

# **Texas Traffic Safety eGrants**

## **Fiscal Year 2026**

**Organization Name:** Fort Bend County District Attorney's Office

**Legal Name:** Fort Bend County

**Payee Identification Number:** 17460019692025

**Project Title:** Stop Impaired Drivers: Fort Bend County District Attorney's No Refusal Program

**ID:** 2026-FortBend-G-1YG-0098

**Period:** 10/01/2025 to 09/30/2026

**GENERAL INFORMATION**

**Project Title -** Stop Impaired Drivers: Fort Bend County District Attorney's No Refusal Program

**Project Description -** This project aims to educate citizens about the dangers of impaired driving and reduce the number of impaired drivers by continuing a No Refusal Program for major holidays.

**PROPOSING AGENCY AUTHENTICATION**

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

Name	Terri Stuart
Title	Grants Coordinator
Address	1422 Eugene Heimann Circle Ste 21004
City	Richmond
State	Texas
Zip Code	77469
Phone Number	346-481-6648 (xxx-xxx-xxxx)
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**COUNTY SERVED**

Fort Bend County - Houston District

**POLITICAL DISTRICT SERVED**

U.S. Congress\* Congressional District 7  
Congressional District 9  
Congressional District 22

Texas Senate\* Texas Senate District 13  
Texas Senate District 17  
Texas Senate District 18

Texas House\* Texas House of Representatives District 26  
Texas House of Representatives District 27  
Texas House of Representatives District 28  
Texas House of Representatives District 76  
Texas House of Representatives District 85

**RISK ASSESSMENT SUBGRANTEE**

- |   |          |
|---|----------|
| 1. Number of Behavioral Traffic Safety Funded Projects with TxDOT in the current fiscal year  | 2        |
| 2. Number of Behavioral Traffic Safety Funded Projects with TxDOT in the previous fiscal year   | 1        |
| 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   | May 2024 |
| 5. Has your agency ever terminated a grant project prior to the grant year ending?  | No       |
| 6. Number of total personnel to be hired (new or previous) to work on this project (Not including volunteers or non-paid staff)                                   | 2        |
| 7. Will the personnel working on this grant splitting time on multiple projects?  | No       |

**Texas Traffic Safety Program**

**GRANT AGREEMENT GENERAL TERMS AND CONDITIONS**

Definitions: For purposes of these Terms and Conditions, the "Department" is also known as the "State" and the "prospective primary participant" and the "Subgrantee" is also known as the "Subrecipient" and "prospective lower tier participant"

**ARTICLE 1. COMPLIANCE WITH LAWS**

The Subgrantee shall comply with all federal, state, and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this agreement, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. When required, the Subgrantee shall furnish the Department with satisfactory proof of compliance.

**ARTICLE 2. STANDARD ASSURANCES**

The Subgrantee assures and certifies that it will comply with the regulations, policies, guidelines, and requirements, including 2 CFR, Part 200; and the Department's Behavioral Traffic Safety Program Manual, as they relate to the application, acceptance, and use of federal or state funds for this project. Also, the Subgrantee assures and certifies that:

- A. It possesses legal authority to apply for the grant; and that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained in the application, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide any additional information that may be required.
- B. It and its subcontractors will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and in accordance with that Act, no person shall discriminate, on the grounds of race, color, sex, national origin, age, religion, or disability.
- C. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended; 42 USC (United States Code) §§4601 et seq.; and United States Department of Transportation (USDOT) regulations, "Uniform Relocation and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR, Part 24, which provide for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
- D. Political activity (Hatch Act) (applies to subrecipients as well as States). The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- E. It will comply with the federal Fair Labor Standards Act's minimum wage and overtime requirements for employees performing project work.

- F. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- G. It will give the Department the access to and the right to examine all records, books, papers, or documents related to this Grant Agreement.
- H. It will comply with all requirements imposed by the Department concerning special requirements of law, program requirements, and other administrative requirements.
- I. It recognizes that many federal and state laws imposing environmental and resource conservation requirements may apply to this Grant Agreement. Some, but not all, of the major federal laws that may affect the project include: the National Environmental Policy Act of 1969, as amended, 42 USC §§4321 et seq.; the Clean Air Act, as amended, 42 USC §§7401 et seq. and sections of 29 USC; the Federal Water Pollution Control Act, as amended, 33 USC §§1251 et seq.; the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 USC §§9601 et seq. The Subgrantee also recognizes that the U.S. Environmental Protection Agency, USDOT, and other federal agencies have issued, and in the future are expected to issue, regulations, guidelines, standards, orders, directives, or other requirements that may affect this Project. Thus, it agrees to comply, and assures the compliance of each contractor and each subcontractor, with any federal requirements that the federal government may now or in the future promulgate.
- J. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 USC §4012a(a). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where that insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any form of direct or indirect federal assistance.
- K. It will assist the Department in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470 et seq.), Executive Order 11593, and the Antiquities Code of Texas (National Resources Code, Chapter 191).
- L. It will comply with Chapter 573 of the Texas Government Code by ensuring that no officer, employee, or member of the Subgrantee's governing board or the Subgrantee's subcontractors shall vote or confirm the employment of any person related within the second degree of affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise that person. This prohibition shall not apply to the employment of a person described in Section 573.062 of the Texas Government Code.
- M. It will ensure that all information collected, assembled, or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Chapter 552 of the Texas Government Code, unless otherwise expressly

provided by law.

- N. If applicable, it will comply with Chapter 551 of the Texas Government Code, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

