

# **Texas Department of Transportation**

## **Traffic Safety Section**

### **FY 2019 STEP Request for Proposals**

#### **FY 2019 STEP Program Summary**

The grant proposal process for the FY2019 Selective Traffic Enforcement Program (STEP) has undergone a number of changes from previous years, so please read this document carefully.

Changes to STEP in FY 2019 include:

- Elimination of “points” system in favor of “vehicle-stops per hour” system
- Use of geo-located data to develop Enforcement Zones in Operational Plan
- Elimination of STEP-WAVE grant type
- Use of CRIS data to develop crash activity baseline for performance measurement

Maximum budget amounts for STEP-COMP and STEP-CMV grants have been determined using crash data from the Crash Records Information System (CRIS) and a weighted funding formula to determine eligible amounts for each agency:

- DWI/DUI - Driving While Intoxicated/Driving Under the Influence
- OP - Failure to Use Occupant Restraint, including child-passenger safety seats
- ITC - Intersection Traffic Control
- SP - Speed Enforcement /Control
- DD - Distracted Driving

Agencies may choose to receive less than the maximum amount for which they qualify based on the formula and agencies not listed for a specified amount may receive up to \$12,000 for a STEP-COMP grant and/or a \$12,000 CMV grant. See attached budget limits (Attachment A).

## **Eligibility for funding**

STEP grant funding assists in paying for overtime activities by local law enforcement and should focus on reducing the incidences of speeding, driving while intoxicated, failure to use occupant restraint systems, intersection traffic control violations and enforcement of state and local ordinances on cellular and texting devices. In order to participate in STEP, the agency must have an active overtime policy that allows for STEP enforcement to occur.

Organizations eligible for STEP funds include the Texas Department of Public Safety (TxDPS), sheriff's offices, constable's offices, local police departments, and inter-governmental coordination entities for law enforcement efforts; i.e. COGs.

## **Enforcement Requirements**

The following items are requirements for enforcement on both STEP-COMP and STEP-CMV grants:

- Proposers are required to contribute at least 20% of the total budget in approved match.
- Proposers are required to maintain an average of at least a 2.5 vehicle stops per enforcement hour.
- All enforcement activities must be initiated within, or in route to, an established Enforcement Zone as outlined in the grant's Operational Plan.

## Grant Types and Definitions

### STEP-COMP grants

Officers conducting enforcement on a STEP-COMP grant will make enforcement of Impaired Driving, Occupant Protection, Speed, Intersection Traffic Control, and Distracted Driving their top priority during enforcement, although any traffic-related probable cause may be used to initiate a vehicle stop. In order for a vehicle stop to be counted as part of the agency's grant performance, the vehicle stop must be initiated for infractions witnessed inside of, or in route to an established Enforcement Zone. For purposes of documentation, each officer's Daily Activity Report should reflect the Enforcement Zone in which the stop was made, the time and specific location of the stop (ie. 4800 block of South Broadway), and at what time individual car stops were made. The officer should run the offender's driver license for warrants, run the vehicle registration for its history, and must document taking one of the following three actions:

- Issuing a written warning
- Issuing a citation
- Making an arrest

Agencies will still document and report the numbers of such warnings, citations and arrests made on STEP time to TxDOT at the end of each month or enforcement period, but there will be no target numbers established for each individual element. Agencies will be considered to be in compliance with TxDOT performance expectations as long as they maintain an average of 2.5 vehicle stops or more during each hour of STEP-COMP enforcement. STEP-COMP subgrantee agencies should make it a priority to conduct enforcement activities during state and federally determined holiday periods, which are:

- Thanksgiving (November 15-27, 2018)
- Christmas/New Year's (December 15-31, 2018)
- Spring Break (March 8-25, 2019)
- Memorial Day (May 20-31, 2019)
- Independence Day (June 27-July14, 2019)

- Labor Day (August 17- September 3, 2019)

Maximum budget amounts for STEP-COMP grants have been determined using crash data from CRIS, with a weighted funding formula to determine eligible amounts for each agency: The budget amount listed is the maximum offer for FY 2019. Agencies may choose to receive less than the maximum amount for which they qualify based on the formula and agencies not listed for a specified amount may receive up to \$12,000 for a STEP-COMP grant and/or a \$12,000 CMV grant. Funds are authorized on a Federal fiscal year basis only and awarded grants are contingent upon the availability of Federal funds.

