

**Project Title:** STEP – Comprehensive  
**Name of Subgrantee:** City of College Station

## Traffic Safety Project Description

### I. BASELINE INFORMATION & OBJECTIVES

#### **BASELINE INFORMATION:**

Baseline Definition: A number serving as a foundation for subgrantees to measure pre-grant traffic enforcement activity. Baseline information must be provided by the subgrantee in order to identify local traffic enforcement related activity. This information should exclude any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year's local and grant traffic enforcement activity. Note: Baseline data used must be no older than 2001 data.

Baseline Year (12 months: **October 1, 2003** through **September 30, 2004**)

Baseline Measure	Baseline Number
A. Number of speed-related crashes	802
B. Number of speed citations	10196
C. Number of alcohol-related crashes	63
D. Number of Driving While Intoxicated (DWI) arrests	330
E. Number of safety belt citations	1240
F. Number of child safety seat citations	45
G. Number of crashes occurring at intersections	629
H. Number of Intersection Traffic Control (ITC) citations	1194

The following measures were established by Subgrantee surveys:

Measure	Percentage	Month/Year of Survey
Percentage of speed compliance	25.2%	9/2005
Percentage of safety belt usage	84.5%	7/2005

**Note:** Speed and Occupant Protection sites must be justified by surveys conducted 12 months prior to the start of the grant or sooner.

#### **OBJECTIVES:**

The Objectives of this grant are to accomplish the following by September 30, 2006:

Objectives/Performance Measures	Target Number
A. Number and type citations/arrests to be <b><u>issued under STEP</u></b>	
1. Increase speed citations by	1000
2. Increase DWI arrests by	20
3. Increase safety belt citations by	485
4. Increase child safety seat citations by	9
5. Increase ITC citations by	400

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Objectives/Performance Measures	Target Number
B. Number of STEP enforcement hours to be worked	1206
C. Subgrantee total number of traffic related crashes	
1. Reduce the number of speed-related crashes to	758
2. Reduce the number of alcohol-related crashes to	58
3. Reduce the number of ITC-related crashes to	566
D. Increase the speed compliance rate to	30%
E. Increase the safety belt usage rate among drivers and front seat passengers to	88.5%
F. Complete administrative and general grant requirements as defined in the Action Plan, Attachment D.	
1. Submit the following number of Performance Reports, including the Final Performance Report and Administrative Evaluation Report.	12
2. Submit the following number of Requests for Reimbursement	4
G. Support grant enforcement efforts with public information and education (PI&E) as defined in the Action Plan, Attachment D.	
1. Conduct a minimum of four (4) presentations.	N/A
2. Conduct a minimum of four (4) media exposures (e.g., news conferences, news releases, and interviews).	4
3. Conduct a minimum of two (2) community events (e.g., health fairs, booths).	N/A
4. Produce the following number of public information and education materials if applicable.	N/A
5. Distribute the following number of public information and education materials if applicable.	N/A

**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.

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.

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**II. RESPONSIBILITIES OF THE SUBGRANTEE:**

- A. Carry out the objectives and performance measures of this grant by implementing all activities in the Action Plan, Attachment D.
- B. The Objectives/Performance Measures shall be included in each Performance Report and summarized in the Final Performance and Administrative Evaluation Report.
- C. Submit all required reports to the Department fully completed with the most current information, and within the required times, as defined in Article 3 and Article 7 of the General Terms and Conditions, Attachment B of this Grant Agreement. This includes reporting to the Department on progress, achievements, and problems in periodic performance reports. All required documents must be accurate. Inaccurate documents will delay any related Requests for Reimbursement. The Subgrantee must enter all Performance and Annex Report data into the Buckle Up Texas Website ([www.buckleuptexas.com](http://www.buckleuptexas.com)) prior to submission of the hard copy reports to the Department. Printed versions of the Website reports are acceptable versions for hard copy submissions.
- D. A Final Performance and Administrative Evaluation Report summarizing all activities and accomplishments will be submitted to the Department electronically via the Buckle Up Texas Website no later than thirty (30) days after the grant ending date.
- E. Attend meetings according to the following:
  - 1. The Subgrantee will arrange for meetings with the Department, as indicated in the Action Plan, to present status of activities and to discuss problems and the schedule for the following quarter's work.
  - 2. The project director or other appropriate qualified persons will be available to represent the Subgrantee at meetings requested by the Department.
- F. When applicable, all newly developed public information and education (PI&E) materials must be submitted to the Department for written approval prior to final production. Refer to the Traffic Safety Program Manual regarding PI&E procedures. The manual is located at <http://manuals.dot.state.tx.us/dynaweb/coltraff/tfc>.
- G. For out of state travel expenses to be reimbursable, the Subgrantee must have obtained the written approval of the Department prior to the beginning of the trip. Grant approval does not satisfy this requirement. For Department district-managed grants, the Subgrantee must have written Department district approval for travel and related expenses if outside of the district boundaries.
- H. Maintain verification that all expenses, including wages or salaries, for which reimbursement is requested is for work exclusively related to this project.
- I. Ensure that this grant will in no way supplant (replace) funds from other sources. Supplanting refers to the use of federal funds to support personnel or any activity already supported by local or state funds.