### **ARTICLE 3. COMPENSATION**

- A. The method of payment for this agreement will be based on actual costs incurred up to and not to exceed the limits specified in the Project Budget. The amount included in a Project Budget category will be deemed to be an estimate only and a higher amount can be reimbursed, subject to the conditions specified in paragraph B of this Article. If the Project Budget specifies that costs are based on a specific rate, per-unit cost, or other method of payment, reimbursement will be based on the specified method.
- B. All payments will be made in accordance with the Project Budget.
1. The Subgrantee's expenditures may overrun a budget category (I, II, or III) in the approved Project Budget without a grant (budget) amendment, as long as the overrun does not exceed a total of five (5) percent of the maximum amount eligible for reimbursement (TxDOT) in the attached Project Budget for the current fiscal year. This overrun must be offset by an equivalent underrun elsewhere in the Project Budget.
  2. An increase to a salary amount stated in the budget is not considered an overrun. An underrun elsewhere in the budget may not be used to fund an increase to a stated salary amount.
  3. If the overrun is five (5) percent or less, the Subgrantee must provide written notification to the Department, through the TxDOT Electronic Grants Management System (eGrants), prior to the Request for Reimbursement being approved. The notification must indicate the amount, the percent over, and the specific reason(s) for the overrun.
  4. Any overrun of more than five (5) percent of the amount eligible for reimbursement (TxDOT) in the attached Project Budget requires an amendment of this Grant Agreement.
  5. The maximum amount eligible for reimbursement shall not be increased above the Grand Total TxDOT Amount in the approved Project Budget, unless this Grant Agreement is amended, as described in Article 5 of this agreement.
  6. For Selective Traffic Enforcement Program (STEP) grants only: In the Project Budget, Subgrantees are not allowed to use underrun funds from the TxDOT amount of (100) Salaries, Subcategories A, "Enforcement," or B, "PI&E Activities," to exceed the TxDOT amount listed in Subcategory C, "Other." Also, Subgrantees are not allowed to use underrun funds from the TxDOT amount of (100) Salaries, Subcategories A, "Enforcement," or C, "Other," to exceed the TxDOT amount listed in Subcategory B, "PI&E Activities." The TxDOT amount for Subcategory B, "PI&E Activities," or C, "Other," can only be exceeded within the five (5) percent flexibility, with underrun funds from Budget Categories II or III.
- C. To be eligible for reimbursement under this agreement, a cost must be incurred in

accordance with the Project Budget, within the time frame specified in the Grant Period of this Grant Agreement, attributable to work covered by this agreement, and which has been completed in a manner satisfactory and acceptable to the Department.

- D. Federal or TxDOT funds cannot supplant (replace) funds from any other sources. The term "supplanting," refers to the use of federal or TxDOT funds to support personnel or an activity already supported by local or state funds.
- E. Payment of costs incurred under this agreement is further governed by the cost principles outlined in 2 CFR Part 200.
- F. The Subgrantee agrees to submit monthly Requests for Reimbursement, as designated in this Grant Agreement, within thirty (30) days after the end of the billing period. The Request for Reimbursement and appropriate supporting documentation must be submitted through eGrants.
- G. The Subgrantee agrees to submit the final Request for Reimbursement under this agreement within forty-five (45) days of the end of the grant period.
- H. Payments are contingent upon the availability of appropriated funds.
- I. Project agreements supported with federal or TxDOT funds are limited to the length of this Grant Period specified in this Grant Agreement. If the Department determines that the project has demonstrated merit or has potential long-range benefits, the Subgrantee may apply for funding assistance beyond the initial agreement period.

Preference for funding will be given to projects based on demonstrated performance history.

#### **ARTICLE 4. LIMITATION OF LIABILITY**

Payment of costs incurred under this agreement is contingent upon the availability of funds. If at any time during this Grant Period, the Department determines that there is insufficient funding to continue the project, the Department shall notify the Subgrantee, giving notice of intent to terminate this agreement, as specified in Article 11 of this agreement. If at the end of a federal fiscal year, the Department determines that there is sufficient funding and performance to continue the project, the Department may notify the Subgrantee to continue this agreement.

#### **ARTICLE 5. AMENDMENTS**

This agreement may be amended prior to its expiration by mutual written consent of both parties, utilizing the Grant Agreement Amendment in eGrants. Any amendment must be executed by the parties within the Grant Period, as specified in this Grant Agreement.

#### **ARTICLE 6. ADDITIONAL WORK AND CHANGES IN WORK**

- A. If the Subgrantee is of the opinion that any assigned work is beyond the scope of this agreement and constitutes additional work, the Subgrantee shall promptly notify the Department in writing through eGrants. If the Department finds that such work does constitute additional work, the Department shall advise the Subgrantee and a written amendment to this agreement will be executed according to Article 5, Amendments, to provide compensation for doing this work on the same basis as the original work. If

performance of the additional work will cause the maximum amount payable to be exceeded, the work will not be performed before a written grant amendment is executed.

- B. If the Subgrantee has submitted work in accordance with the terms of this agreement but the Department requests changes to the completed work or parts of the work which involve changes to the original scope of services or character of work under this agreement, the Subgrantee shall make those revisions as requested and directed by the Department. This will be considered as additional work and will be paid for as specified in this Article.
- C. If the Subgrantee submits work that does not comply with the terms of this agreement, the Department shall instruct the Subgrantee to make any revisions that are necessary to bring the work into compliance with this agreement. No additional compensation shall be paid for this work.
- D. The Subgrantee shall make revisions to the work authorized in this agreement that are necessary to correct errors or omissions, when required to do so by the Department. No additional compensation shall be paid for this work.
- E. The Department shall not be responsible for actions by the Subgrantee or any costs incurred by the Subgrantee relating to additional work not directly associated with or prior to the execution of an amendment.

#### **ARTICLE 7. REPORTING AND MONITORING**

- A. Not later than thirty (30) days after the end of each reporting period, the Subgrantee shall submit a performance report through eGrants. Reporting periods vary by project duration and are defined as follows:
  - 1. For short term projects, the reporting period is the duration of the project. Subgrantee shall submit a performance report within 30 days of project completion.
  - 2. For longer projects, the reporting period is monthly. Subgrantee shall submit a performance report within 30 days of the completion of each project month and within 30 days of project completion.
  - 3. For Selective Traffic Enforcement Program (STEP) Wave projects, the reporting period is each billing cycle. Subgrantee shall submit a performance report within 30 days of the completion of each billing cycle.
- B. The performance report will include, as a minimum: (1) a comparison of actual accomplishments to the objectives established for the period, (2) reasons why established objectives and performance measures were not met, if appropriate, and (3) other pertinent information, including, when appropriate, an analysis and explanation of cost underruns, overruns, or high unit costs.
- C. The Subgrantee shall promptly advise the Department in writing, through eGrants, of events that will have a significant impact upon this agreement, including:
  - 1. Problems, delays, or adverse conditions, including a change of project director or other changes in Subgrantee personnel, that will materially affect the ability to attain objectives and performance measures, prevent the meeting of time schedules and objectives, or preclude the attainment of project objectives or performance measures by the established time periods. This disclosure shall be accompanied by a statement

by the established time periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any Department or federal assistance needed to resolve the situation.

2. Favorable developments or events that enable meeting time schedules and objectives sooner than anticipated or achieving greater performance measure output than originally projected.

