

Texas Traffic Safety Program
Fiscal Year 2028
Request for Proposals

Selective Traffic Enforcement Program: Yearlong Comprehensive and Commercial Motor Vehicle Grants

Contents

Summary 1
Funding 2
Grant Types 3
Proposal Development 6
Proposal Schedule 10
Proposal Submission 11
Proposal Review 13
Eligibility 13
Terms and Conditions 15

Summary

The Texas Department of Transportation's (TxDOT) Selective Traffic Enforcement Program (STEP) is a federally funded grant program administered by the Traffic Safety Division. STEP supports partnerships with law enforcement agencies across Texas to reduce crashes, fatalities, and serious injuries through high-visibility enforcement activities that promote safer driving behaviors on Texas roadways.

STEP grants provide federal funding for approved overtime enforcement efforts conducted by eligible Texas law enforcement agencies, including the Texas Department of Public Safety (DPS), sheriff's offices, constable's offices, and local police departments.

In accordance with 43 TAC §25.901 et seq., TxDOT is soliciting project proposals that support the goals, performance measures, and strategies outlined in the Texas Traffic Safety Program. Proposed projects should demonstrate how they will contribute to reducing motor vehicle crashes, fatalities, and serious injuries throughout the state.

TxDOT, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d through 2000d-4) and applicable federal regulations, is committed to ensuring that disadvantaged business enterprises are provided full and fair opportunities to participate in the solicitation process. No individual or entity will be discriminated against on the basis of race, color, or national origin in the consideration or award of contracts resulting from this solicitation.

Note: Proposals for STEP mobilizations including Click It or Ticket (CIOT), Operation Slowdown (OpSlow), and Impaired Driving Mobilization (IDM) will

be solicited and processed separately from this Request for Proposals (RFP). More information can be found at:

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

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 Traffic Safety Division, through the Behavioral Traffic Safety Section (BTS), provides oversight and administration of statewide and local projects carried out through the agency's 25 districts.

The Texas Traffic Safety Program is funded with federal funds authorized under the Infrastructure Investment and Jobs Act (IIJA) with Section 402 - State and Community Highway Safety Programs and Section 405 - National Priority Safety Programs.

Proposals submitted through this RFP will be reviewed for inclusion in the Fiscal Year (FY) 2028 Annual Grant Application (AGA), which will be submitted to both the Texas Transportation Commission and the National Highway Traffic Safety Administration (NHTSA) for approval of funding.

Funding Constraints

Federal grant funding is awarded on a federal fiscal year basis and depends on the availability of funds. Selected proposals will be administered as cost-reimbursable grant agreements. Any vendor services needed for awarded projects must be procured through applicable state purchasing procedures and are not part of this RFP. Federal and state grant funds may not be used for lobbying activities.

Do not use placeholder amounts (e.g., $1.00) for budget line items. Budget entries must reflect anticipated project costs.

Matching Funds

- All proposals must include 15% local cost share (match).
- Social Media Match will be capped at 25% of the total match amount.

Grant Types

STEP-Comprehensive (COMP) Grants

A STEP-COMP grant focuses enforcement efforts on reducing intersection-related violations, driving while intoxicated, failure to use occupant restraint systems, enforcement of state and local ordinances on cellular and texting devices and unsafe speed within the high-crash areas they identify, although any traffic-related probable cause may be used to initiate a vehicle stop.

STEP-Commercial Motor Vehicle (CMV) Grants

Beginning in FY 2028, CMV enforcement will be integrated into the STEP Comp grant program. Eligible CMV enforcement activities, including enforcement of traffic laws involving commercial motor vehicles and unsafe driving behaviors that contribute to CMV-related crashes, will remain allowable. CMV enforcement will be incorporated into the STEP Comprehensive problem identification, objectives, enforcement plan, and performance measures. Separate STEP-CMV grant projects will no longer be available.

Federal CMV inspections are not allowed on STEP projects. Officers conducting enforcement on a STEP-Comp grant must focus on state-level traffic violations, violations of local ordinances committed by CMVs, and on passenger vehicles whose unlawful actions such as improper lane changes which cause a CMV to take evasive action or undertake hard-braking events.

Holiday Period Prioritization

STEP-COMP subgrantee agencies should prioritize enforcement activities during state and federally determined holiday periods, which occur during the months listed in parenthesis:

- Christmas-New Year's (Dec-Jan 1)
- Spring Break (March)
- Memorial Day (May-June)
- Independence Day (June-July)
- Operation: Slowdown (July)
- Labor Day (August)

STEP Project Operational Requirements

The following items are requirements for STEP-COMP 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 each month 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. The minimum adjusted average of 2.5 vehicle stops per hour is required for STEP-COMP projects.
- Officers working STEP must see the violation for which they stop a vehicle. Officers may not be dispatched or otherwise directed to violators, including using spotters.