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- J. The Subgrantee should have a safety belt use policy. If the Subgrantee does not have a safety belt use policy in place, a policy should be implemented during the grant year.
- K. Carry out the objectives of this grant by implementing the Operational Plan, Attachment F of this Grant Agreement.
- L. Ensure that each officer working on the STEP project will complete an officer's daily report form. The form should include: name, date, badge or identification number, type of grant worked, grant site number, mileage (if applicable) (including starting and ending mileage), hours worked, type of citation issued or arrest made, officer and supervisor signatures.
- M. Ensure that no officer above the rank of Lieutenant (or equivalent title) will be reimbursed for enforcement duty.
- N. Support grant enforcement efforts with public information and education (PI&E). Salaries being claimed for PI&E activities must be included in the budget.
- O. Subgrantees with a traffic unit will utilize traffic personnel for this grant, unless such personnel are unavailable for assignment.
- P. Subgrantee may work additional STEP enforcement hours on holidays or special events not covered under the Operational Plan. However, additional work must be approved in writing by the Department prior to enforcement. Additional hours must be reported in the Performance Report for the time period for which the additional hours were worked.
- Q. If an officer makes a STEP-related arrest during the shift, but does not complete the arrest before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest.
- R. Officers assigned to speed sites should be trained in the use of radar or laser speed measurement devices.
- S. At the time the signatory for the Subgrantee signs the Grant Agreement, provide a letter to the Department from the enforcement agency head, training officer, or authorized individual certifying that the officers working DWI enforcement are, or will be, trained in the National Highway Traffic Safety Administration/International Association of Chiefs of Police Standardized Field Sobriety Testing (SFST). In the case of a first year subgrantee, the officers must be trained, or scheduled to be SFST trained, by the end of the grant year. For second or subsequent year grants, all officers working DWI enforcement must be SFST trained.
- T. The Subgrantee should have a procedure in place for contacting and using drug recognition experts (DREs) when necessary.
- U. The Subgrantee is encouraged to use the DWI On-line Reporting System available through the Buckle Up Texas Web site at [www.buckleuptexas.com](http://www.buckleuptexas.com).
- V. Prior to conducting speed enforcement, the Subgrantee must select and survey enforcement sites that comply with existing state mandated speed limits in accordance with the Texas Transportation Code, Sections 545.352 through 545.356.

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**III. RESPONSIBILITIES OF THE DEPARTMENT:**

- A. Monitor the Subgrantee’s compliance with the performance obligations and fiscal requirements of this Grant Agreement using appropriate and necessary monitoring and inspections, including but not limited to:
  - 1. review of periodic reports
  - 2. physical inspection of project records
  - 3. telephone conversations
  - 4. e-mails and letters
  - 5. meetings.
- B. Provide program management and technical assistance.
- C. Attend appropriate meetings.
- D. Reimburse the Subgrantee for all eligible costs as defined in the Traffic Safety Project Budget, Attachment E. Requests for Reimbursement will be processed up to the maximum amount payable as indicated on the cover page of the Grant Agreement.
- E. Perform an administrative review of the project at the close of the grant period to include a review of adherence to the Action Plan, Attachment D of this Grant Agreement and the Traffic Safety Project Budget, Attachment E, and attainment of project objectives.