## **ARTICLE 8. RECORDS**

The Subgrantee agrees to maintain all reports, documents, papers, accounting records, books, and other evidence pertaining to costs incurred and work performed under this agreement (called the "Records"), and shall make the Records available at its office for the time period authorized within the Grant Period, as specified in this Grant Agreement. The Subgrantee further agrees to retain the Records for four (4) years from the date of final payment under this agreement, until completion of all audits, or until pending litigation has been completely and fully resolved, whichever occurs last.

Duly authorized representatives of the Department, the USDOT, the Office of the Inspector General, Texas State Auditor, and the Comptroller General shall have access to the Records. This right of access is not limited to the four (4) year period but shall last as long as the Records are retained.

## **ARTICLE 9. INDEMNIFICATION**

- A. To the extent permitted by law, the Subgrantee, if other than a government entity, shall indemnify, hold, and save harmless the Department and its officers and employees from all claims and liability due to the acts or omissions of the Subgrantee, its agents, or employees. The Subgrantee also agrees, to the extent permitted by law, to indemnify, hold, and save harmless the Department from any and all expenses, including but not limited to attorney fees, all court costs and awards for damages incurred by the Department in litigation or otherwise resisting claims or liabilities as a result of any activities of the Subgrantee, its agents, or employees.
- B. To the extent permitted by law, the Subgrantee, if other than a government entity, agrees to protect, indemnify, and save harmless the Department from and against all claims, demands, and causes of action of every kind and character brought by any employee of the Subgrantee against the Department due to personal injuries to or death of any employee resulting from any alleged negligent act, by either commission or omission on the part of the Subgrantee.
- C. If the Subgrantee is a government entity, both parties to this agreement agree that no party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds, as well as the acts and deeds of its contractors, employees, representatives, and agents.

## **ARTICLE 10. DISPUTES AND REMEDIES**

This agreement supersedes any prior oral or written agreements. If a conflict arises between this agreement and the Traffic Safety Program Manual, this agreement shall govern. The

the agreement and the Traffic Safety Program manual, the agreement shall govern. The Subgrantee shall be responsible for the settlement of all contractual and administrative issues arising out of procurement made by the Subgrantee in support of work under this agreement. Disputes concerning performance or payment shall be submitted to the Department for settlement, with the Executive Director or his or her designee acting as final referee.

#### **ARTICLE 11. TERMINATION**

- A. This agreement shall remain in effect until the Subgrantee has satisfactorily completed all services and obligations described in this agreement and these have been accepted by the Department, unless:
  - 1. This agreement is terminated in writing with the mutual consent of both parties; or
  - 2. There is a written thirty (30) day notice by either party; or
  - 3. The Department determines that the performance of the project is not in the best interest of the Department and informs the Subgrantee that the project is terminated immediately.
- B. The Department shall compensate the Subgrantee for only those eligible expenses incurred during the Grant Period specified in this Grant Agreement that are directly attributable to the completed portion of the work covered by this agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The Subgrantee shall not incur nor be reimbursed for any new obligations after the effective date of termination.

#### **ARTICLE 12. INSPECTION OF WORK**

- A. The Department and, when federal funds are involved, the USDOT, or any of their authorized representatives, have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this agreement and the premises in which it is being performed.
- B. If any inspection or evaluation is made on the premises of the Subgrantee or its subcontractor, the Subgrantee shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in a manner that will not unduly delay the work.

#### **ARTICLE 13. AUDIT**

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this agreement or indirectly through a subcontract under this agreement. Acceptance of funds directly under this agreement or indirectly through a subcontract under this agreement acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

#### **ARTICLE 14. SUBCONTRACTS**

A subcontract in excess of \$25,000 may not be executed by the Subgrantee without prior written concurrence by the Department. Subcontracts in excess of \$25,000 shall contain all applicable terms and conditions of this agreement. No subcontract will relieve the Subgrantee of its responsibility under this agreement.

#### **ARTICLE 15. GRATUITIES**

- A. Texas Transportation Commission policy mandates that employees of the Department shall not accept any benefit, gift, or favor from any person doing business with or who, reasonably speaking, may do business with the Department under this agreement. The only exceptions allowed are ordinary business lunches and items that have received the advanced written approval of the Department's Executive Director.
- B. Any person doing business with or who reasonably speaking may do business with the Department under this agreement may not make any offer of benefits, gifts, or favors to Department employees, except as mentioned here above. Failure on the part of the Subgrantee to adhere to this policy may result in termination of this agreement.

#### **ARTICLE 16. NONCOLLUSION**

The Subgrantee warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Subgrantee, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this agreement. If the Subgrantee breaches or violates this warranty, the Department shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, brokerage fee, contingent fee, or gift.

#### **ARTICLE 17. CONFLICT OF INTEREST**

The Subgrantee represents that it or its employees have no conflict of interest that would in any way interfere with its or its employees' performance or which in any way conflicts with the interests of the Department. The Subgrantee shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the Department's interests.

#### **ARTICLE 18. SUBGRANTEE'S RESOURCES**

- A. The Subgrantee certifies that it presently has adequate qualified personnel in its employment to perform the work required under this agreement, or will be able to obtain such personnel from sources other than the Department.
- B. All employees of the Subgrantee shall have the knowledge and experience that will enable them to perform the duties assigned to them. Any employee of the Subgrantee who, in the opinion of the Department, is incompetent or whose conduct becomes detrimental to the work, shall immediately be removed from association with the project.

- C. Unless otherwise specified, the Subgrantee shall furnish all equipment, materials, supplies, and other resources required to perform the work.

## **ARTICLE 19. PROCUREMENT AND PROPERTY MANAGEMENT**

The Subgrantee shall establish and administer a system to procure, control, protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to this agreement in accordance with its own procurement and property management procedures, provided that the procedures are not in conflict with (1) the Department's procurement and property management standards and (2) the federal procurement and property management standards provided by 2 CFR §§ 200.216, 200.310-.316, 200.318-.327.

## **ARTICLE 20. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

Upon completion or termination of this Grant Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc. prepared by the Subgrantee, and equipment and supplies purchased with grant funds shall, at the option of the Department, become the property of the Department. All sketches, photographs, calculations, and other data prepared under this agreement shall be made available, upon request, to the Department without restriction or limitation of their further use.

- A. Intellectual property consists of copyrights, patents, and any other form of intellectual property rights covering any databases, software, inventions, training manuals, systems design, or other proprietary information in any form or medium.
- B. All rights to Department. The Department shall own all of the rights (including copyrights, copyright applications, copyright renewals, and copyright extensions), title and interests in and to all data, and other information developed under this contract and versions thereof unless otherwise agreed to in writing that there will be joint ownership.
- C. All rights to Subgrantee. Classes and materials initially developed by the Subgrantee without any type of funding or resource assistance from the Department remain the Subgrantee's intellectual property. For these classes and materials, the Department payment is limited to payment for attendance at classes.