### **Baseline Information**

Baseline information serves as a foundation for proposers to measure pre-grant traffic enforcement activity. Baseline information must be provided by the proposers to identify local traffic enforcement related activity and includes the total number of traffic and patrol hours by the subgrantee agency and the total number of vehicle stops in the past 12 months. The information must exclude any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year's local and grant traffic enforcement activity.

Additionally, proposers must enter the three-year-average KA crash data for their jurisdiction as it appears on the RFP Budget Document. The baseline numbers are critical in establishing the causes and numbers of fatalities, injuries, crashes and property damage in a community and are used to measure the effectiveness of grant-related enforcement efforts in reducing crashes.

### **STEP-CMV grants**

Requirements outlined in this section apply to all STEP grant proposals that offer commercial motor vehicle enforcement opportunities 365 days per year. Law enforcement agencies requesting or already operating a STEP-COMP grant may also request a STEP-CMV. Maximum funding levels for CMV grants have also been

determined using crash data from CRIS and the funding formula based on the CRIS data. Agencies wishing to enforce CMV but are not listed as a funded agency may receive \$12,000 in CMV funding. Agencies desiring to pursue a CMV grant must inform their local TxDOT Traffic Safety Specialist.

Officers conducting enforcement on a STEP-CMV grant should make enforcement of Impaired Driving, Occupant Protection, Speed, Hazardous Moving Violations and Distracted Driving their top priority during enforcement, although any traffic-related probable cause can be used to initiate a CMV stop. Officers may not weigh, inspect equipment or review driver logs while on STEP time. In order for a vehicle stop to be counted as part of the agency's grant performance, the vehicle stop must be initiated for infractions witnessed inside of, or in route to an established Enforcement Zone. For purposes of documentation, each officer's Daily Activity Report should reflect the Enforcement Zone in which the stop was made, the time and specific location of the stop (ie. 4800 block of South Broadway), and at what time individual car stops were made.

The officer should run the offender's driver license for warrants, run the vehicle registration for its history, and must document taking one of the following three actions:

- Issuing a paper warning
- Issuing a citation
- Making an arrest

Agencies will still document and report the numbers of such warnings, citations and arrests made on STEP time to TxDOT at the end of each month or enforcement period, but there will be no target numbers established for each individual element. Agencies will be considered to be in compliance with TxDOT performance expectations as long as they maintain an average of one (1) vehicle stop or more during each hour of STEP-CMV enforcement.

## **Baseline Information**

Baseline information serves as a foundation for proposers to measure pre-grant traffic enforcement activity. Baseline information must be provided by the proposers to identify local traffic enforcement-related activity focused on commercial motor vehicles, including hours worked and CMV stops made. The information must exclude any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year's local and grant traffic enforcement activity.

Additionally, proposers must enter the three-year-average crash data for their jurisdiction as it appears on the RFP Budget Document under the heading CMV. The baseline numbers are critical in establishing the causes and numbers of fatalities, injuries, crashes and property damage, in a community and are used to measure the effectiveness of grant-related enforcement efforts in reducing crashes.

## **Additional Requirements**

### **Public Information & Education (PI&E)**

Law enforcement agencies are required to provide PI&E activities, including the distribution of PI&E materials, throughout the grant period. Salaries being claimed for PI&E activities must be included in the budget. Proposal help for budgeting PI&E Salaries and Fringe Benefits is located [here](#).

Law enforcement agencies are required to provide a minimum of 5 documented PI&E activities throughout the grant period. These should coincide with identified holiday mobilization periods and include appropriate motorist education efforts. For example, during the Memorial Day Mobilization period, otherwise known as Click-It-Or-Ticket, agencies should develop media opportunities focused on the importance of buckling up and properly securing children, or a similarly themed community event.

Agencies are encouraged to coordinate their PI&E efforts with their local TxDOT Traffic Safety Specialist.

### Operational Plan

Beginning in FY 2019, agencies will no longer be required to perform surveys for the identification of speed sites or for safety belt compliance. Instead, agencies will use geolocated KA (Fatal and Serious Injury) crash data from the CRIS database to establish the foundation for at least two STEP Enforcement Zones within their jurisdiction. Crash heat maps for your jurisdiction are available by clicking [here](#) and then following the link to "TxDOT STEP Program Resources."

