

Texas Traffic Safety eGrants

Fiscal Year 2025

Organization Name: Fort Bend County Sheriff's Office

Legal Name: County of Fort Bend

Payee Identification Number: 17460019692060

Project Title: STEP Comprehensive

ID: 2025-FBCoSO-S-1YG-00009

Period: 10/01/2024 to 09/30/2025

GENERAL INFORMATION

Project Title: STEP Comprehensive

Project Description:

Program Elements

When performing enforcement activities under this grant, officers should make the enforcement of the STEP elements listed below their top priority, although any traffic-related probable cause can be used to initiate a vehicle stop

1. DWI : Driving While Intoxicated
2. Speed: Speed Enforcement
3. OP: Occupant Protection (Safety Belt and Child Safety Seat)
4. ITC: Intersection Traffic Control
5. DD: Distracted Driving

Holiday Periods

Enforcement activities under this grant may be conducted on any day at any time of day the agency deems appropriate. However, subgrantee should make it a priority to conduct enforcement activities during state and federally determined holiday periods, which are:

1. Christmas/New Year's
2. Spring Break
3. Memorial Day
4. Independence Day
5. Labor Day

STEP Mobilization Calendar is available on [eGrantsHelp page](#)

X Agency agrees to enforce the above Program Elements and Holiday Periods as part of the Selective Traffic Enforcement Program

PROPOSING AGENCY AUTHENTICATION

x The following person has authorized the submittal of this proposal.

Name	:The Honorable KP George
Title	:County Judge
Address	:301 Jackson Street Office of the County Judge
City	:Richmond
State	:Texas
Zip Code	:77469-3108
Phone Number	:2813418608
Fax Number	:832-471-1858
E-mail address	:County.judge@fbctx.gov

COMPLIANCE REQUIREMENTS

Unique Entity Identifier: All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI is a 12-character, alpha-numeric value. To obtain a UEI number, applicants should go to the SAM.gov website at <https://sam.gov/content/entity-registration> and provide a screen capture or print-as-pdf version of the SAM.gov webpage with the new UEI number.

Unique Entity Identifier (UEI) : MJG8N8EPN2L3

Please upload a screen capture or print-as-pdf version of the SAM.gov webpage with UEI number
https://www.dot.state.tx.us/apps/egrants/_Upload/1272276_342318-SAMexp.2024.pdf

2 C.F.R. Part 200 Compliance

Enter the Begin Date and End Date of your Agency's Fiscal Year 2025

Begin Date : 10/1/2024 End Date : 9/30/2025

Your entity is required to comply with federal (OMB A-133) and/or state (State of Texas Single Audit Circular) requirements. If threshold expenditures of \$750,000 or more are met during your agency's fiscal year, please submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East Eleventh Street, Austin, TX 78701 or contact TxDOT's Audit Office at singleaudits@txdot.gov If expenditures are less than \$750,000 during your agency's fiscal year, please submit a statement to TxDOT's Audit Office as follows:

"We did not meet the \$750,000 expenditure threshold and therefore we are not required to have a single audit performed for FY ."

X I agree

Non Profit Agency

Is your agency a Non Profit entity per Internal Revenue Services (IRS)? No

If Yes, please enter the latest certification date and upload the affirmation letter/certificate from (IRS)

Non-Profit Certification Date (mm/dd/yyyy) :

Upload Non-Profit the affirmation letter/certificate from IRS

Internal Ethics and Compliance Program Certification (ICP)

Subgrantees with an Internal Ethics and Compliance Program (ICP) approval by either TxDOT Compliance Division letter or Signed Form 2433 Certificate on file, with less than 5 years from signature(2018 - Current)

Enter date of approval letter/signature(mm/dd/yyyy):

Upload ICP Form 2433:

NOTE: All Subgrantees with ICP approvals over 5 years must submit a new signed Form 2433 prior to grant approval.

NOTE: If you are a new proposing agency, leave blank.

STEP Operating Policies and Procedures

All STEP agencies must either have established written STEP operating policies and procedures, or will develop written policies and procedures before STEP grants can be executed. Agencies must include a signed and dated cover letter certifying the Policy and Procedure document as current for the grant year. Please click here for [STEP Policies and Procedures requirements](#).

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If your agency has approved STEP Operating Policies and Procedures, please upload here : https://www.dot.state.tx.us/apps/egrants/_Upload/1272276_342324-STEPFY2025PP.pdf

If your agency does not have approved STEP Operating Policies and Procedures, please certify the following:

I certify that our agency will develop STEP Operating Policies and Procedures before executing the grant.

