

Welcome to the FY 2018 STEP grant proposal process. This year, as you have probably already noticed, our proposal process is different from past years. The biggest change is the removal of the competitive aspect of the proposal process. Instead of requiring prospective subgrantees to look at crash statistics and develop a budget, we have taken care of that for you and pre-qualified your agency to receive a maximum amount of funding for your FY 2018 grant based on the crash data your agency reports to CRIS, TxDOT's Crash Records Information System.

If your agency has a STEP-WAVE or STEP-COMP grant in FY 2017, you can plan to receive at least the same amount of money in FY 2018 that you received in FY 2017 and enforce whichever elements you choose.

If you are a "new" STEP agency, meaning you do not have a current STEP-WAVE or STEP-COMP grant in FY 2017, you will automatically become a STEP-WAVE agency. This means you will have five predetermined two-week enforcement periods. You will also be required to enforce DWI and OP, though we encourage you to enforce Speed and Intersection Traffic Control (ITC) as well.

Regardless of whether you are a new or returning agency in FY 2018, you may receive the maximum funding amount for which you qualify regardless of which elements you enforce. We made these changes to the program because using crash data to help define problem areas helps focus the funding on areas where it is most needed. This also has the benefit of making STEP grant awards more predictable since your agency has already been pre-qualified for a specific amount.

This process has also opened STEP to every agency in Texas, which we hope will drive new interest and participation in this vital program.

## **Budgets**

We developed your budgets using a rolling three-year average of fatal and serious injury crash data reported by your agency to CRIS. The crashes we looked at involved DWI, OP, Speed and ITC as primary causes. Each of these types of crashes in your jurisdiction contributed to the statewide total of crashes, and were funded accordingly. So if 10% of all DWI fatal and serious injury crashes occurred in your jurisdiction, you received 10% of the funding for that element.

The sum of the amounts for each element in your jurisdiction became your budget. If you have

a distracted driving ordinance in your jurisdiction, you may enforce that as well within the existing budget.

### Grant Types

There are two main types of grants in STEP in FY 2018: STEP-WAVE and STEP-COMP.

**STEP-WAVE grants** are smaller grants, usually under \$50,000, which have five planned two-week enforcement periods per year. Since this means there are only 70 days (10 weeks) of enforcement in the grant year, you may find yourself unable to spend all of the budget money set aside for you under our budget formula. Please work with your local TxDOT Traffic Safety Specialist to develop a reasonable budget for the kinds of enforcement you wish to do.

The five enforcement periods in FY 2018 are:

- Thanksgiving
- Christmas/New Year's
- Spring Break
- Memorial Day
- Labor Day

There is a calendar for these enforcement periods here:

[https://www.txdot.gov/apps/eGrants/eGrantsHelp/WaveCalendar/STEPWaveCalendar\\_2018.pdf](https://www.txdot.gov/apps/eGrants/eGrantsHelp/WaveCalendar/STEPWaveCalendar_2018.pdf)

As mentioned above, if your agency has a STEP-WAVE grant in FY 2017, you are free to select any of the four core elements (DWI, OP, Speed, ITC) and distracted driving (DD) if applicable as part of your enforcement grant.

If your agency does not have a STEP-WAVE or STEP-COMP grant in FY 2017, you will be required to accept a STEP-WAVE grant for FY 2018 and enforce a minimum of DWI and OP, although we highly encourage you to enforce all four core elements.

**STEP-COMP grants** have enforcement opportunities 365 days per year, and as such, are usually performed by agencies which qualify for \$36,000 or more. Only subgrantees with STEP-WAVE or STEP-COMP grants in FY 2017 may be STEP-COMP agencies in FY 2018.

STEP-COMP agencies may receive the full budget amount allotted to them and enforce any elements they wish, but are encouraged to work with their local Traffic Safety Specialist to develop reasonable grants that enforce multiple or all elements.

### **Performance measures**

STEP grant performance is based on a points-awarded system for each type of citation issued or arrest made. FY 2018 subgrantees must accumulate at least 2.5 points per hour of enforcement to remain in good standing. There is more information about STEP points and STEP Element Indicators (SEI) on the attached document.

