



Figure 1: A road with bluebonnet flowers.



Texas Traffic Safety Program Fiscal Year 2027 Request for Proposals

Selective Traffic Enforcement Program (STEP)

Impaired Driving Mobilization (IDM)

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Summary

Texas' Selective Traffic Enforcement Program (STEP) is a federally funded law enforcement grant program run by the Traffic Safety Division (TRF) at the Texas Department of Transportation (TxDOT). The goal of the STEP program is for TxDOT to develop partnerships with law enforcement to reduce crashes by creating safer driving environments on Texas roadways through high-visibility enforcement (HVE).

STEP grants provide federal funding for overtime enforcement activities conducted by Texas law enforcement agencies. Organizations eligible for STEP funds include the Texas Department of Public Safety (TxDPS), sheriff's offices, constable's offices, and local police departments.

In accordance with 43 TAC §25.901, et seq., the Texas Department of Transportation (TxDOT) is requesting project proposals to support the targets and strategies of its Traffic Safety Program to reduce the number of motor vehicle related crashes, fatalities, and serious injuries in Texas.

The Texas Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Proposals submitted through this RFP will be reviewed for inclusion in the fiscal year (FY) 2027 Annual Grant Application (AGA), which will be submitted to the

National Highway Traffic Safety Administration (NHTSA) for approval and funding.

STEP-Comprehensive, STEP-Commercial Motor Vehicle, Click It or Ticket and Operation Slowdown mobilization proposals will be accepted through separate processes. For more information, contact eGrants Help at TRF_eGrantsHelp@txdot.gov.

Funding

Authority and Responsibility for funding of the traffic safety grant program derives from the National Highway Safety Act (23 USC §401, et seq.), and the Texas Traffic Safety Act (Transportation Code, Chapter 723). The Behavioral Traffic Safety Section (TRF-BTS) provides oversight of statewide and local projects in the agency's 25 districts. TRF-BTS administers the program within the Traffic Safety Division (TRF) of TxDOT.

The Texas Traffic Safety Program is funded with federal funds allocated from the Infrastructure Investment and Jobs Act (IIJA) with Section 402 - State and Community Highway Safety Programs and Section 405 - National Priority Safety Programs (i.e., Occupant Protection, Impaired Driving Countermeasures, Motorcyclist Safety, and Nonmotorized Safety, among others).

STEP agency funding amounts are based on the number of enforcement hours the agency reasonably expects to work during each mobilization enforcement period. TxDOT may negotiate or amend a proposal's budget prior to execution.

Match

All proposers are required to contribute 15% of the total budget in approved match. Social Media Match is capped at 25% of the total match amount.

Funding Constraints

- Funds are authorized on a federal fiscal year basis only. Awarded grants are contingent upon the availability of federal funds.
- Projects included in the AGA become cost reimbursable grant agreements.
- Federal and state grant funds cannot be used for lobbying.
- Supplanting is prohibited. Supplanting is defined as the "Use of federal funds to support personnel or an activity that is already supported (paid for) by local or state funds."

Grant Types

STEP-Impaired Driving Mobilization (STEP-IDM)

A STEP-IDM grant focuses on conducting Driving While Impaired (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. Although focused on impaired driving laws, any traffic-related probable cause may be used to initiate a vehicle stop.

The STEP-IDM is focused on state and national outreach efforts to reduce impaired driving. Enforcement periods are based around peak holiday traffic including Christmas/New Year's, Spring Break, Independence Day, and Labor Day.

Agencies must work at least four days between the hours of 6:00PM – 6:00AM, Monday through Sunday during the enforcement periods.

Agency must also 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.

STEP Project Operational Requirements

The following items are requirements for STEP-IDM grants:

- All enforcement activities must be initiated within or in route to an established enforcement zone as outlined in the grant's Operational Plan.
- Agencies will document and report the numbers of warnings, citations and arrests made on STEP time at the end of the enforcement period in their Request for Reimbursement (RFR), but there will be no target numbers established for each individual element.
- A minimum number of documented vehicle stops must be made during each hour of enforcement so that enforcement efforts are consistent throughout the assigned shift.
- A minimum adjusted average of 2.5 vehicle stops per hour is required.
- Officers working STEP must witness the violation for which they stop a vehicle. Officers may not be dispatched or otherwise directed to violators, including through the use of spotters.
- All Daily Activity Reports (DAR) must be legible, contain appropriate additional documentation to describe long periods of inactivity, time-related details for activities that extend the vehicle stop beyond the typical contact with the operator such as roadside investigations,

administration of Standardized Field Sobriety Testing (SFST), arrests or waiting for towing services, and signed by a supervising officer.