- All Daily Activity Reports (DAR) must be legible, contain appropriate additional documentation to describe periods of inactivity longer than 30 minutes, and time-related details for activities that extend the vehicle stop beyond the typical contact with the operator such as roadside investigations, administration of SFSTs, arrests or waiting for towing services, and signed by a supervising officer. CMV stops must be supported by a state law offense, and the specific Texas Transportation Code (TTC) violation must be recorded on the DAR for each CMV stop.
- For purposes of documentation, each officer's DAR must reflect the Enforcement Zone where the stop was made, and the time and specific location of the stop (i.e. 4800 block of South Broadway). The officer should check the offender's driver license for warrants, the vehicle registration for its history, and must document taking one of the following three enforcement actions:
  - Written warning
  - Citation
  - Custody arrest
- STEP subgrantees must upload all DARs for STEP-funded enforcement activities with their monthly RFR in eGrants. DARs must follow BTS policy requirements and be maintained as part of the official grant file.
- Officers may only claim arrest time for their own stops while working STEP. 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. However, if the arrest is not due to a STEP element, the officer only has up to two hours to complete the arrest under the STEP grant.
- 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-COMP 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 stating 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 must create a budget based on estimated officer salaries and fringe benefits. Enforcement may only occur 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 establish the total number of Enforcement Zones. See details in Enforcement Zones Operational Plan below.

Baseline Enforcement Information

Baseline enforcement information serves as a foundation for proposers to measure non-grant traffic enforcement activity against that provided through STEP grants. This information must be provided by the proposers and include the total number of arrests, citations and warnings made during non-STEP vehicle stops the proposing agency has made in the past twelve months. The information must exclude any activity generated with STEP grant dollars. Once the enforcement baseline is established, these figures will be used to compare subsequent years' local and grant-funded traffic enforcement activity against crash data the agency provides to TxDOT.

Baseline Fatal and Serious Injury (KA) Crash Data

Proposers must enter the three-year-average KA crash data for their jurisdiction as provided by TxDOT. The baseline numbers are critical to establish the number and key contributing factors for fatal and serious-injury crashes in a community to measure the effectiveness of grant-related enforcement efforts in reducing crashes. This information is found on the STEP Toolbox page of eGrants Help at: *https://egrants.bts.txdot.gov/eGrantsHelp/index_STEP.html*

County Sheriff's Departments and Constable's Offices must 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 Crash Records Information System (CRIS) database to establish the foundation for at least two STEP Enforcement Zones within their jurisdiction. Crash heat maps for a jurisdiction developed by the Texas Department of Public Safety's Highway Safety Operations Center (DPS-HSOC) are available by visiting the STEP Toolbox page of eGrants Help at:

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

Proposers must use the FY 2028 STEP-COMP mapping portal provided by the DPS-HSOC to identify and measure the locations of the Enforcement Zones. The mapping portal is at:

https://experience.arcgis.com/experience/6efde20a8dfc4ecd9845cc14514c76a8/page/COMP

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

As previously stated, each agency must establish 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 480 and rounding to the nearest whole number.

Enforcement Zones must 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 best for 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 best 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 receive TxDOT approval prior to enforcement beginning in a zone. Adding new Enforcement Zones after the

grant begins is discouraged. However, if requested, agencies must provide articulated justification for evaluation by TxDOT. Agencies will replace an existing zone for each new zone added to maintain the maximum allowed number of zones. STEP enforcement must be used to patrol areas identified through historical crash data, not to react to short-term trends, activities, or events. Zones may not be created to satisfy a short-term or temporary issues.

Public Information & Education (PI&E)

Law enforcement agencies must conduct PI&E activities throughout the grant period. Salaries 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.

Law enforcement agencies must provide a minimum number of documented PI&E activities throughout the grant period as outlined in the grant proposal.

Outreach events should coincide with identified holiday mobilization periods and include motorist education efforts. In addition, PI&E activities should align with the specific traffic safety enforcement strategy conducted. For example, during the Memorial Day Mobilization period, otherwise known as Click-It-Or-Ticket, agencies should develop media opportunities focused on the importance of buckling up and properly securing children, or a similarly themed community event.