### **Match Requirement**

Each STEP-WAVE and STEP-COMP grant is required to contribute at least 20% of the total budget in approved match, which amounts to a minimum rate of \$.25 per TxDOT dollar awarded. Some methods of generating match are fringe benefits, administrative salaries, and vehicle mileage. There is a complete list of match options here:

<https://www.txdot.gov/apps/eGrants/eGrantsHelp/ToolBox/MatchGuidelines.pdf>

### **FY 2018 STEP grant process**

We officially opened the STEP grant process in eGrants, our document management system. If you do not have an account in eGrants, please click here to sign up:

<https://www.dot.state.tx.us/apps/egrants/>

If your agency is new to STEP in FY 2018, please let your local TSS know of your interest in the program so a grant proposal can be created for you in eGrants. You must have an account in eGrants for a grant proposal to be created for you. Once you have been notified by your TSS that you may begin working on your grant, log into eGrants and click the VIEW PROPOSALS section. Then click the APPLY NOW button under the 2018 STEP Proposal section. Once you have created the proposal, you can begin to work on it immediately. On returning to eGrants, the proposal will appear in the My Tasks section.

Since the grants are no longer competitive, you may ask for and receive unlimited assistance

from TxDOT and your Law Enforcement Liaison in the completion of your grant should you need it.

Once this the current offer process closes, TxDOT-TRF-TS staff will review all of the STEP grant proposals for budgets, objectives and documentation. Some may require changes prior to being accepted for execution. Your TSS will make you aware of any changes and be available to assist you with those changes should you need help.

All grants will be executed using electronic signatures.

Enforcement of your FY 2018 grant may not begin until 12:01 a.m. on Sunday, October 1, or the date upon which your grant was executed by TxDOT, whichever is later. No costs can be incurred can be made against the grant until that time.

The rest of this document details the changes and program requirements for participation in the FY 2018 STEP program. Please read it carefully.

Thank you again for your interest in STEP. If you have questions, please contact your local TSS or email at [larry.krantz@txdot.gov](mailto:larry.krantz@txdot.gov).

## **Program Summary**

The Traffic Operations Division Traffic Safety Section (TRF-TS) has eliminated the competitive process featured in previous Requests for Proposals (RFP) for the Selective Traffic Enforcement Program.

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

- Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) of Alcohol by Minor (AL)
- Failure to Use Occupant Restraint (OP)
- Intersection Traffic Control (ITC)
- Speed Enforcement /Control (SC)
- Distracted Driving (DD)

Agencies may choose to receive less than the maximum amount for which they qualify. Agencies not listed on the budget sheet can receive up to \$8,000 for a STEP-WAVE grant or a \$12,000 CMV grant. Because the grant proposal process is no longer competitive, agencies may ask TxDOT staff or Law Enforcement Liaisons for assistance in creating and/or completing their grant proposal.

## **Eligibility for funding**

- Organizations eligible for STEP funds include the Texas Department of Public Safety (TxDPS), sheriff's offices, constable's offices, local police departments, and inter-governmental coordination entities for law enforcement efforts; i.e. COGs.
- Any law enforcement agency wishing to participate in STEP with an overtime policy that allows for STEP enforcement to occur.

## **Grant Types and Definitions**

**For agencies that are FY 2017 STEP-COMP or STEP-WAVE subgrantees:**

STEP-Yearlong (STEP-COMP) agencies are agencies which:

- Were STEP-COMP or STEP-WAVE agencies in FY 2017
- Have a negotiated funding level greater than \$36,000
- Enforce one or more of the following:
  - DWI/DUI-M
  - OP
  - Speed
  - ITC
  - DD (if applicable)
- For more detailed requirements of this grant type, see Page 9.