- For purposes of documentation, each officer's DAR should reflect the enforcement zone in which the stop was made, the time and specific location of the stop (i.e., 4800 block of South Broadway). The officer should run the offender's driver license for warrants, run the vehicle registration for its history, and must document taking one of the following three actions:
 - Issuing a written warning
 - Issuing a citation
 - Making an arrest
- Officers may only claim arrest time for their own stops while working STEP or for stops made by other officers from their department working STEP.
- Only one officer may claim arrest time for any stop made on STEP time. Officers working STEP who briefly assist another officer working STEP must explain their actions on the DAR. Reimbursement for time assisting another STEP officer will be evaluated on a case-by-case basis.
- Multiple officers on grant time may not work together in a single vehicle.

Proposal Development

The following relates to information subgrantees will need to develop their STEP proposal.

Administrative Requirements

Prior to executing a STEP-IDM grant, the agency must:

- Have an approved and current overtime policy that authorizes STEP enforcement.
- Have approved and current STEP Policies and Procedures document that outline the agency's administrative controls and operational concepts. The document must be signed by a department official with a cover letter indicating the policies and procedures are valid for enforcement in the intended grant year.

At a minimum, STEP Policies and Procedures must include:

- Roles and Responsibilities – Which position serves as STEP project director and a list of their main responsibilities, including detailed information for supervisory review prior to reimbursement request. The detailed information must include timesheets, DARs, citations, etc., and how often the reviews will occur.
- STEP Shifts – How the agency selects individuals to work a STEP shift.
- Authorization to Work – How prior approval is obtained for an individual authorized to work a STEP shift.
- Work Restrictions – Any restrictions imposed on working STEP, such as limitations on the number of hours an officer may work per shift, etc.
- Supervision – How the agency supervises officers working STEP shifts.
- Overtime Status – How the agency determines an individual's overtime status before working STEP.
- Documentation – How an individual's time worked on a STEP shift is documented, including circumstances for arrest time and for clocking in and out of STEP.

- Required STEP Documentation – The paperwork required after the STEP shift ends. This includes time sheets, overtime cards, DARs, citations, etc.
- Approval Process – The process the supervisor uses to approve and document the hours worked.
- Performance Targets – The process used to oversee the agency’s performance toward meeting the grant’s performance measures.

Salary and Fringe Benefits Information

Proposing agencies will be required to create a budget based on estimated officer salaries and fringe benefits. Enforcement can only be conducted when in overtime status. Agencies will use average overtime salaries for the various ranks of officers expected to work STEP enforcement as well as the components that make up their agency’s fringe benefits.

The number of enforcement hours on the project will determine the total number of enforcement zones. See details in Enforcement Zones Operational Plan below.

Baseline KA (Fatal and Serious Injury) Crash Data

Proposers must enter the three-year-average KA crash data for their jurisdiction as provided by TxDOT. STEP-IDM proposals must use the number in the AL-KA column for their jurisdiction. The baseline numbers are critical in establishing the number and key contributing factors for fatal and serious-injury crashes in a community and are used to measure the effectiveness of grant-related enforcement efforts in reducing crashes.

County Sheriff's Departments and Constable's Offices should use the KA crash data for the county, found under "Outside City Limits (county name)" unless otherwise approved by TxDOT.

Enforcement Zones Operational Plan

Agencies will use geolocated KA crash data from the CRIS database to establish the foundation for at least two STEP enforcement zones within their jurisdiction. Crash heat maps for your jurisdiction have been developed by the Texas Department of Public Safety's Highway Safety Operations Center (DPS-HSOC). Proposers must use the FY 2027 STEP-IDM mapping portal provided by the DPS-HSOC to identify and measure the locations of their enforcement zones.

A comprehensive map of all the agency's requested zones and detailed maps of each zone will be uploaded to the grant proposal in the Operational Plan enforcement zones portion of the document.

Each agency is required to develop an appropriate number of enforcement zones per grant. Each agency will be allowed a minimum of two 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.

Enforcement zones should encompass the locations of one or more KA crashes. Agencies may supplement CRIS KA data with additional data to support zone development. There are two types of enforcement zones:

- Linear – Measured end-to-end on a section of roadway. Usually more appropriate to higher speed roadways. Maximum size is 6 linear miles as measured by the DPS mapping platform.

