

Texas Traffic Safety eGrants

Fiscal Year 2026

Organization Name: Fort Bend County Sheriff's Office

Legal Name: County of Fort Bend

Payee Identification Number: 17460019692060

Project Title: STEP - Impaired Driving Mobilization

ID: 2026-FBCoSO-IDM-00036

Period: 12/09/2025 to 09/10/2026

GENERAL INFORMATION

Project Title : STEP - Impaired Driving Mobilization

Project Description : To conduct DWI enforcement Waves during holiday periods to increase DWI arrests and earned media activity as part of the statewide "Drink. Drive. Go To Jail" campaign and in conjunction with the national Impaired Driving Mobilization campaign

How many years has your organization received funding for this project? This will be our fifth or more year.

PROPOSING AGENCY AUTHENTICATION

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

Name	Honorable KP George
Title	County Judge
Address	301 Jackson St.
City	Richmond
State	Texas
Zip Code	77469-3108
Phone Number	281-341-8608
Fax Number	
E-mail address	countyjudge@fbctx.gov
Project Director	Katina Scott



Document Information: 2026-FBCoSO-IDM-00036

Details

You are here: > STEP - IDM - 2026 Menu > Forms Menu > Terms, Conditions and Responsibilities

TERMS AND CONDITIONS

Agency agrees to submit Request For Reimbursement*

Terms and Conditions

Click here to view

Agency agrees with the Terms and Conditions*

Responsibilities of the Subgrantee

Click here to view

Agency agrees with the Responsibilities of the Subgrantee*

Responsibilities of the Department

Click here to view

Agency agrees with the Responsibilities of the Department*

Navigation Links

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	General Information		Scott, Katina 9/3/2025 10:08:23 AM	
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RISK ASSESSMENT SUBGRANTEE

1. Number of Behavioral Traffic Safety Funded Projects with TxDOT in the current fiscal year 0
2. Number of Behavioral Traffic Safety Funded Projects with TxDOT in the previous fiscal year 0
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 No
4. When did the agency update its grant operating policies and procedures 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) 0
7. Will the personnel working on this grant splitting time on multiple projects? No

SUBGRANTEE COMPLIANCE PAGE

1. Unique Entity Identifier: In accordance with 2 CFR Part 25, all federal financial assistance applicants must obtain a unique entity identifier (UEI) from System for Award Management (SAM or SAM.gov). The UEI is a 12-character, alpha-numeric value which can be obtained at <https://sam.gov/content/entity-registration>.

Agency UEI number is MJG8N8EPN2L3 with a Registration Expiration Date of 04/29/2025

If UEI number is incorrect or if UEI is expiring before grant begin date, please upload a screen capture or print-as-pdf version of the SAM.gov webpage with UEI number here. https://egrants.bts.txdot.gov/_Upload/1425820_344704-2025-4.26SAMRenewal.pdf

X Agency confirms the UEI number is correct, certifies it is current and commits to annually maintain the registration

2. Agency financial year begins on October and ends on September

Yes

If No, please provide the correct financial year from to

3. Agency Legal Name to be printed on Grant Agreement is County of Fort Bend

Yes

If No, please provide the correct legal name

4. Agency Payee Identification Number (PIN) is 17460019692060 (please confirm with your finance department)

Yes

If No, please provide the correct number PIN

PIN is made up of 11-digit Texas Identification Number + 3-digit Mail Code

5. Single Audit Report

In accordance with 2 CFR 200 Subpart F—Audit Requirements and Single Audit Act, a subrecipient that expends \$1,000,000 or more in Federal awards during the subrecipient's fiscal year must have a single or program-specific audit conducted for that year.

If the federal expenditure threshold of \$1,000,000 or more is met during your entity's fiscal year, submit a Single Audit Report and applicable management responses to TxDOT's Compliance Division at 125 East 11th Street, Austin, TX 78701 or singleaudits@txdot.gov.