STEP-WAVE agencies are agencies which:

- Were STEP-WAVE subgrantees in FY 2017
- Have negotiated funding levels less than \$50,000
- Enforce one or more of the following:

- DWI/DUI-M
  - OP
  - Speed
  - ITC
  - DD (if applicable)
- For more detailed requirements for this grant type, see Page 12

**For agencies that do not have a STEP-COMP or STEP-WAVE grant in FY 2017:**

STEP-WAVE agencies are agencies which:

- Agree at a minimum to enforce DWI and OP elements in addition to:
    - Speed
    - ITC
    - DD (if applicable)
- For more detailed requirements for this grant type, see Page 12

**CMV grants**

Law enforcement agencies that are offered a STEP-COMP grant or a STEP-WAVE grant may also receive a STEP-CMV grant in addition to the STEP-COMP or STEP-WAVE grant. Maximum funding levels for CMV grants have also been determined using crash data from CRIS and the funding formula based on the CRIS data. Agencies wishing to enforce CMV but are not listed as a funded agency may receive \$12,000 in CMV funding. Agencies desiring to pursue a CMV grant must inform their local TxDOT Traffic Safety Specialist.

For more details on CMV grants, see Page 15.

## **Enforcement Requirements for all Grants**

**All Grants:** Proposers with STEP grants in FY 2018 are strongly encouraged to enforce both DWI and OP. Those agencies not participating in FY 2017 will be required to select DWI and OP elements at a minimum in FY 2018. All agencies will be required to enforce DWI and OP in FY 2019.

- Proposers are required to contribute at least 20% of the total budget in approved match.
- Proposers are required to maintain an average of at least a 2.5 STEP Element Indicator.
- Proposers should submit one combined STEP proposal that covers the desired traffic safety elements. Proposals that address two or more elements will be classified as a STEP Comprehensive.
- Law enforcement agencies with FY 2017 grants in good standing and whose negotiated FY 2018 TxDOT awards are between \$36,000 and \$50,000 may be given the option to select between STEP-Yearlong (STEP-COMP) or STEP-WAVE grants in FY 2018.

## Additional Requirements

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

Law enforcement agencies are required to provide PI&E activities, including the distribution of PI&E materials, throughout the grant period. Salaries being claimed for PI&E activities must be included in the budget. Proposal help for budgeting PI&E Salaries and Fringe Benefits is located at: <https://www.txdot.gov/apps/egrants/eGrantsHelp/Proposal/STEPSalariesFringeBenefits.html>

### Operational Plan

All STEP proposals **must** include an Operational Plan. The Operational Plan is designed to aid law enforcement agencies with defining roadways and locations where enforcement efforts will be concentrated when working on a STEP project. Operational Plan instructions are located at: <https://www.dot.state.tx.us/apps/egrants/eGrantsHelp/Proposal/Operational%20Plan.html>

### Policies and Procedures

All STEP agencies **must** either have established written STEP operating policies and procedures, or develop policies and procedures **prior to** a STEP grant being executed. Each STEP agency will certify that it has, or will develop such procedures during the proposal process in eGrants. The following table outlines the required minimum local policies and procedures:

<u>Requirement</u>	<u>Description</u>
Roles and Responsibilities	a description of which position serves as STEP project director and a list of their main responsibilities
STEP Shifts	a description of how the agency selects individuals to work a STEP Shift
Authorization to Work	a description of how prior approval is obtained for an individual authorized to work a STEP shift
Work Restrictions	a list of any restrictions imposed on working STEP, such as limitations on the number of hours an officer can work per shift, etc.
Supervision	a description of how the agency supervises officers working STEP shifts
Overtime Status	a description on how the agency determines an individual's overtime status before working STEP
Documentation	a description of how an individual's time worked on a STEP shift is documented
Required STEP Documentation	a description of the paperwork that is required after the STEP shift ends (i.e., time sheets, overtime cards, STEP daily activity reports, citations)
Approval	a description of the process the supervisor uses to approve and document the hours worked
Performance Targets	a description of the process used to oversee the agency's performance toward meeting the grant's performance measures/target numbers

- **STEP Indicator-** A point range is based on the data submitted compared to the statewide performance average, or STEP indicator, for each enforcement element selected. The STEP

indicator is a target and not a quota, and is an established average for enforcement performance measures across the State.