The purpose of the creation of STEP Enforcement Zones is to focus high-visibility enforcement on areas with a history of high KA crashes, and zones should be developed and patrolled accordingly. Therefore, only KA crash data from the CRIS database may be used to initiate the creation of an Enforcement Zone. In the event that an agency has no KA crashes in its jurisdiction, TxDOT may approve, on a case-by-case basis, patrol zones based on other data available to the agency.

At a minimum, Enforcement Zones should be anchored by the locations of one or more KA crash and expanded to include areas of approach in any direction and for a reasonable distance from the crash site or sites in evidence. As a rule, Enforcement Zones should cover no more than four (4) square miles, although it may take the form of any logical shape. For example, in a city, the Enforcement Zone may align with the street grid and be centered on high-crash intersections, whereas on a rural highway, the patrol zone might encompass four contiguous miles that include the high-crash area(s), but do not include other areas outside of the highway's linear footprint.

Crash maps detailing the location of each KA crash used to develop the jurisdiction's funding will be provided by the Department of Public Safety through TxDOT. Agencies must use these maps to develop and document their STEP Enforcement Zones. At

their option, agencies may also use other geolocated data from their own RMS to further define, augment and justify the perimeters of their Enforcement Zones.

All STEP Enforcement Zones must be approved by TxDOT prior to enforcement beginning. Identifying new Enforcement Zones after the grant begins is discouraged. STEP enforcement should be used to patrol areas identified through historical crash data, not to react to short-term trends.

STEP-CMV grants will also be location-based. Maps showing the locations of KA crashes involving CMV are available upon request from the TxDOT STEP Program Manager.

#### Policies and Procedures

All STEP agencies must either have established written STEP operating policies and procedures, or develop policies and procedures prior to a STEP grant being executed. The program will certify that the applying agency has, or will develop such procedures during the proposal process in eGrants. Those policies and procedures include:

- **Roles and Responsibilities** – a description of which position serves as STEP project director and a list of their main responsibilities
- **STEP Shifts** – a description of how the agency selects individuals to work a STEP Shift
- **Authorization to Work** – a description of how prior approval is obtained for an individual authorized to work a STEP shift
- **Work Restrictions** – a list of any restrictions imposed on working STEP, such as limitations on the number of hours an officer can work per shift, etc.
- **Supervision** – a description of how the agency supervises
  - officers working STEP shifts
- **Overtime Status** – a description on how the agency determines an individual's overtime status before working STEP
- **Documentation** – a description of how an individual's time worked on a
  - STEP shift is documented



- **Required STEP Documentation** – a description of the paperwork that is required after the STEP shift ends (i.e., time sheets, overtime cards, STEP daily activity reports, citations)
- **Approval Process** – a description of the process the supervisor uses to approve and document the hours worked
- **Performance Targets** – a description of the process used to oversee the agency's performance toward meeting the grant's performance measures/target numbers
- **STEP Indicator** -- The number of vehicle stops made during STEP enforcement divided by the number of STEP enforcement hours worked. Must be at least 2.5 over the life of the grant.

#### Internal Ethics and Compliance Program

Each agency will be required to undergo a review by TxDOT's Internal Compliance Program prior to grant execution. Agencies must demonstrate compliance with Title 43 Texas Administrative Code §25.906(b) by certifying adoption of an internal ethics and compliance program that satisfies the requirements of Title 43 Texas Administrative Code §10.51 (relating to Internal Ethics and Compliance Program) prior to any grant execution.

## Proposal Process and Timeline

An eGrants system message will be sent to all law enforcement or other STEP agencies that are registered users of eGrants announcing this Request for Proposals. This message will be sent via eGrants on November 10, 2017.