RISK ASSESSMENT SUBGRANTEE

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1. Number of funded projects with TxDOT in the current fiscal year | 4 |
| 2. Number of funded projects with TxDOT in the previous fiscal year | 4 |
| 3. Does your agency plan to use funding from outside local, federal or state sources to fund activities in this project. If Yes, which sources? If No, enter None | None |
| 4. When did the agency update its grant operating policies and procedures | 2022 |
| 5. Has your agency ever terminated a grant project prior to the grant year ending? | No |
| 6. Number of personnel to be hired to work on this project | 0 |
| 7. Will the personnel working on this grant splitting time on multiple projects? | No |

COUNTY SERVED

Fort Bend County - Houston District

POLITICAL DISTRICT SERVED

U.S. Congress* Congressional District 22

Texas Senate* Texas Senate District 18

Texas House* Texas House of Representatives District 85

GOALS AND STRATEGIES

- Goal:** To increase effective enforcement and adjudication of traffic safety-related laws to reduce crashes, injuries and fatalities.
- Strategies:** Increase and sustain high visibility enforcement of traffic safety-related laws.
Increase public education and information campaigns regarding enforcement activities.
- Goal:** To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, injuries, and fatalities.
- Strategy:** Increase and sustain high visibility enforcement of DWI laws.
- Goal:** To increase occupant restraint use, including child-safety seats, in all passenger vehicles and trucks.
- Strategy:** Increase and sustain high visibility enforcement of occupant protection laws.
- Goal:** To reduce the number of speed-related crashes, injuries, and fatalities.
- Strategy:** Increase and sustain high visibility enforcement of speed-related laws.
- Goal:** To reduce intersection-related motor vehicle crashes, injuries, and fatalities.
- Strategy:** Increase and sustain high visibility enforcement of Intersection Traffic Control (ITC) laws.
- Goal:** To reduce Distracted Driving motor vehicle crashes, injuries, and fatalities.
- Strategies:** Increase and sustain high visibility enforcement of state and local ordinances on cellular and texting devices.
Increase public information and education on Distracted Driving related traffic issues.

☒ I agree to the above goals and strategies.

Please mark all of your proposed zones on a single heat map and upload that map here. Click [here](https://www.dot.state.tx.us/apps/egrants/_Upload/1272585_341467-ZonesTBD.docx) to see an example. The maximum number of allowable zones for an agency is determined by dividing the total number of enforcement hours by 480 and rounding to the nearest whole number. https://www.dot.state.tx.us/apps/egrants/_Upload/1272585_341467-ZonesTBD.docx

BASELINE INFORMATION

Baseline Definition: A number serving as a foundation for subgrantees to measure pre-grant traffic enforcement activity. Baseline information must be provided by the subgrantee in order to identify local traffic enforcement related activity. This information should 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.

Note for Arrests/Citations and Written Warnings: Baseline data used must be no older than 2020.

Note KA Crashes: KA crash data is provided to subgrantees through the RFP document. Each jurisdiction is provided with corresponding KA crash numbers based on a three-year rolling average. County-level agencies should use the data from "Rural X County."

Baseline Year for Arrests/Citations and
Written Warnings (12 months)

From 10/1/2022 To 9/30/2023

<u>Baseline Measure</u>	<u>Arrests/Citations</u>	<u>Written Warnings</u>	<u>KA Crashes</u>
Driving Under Influence (DUI)	215	0	20
Speed	2765	5769	35
Safety Belt	29	52	28
Child Safety Seat	47	29	
Intersection Traffic Control (ITC)	1451	3492	51
Distracted Driving Citations	13	16	
Other Elements	5052	8884	

If you have additional attachments, provide them on the "Attachments" page.

LAW ENFORCEMENT OBJECTIVE/PERFORMANCE MEASURE

Objective/Performance Measure	Target Number	Not Applicable
Reduce the number of Alcohol-Involved (DWI/DUI) KA crashes to	19	
Reduce the number of Speed-related KA crashes to	34	
Reduce the number of All OP-related (Seatbelt and Child Passenger Safety) KA crashes to	27	
Reduce the number of ITC-related KA crashes to	50	

Note: Nothing in this agreement shall be interpreted as a requirement, formal or informal, that a peace officer issue a specified or predetermined number of citations in pursuance of the Subgrantee's obligations hereunder. Department and Subgrantee acknowledge that Texas Transportation Code Section 720.002 prohibits using traffic-offense quotas and agree that nothing in this Agreement is establishing an illegal quota.

In addition to the STEP enforcement activities, the subgrantee must maintain baseline non-STEP funded citation and arrest activity due to the prohibition of supplanting.

PI&E OBJECTIVE/PERFORMANCE MEASURE

XI agree to the below efforts with a public information and education (PI&E) program.

- a. Conduct a minimum of five (5) presentations
- b. Conduct a minimum of five (5) media exposures (e.g. news conferences, news releases, and interviews)
- c. Conduct a minimum of two (2) community events (e.g. health fairs, booths)

ENFORCEMENT ZONES

Zone Name : Zones

Zone Description : To be determined

Zone Hours : 24/7 Enforcement

Zone Detail Map : https://www.dot.state.tx.us/apps/egrants/_Upload/1273849_341453-ZonesTBD.docx