**At no time does TxDOT require an individual officer to issue a specific number of citations during an enforcement period. Texas Transportation Code Section 720.002 prohibits using traffic offense quotas, and nothing in this request for proposal or any award issued under this proposal requires a traffic offense quota.**

The following table outlines a breakdown of the statewide average or STEP Indicator:

Statewide Average (STEP Indicators)			
Indicator	Points per Citation	Citations Per Enforcement Hour Worked	Example
Occupant Protection (OP)	1.5 points	1.67 - 2.0	100 hours x 1.67 citations per hour = 167 citations
Speeding (SC)	1 point	2.5 - 3.0	100 hours x 2.5 citations per hour = 250 citations
Intersection Traffic Control (ITC)	2 points	1.25 - 1.5	100 hours x 1.25 citations per hour = 125 citations
Distracted Driving (DD)	2 points	1.25 - 1.5	100 hours x 1.25 citations per hour = 125 citations
Commercial Motor Vehicle (CMV) including Speed, OP, and HMV	2 points	1.25 - 1.5	100 hours X 1.25 citations per hour = 125 citations
Driving While Intoxicated (DWI)	18 points Per Arrest	1 DWI arrest per each six (6) hour enforcement period worked	100 hours divided by 6 Arrests= 16.67 DWI arrests
Driving Under the Influence(DUI) of Alcohol by Minor	6 points Per Arrest	1 DUI of Alcohol by Minor arrest/citation per each two (2) hour enforcement period worked	100 hours divided by 2 hours = 50 DUI of Alcohol by Minor arrests

**NOTE:** Warnings, either verbal or written, are not considered citations and therefore cannot be applied toward any performance measures, target numbers or STEP Indicator identified in the proposal. However, once a grant has been executed, TxDOT will accept documented (written) warnings that are associated with the grant’s STEP elements in the agency’s Performance Reports. Only written warnings for STEP element violations are eligible for inclusion in the Performance Report.

Although warnings cannot count towards establishing a grant’s performance measures and target numbers, they will receive one-half the point value as STEP element citations and can be counted towards the agency’s STEP Element Indicator in the Performance Reports.

- A minimum average of 2.5 points per hour will be required for STEP Yearlong and STEP Wave proposals. The STEP Element Indicator is increased by increasing the number of arrests and/or citations or decreasing the number of planned enforcement hours.

## Additional Information on Grant Types

### STEP-Yearlong (STEP-COMP)

Requirements outlined in this section apply to all STEP Yearlong including STEP Yearlong CMV proposals.

#### Selection of Elements

The following table outlines the STEP Yearlong proposals that are limited to one or a combination of the following elements:

STEP Yearlong Elements	
Element	Target
Driving While Intoxicated (DWI)/ Driving Under the Influence (DUI) of Alcohol by Minor (AL)	To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, injuries, and fatalities and to reduce the number of DUI of Alcohol-related crashes where the driver is under the age of 21
Occupant Protection (OP)	Increase occupant restraint use in all passenger vehicles and trucks (safety belt and child safety seat usage) and increase nighttime enforcement of seat belt laws.
Speed (SC)	To reduce the number of speed-related crashes, injuries, and fatalities
Intersection Traffic Control (ITC)	To reduce intersection-related motor vehicle crashes, injuries, and fatalities. This STEP targets intersections with a high frequency
Distracted Driving (DD)	To reduce the number of distracted driving related crashes, injuries and fatalities. This STEP element provides for enforcement of state and local ordinances on distracted driving arising from the use of cellular and texting devices in vehicles
Commercial Motor Vehicle (CMV)	To reduce commercial motor vehicle crashes, injuries, and fatalities involving vehicles with a vehicle body type of "Semi-Trailer" or "Truck-Tractor". STEP CMV projects include Speed, Occupant Protection (OP), and Hazardous Moving Violations (HMV)

#### NOTES

- Proposals that address two or more elements are classified as STEP Comprehensive.
- Speed enforcement must be conducted at sites that have less than 50% compliance as determined by speed surveys, or at sites with compliance rates of 50% or more that have been pre-approved by TxDOT. Additional documentation, such as crash data, will be required to show that these sites warrant increased enforcement.