Activity / Milestone	Target Due Date
<b>Submission</b>	
Request for Proposals (RFP) Posted	11/10/2017
Proposal Submission Training for STEP Grants	11/17/2017
Deadline for Proposal Submission	01/11/2018
<b>Review and Negotiations</b>	
Proposal Review Begins	02/21/2018
Proposal Review Complete	04/13/2018
<b>Funding Approval</b>	
Funding List and Minute Order Developed	05/01/2018
Funding Approved By Transportation Commission	05/31/2018
<b>HSP Development</b>	
HSP Drafted and Reviewed	06/01/2018
HSP Submitted to NHTSA	07/02/2018
HSP Approved and Published	08/15/2018
<b>Award Grants</b>	
Grants Awarded, Executed and Activated in eGrants	10/01/2018

Please refer any questions or comments about this process to Larry Krantz, TxDOT Police Traffic Services Program Manager.

# Attachment A

## FY 2019 STEP Budgets by Jurisdiction

Jurisdiction	DUI-KA	OP-KA	SP-KA	ITC-KA	CMV-KA	Total-KA	Qualified CMV	Qualified COMP
ABILENE	11	8	4	35	2	76		\$53,000
ALLEN	5	4	4	11	1	24		\$48,000
AMARILLO	17	13	8	65	4	132	\$33,000	\$153,000
ARLINGTON	42	32	23	89	7	225	\$50,000	\$225,000
AUSTIN	91	41	41	234	13	530	\$50,000	\$1,000,000
BAYTOWN	10	11	4	31	2	74		\$71,000
BEAUMONT	10	8	4	45	7	112	\$37,000	\$80,000
BRENNHAM	1	3	1	3	0	7		\$17,500
BROWNSVILLE	10	11	5	35	2	86		\$74,000
BRYAN	9	8	4	26	2	57		\$42,000
CARROLLTON	11	6	5	17	2	45		\$42,000
COLLEGE STATION	11	7	3	31	2	54		\$49,000
CONROE	9	8	3	23	3	56		\$41,000
CORPUS CHRISTI	26	19	12	46	4	146	\$38,000	\$155,000
DALLAS	174	161	145	413	30	1015	\$50,000	\$1,000,000
DEER PARK	2	1	1	6	0	12		\$45,000
DENTON	18	14	9	35	6	85	\$50,000	\$89,000
EDINBURG	5	5	1	19	2	38		\$54,000
EL PASO	50	19	12	106	9	253	\$50,000	\$257,000
EULESS	2	3	1	10	0	22		\$63,000
FORT WORTH	63	63	39	262	34	629	\$50,000	\$185,000
FRISCO	5	2	2	13	1	29		\$81,000
GALVESTON	7	9	3	19	0	41		\$41,000
GARLAND	16	15	12	61	5	131	\$50,000	\$226,000
GRAND PRAIRIE	20	22	13	44	5	100	\$50,000	\$140,000
HALTOM CITY	6	3	5	7	1	26		\$17,000
HARLINGEN	7	4	5	18	0	35		\$53,000
HOUSTON	170	167	73	534	41	1316	\$400,000	\$1,000,000
HURST	3	2	3	18	1	39		\$13,000

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Jurisdiction	DUI-KA	OP-KA	SP-KA	ITC-KA	CMV-KA	Total-KA	Qualified CMV	Qualified COMP
IRVING	22	15	16	29	3	84	\$49,000	\$163,000
KELLER	2	1	2	5	0	11		\$32,000
KILLEEN	12	12	11	46	1	88		\$113,000
LA PORTE	4	2	2	5	2	19		\$45,000
LAREDO	15	19	1	38	7	96	\$90,000	\$110,000
LEWISVILLE	12	7	9	24	3	62	\$27,000	\$80,000
LONGVIEW	10	9	10	18	2	42		\$38,000
LUBBOCK	22	22	13	41	2	92		\$61,000
MCALLEN	9	8	3	30	1	56	\$80,000	\$108,000
MCKINNEY	7	4	3	20	1	44		\$82,000
MESQUITE	13	17	14	29	6	80	\$50,000	\$42,000
MIDLAND	15	13	9	30	3	64	\$45,000	\$21,000
MISSION	2	3	1	7	0	15		\$57,000
MISSOURI CITY	2	3	1	12	0	23		\$41,000
MOUNT PLEASANT	1	2	1	7	1	12	\$12,000	\$36,000
NEW BRAUNFELS	6	6	8	19	6	53	\$34,000	\$67,000
NORTH RICHLAND HILLS	1	2	2	11	0	22		\$42,000
ODESSA	13	9	3	26	2	57		\$51,000
PASADENA	15	11	6	52	3	97		\$90,000
PLANO	21	14	12	61	5	128	\$50,000	\$137,000
PORT ARTHUR	5	5	1	14	1	42		\$38,000
RICHARDSON	9	8	3	25	1	59		\$40,000
ROUND ROCK	7	4	4	16	1	44		\$30,000
RURAL ANDERSON COUNTY	8	5	8	2	2	19		\$20,000
RURAL ANDREWS COUNTY	7	9	5	7	6	24	\$45,000	\$19,000
RURAL ANGELINA COUNTY	7	7	9	7	4	32	\$22,000	\$19,000
RURAL BASTROP COUNTY	18	12	11	23	6	83	\$50,000	\$50,000
RURAL BELL COUNTY	7	7	15	12	2	44		\$41,000
RURAL BEXAR COUNTY	19	13	17	58	9	129	\$50,000	\$540,000