If federal expenditures are less than \$1,000,000 during your entity's fiscal year, submit a

statement to TxDOT's Compliance Division at singleaudits@txdot.gov as follows: " did not meet the \$1,000,000 expenditure threshold and therefore we are not required to have a single audit performed for FY . "

XAgree to comply with Single Audit Report

6. STEP Operating Policies and Procedures (Law Enforcement Agencies Only)

Law Enforcement Agencies must have established written STEP operating policies and procedures. 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 Operating Policies and Procedures requirements.

Please upload the STEP Operating policy and procedures document:

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-compliances 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

COUNTY SERVED

Fort Bend County - Houston District

POLITICAL DISTRICT SERVED

Select a Political District Served ([View a map](#)):

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

Texas Senate* Texas Senate District 17
Texas Senate District 18

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

POLITICAL DISTRICT SERVED

Select a Political District Served ([View a map](#)):

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

Texas Senate* Texas Senate District 17
Texas Senate District 18

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

POLITICAL DISTRICT SERVED

Select a Political District Served ([View a map](#)):

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

Texas Senate* Texas Senate District 17
Texas Senate District 18

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

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? | 5 |
| 3. Who is the person in charge of training at your department? | Captain Gregor Johnson |
| 4. Please provide their work email and telephone number. | gregory.johnson@fortbend |
| 5. What is the name of the person in charge of your department's official social media accounts? | Michelle Domengoni |
| 6. Please provide their work email and telephone number. | 281-341-8738 michelle.dom |

Service Data

-

- | | |
|--|--------|
| 1. What is the size in square miles of your department's service area? | 885 |
| 2. What is the latest estimated population of your service area? | 916778 |
| 3. How many sworn officer positions is your agency authorized? | 538 |
| 4. How many of those positions are currently filled? | 538 |
| 5. How many total calls for service did your agency log in the past 12 months? | 6345 |
| 6. How many total crashes did your agency respond to in the past 12 months? | 1276 |
| 7. How many total vehicle stops did your agency make in the past 12 months? | 6346 |

BTS Program Area

-

- | | |
|--|-----|
| 1. Does your agency participate in Fatal Crash Review (FCR) meetings with TxDOT? | Yes |
| 2. Does your department have a traffic unit? | Yes |

Fort Bend County Sheriff's Office
STEP - IDM - 2026

- | | |
|--|-----|
| 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? | Yes |
| 8. Are there any officially designated bicycle routes in your service area? | Yes |
| 9. Are there ride-sharing options available in your community such as Lyft or Uber? | Yes |

GOALS STRATEGIES AND OPERATIONAL PLAN

Goal: To increase effective enforcement and adjudication of traffic safety-related laws to reduce fatal and serious injury crashes

Strategies: Increase enforcement of traffic safety-related laws.
 Increase public education and information campaigns.

Goal: To reduce the number of DWI-related crashes, injuries, and fatalities.

Strategy: Increase enforcement of DWI laws.

X Agency agrees to the above goals and strategies.

Operational Plan

The purpose of this mobilization is to conduct high-visibility saturation patrols within the Enforcement Zones identified in the Operational Plan (Enforcement Zone) section of the grant for at least four days between the hours of 6p-6a, Monday-Sunday during the enforcement periods outlined in the sections below. Subgrantee must also perform pre-enforcement earned-media campaigns for each enforcement period.

	Pre-Media Campaign	Enforcement Period
	Conduct local media events immediately before the enforcement effort to maximize the visibility of enforcement to the public. The media events tell the public when, where, how and why impaired driving laws are being enforced.	Intensify enforcement through coordinated saturation patrols in an overtime STEP placing primary emphasis on increasing DWI arrests and reducing the number of alcohol related traffic crashes during peak holiday traffic.
Christmas/New Year's Wave	December 10, 2024- December 12, 2024	December 13, 2024 - January 01, 2025
Spring Break Wave	March 04, 2025- March 06, 2025	March 07, 2025 - March 24, 2025
Independence Day Wave	June 23, 2025 - June 25, 2025	June 26, 2025 - July 13, 2025
Labor Day Wave	August 12, 2025 - August 14, 2025	August 15, 2025 - September 01, 2025

Comments:

Please mark all of your proposed zones for this mobilization on a single STEP-IDM heat map and upload that map here. Click [here](#) to see an example. The maximum number of allowable zones for an agency is determined by dividing the total number of enforcement hours by 220 and rounding to the nearest whole number.