- Proposals with a DWI element will be required to conduct DWI enforcement during the annual Labor Day Impaired Driving Mobilization and submit a performance report detailing enforcement activities.
- Proposals with an OP element will be required to conduct seat belt enforcement during the annual Click it or Ticket mobilization and submit a performance report detailing enforcement activities.
- Proposals with Speed and Occupant Protection elements will require survey data. This data must not be older than **September 1, 2016**. Procedures are located at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>. Select “STEP OP and Speed Survey Tools” link under the “STEP Toolbox” heading.

### **Baseline Information**

Baseline information serves as a foundation for proposers to measure pre-grant traffic enforcement activity. Baseline information **must** be provided by the proposers to identify local traffic enforcement related activity. The information must **exclude** any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year’s local and grant traffic enforcement activity.

The baseline numbers are critical in establishing the causes and numbers of fatalities, injuries, crashes and property damage, in a community. The surveys and citations must be from the site location (city, county, roadway section, statewide), that the STEP will target. TRF-TS will use CRIS data to determine funding levels and help develop objectives.

A baseline number must be provided for each measure in a STEP proposal. Citation data older than calendar year 2016 will not be accepted. Only data for citations other than STEP must be used to establish the baseline.

### **Documentation**

Example of verifiable, current, and applicable data sources include, but are not limited to:

- Agency citation data files
- Municipal or JP court files
- State or local surveys or assessments (i.e., TTI Safety Belt Survey)

## STEP-WAVE

STEP Wave grants may consist of one (1) element or a combination of two (2) or more of the following elements:

- DWI/DUI of Alcohol by Minor - Jurisdiction Wide (DWI enforcement effort **must** be focused at locations where there is an over-representation of alcohol-related crashes and/or DWI/DUI of Alcohol by Minor arrests).
- Speed - Jurisdiction Wide (Speed enforcement **must** be focused on areas where there is at least a 50% noncompliance with the posted speed limits and/or a higher number of speed- related crashes).
- Safety Belt - Jurisdiction Wide.
- Distracted Driving - Jurisdiction Wide.

STEP-WAVE Elements	
Element	Target
Driving While Intoxicated (DWI)/ Driving Under the Influence (DUI) of Alcohol by Minor (AL)	To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, injuries, and fatalities and to reduce the number of DUI of Alcohol-related crashes where the driver is under the age of 21
Occupant Protection (OP)	Increase occupant restraint use in all passenger vehicles and trucks (safety belt and child safety seat usage) and increase nighttime enforcement of seat belt laws.
Speed (SC)	To reduce the number of speed-related crashes, injuries, and fatalities
Intersection Traffic Control (ITC)	To reduce intersection-related motor vehicle crashes, injuries, and fatalities. This STEP targets intersections with a high frequency
Distracted Driving (DD)	To reduce the number of distracted driving related crashes, injuries and fatalities. This STEP element provides for enforcement of state and local ordinances on distracted driving arising from the use of cellular and texting devices in vehicles

Proposers may choose the element(s) that will comprise their STEP enforcement effort. Speed and occupant protection elements **will** require survey data. This data must not be older than **September 1<sup>st</sup>, 2016**, and must follow TRF-TS survey data protocol. Procedures are located at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>. Select “STEP OP and Speed Survey Tools” link under the “STEP Toolbox” heading.

### **Enforcement Periods**

Law enforcement agencies must work five (5) required Wave periods. These periods are:

- Thanksgiving
- Christmas / New Year's Day
- Spring Break
- Memorial Day
- Labor Day

### PI&E Objective

Law enforcement agencies are required to provide PI&E activities, including the distribution of PI&E materials, throughout the grant period. The minimum number of PI&E activities for STEP Wave grants are as follows:

- Presentations - one (1) per STEP Wave period
- Media Exposures - two (2) per STEP Wave period
- Community Events - one (1) per grant period

Further information is located at:

<https://www.txdot.gov/apps/egrants/eGrantsHelp/Proposal/STEPPI%26EObjectivePerformanceMeasure.html>

### Activities

Required activities for STEP Wave grants are listed below.