## **ARTICLE 21. SUCCESSORS AND ASSIGNS**

The Department and the Subgrantee each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of the other party in respect to all covenants of this agreement. The Subgrantee shall not assign, sublet, or transfer interest and obligations in this agreement without written consent of the Department through eGrants.

## **ARTICLE 22. CIVIL RIGHTS COMPLIANCE**

- A. Compliance with regulations: The Subgrantee shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the United States Department of

Transportation (USDOT): 49 CFR, Part 21; 23 CFR, Part 200; and 41 CFR, Chapter 60, as they may be amended periodically (called the "Regulations"). The Subgrantee agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented by the U.S. Department of Labor regulations (41 CFR, Part 60).

- B. Nondiscrimination: (applies to subrecipients as well as States) The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:
- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
  - **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
  - **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
  - **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
  - **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
  - **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
  - **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
  - **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100);
- **28 CFR 50.3** (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- **Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government** (advancing equity across the Federal Government);
- **Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation** (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The State highway safety agency-

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees-

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
  - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
  - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
  - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
  - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.
- C. Solicitations for subcontracts, including procurement of materials and equipment: In all solicitations either by competitive bidding or negotiation made by the Subgrantee for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Subgrantee of the Subgrantee's obligations under this agreement and the regulations relative to nondiscrimination on the grounds of race, color, sex, national origin, age, religion, or disability.
- D. Information and reports: The Subgrantee shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the USDOT to be pertinent to ascertain compliance with the Regulations or directives. Where any information required of the Subgrantee is in the exclusive possession of another who fails or refuses to furnish this information, the Subgrantee shall certify that to the Department or the USDOT, whichever is appropriate, and shall set forth what efforts the Subgrantee has made to obtain the requested

information.

- E. Sanctions for noncompliance: In the event of the Subgrantee's noncompliance with the nondiscrimination provision of this agreement, the Department shall impose such sanctions as it or the USDOT may determine to be appropriate.
- F. Incorporation of provisions: The Subgrantee shall include the provisions of paragraphs A. through E. in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives. The Subgrantee shall take any action with respect to any subcontract or procurement that the Department may direct as a means of enforcing those provisions, including sanctions for noncompliance. However, in the event a Subgrantee becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Subgrantee may request the Department to enter into litigation to protect the interests of the state; and in addition, the Subgrantee may request the United States to enter into such litigation to protect the interests of the United States.

#### **ARTICLE 23. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

- A. The parties shall comply with the DBE Program requirements established in 49 CFR Part 26.
- B. The Subgrantee shall adopt, in its totality, the Department's federally approved DBE program.
- C. The Subgrantee shall set an appropriate DBE goal consistent with the Department's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Subgrantee shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Subgrantee shall follow all other parts of the Department's DBE program. Information can be found at web address <https://www.txdot.gov/business/disadvantaged-small-business-enterprise/dbe-airport-concessions.html>
- E. The Subgrantee shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Subgrantee shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of USDOT-assisted contracts. The Department's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Subgrantee of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.).
- F. Each contract the Subgrantee signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-

assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

**ARTICLE 24. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION** (applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and

Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions*

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three year period preceding this application/proposal had one or

(u) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not

required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions:*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**ARTICLE 25. CERTIFICATION REGARDING FEDERAL LOBBYING** (applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **ARTICLE 26. CHILD SUPPORT CERTIFICATION**

Under Section 231.006, Texas Family Code, the Subgrantee certifies that the individual or business entity named in this agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this agreement may be terminated and payment may be withheld if this certification is inaccurate. If the above certification is shown to be false, the Subgrantee is liable to the state for attorney's fees and any other damages provided by law or the agreement. A child support obligor or business entity ineligible to receive payments because of a payment delinquency of more than thirty (30) days remains ineligible until: all arrearages have been paid; the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency; or the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) of Section 231.006, Texas Family Code, as part of a court-supervised effort to improve earnings and child support payments.

#### **ARTICLE 27. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REQUIREMENTS**

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act and implementing regulations at 2 CFR Part 170, including Appendix A.
- B. The Subgrantee agrees that it shall:
  - 1. In accordance with 2 CFR Part 25, all federal financial assistance applicants must obtain a unique entity identifier (UEI) from SAM. The UEI is a 12-character, alpha-numeric value.
  - 2. Report the total compensation and names of its top five (5) executives to the State if:
    - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
    - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

#### **ARTICLE 28. SINGLE AUDIT REPORT**

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR Part 200.
- B. If threshold expenditures of \$1,000,000 or more are met during the Subgrantee's fiscal year, the Subgrantee must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division at [singleaudits@txdot.gov](mailto:singleaudits@txdot.gov)
- C. If expenditures are less than \$1,000,000 during the Subgrantee's fiscal year, the Subgrantee must submit a statement to TxDOT's Compliance Division as follows: "We did not meet the \$1,000,000 expenditure threshold and therefore, are not required to have a single audit performed for FY\_\_\_\_."
- D. For each year the project remains open for federal funding expenditures, the Subgrantee will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

**ARTICLE 29. BUY AMERICA ACT** (applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**ARTICLE 30. RESTRICTION ON STATE LOBBYING** (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**ARTICLE 31. NONGOVERNMENTAL ENTITY'S PUBLIC INFORMATION**

*(This article applies only to non-profit entities.)*

The Subgrantee is required to make any information created or exchanged with the

Department pursuant to this Grant Agreement and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the Department. [SB-1368, 83rd Texas Legislature, Regular Session, Effective 9/1/13]

**ARTICLE 32. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE** (applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**ARTICLE 33. INTERNAL ETHICS AND COMPLIANCE PROGRAM**

Subgrantee shall comply with Title 43 Texas Administrative Code §25.906(b). Subgrantee certifies it has adopted 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). Subgrantee shall enforce compliance with that program.