XAgency agrees to conduct the engagement activities associated with this project as described

LAW ENFORCEMENT OBJECTIVE/PERFORMANCE MEASURE

STEP enforcement grants are focused on reducing crashes, and Impaired Driving Mobilization (IDM) enforcement grants specifically focus reducing fatal or serious-injury (KA) crashes where alcohol was involved (DUI). The blanks on this page represent the baseline number of KA crashes related to IDM enforcement efforts (DUI-KA), and the KA crash targets each agency hopes to achieve through IDM enforcement. The data entered on this page is the basis for the grant's enforcement performance measures. The Baseline KA crash data is provided by TxDOT using a 3-year rolling average of DUI-KA crashes as reported to TxDOT's Crash Reporting Information System (CRIS) database. The target should reflect a reduction against the Baseline KA Crash number in the top box. The target should be less than the number of Baseline KA crashes.

Baseline : Jurisdictional average annual DWI/DUI KA crashes 145

Target : Enforcement activities to reduce total DWI/DUI KA crashes to 140

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.

Texas Traffic Safety eGrants

Fiscal Year 2026

Organization Name: Fort Bend County Sheriff's Office

Legal Name: County of Fort Bend

Payee Identification Number: 17460019692060

Project Title: STEP - Impaired Driving Mobilization

ID: 2026-FBCoSO-IDM-00036

Period: 12/09/2025 to 09/10/2026

PI&E OBJECTIVE/PERFORMANCE MEASURE

X I agree to the below efforts with a public information and education (PI&E) program for each Enforcement Period.

- a. Conduct a minimum of one (1) presentations
- b. Conduct a minimum of two (2) media exposures (e.g. news conferences, news releases, and interviews)
- c. Conduct a minimum of one (1) community events (e.g. health fairs, booths)



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ENFORCEMENT ZONES

Instructions:

- Agency must use the appropriate STEP heat maps to develop Enforcement Zones where all enforcement activities under this grant will be conducted. There will be no "jurisdiction-wide" enforcement zones
- Enforcement Zones are limited in size to maximum of 4 linear or 4 square miles each, should bound high-crash locations and must be clearly marked on the maps provided, one zone per uploaded map. Additional documentation may be provided to further define the enforcement zone boundaries and should be scanned and attached to the parent map as additional pages. Each agency will be allowed a minimum of 2 enforcement zones. The maximum number of allowable zones for an agency is determined by dividing the total number of enforcement hours by 220 and rounding to the nearest whole number.
- Agencies are expected to document initiating an agency-wide average of 2.5 vehicle stops per enforcement hour within the zones attached to and described in this section. The numbers used to calculate the 2.5 agency-wide average will be adjusted to allow for enforcement time (or "arrest hours") spent conducting roadside investigations stemming from on-view traffic stops made on STEP and any subsequent activities such as transporting and booking arrestees stemming from those on-view stops.
- Please complete this page, then click the **Save** button. Required fields are marked with an *.
- Click **Add** button to create another zone
- Zone Name should match file name of uploaded supporting map. Each attachment need to be less than 4MB

Zone Name *

Zone Description *

Zone Hours **6 PM to 6 AM during specified Mobilization Periods**

Zone Detail Map No file chosen *

Additional Documentation No file chosen

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Goals Strategies and Operational Plan		Scott, Katina 9/3/2025 10:33:33 AM	
	Law Enforcement Objective/Performance Measure		Scott, Katina 9/3/2025 10:35:47 AM	
	PI&E Objective/Performance Measure		Scott, Katina 9/3/2025 10:36:22 AM	
	Enforcement Zones			