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Jurisdiction	DUI-KA	OP-KA	SP-KA	ITC-KA	CMV-KA	Total-KA	Qualified CMV	Qualified COMP
RURAL BOWIE COUNTY	13	13	6	12	7	52	\$50,000	\$50,000
RURAL BRAZORIA COUNTY	26	24	20	21	3	98	\$50,000	\$50,000
RURAL BURNET COUNTY	11	7	15	6	2	40	\$12,000	\$42,000
RURAL CALDWELL COUNTY	6	7	7	4	1	20		\$17,000
RURAL CAMERON COUNTY	12	10	9	11	2	37		\$40,000
RURAL CASS COUNTY	8	7	14	3	3	26	\$37,000	\$32,000
RURAL CHAMBERS COUNTY	11	11	4	7	8	42	\$50,000	\$50,000
RURAL CHEROKEE COUNTY	9	10	10	4	2	31		\$50,000
RURAL COLLIN COUNTY	9	7	9	11	2	44		\$32,000
RURAL COMAL COUNTY	8	5	13	12	2	50		\$41,000
RURAL COOKE COUNTY	7	6	9	4	1	22		\$19,000
RURAL CORYELL COUNTY	6	6	9	8	2	32		\$17,000
RURAL ECTOR COUNTY	22	24	11	34	13	80	\$50,000	\$50,000
RURAL EL PASO COUNTY	12	7	3	11	5	38	\$48,000	\$86,000
RURAL ELLIS COUNTY	13	12	16	5	3	46	\$50,000	\$50,000
RURAL ERATH COUNTY	6	10	10	7	5	36	\$23,000	\$17,000
RURAL FANNIN COUNTY	7	5	6	4	2	20		\$19,000
RURAL FAYETTE COUNTY	8	7	6	5	5	30	\$34,000	\$22,000
RURAL FORT BEND COUNTY	17	9	6	43	4	99	\$28,000	\$50,000
RURAL GRAYSON COUNTY	16	11	15	8	3	46		\$50,000
RURAL GREGG COUNTY	9	6	8	9	3	37	\$20,000	\$24,000
RURAL GRIMES COUNTY	9	9	6	8	3	34	\$24,000	\$24,000
RURAL GUADALUPE COUNTY	9	9	11	12	6	43	\$50,000	\$42,000
RURAL HARDIN COUNTY	7	6	8	7	5	34	\$27,000	\$19,000
RURAL HARRIS COUNTY	132	119	74	222	18	659	\$135,000	\$715,000
RURAL HARRISON COUNTY	18	11	16	8	7	57	\$50,000	\$50,000
RURAL HAYS COUNTY	13	7	19	15	3	55		\$50,000
RURAL HENDERSON COUNTY	11	9	8	6	3	29	\$30,000	\$29,000
RURAL HIDALGO COUNTY	35	31	27	38	3	104	\$50,000	\$50,000