## INTERNAL ETHICS AND COMPLIANCE PROGRAM CERTIFICATION

### BACKGROUND

Title 43 of the Texas Administrative Code requires specific state and federal funds recipients to adopt and enforce an internal ethics and compliance program that satisfies the requirements of 43 Texas Administrative Code §10.51. The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program

### MINIMUM REQUIREMENTS SET FORTH IN TITLE 43 TEXAS ADMINISTRATIVE CODE §10.51:

1. High level personnel are responsible for oversight of compliance with the standards and procedures.  
*High level personnel shall be knowledgeable about the content and operation of the entity's internal ethics and compliance program and shall promote an organizational culture that encourages ethical conduct and a commitment to compliance with all applicable laws and regulations.*
2. Appropriate care is being taken to avoid the delegation of substantial discretionary authority to individuals whom the entity knows, or should know, have a propensity to engage in illegal activities  
*The entity shall have a consistent process to vet the background of current and future employees in high level positions and those involved in the handling of financial and/or highly confidential information.*
3. Ensure that compliance standards and procedures are effectively communicated to all of the entity's employees, including members of the governing board if the entity has a governing board, by requiring them to participate in periodic training in ethics and in the requirements of the program.  
*The entity shall ensure that employees and the governing board (if applicable) are made aware of all internal ethics and compliance policies, procedures, and practices by requiring them to participate in periodic ethics and compliance training. A record of those participating in training shall be kept.*
4. Ensure that compliance standards and procedures are effectively communicated to all of the entity's agents  
*The entity shall notify and require its partners doing business on its behalf to comply with the entity's internal ethics and compliance policies, procedures, and practices through written or verbal communication.*
5. Ensure that reasonable steps are being taken to achieve compliance with the compliance standards and procedures by using monitoring and auditing systems that are designed to reasonably detect noncompliance and providing and publicizing a system for the entity's employees and agents to report suspected non-compliance without fear of retaliation  
*The entity shall have in place a reporting system, which may include mechanisms for anonymity or confidentiality, that allows employees, the governing board and entity agents to report suspected incidents of non-compliance without fear of retaliation.*  
  
*The entity shall have an established process for assessing compliance with its code of conduct as well as policies and procedures adopted to promote adherence with laws and regulations.*
6. Ensure consistent enforcement of compliance standards and procedures is administered through

appropriate disciplinary mechanisms

*The entity shall respond to incidents of non-compliance by following an established internal disciplinary process.*

7. Ensure reasonable steps are being taken to respond appropriately to detected offenses and to prevent future similar offenses

*The entity shall have established protocols and processes for monitoring and responding to risk that could potentially result in violations.*

*The entity shall act appropriately to prevent similar conduct by implementing a plan remedying past noncompliance, preventing future non-compliance and making modifications as necessary to the entity's policies to ensure effective compliance.*

8. Have in place a written employee code of conduct that, at a minimum, addresses record retention, fraud, equal opportunity employment, sexual harassment, conflicts of interest, personal use of the entity's property, and gifts honoraria

*The entity shall adopt a code of conduct that, at a minimum, addresses each element of this requirement.*

## **CERTIFICATION**

Our agency would like to be eligible to receive state or federal funds from or through the Texas Department of Transportation.

To comply with the requirements set forth in the Texas Administrative Code, the entity certifies that:

1. the entity has a written internal ethics and compliance program that provides compliance standards and procedures that are designed to detect and prevent violations of the law, and ethical standards;
2. the entity enforces employee compliance with its internal ethics and compliance program; and
3. the entity's internal ethics and compliance program specifically includes, at a minimum, the items contained in 43 Tex. Admin. Code §10.51.

Any other requirements by any state, federal, or local law, rule, regulation, ordinance or otherwise is not included in these requirements and it is the sole responsibility of the undersigned to comply with such laws. This is not intended to provide legal advice or representation to the undersigned.

The department may, at its discretion, request that the entity provide the department with written evidence of the entity's internal ethics and compliance program (43 Tex. Admin. Code §10.51(c)).

XAgency (Entity) agrees to comply with above requirements

**PLANNING**

**Goal:**

**X To provide effective and efficient management of the Texas Traffic Safety Program.**

**Strategy:**

Conduct periodic project monitoring and evaluation of traffic safety activities.

**ALCOHOL AND OTHER DRUG COUNTER MEASURES**

**Goal(s):**

- X **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.

Improve BAC testing and reporting to the State's crash records information system.

Improve anti-DWI public information and education campaigns including appropriate bilingual campaigns.

Increase the number of law enforcement task forces and coordinated enforcement campaigns.

Increase intervention efforts.

Improve and increase training for law enforcement officers.

Improve DWI processing procedures.

Improve adjudication and processing of DWI cases through improved training for judges, administrative license revocation judges, prosecutors, and probation officers.

Increase the use of warrants for mandatory blood draws.

**To reduce the number of DUI-related crashes where the driver is under age 21.**

**Strategy:**

**POLICE TRAFFIC SERVICES**

**Goal(s):**

- X **To increase effective enforcement and adjudication of traffic safety-related laws to reduce fatal and serious injury crashes.**

**Strategy:**

Increase public education and information campaigns regarding enforcement activities.

**To reduce commercial motor vehicle crashes, injuries and fatalities involving vehicles with a vehicle body type of "Semi-Trailer" or "Truck-Tractor".**

**Strategy:**

## PROBLEM IDENTIFICATION AND SOLUTION

### I. Problem Identification

According to the US Census Bureau estimates, Fort Bend ranks 7th in population growth in Texas (population 822,779 - US Census Bureau, 2020) and experiences challenges similar to those of other communities regarding traffic safety and impaired driving. TxDOT reported 4,283 traffic fatalities statewide in 2023, down from 4,481 in 2022. Of those, 1,090 deaths were DUI-related, including 695 drivers who died while driving under the influence of alcohol. Fort Bend County reported 264 DUI crashes in 2023 (TxDOT DUI Crashes & Injuries by County Map 2023) and ranks 3rd among the 12 counties in the Greater Houston area, with Harris County ranked 1st in DUI-related crashes statewide.

Fort Bend County covers over 885 square miles, including over 437 square miles of undeveloped farmland. In 2023, the fatalities in rural areas (2,263) accounted for more than half of the state's total traffic fatalities (4,283). As over 50% of Fort Bend County is considered rural, this risk factor increases the likelihood of deaths on Fort Bend County roads.

Most alcohol-related fatalities in Fort Bend County occur between 0200 and 0259 hours. (TxDOT DUI Crashes by Hour & Day of Week 2023). Between 2021 and 2022, the number of fatal crashes and fatalities in Fort Bend County declined from 49 fatal crashes in 2021 to 37 in 2022. However, in 2023, while the number of deadly crashes decreased (41 fatal crashes) from 2022, there was a noticeable increase in the number of fatalities (44 fatalities), including nine DUI-related fatalities (up from seven deaths in 2022). In 2023, eight out of 41 fatal crashes in Fort Bend County were due to alcohol-impaired drivers (TxDOT DUI Crashes & Injuries by County 2023). Among the DUI-related fatalities, five of these deaths were alcohol-impaired drivers. These numbers ONLY include alcohol-related fatalities and not drug-impaired drivers, which reflects even higher rates.