- **Pre-Surveys** - Pre-observational surveys establish safety belt usage rates and/or speed limit compliance prior to conducting any enforcement activity. Surveys are only applicable to STEP Wave grants consisting of "Occupant Protection" and/or "Speed" components. A pre and post survey is required after each STEP Wave.
- **Pre-Media Campaign** - Local media events are conducted at least three (3) days prior to enforcement effort to maximize the visibility of enforcement to the public. The media events are intended to inform the public when, where, how, and why the safety belt, impaired driving, distracted driving, and/or speed limit laws that are being enforced.
- **Enforcement Effort** - The Target of increased enforcement efforts via a STEP grant is to place primary emphasis on increasing the number of citations or arrests for non-use of occupant restraints, impaired driving, distracted driving, and/or speeding, during peak holiday traffic.
- **Post-Surveys** - Post-observational surveys are conducted for each STEP Wave period to determine safety belt usage and/or speed limit compliance. Measure the impact of media/enforcement effort. Surveys are only applicable to STEP Wave grants consisting of "Occupant Protection" and/or "Speed" components. **NOTE: The post survey can be used for the pre-survey results for a subsequent STEP Wave.**
- **Post-Media Campaign** - Local media events inform the public on the rationale for safety belt usage, impaired driving, distracted driving and/or speed laws and communicates the results of the STEP Wave.
- **STEP Wave Calendar**

The FY 2018 tentative STEP Wave Calendar is located at:

[https://www.txdot.gov/apps/eGrants/eGrantsHelp/WaveCalendar/STEPWaveCalendar\\_2018.pdf](https://www.txdot.gov/apps/eGrants/eGrantsHelp/WaveCalendar/STEPWaveCalendar_2018.pdf)

- **Project Plan** - The Project Plan consists of the problem solution, objective, performance measures and performance targets.
- **Problem Solution** - Elements are selected by a proposer to be included in a STEP proposal.
- **Objective, Performance Measures** - The objective briefly indicates the specific purpose of the proposal. Performance measures and targets provide guidance to determine efficiency and effectiveness of the project; serving as a measure of progress. Each performance measure **must** be designed as an evaluative mechanism for measuring the project's level of success. Performance targets determine progress of performance measures and the impact on identified problems. Performance targets are expressed as a quantity or amounts and are monitored and reported throughout the grant period. **NOTE: Use the baseline number to establish the target for the performance measures.**

## **STEP CMV**

STEP Yearlong CMV proposals **must** include enforcement of **all** of the following components:

- Speed
- OP
- HMV

STEP Yearlong proposers may also apply for a STEP Yearlong CMV proposal. However, a STEP Yearlong CMV proposal must be submitted separately. To apply for a STEP Yearlong CMV grant, please contact [trf\\_egrantshelp@txdot.gov](mailto:trf_egrantshelp@txdot.gov).

**NOTE: A baseline number must be provided for each measure in a STEP proposal.**

**NOTE: Citation data older than calendar year 2016 will not be accepted. Only data for citations other than STEP must be used to establish the baseline.**

STEP-CMV Elements	
Element	Target
Occupant Protection (OP)	Increase occupant restraint use in all passenger vehicles and trucks (safety belt and child safety seat usage) and increase nighttime enforcement of seat belt laws.
Speed (SC)	To reduce the number of speed-related crashes, injuries, and fatalities
Commercial Motor Vehicle (CMV)	To reduce commercial motor vehicle crashes, injuries, and fatalities involving vehicles with a vehicle body type of "Semi-Trailer" or "Truck-Tractor". STEP CMV projects include Speed, Occupant Protection (OP), and Hazardous Moving Violations (HMV)

### NOTES

- Proposals that address two or more elements are classified as STEP Comprehensive.
- Speed enforcement must be conducted at sites that have less than 50% compliance as determined by speed surveys, or at sites with compliance rates of 50% or more that have been pre-approved by TxDOT. Additional documentation, such as crash data, will be required to show that these sites warrant increased enforcement.
- Proposals with a DWI element will be required to conduct DWI enforcement during the annual Labor Day Impaired Driving Mobilization and submit a performance report detailing enforcement activities.
- Proposals with an OP element will be required to conduct seat belt enforcement during the annual Click it or Ticket mobilization and submit a performance report detailing enforcement activities.
- Proposals with Speed and Occupant Protection elements will require survey

data. This data must not be older than September 1, 2016. Procedures are located at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>. Select “STEP OP and Speed Survey Tools” link under the “STEP Toolbox” heading.