- Area – Measured as the area inside a shape bounded on all sides by roadways. Usually more appropriate for use inside city limits and on lower speed roadways. Maximum size is 4 square miles as measured by the DPS mapping platform.

All STEP enforcement zones must be approved by TxDOT prior to enforcement beginning in that zone. Identifying new enforcement zones after the grant begins is discouraged. However, if requested, agencies may be asked to delete a zone for each new zone added to maintain the maximum allowed number of zones. STEP enforcement should be used to patrol areas identified through historical crash data, not to react to short-term trends.

Tools

The baseline data, heat maps and mapping portal are found on the STEP eGrants Help page:

https://egrants.bts.txdot.gov/eGrantsHelp/index_STEP.html

Public Information & Education (PI&E)

Law enforcement agencies are required to conduct PI&E activities throughout the grant period as outlined in the proposal. Salaries being claimed for PI&E activities must be included in the budget, but when combined with administrative costs may not exceed 10% of the total TxDOT award.

Proposal Submission

Proposals must be submitted via eGrants by changing the status to "Proposal Submitted." The status of each proposal must be changed by no later than

5:00 p.m. CST on Friday, July 24, 2026. At that time, the system will close, and proposals will no longer be able to be submitted.

TxDOT will review all proposals submitted through this process. Any modifications must be made prior to the project's execution. Proposers can receive assistance in writing their proposal by contacting eGrants Help at TRF_eGrantsHelp@txot.gov.

Eligibility

Internal Ethics and Compliance

Organizations will be required to undergo an Internal Compliance Program review prior to grant execution. Organizations must demonstrate compliance with Title 43 Texas Administrative Code §25.906(b) by certifying adoption of 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) prior to any grant execution.

Unique Entity Identifier (UEI)

Entities doing business with the federal government will use a Unique Entity Identifier (UEI) created and registered in SAM.gov. Registration in SAM.gov must be current for the UEI to be valid.

Pre-Award Audit

Organizations may be required to undergo a Pre-Award Audit prior to grant execution.

Risk Assessment

A risk assessment module has been incorporated into eGrants in order to determine appropriate levels of monitoring of the project. The three-part module includes:

1. During the proposal process, a questionnaire must be filled out by the subgrantee for each proposal.
2. During the post-award grant delivery meeting, the TxDOT project manager will complete TxDOT's portion of the risk assessment for each grant.
3. After grant close out, the system will determine the level of risk based on each grants' performance during the grant year.

Terms and Conditions

Purpose - The main purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not construed as a purchase agreement or contract or as a commitment of any kind, nor does it commit TxDOT to pay for costs incurred prior to the execution of a formal contract or grant unless such costs are specifically authorized in writing by TxDOT.

Rights - TxDOT reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety or to decline to issue a contract or grant based on this RFP.

Corrections - TxDOT reserves the right to correct any errors and/or make changes to this solicitation as it deems necessary. Corrections and/or changes are posted on the RFP eGrants Help page:

<https://egrants.bts.txdot.gov/eGrantsHelp/rfp.html>

Terms - TxDOT reserves the right to negotiate the final terms of any and all contracts or grant agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of TxDOT.

Withdraw or Reduce - TxDOT reserves the right to withdraw or reduce the amount of an award or to cancel any contract or grant agreement resulting from this procurement if adequate funding is not received from NHTSA or other funding sources, or due to legislative changes.

Influence - Proposers shall not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of TxDOT, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

Conflict of Interest - No employee, officer, or agent of TxDOT shall participate in the selection, award or administration of a contract or grant agreement supported by federal and/or state funds if a conflict of interest or potential conflict would be involved.

Contractual Obligation - The contents of a successful proposal may become a contractual obligation if selected for an award of a contract or grant agreement.

Right to Request - TxDOT reserves the right to clarify, explain or verify any aspect of a response to the RFP and to require the submission of any price, technical or other revision to the proposal that results from negotiations conducted.

Right to Disqualify - TxDOT reserves the right to deem non-responsive or disqualify any proposal that in TxDOT's sole determination does not comply with or conform to term conditions and requirements contained in this RFP.

Adherence - All contracts or grant agreements awarded under this RFP must adhere to the *Texas Traffic Safety Program Grant Agreement General Terms and Conditions* for all Traffic Safety grant agreements. These terms and conditions are included as part of the proposal.