

**Project Title:** STEP - CIOT  
**Name of Subgrantee:** County of Collin

## Traffic Safety Project Description

### I. OBJECTIVES & PERFORMANCE MEASURES

The Objectives of this grant are to accomplish the following by June 30, 2007:

To increase safety belt use among drivers, front seat passengers, and child passengers during the Memorial Day holiday period and in locations as defined in Attachment F, Operational Plan.

Objectives/Performance Measures	Number
<b>A. Number and type citations to be <u>issued under STEP</u></b>	
1. Safety belt citations to be issued during the Memorial Day Holiday Click It or Ticket (CIOT) mobilization.	970
2. Child safety seat citations to be issued during the Memorial Day Holiday CIOT mobilization.	50
<b>B. Number of STEP – CIOT enforcement hours worked</b>	340
<b>C. Increase the safety belt usage rate among drivers and front seat passengers during the Memorial Day Holiday CIOT mobilization, between pre &amp; post survey results, by at least the following percentage points</b>	2
<b>D. Complete administrative and general grant requirements as defined in the Action Plan, Attachment D.</b>	
1. Submit the Final Performance Report and Administrative Evaluation Report.	1
2. Submit the following number of Requests for Reimbursement	1
<b>E. Support grant enforcement efforts with public information and education (PI&amp;E) as defined in the Action Plan, Attachment D.</b>	
1. Conduct a minimum of one (1) presentation for the Memorial Day Holiday CIOT mobilization.	1
2. Conduct a minimum of two (2) media exposures for the Memorial Day Holiday CIOT mobilization (e.g., news conferences, news releases and interviews).	2
3. Conduct a minimum of one (1) community event.	1
4. Obtain and distribute the following number of public information and education materials.	1000

**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.

Subgrantee: County of Collin

## 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 the Final Performance Report 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.
- D. Complete and submit a **Final Performance Report and Administrative Evaluation Report** electronically on the Buckle Up Texas website ([www.buckleuptexas.com](http://www.buckleuptexas.com)) no later than twenty **(20) days** after the end of the enforcement period. The due date for this report is **June 23, 2007**. All required documents must be accurate. Inaccurate documents will delay any related Requests for Reimbursement.
- E. A **Final Request for Reimbursement (RFR)** must be submitted no later than forty-five **(45) days** after the end of the grant period. The due date for the Final Request for Reimbursement is **August 14, 2007**. All required documents must be accurate. Inaccurate documents will delay any related Requests for Reimbursement.
- F. 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, discuss problems and schedule for the following quarter's work.
  2. The project director or other qualified person will be available to represent the Subgrantee at meetings requested by the Department.
- G. 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. Contact the Department regarding PI&E procedures.
- H. No out of state travel is allowed under this grant agreement.
- I. Maintain verification that all expenses, including wages or salaries, for which reimbursement is requested is for work exclusively related to this project.
- J. 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.
- K. 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.
- L. Carry out the objectives of this grant by implementing the Operational Plan.
- M. Ensure that each officer working on the STEP project will complete an officer's daily report form. The form should include: name, date, badge/identification number, type of grant worked, grant site number, mileage if applicable (including starting and ending mileage), hours worked, type of citation/arrest issued, officer and supervisor signatures.
- N. Ensure that no officer above the rank of Lieutenant (or equivalent title) will be reimbursed for enforcement duty, unless the Subgrantee received specific written authorization from the Department (TxDOT) prior to the costs being incurred.

*Subgrantee: County of Collin*

- O. Support grants enforcement efforts with Public Information and Education (PI&E). Salaries being claimed for PI&E activities must be included in the budget.
- P. Subgrantees with a traffic unit will utilize traffic personnel for this grant, unless such personnel are unavailable for assignment.
- 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. **The Subgrantee must utilize the Department's Occupant Protection Survey Tools and Worksheets to determine their survey results. These documents can be found on the Buckle Up Texas Website ([www.buckleuptexas.com](http://www.buckleuptexas.com)).** The pre and post-observational surveys for the cities of Houston, Dallas, San Antonio, Austin, El Paso, Fort Worth, Arlington, Corpus Christi, Lubbock and Garland will be conducted by the Texas Transportation Institute (TTI).

**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, the Traffic Safety Project Budget, Attachment E and attainment of project objectives.