The impaired driving problem Fort Bend County, Texas (FBC) combats is the same nationwide. In Fort Bend County, traffic safety concerns include:

**Increased High Average Blood/Breath Alcohol Concentration (BAC):** Fort Bend County does not have a comprehensive system to track individuals' Blood Alcohol Content (BAC) levels for all DWI filings. In 2020, FBC reported 803 DWI filings, with 29% of those filing DWI > 0.15 BAC. In 2023, 32% of 1,335 DWI cases filed charges DWI > 0.15 BAC (2023 FBC DWI Filings as of 12/31/23), resulting in Fort Bend County aligning with the statewide trend toward dangerously high average BAC.

**Low Conviction Rates Due to High Refusal Rates/Lack of Blood Specimen For Proof:** However, Fort Bend County is no different from other counties where the conviction rates are substantially lower when no blood specimen is collected, and officers are limited to breathalyzer results to prove intoxication. While FBC obtains specimens (via blood warrant or consent) 100% of the time during No Refusal Operations, we have not duplicated this success with cases filed outside of No Refusal Operations. Whether a refusal to give a specimen or not is collected, it becomes exponentially difficult for the officers and prosecutors to prove intoxication and obtain convictions. Both factors lead to more impaired drivers on Fort Bend roadways and fewer drivers being held accountable.

**Cumbersome Process to Obtain DUI Warrants:** Fort Bend County lacks a streamlined process for processing DWI-related warrants efficiently. It is common for a DUI arrest to take 3-5 hours to complete as no procedure exists outside No Refusal Operations to assist officers in collecting and preserving time-sensitive evidence, which dissipates for every minute collection is delayed. The longer it takes to obtain a

warrant and complete the blood draw, the less likely the evidence obtained will be helpful to prove intoxication.

**Lack of Trained DUI Officers:** Fort Bend County has few officers trained explicitly in alcohol or drug detection. Trained officers must ensure that impaired individuals are identified and taken off the road. With the few officers trained in alcohol and drug detection, a blood specimen must be obtained in every case so that evidence is not lost. Without the continued partnership with TxDOT, we cannot continue to successfully prosecute DUI offenders and remove dangerous drivers to maintain traffic safety in Fort Bend.

## **II.Problem Solution**

Fort Bend County is in its fifth year partnering with TxDOT through the No Refusal Program. It strives to improve evidence collection, conviction rates, training for officers, and treatment available to offenders to reduce the number of impaired drivers on Fort Bend County roads. FBC continues to work closely with the community to increase awareness through media events, press releases, and community outreach. By continuing to fund No Refusal Operations, TxDOT is an essential partner in reducing the number of DUI crashes and fatalities in Fort Bend County. This year, FBC added two additional No Refusal Operations, outside traditional holiday weekends, to address impaired driving around local events such as the BBQ Cook-off at Rodeo Houston and opening weekend for the Fort Bend County Fair. These operations resulted in three additional DUI arrests.

FY21 was the first year Fort Bend County had a No Refusal grant and developed a DUI tracker to identify trends and compare data. Despite our efforts, DWI filings increased by over 49% between 2020 and 2023. These numbers include only cases filed per BAC and do not include first-time offenders, repeat offenders, or felony cases with a high BAC. Based on the DWI Warrant Tracking log, which contains dates and times for blood draw warrants issued outside No Refusal Operations, the highest number of DUI arrests occur within the last two weeks of the month (depending upon how holidays fall on the calendar). Therefore, FBC intends to expand the No Refusal schedule by adding two-weekend operations during non-holiday months for 15 extra nights. Without funding from TxDOT, FBC cannot develop the current program to address the increased numbers of impaired drivers on Fort Bend County roads to protect its citizens.

FBCDA recognized that DUI suspects refusing to provide breath or blood specimens to officers was an important issue to address to problem protect drivers on Fort Bend County roadways. Courts have held that obtaining a search warrant for blood is a legal form of specimen collection. To address these challenges, we have created a standardized blood draw warrant format and prosecutor training beyond the No Refusal program to address timelines. FBCDA embraces this approach to work closely with law enforcement agencies, judges, and qualified technicians to obtain search warrants and blood samples from DUI suspects refusing to provide a specimen. Utilizing this plan, FBCDA will be able to quickly and effectively obtain blood evidence and hold impaired drivers responsible in court.

FBC will continue conducting No Refusal Operations on holiday weekends (10 pm-6 am) corresponding with the deadliest hours and days of the week (TxDOT DUI Crashes by Hour & Day of the Week 2023). FBC will conduct 25 nights of No Refusal Operations in FY26, including months outside of holiday weekends. On No Refusal Holiday weekends (25 nights), prosecutors, an administrative assistant (AA), and qualified technicians (QT) work at designated locations where officers bring DUI suspects to obtain blood search warrants. Also, FBC secures locations for No Refusal Operations with a separate sanitary room equipped with video equipment, a QT area, and a space to restrain non-compliant suspects. Once drafted, officers present warrants to an available judge/magistrate in person or electronically. Once a Judge signs a warrant, the QT legally draws the blood. This streamlined process significantly reduces the time for a DUI investigation, eliminating the officer's need to locate a hospital and willing medical staff to assist, thereby

keeping emergency rooms free for those with other medical needs. The additional 15 nights on non-holiday months will use only an additional prosecutor to assist law enforcement in obtaining warrants. Administrative Assistants (AAs) assist prosecutors and officers, copy warrants, and follow up after the operation to ensure all warrants/returns are filed correctly. All AAs are notaries and can swear to warrant affiants. They are also responsible for tracking statistics related to specimens collected, refusal and conviction rates, and updating the tracker monthly.

In FY26, FBC will work to acquire at least 100 blood search warrants or consent after initial refusal over 25 No Refusal Holiday dates. We will evaluate all DUI arrests and track rates of refusal, consensual specimens, conviction rates, and warrants executed. We will work to train law enforcement officers to be more effective in DUI enforcement and continue to encourage law enforcement participation in our No Refusal initiative by increasing patrols during the peak times to encounter impaired drivers. With TxDOT's support, this grant empowers us to improve DUI enforcement while educating the community to raise awareness of the dangers of impaired driving. By maintaining the No Refusal Program through this grant, TxDOT will support Fort Bend in the fight to eliminate impaired driving-related fatalities.