Proposal Schedule

The proposal process schedule includes major milestones and target due dates culminating in an executed grant agreement. The proposal submission due date is firm, and all others are subject to change.

Any updates will be posted on the RFP page located at:

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

FY 2028 Grant Schedule	
Activity/Milestone	**Target Due Date**
Submissions	
Request for Proposals Posted	11/13/2026
Deadline for Proposal Submission	01/15/2027
Modifications	
Proposal Modifications Begin	05/01/2027
Proposal Modifications Completed	06/30/2027
Funding Approval	
Funding List and Minute Order Developed	06/01/2027
Funding Approved by Transportation Commission	06/30/2027
Annual Grant Application (AGA)	
AGA Submitted to NHTSA	07/01/2027
AGA Approved and Published	09/30/2027
Award Grants	
Grants Awarded, Executed, and Activated in eGrants	10/01/2027

Proposal Submission

Organizations may only apply for a one-year grant for the FY 2028 grant year.

FY 2028 Grant Schedule		
Grant Type	**Start Date**	**End Date**
One-year grant for a single federal fiscal year.	October 1, 2027	September 30, 2028

Proposals selected for funding must be executed on or before October 1, 2027.

eGrants

All proposals must be completed in eGrants at: *https://egrants.bts.txdot.gov*

To create an eGrants account, select the "New User" link on the eGrants Login page.

For help and resources, select the eGrants Help link on the eGrants Login page at: *https://egrants.bts.txdot.gov/eGrantsHelp/index.html*

Training

A training video will be made available upon release of the RFP and will be accessible at: *https://egrants.bts.txdot.gov/eGrantsHelp/rfp.html*

Questions

All proposal-related questions must be submitted via email to: TRF_eGrantsHelp@txdot.gov. Email subject lines must be "STEP RFP Question."

A Q&A document will undergo regular updates and can be found at: *https://egrants.bts.txdot.gov/eGrantsHelp/rfp.html*

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, January 15, 2027**. At that time, the system will close, and proposals will no longer be able to be submitted. No exceptions will be granted for late submissions.

Proposers can receive assistance in writing their proposal by contacting eGrants Help at TRF_eGrantsHelp@txdot.gov.

Proposal Review

BTS review teams will evaluate proposals based on demonstrated traffic safety need, project design, data quality, application completeness, compliance with program requirements, the appropriateness of proposed enforcement zones, and the reasonableness and allowability of proposed costs.

TxDOT will review all proposals submitted through this process. Any modifications must be made prior to the project's execution.

Eligibility

Internal Ethics and Compliance (ICP)

Organizations selected for funding will be required to undergo an Internal Compliance Program review prior to grant execution. In accordance with 43 Texas Administrative Code (TAC) §25.906(b), organizations must certify that they have adopted and implemented an internal ethics and compliance program that meets the requirements of 43 TAC §10.51.

To facilitate the review process, organizations should be prepared to provide documentation demonstrating that their internal ethics and compliance program includes:

- Executive or senior-level oversight of the organization's ethics and compliance activities.
- Procedures for screening individuals assigned significant decision-making, financial, or confidential responsibilities.
- Ethics and compliance training for employees and governing board members, as applicable, including records documenting participation.
- Communication of compliance expectations to contractors, agents, partners, or other entities acting on the organization's behalf.

- Processes for monitoring compliance, reporting suspected misconduct, and protecting individuals from retaliation when reporting concerns.
- Established disciplinary procedures for addressing violations of organizational policies and compliance standards.
- Procedures for investigating, correcting, and preventing recurring compliance issues.
- A written code of conduct addressing, at a minimum, records retention, fraud, equal employment opportunity, sexual harassment, conflicts of interest, personal use of organizational property, and gifts and honoraria.

Organizations must maintain current policies, procedures, training records, and other supporting documentation to demonstrate compliance with these requirements. TxDOT may request written evidence of an organization's internal ethics and compliance program as part of the review process or at any time deemed necessary to verify compliance with 43 TAC §10.51.

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 to determine appropriate levels of monitoring of the project. The three-part module includes:

- During the proposal process, a questionnaire must be filled out by the subgrantee for each proposal.
- During the post-award grant delivery meeting, the TxDOT project manager will complete TxDOT's portion of the risk assessment for each grant.
- After grant close-out, the system will determine the level of risk based on each grant's 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 at: *https://egrants.bts.txdot.gov/eGrantsHelp/rfp.html*

Terms - TxDOT reserves the right to negotiate the final terms of all contracts or grant agreements with proposers selected and any such terms negotiated because of this RFP may be renegotiated and/or amended 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.