**Additional
Documentation :**

AGENCY INFORMATION

Agency Contacts

-
- | | |
|--------------------------------------------------------------------------------------------------|--------------------------|
| 1. Who is your department's Chief/Sheriff/Constable? | Sheriff
Eric
Fagan |
| 2. How many years has that person held that position at this agency? | 3 |
| 3. Who is the person in charge of training at your department? | Capt. Gregory John |
| 4. Please provide their work email and telephone number. | Gregory.Johnson@ |
| 5. What is the name of the person in charge of your department's official social media accounts? | Michelle Domingo |
| 6. Please provide their work email and telephone number. | Michelle.Domingo |

Service Data

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- | | |
|--------------------------------------------------------------------------------|--------|
| 1. What is the size in square miles of your department's service area? | 861 |
| 2. What is the latest estimated population of your service area? | 889146 |
| 3. How many sworn officer positions is your agency authorized? | 603 |
| 4. How many of those positions are currently filled? | 537 |
| 5. How many total calls for service did your agency log in the past 12 months? | 458720 |
| 6. How many total crashes did your agency respond to in the past 12 months? | 7462 |

7. How many total vehicle stops did your agency make in the past 12 months? 12292

BTS Program Area

-
- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Does your agency participate in Fatal Crash Review (FCR) meetings with TxDOT? | No |
| 2. Does your department have a traffic unit? | Yes |
| 3. Does your department have a DWI unit? | Yes |
| 4. Does your department have at least one currently certified Drug Recognition Expert (DRE)? | Yes |
| 5. Does your department have at least one certified Child Passenger Safety (CPS) Technician or Instructor? | Yes |
| 6. Does your department have at least one data analyst? | Yes |
| 7. Does your department have at least one certified Commercial Vehicle Enforcement (CVE) officer? | No |
| 8. Does your agency have a Controlled Party Dispersal (CPD) program in place for underage individuals who are gaining social access to alcohol at parties? | No |
| 9. Are there any officially designated bicycle routes in your service area? | No |
| 10. Are there ride-sharing options available in your community such as Lyft or Uber? | Yes |

SALARIES AND FRINGE BENEFITS

Law Enforcement Hours: 990

Overtime Regular Time

For Sections B (PI&E) and C (Administrative Duties) on this page, check the Over Time and/or Regular Time below that apply to those duties. If there are no duties in B and C, leave both boxes unchecked

	<u>TxDOT Hours</u>	<u>Match Hours</u>	<u>Wage Rate</u>	<u>TxDOT Salaries</u>	<u>Match Salaries</u>	<u>Total Salaries</u>	<u>Fringe %</u>	<u>Total Fr</u>
A. Enforcement								
Officers/Deputies:	960		\$50.000	\$48,000.00		\$48,000.00	21.72%	\$10,42
Sergeants:	30		\$62.000	\$1,860.00		\$1,860.00	21.72%	\$40
Lieutenants/Other:			\$0				%	
B. PI&E Activities								
PI&E Activities:							%	
C. Administrative Duties								
Program administration related to monthly review of activity reports, review of reimbursements, submitting reports, PI & E activities.		36	\$41.600		\$1,497.60	\$1,497.60	21.72%	\$32
			\$0				%	
			\$0				%	
			\$0				%	
			\$0				%	
			\$0				%	
Total:				\$49,860.00	\$1,497.60	\$51,357.60		\$11,15
Breakdown of								
<u>Category</u>	<u>TxDOT</u>	<u>%</u>	<u>Match</u>	<u>%</u>	<u>Tot</u>			
Salaries:	\$49,860.00	97.08%	\$1,497.60	2.92%	\$51,35			
Fringe Benefits:	\$0	0.00%	\$11,154.87	100.00%	\$11,15			

Fort Bend County Sheriff's Office
STEP Comprehensive 2025

Fringe Percentages: Fringe includes payroll taxes (7.65%), Retirement (13.07%), and Workers Compensation (1%) for a total of 21.72%.	Details of regular time, if included in any of the above hours : Regular time will be utilized for the administrative tasks associated with monthly management and reporting.			
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Budget Summary

Budget Category		TxDOT	Match	Total
Category I - Labor Costs				
(100)	Salaries	\$49,860.00	\$1,497.60	\$51,357.60
(200)	Fringe Benefits	\$0	\$11,154.87	\$11,154.87
	Category I Sub-Total	\$49,860.00	\$12,652.47	
Category II - Other Direct Costs				
(300)	Travel	\$0	\$0	\$0
(400)	Equipment	\$0	\$0	\$0
(500)	Supplies	\$0	\$0	\$0
(600)	Contractual Services	\$0	\$0	\$0
(700)	Other Miscellaneous	\$0	\$0	\$0
	Category II Sub-Total	\$0	\$0	\$0
Total Direct Costs		\$49,860.00	\$12,652.47	\$62,512.47
Category III - Indirect Costs				
(800)	Indirect Cost Rate	\$0	\$0	\$0
Summary				
	Total Labor Costs	\$49,860.00	\$12,652.47	\$62,512.47
	Total Direct Costs	\$0	\$0	\$0
	Total Indirect Costs	\$0	\$0	\$0
	Grand Total	\$49,860.00	\$12,652.47	\$62,512.47
	Fund Sources (Percent Share)	79.76%	20.24%	