### **III. Project Evaluation**

FBC will measure the grant's efficacy by tracking statistics and analyzing data for trends, as well as a media campaign to educate citizens about the dangers of impaired driving. Through these efforts, we aim to improve the process for obtaining blood warrants and specimens in all DUI cases by tracking the number of DUI arrests, rates of refusal, rates of consensual specimens given during DUI arrests, conviction rates, and blood warrants executed.

**OBJECTIVES, PI&E, PERFORMANCE MEASURES AND ACTIVITES**

**Objective statement:** To Obtain 100 blood search warrants or consensual blood draws against DWI suspects by 9/30/2026

Activity		Responsible	Activity Completion Date
1.	Identify DWI suspects refusing to provide breath/blood specimens per quarter. Review DWI cases after each No Refusal weekend.	Subgrantee	9/30/2026
2.	Obtain preliminary probable cause information from arresting officers during each No Refusal Weekend. Review after each No Refusal Weekend.	Subgrantee	9/30/2026
3.	Prepare blood search warrants during each No Refusal Weekend. Review after each No Refusal Weekend.	Subgrantee	9/30/2026
4.	Review and evaluate blood search warrants written by arresting officers during each No Refusal Weekend.	Subgrantee	9/30/2026
5.	Present blood search warrants to judges/magistrates for review and signature. Review after each No Refusal Weekend	Subgrantee	9/30/2026
6.	Revise blood search warrants and present to judges/magistrates as needed during each No Refusal Weekend.	Subgrantee	9/30/2026
7.	Complete and legally record blood search warrants after each No Refusal Weekend.	Subgrantee	9/30/2026
8.			
9.			
10.			

**OBJECTIVES, PI&E, PERFORMANCE MEASURES AND ACTIVITIES**

**Objective statement:** To Collect 12 data sets obtained pursuant to blood search warrants executed monthly by 9/30/2026

Activity		Responsible	Activity Completion Date
1.	Obtain Blood Alcohol Concentration (BAC) information.	Subgrantee	9/30/2026
2.	Observe changes, if any, in breath test refusal by percentages of DWI arrestees.	Subgrantee	9/30/2026
3.	Observe changes, if any, in consensual samples given by percentages of DWI arrestees.	Subgrantee	9/30/2026
4.	Observe changes, if any, in blood sample refusal percentages of DWI arrestees.	Subgrantee	9/30/2026
5.	Track impaired-driving fatalities and observe changes over time, if any.	Subgrantee	9/30/2026
6.	Track impaired-driving cases and observe changes over time, if any.	Subgrantee	9/30/2026
7.			
8.			
9.			
10.			

**OBJECTIVES, PI&E, PERFORMANCE MEASURES AND ACTIVITES**

**Objective statement:** To Train 125 local law enforcement officers with intoxicated driving training events by 9/30/2026

	Activity	Responsible	Activity Completion Date
1.	Provide quarterly training to at least 25 patrol officers on best practices for collecting evidence in Driving While Intoxicated (DWI) investigations.	Subgrantee	9/30/2026
2.	Train at least 25 local law enforcement officers quarterly to recognize and preserve novel evidence in DWI investigations.	Subgrantee	9/30/2026
3.	Conduct debriefing with at least 25 local law enforcement officers quarterly to modify and enhance the training regimen related to DWI investigations.	Subgrantee	9/30/2026
4.	Train 25 local law enforcement officers on intoxicated manslaughter investigations.	Subgrantee	9/30/2026
5.	Train 25 local law enforcement officers on recognizing drugged driving.	Subgrantee	9/30/2026
6.			
7.			
8.			
9.			
10.			

**OBJECTIVES, PI&E, PERFORMANCE MEASURES AND ACTIVITES**

**Objective statement:** To Coordinate 40 nights of No Refusal operations by 9/30/2026

	Activity	Responsible	Activity Completion Date
1.	Secure appropriate locations to use as a base of operations monthly	Subgrantee	9/30/2026
2.	Secure prosecutors and administrative support personnel to staff operational base for each night of enforcement.	Subgrantee	9/30/2026
3.	Enlist participation of local law enforcement agencies.	Subgrantee	9/30/2026
4.	Obtain qualified technicians to draw blood pursuant to the laws surrounding blood search warrant procedures for each night of enforcement.	Subgrantee	9/30/2026
5.	Notify interested nonprofit organizations (MADD, Crime Stoppers) of locations and dates for No Refusal Weekends. Notify TXDOT.	Subgrantee	9/30/2026
6.	Identify additional locations for No Refusal operations on a rotating schedule to better assist law enforcement agencies	Subgrantee	9/30/2026
7.	Conduct 40 No Refusal nights.	Subgrantee	9/30/2026
8.			
9.			
10.			

**OBJECTIVES, PI&E, PERFORMANCE MEASURES AND ACTIVITIES**

**Objective statement:** To Produce 8 press releases/events about the No Refusal Program by 9/30/2026

Activity		Responsible	Activity Completion Date
1.	Inform the public of the continuation, dates, and purpose of the No Refusal Program throughout the county.	Subgrantee	9/30/2026
2.	Inform the public of the addition of remote locations, if any, for the No Refusal Program.	Subgrantee	9/30/2026
3.	Encourage the public to make responsible driving plans and decisions throughout the grant period.	Subgrantee	9/30/2026
4.	Post on the District Attorney's social media activities of No Refusal events and encourage sharing to local law enforcement.	Subgrantee	9/30/2026
5.			
6.			
7.			
8.			
9.			
10.			

**SALARIES AND FRINGE BENEFITS - 100 & 200**

Position/Title : Administrative Assistant

Position Description: : To provide administrative support during No Refusal  
(This field was added November 15th operations for scheduling, statistics, and notary services.  
2018 for Fiscal Year 2020 onward)

Salary Type : Hourly

Unit Price : \$22.880 is % of the Individuals Total Salary (applicable to  
monthly/yearly)

Quantity : 280

**Total** : **\$6,406.40**

Fringe Rate : 60.21%

Fringe Total : \$3,857.29

Breakdown of Fringe Percentage : FICA 7.65%  
Retirement 13.07%  
WC/Unemployment 3.8%  
Insurance 35.69% (16,350 annually)

Category	(100) Salaries Amount		(200) Fringe Benefits Amount	
TxDOT:	\$5,125.12	80.00%	\$3,085.83	80.00%
Match:	\$1,281.28	20.00%	\$771.46	20.00%
Program Income:	\$0	0.00%	\$0	%
<b>Total:</b>	<b>\$6,406.40</b>		<b>\$3,857.29</b>	

**SALARIES AND FRINGE BENEFITS - 100 & 200**

Position/Title : Assistant District Attorney

Position Description: : To provide legal support to the No Refusal Program by drafting  
(This field was added November 15th 2018 for Fiscal Year 2020 onward) blood search warrants to present to magistrates to preserve evidence in a timely manner.

