program.
4. Begin your Community Service work as agreed.
5. Turn in your timesheet to Project 22 1 week prior to your progress report date or you may not receive credit for your hours worked.
6. Project 22 will notify the Finance Customer Service Center of your completion. For question regarding your Community Service, please call Project 22 at (510) 451-5762.