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SALARIES AND FRINGE BENEFITS

Law Enforcement Hours: 160								
	<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>Total Fringe:</u>	
A. Enforcement								
Officers/Deputies:	160		\$49,410	\$7,905.80	\$7,905.80	%	\$790.56	
Sergeants:			\$0			%	\$0	
Lieutenants/Other:			\$0			%	\$0	
Non Enforcement (PI&E Activities & Administrative Duties)								
<small>Overtime Regular Time Check the Over Time and/or Regular Time if applicable to the hours identified below. If there are No PI&E Activities or Administrative Duties leave both boxes unchecked Non-Enforcement salaries to be reimbursed must not exceed 10% of the TXDOT award</small>								
Gather timesheets, create and submit performance reports, request for reimbursement. Keep and maintain records for TXDOT meetings.		10	\$35,000		\$350.00	\$350.00	%	\$0
			\$0				%	\$0
			\$0				%	\$0
			\$0				%	\$0
			\$0				%	\$0
			\$0				%	\$0
Total:				\$7,905.80	\$350.00	\$8,255.80		\$790.56
<u>Category</u>			<u>TXDOT</u>	<u>%</u>	<u>Match</u>	<u>%</u>	<u>Total</u>	
Salaries:			\$7,905.80	95.76%	\$350.00	4.24%	\$8,255.80	
Fringe Benefits:			\$0	0.00%	\$790.56	100.00%	\$790.56	
Breakdown of Fringe Percentages:	Details of regular time, if included in any of the above hours :							

INDIRECT COST - 800

Does your agency have an Indirect Cost Rate approved by a cognizant agency? (Enter Indirect Cost Rate and upload Indirect Cost Agreement)

X Does your agency want to include a flat de minimus rate of up to 15% Indirect Cost? Only applicable to agencies that never had a federally approved Indirect Cost (Documentation not required. Any rate up to 15% will be calculated only on the TxDOT portion of your direct costs. The Match portion of your direct costs must be put as exemption)

Not Claiming indirect cost

Description 15% De-minimus

File Upload

Proposed Percentage 15%

Apply the Indirect Cost
Rate to:

 X (100) Salaries - \$8,255.60

 (200) Fringe Benefits - \$790.56

 (300) Travel and Per Diem - Non-enforcement Travel - \$0 / STEP

 Enforcement Mileage - \$0

 (400) Equipment - \$0

 (500) Supplies - \$0

 (600) Contractual Services - \$0

 (700) Other Miscellaneous - \$0

Total Selected Amount \$8,255.60

Exemption Amount

Exemption Reason

Eligible Amount \$8,255.60

Total Cost \$1,238.34

Please enter allocation amount per items entered in the following fields.
 Click the **Save** button to calculate the percentages.

	Amount	Percentages
TxDOT		0.00%
Match	\$1,238.34	100.00%
Total	\$1,238.34	

Budget Summary

Budget Category	TxDOT	Match	Total
Category I - Labor Costs			
(100) Salaries	\$7,905.60	\$350.00	\$8,255.60
(200) Fringe Benefits	\$0	\$790.56	\$790.56
Category I sub-Total	\$7,905.60	\$1,140.56	\$9,046.16
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	\$7,905.60	\$1,140.56	\$9,046.16
Category III - Indirect Costs			
(800) Indirect Cost Rate	\$0	\$1,238.34	\$1,238.34
Summary			
Total Labor Costs	\$7,905.60	\$1,140.56	\$9,046.16
Total Direct Costs	\$0	\$0	\$0
Total Indirect Costs	\$0	\$1,238.34	\$1,238.34
Grand Total	\$7,905.60	\$2,378.90	\$10,284.50
Fund Sources (Percent Share)	76.87%	23.13%	