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Jurisdiction	DUI-KA	OP-KA	SP-KA	ITC-KA	CMV-KA	Total-KA	Qualified CMV	Qualified COMP
RURAL HOCKLEY COUNTY	7	6	3	4	1	16		\$18,000
RURAL HUNT COUNTY	12	15	8	9	5	52	\$50,000	\$50,000
RURAL JOHNSON COUNTY	18	15	18	17	4	72	\$50,000	\$50,000
RURAL KARNES COUNTY	1	3	2	17	5	37	\$30,000	
RURAL KAUFMAN COUNTY	10	13	13	14	4	65	\$43,000	\$50,000
RURAL KENDALL COUNTY	6	6	11	4	1	27		\$27,000
RURAL KERR COUNTY	10	6	13	3	3	38		\$37,000
RURAL LIBERTY COUNTY	9	12	6	12	4	43	\$50,000	\$50,000
RURAL LLANO COUNTY	7	5	6	1	1	18		\$18,000
RURAL LUBBOCK COUNTY	15	9	6	13	5	39	\$50,000	\$48,000
RURAL MATAGORDA COUNTY	10	13	9	9	2	34		\$50,000
RURAL MCLENNAN COUNTY	13	9	18	15	7	60	\$50,000	\$50,000
RURAL MEDINA COUNTY	9	8	9	6	2	28		\$25,000
RURAL MIDLAND COUNTY	13	12	10	18	17	50	\$50,000	\$50,000
RURAL MONTGOMERY COUNTY	60	40	45	63	10	225	\$50,000	\$116,000
RURAL NACOGDOCHES COUNTY	11	9	11	6	4	39	\$37,000	\$38,000
RURAL NAVARRO COUNTY	8	7	8	3	2	25		\$21,000
RURAL NUECES COUNTY	7	6	6	6	2	25		\$18,000
RURAL ORANGE COUNTY	9	4	6	7	3	26		\$24,000
RURAL PARKER COUNTY	7	8	12	8	3	42	\$21,000	\$29,000
RURAL POLK COUNTY	11	12	10	11	6	50	\$50,000	\$45,000
RURAL POTTER COUNTY	7	8	7	8	7	28	\$43,000	\$18,000
RURAL RANDALL COUNTY	7	4	5	7	2	21		\$19,000
RURAL RUSK COUNTY	8	10	13	8	5	44	\$37,000	\$32,000
RURAL SAN JACINTO COUNTY	13	10	10	7	2	38		\$50,000
RURAL SMITH COUNTY	18	20	26	20	11	107	\$50,000	\$20,000
RURAL TOM GREEN COUNTY	4	5	5	5	1	19	\$15,000	\$45,000
RURAL TRAVIS COUNTY	29	20	27	53	6	160	\$50,000	\$50,000
RURAL UPSHUR COUNTY	6	11	6	5	3	31		\$23,000

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Jurisdiction	DUI-KA	OP-KA	SP-KA	ITC-KA	CMV-KA	Total-KA	Qualified CMV	Qualified COMP
RURAL VAN ZANDT COUNTY	11	13	15	12	5	54	\$50,000	\$50,000
RURAL VICTORIA COUNTY	8	8	7	10	4	43	\$19,000	\$22,000
RURAL WALLER COUNTY	8	7	7	9	5	35	\$27,000	\$20,000
RURAL WASHINGTON COUNTY	7	5	6	4	2	25		\$19,000
RURAL WHARTON COUNTY	6	10	9	7	3	29	\$20,000	\$17,000
RURAL WILLIAMSON COUNTY	24	18	14	31	7	88	\$50,000	\$50,000
RURAL WISE COUNTY	13	9	7	9	6	41	\$50,000	\$34,000
RURAL WOOD COUNTY	6	5	12	8	1	35		\$27,000
SAN ANGELO	6	7	5	21	1	40		\$15,000
SAN ANTONIO	139	91	93	381	25	939	\$50,000	\$900,000
SAN MARCOS	11	6	5	20	3	52	\$25,000	\$43,000
SOUTHLAKE	0	0	0	3	0	7		\$41,000
SUGAR LAND	3	3	2	9	1	28	\$12,000	\$54,000
TEMPLE	4	5	4	18	3	39	\$11,000	\$12,000
TEXAS CITY	7	4	2	16	1	39		\$29,000
TEXAS DPS								\$600,000
TYLER	7	6	5	34	3	66	\$19,000	\$71,000
VICTORIA	7	5	4	14	1	34		\$28,000
WACO	21	12	9	55	5	102	\$50,000	\$117,000
WAXAHACHIE	7	8	5	19	4	57	\$21,000	\$31,000
WICHITA FALLS	6	5	4	13	0	33		\$79,000