### **Baseline Information**

Baseline information serves as a foundation for proposers to measure pre-grant traffic enforcement activity. Baseline information must be provided by the proposers to identify local traffic enforcement related activity. The information must exclude any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year’s local and grant traffic enforcement activity.

The baseline numbers are critical in establishing the causes and numbers of fatalities, injuries, crashes and property damage, in a community. The surveys and citations must be from the site location (city, county, roadway section, statewide), that the STEP will target. TRF-TS will use CRIS data to determine funding levels and help develop objectives.

A baseline number must be provided for each measure in a STEP proposal. Citation data older than calendar year 2016 will not be accepted. Only data for citations other than STEP must be used to establish the baseline.

### **Documentation**

Example of verifiable, current, and applicable data sources include, but are not limited to:

- Agency citation data files
- Municipal or JP court files
- State or local surveys or assessments (i.e., TTI Safety Belt Survey)

## **Proposal Process and Timeline**

- An eGrants system message will be sent to all law enforcement or other STEP agencies that are registered users of eGrants announcing this Request for Proposals. This message will be sent via eGrants on February 27, 2017.
- Between February 27, 2017 and March 24, 2017, Traffic Safety Specialists in each of TxDOT's 25 districts should contact and solicit agencies not in the eGrants system that are located within their districts to inquire about participating in the STEP program. Agencies may also contact their Traffic Safety Specialist in their TxDOT district to announce intention to participate in STEP. Agencies will be notified by TxDOT of their funding level and other pertinent information that will be used to complete a grant proposal. This information will also be published at eGrants Help.
- Agencies that wish to participate in the FY 2018 STEP grant program will have a STEP application created for them in eGrants and will then be able to complete a proposal between February 27, 2017 and April 13, 2017. Because the process is now non-competitive, TSS's, TMPA LEL's, and other staff may assist with the generation of the proposal.
- The proposals for FY 2018 STEP grants will close in eGrants on April 13, 2017 at 5 p.m. CST.
- TRF-TS staff will review proposals between April 13, 2017 and May 1, 2017.
- Any negotiations and/or modifications to the proposal will be completed between May 1, 2017 and June 1, 2017.
- All grants will be executed using electronic signatures.

**Funding sources**

Funding for STEP grants helps pay for overtime activities by local law enforcement to reduce the incidence of speeding, driving while intoxicated and driving under the influence of alcohol by minor, failure to use occupant restraint systems, intersection traffic control violations and enforcement of state and local ordinances on cellular and texting devices. Enforcement grants come from one or more of the TRF-TS program areas.

The follow table outlines the program area and its respective STEP type:

Program Area	STEP Type
Alcohol and Other Drug Countermeasures (AL)	Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) of Alcohol by Minor
Occupant Protection (OP)	Failure to Use Occupant Restraint
Police Traffic Services	Intersection Traffic Control (ITC) Distracted Driving (DD) Commercial Motor Vehicle (CMV) to include Speed, OP, and Hazardous Moving Violations (HMV)
Speed Control	Speed

Comprehensive STEP grants consist of two or more of the enforcement elements including speed, occupant protection, DWI / DUI of Alcohol by Minor, Intersection Traffic Control (ITC) and Distracted Driving (DD) and will be funded under the Police Traffic Services program area.

***The TRF-TS highly encourages agencies who apply for a comprehensive or yearlong enforcement STEP grant to include DWI/DUI elements and/or nighttime seat belt enforcement as a part of your proposal.***