Salary Type : Hourly

Unit Price : \$63.440 is % of the Individuals Total Salary (applicable to monthly/yearly)

Quantity : 488

**Total** : **\$30,958.72**

Fringe Rate : 37.05%

Fringe Total : \$11,470.21

Breakdown of Fringe Percentage : Taxes 7.65%  
Retirement 13.07%  
WC/Unemployment 3.8%  
Insurance 12.53% (\$16,350 annually)

Category	(100) Salaries Amount		(200) Fringe Benefits Amount	
TxDOT:	\$24,766.98	80.00%	\$9,176.17	80.00%
Match:	\$6,191.74	20.00%	\$2,294.04	20.00%
Program Income:	\$0	0.00%	\$0	%
<b>Total:</b>	<b>\$30,958.72</b>		<b>\$11,470.21</b>	

**SUPPLIES - 500**

Description : Curaplex Fabric Adhesive Bandages

Unit Price : \$3.08

Quantity : 1

**Total Cost : \$3.08**

Purpose/Details : Adhesive bandages for defendants after blood draws. One box of 200 bandages.

	Amount	Percentages
TxDOT	\$2.46	79.87%
Match	\$0.62	20.13%
Program Income	\$0	0.00%
<b>Total</b>	<b>\$3.08</b>	

**SUPPLIES - 500**

Description : Curaplex Sharps Container  
Unit Price : \$6.17  
Quantity : 4  
**Total Cost : \$24.68**  
Purpose/Details : OSHA-approved sharps containers for the disposal of syringes used for blood draws.  
1-quart container with flip-top lid.

	Amount	Percentages
TxDOT	\$19.74	79.98%
Match	\$4.94	20.02%
Program Income	\$0	0.00%
<b>Total</b>	<b>\$24.68</b>	

**SUPPLIES - 500**

Description : Sanizide Pro Disinfectant - 32 oz bottle

Unit Price : \$18.04

Quantity : 4

**Total Cost : \$72.16**

Purpose/Details : OSHA-approved medical-grade disinfectant for cleaning contaminated surfaces.

	Amount	Percentages
TxDOT	\$57.73	80.00%
Match	\$14.43	20.00%
Program Income	\$0	0.00%
<b>Total</b>	<b>\$72.16</b>	

**SUPPLIES - 500**

Description : Toxicology Blood Alcohol Collection Kits

Unit Price : \$8.37

Quantity : 100

**Total Cost : \$837.00**

Purpose/Details : Blood samples are collected either by consent or through executed warrants. To preserve the chain of evidence, they are stored in self-sealed tubes, and an evidence collection box is included with each sample.

	Amount	Percentages
TxDOT	\$669.60	80.00%
Match	\$167.40	20.00%
Program Income	\$0	0.00%
<b>Total</b>	<b>\$837.00</b>	

**SUPPLIES - 500**

Description : TritonGrip SE Gloves, Blue Nitrile, Powder Free  
Unit Price : \$8.94  
Quantity : 6  
**Total Cost : \$53.64**  
Purpose/Details : Nitrile gloves for personal protection for contract nurses. Sizes small, medium, and large.  
Six boxes, two of each size.

	Amount	Percentages
TxDOT	\$42.91	80.00%
Match	\$10.73	20.00%
Program Income	\$0	0.00%
<b>Total</b>	<b>\$53.64</b>	

**CONTRACTUAL SERVICES - 600**

Description      Qualified medical personnel to perform blood draws  
Unit Price        \$50.00  
Quantity          200  
**Total Cost      \$10,000.00**

Purpose/Detail      Pays qualified medical personnel hourly per targeted time frame at \$50.00 per hour.  
Typically works one 8-hour overnight shift for a total of 25 nights.  $\$50/\text{hr} \times 8 \text{ hr} \times 25 \text{ nights}$   
= \$10,000

	Amount	Percentages
TxDOT	\$8,000.00	80.00%
Match	\$2,000.00	20.00%
Program Income	\$0	0.00%
<b>Total</b>	<b>\$10,000.00</b>	

**BUDGET SUMMARY**

Budget Category		TxDOT	Match	Program Income	Total
<b>Category I - Labor Costs</b>					
(100)	Salaries:	\$29,892.10	\$7,473.02	\$0	\$37,365.12
(200)	Fringe Benefits:	\$12,262.00	\$3,065.50	\$0	\$15,327.50
	Sub-Total:	\$42,154.10	\$10,538.52	\$0	\$52,692.62
<b>Category II - Other Direct Costs</b>					
(300)	Travel:	\$0	\$0	\$0	\$0
(400)	Equipment:	\$0	\$0	\$0	\$0
(500)	Supplies:	\$792.44	\$198.12	\$0	\$990.56
(600)	Contractual Services:	\$8,000.00	\$2,000.00	\$0	\$10,000.00
(700)	Other Miscellaneous:	\$0	\$0	\$0	\$0
	Sub-Total:	\$8,792.44	\$2,198.12	\$0	\$10,990.56
<b>Total Direct Costs:</b>		<b>\$50,946.54</b>	<b>\$12,736.64</b>	<b>\$0</b>	<b>\$63,683.18</b>
<b>Category III - Indirect Costs</b>					
(800)	Indirect Cost Rate:	\$0	\$0	\$0	\$0
<b>Summary</b>					
	Total Labor Costs:	\$42,154.10	\$10,538.52	\$0	\$52,692.62
	Total Direct Costs:	\$8,792.44	\$2,198.12	\$0	\$10,990.56
	Total Indirect Costs:	\$0	\$0	\$0	\$0
<b>Grand Total:</b>		<b>\$50,946.54</b>	<b>\$12,736.64</b>	<b>\$0</b>	<b>\$63,683.18</b>
	Fund Sources: (Percent Share)	80.00%	20.00%	0.00%	

Salary and cost rates will be based on the rates submitted by the Subgrantee in its grant application in eGrants.