

# **Texas Traffic Safety eGrants**

## **Fiscal Year 2026**

**Organization Name:** City of Mission Police Department

**Legal Name:** City of Mission

**Payee Identification Number:** 17460017381012

**Project Title:** STEP - Click It Or Ticket Mobilization

**ID:** 2026-Mission-CIOT-00044

**Period:** 05/15/2026 to 06/03/2026

**Texas Department Of Transportation - Traffic Safety  
Electronic Signature Authorization Form**

This form identifies the person(s) who have the authority to sign grant agreements and amendments for the Grant ID listed at the bottom of the page.

**Name Of Organization:** City of Mission

**Project Title:** STEP - Click It Or Ticket Mobilization

<b>Authorizing Authority</b> The signatory of the Subgrantee hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this agreement and that she/he has full and complete authority to enter into the agreement on behalf of the organization. I authorize the person(s) listed under the section "Authorized to Electronically Sign Grant Agreements and Amendments" to enter into an agreement on behalf of the organization.	
<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	
Under the authority of Ordinance or Resolution Number (if applicable)	

<b>Authorized to Electronically Sign Grant Agreements and Amendments</b> List Subgrantee Administrators who have complete authority to enter into an agreement on behalf of the organization.		
	<b>Print Name of Subgrantee Administrator in TxDOT Traffic Safety eGrants</b>	<b>Title</b>
1.		
2.		
3.		

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**Budget Summary**

Budget Category		TxDOT	Match	Total
<b>Category I - Labor Costs</b>				
(100)	Salaries	\$7,884.00	\$292.00	\$8,176.00
(200)	Fringe Benefits	\$0	\$1,727.57	\$1,727.57
	Category I Sub-Total	\$7,884.00	\$2,019.57	\$9,903.57
<b>Category II - Other Direct Costs</b>				
(300)	Travel	\$0	\$0	\$0
(400)	Equipment	\$0	\$0	\$0
(500)	Supplies	\$0	\$0	\$0
(600)	Contractual Services	\$0	\$0	\$0
(700)	Other Miscellaneous	\$0	\$0	\$0
	Category II Sub-Total	\$0	\$0	\$0
Total Direct Costs		\$7,884.00	\$2,019.57	\$9,903.57
<b>Category III - Indirect Costs</b>				
(800)	Indirect Cost Rate	\$0	\$0	\$0
<b>Summary</b>				
	Total Labor Costs	\$7,884.00	\$2,019.57	\$9,903.57
	Total Direct Costs	\$0	\$0	\$0
	Total Indirect Costs	\$0	\$0	\$0
	Grand Total	\$7,884.00	\$2,019.57	\$9,903.57
	Fund Sources (Percent Share)	79.61%	20.39%	

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**TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT**

THE STATE OF TEXAS  
THE COUNTY OF TRAVIS

THIS AGREEMENT IS MADE BY and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the Department and the, **City of Mission** hereinafter called the Subgrantee, and becomes effective then fully executed by both parties. For the purpose of this agreement, the Subgrantee is designated as a(n) **Local Government/Transit District**.

AUTHORITY: Texas Transportation Code, Chapter 723, the Traffic Safety Act of 1967, and the Highway Safety Performance Plan for the Fiscal Year 2025.

Name of the Federal Agency: **National Highway Traffic Safety Administration**

ALN Number: **20.600**  
ALN Title: **State and Community Highway Safety Grant Program**  
Funding Source: Section **402**  
Unique Entity Identifier (UEI) : **NB6GZTVY4BF7**  
FAIN:

**300004020TX0**

Project Title: **STEP - Click It Or Ticket Mobilization**  
This project is **Not Research and Development**

Grant Period: This Grant becomes effective on **05/15/2026** or on the date of final signature of both parties, whichever is later, and ends on **06/03/2026** unless terminated or otherwise modified.

Total Awarded: **\$9,903.57**  
Amount Eligible for Reimbursement by the Department: **\$7,884.00**  
Match Amount provided by the Subgrantee: **\$2,019.57**

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**GENERAL INFORMATION**

Project Title :       STEP - Click It Or Ticket

Project Description : To increase occupant restraint use in all passenger vehicles and trucks by conducting an intense occupant protection enforcement and public information and education effort during the Enforcement period.

Including this year, how many years has your organization received funding for this project?

This will be our fifth  
or more year.

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**RESPONSIBILITIES OF THE SUBGRANTEE**

- A. Carry out all performance measures established in the grant, including fulfilling the law enforcement objectives by implementing the Operational Plan contained in this Grant Agreement.
- B. Submit all required reports to the Department (TxDOT) 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 of this Grant Agreement. This includes reporting to the Department on progress, achievements, and problems in monthly Performance Reports and attaching necessary source documentation to support all costs claimed in Requests for Reimbursement (RFR).
- C. Attend grant related training as requested by the Department
- D. Attend meetings according to the following:
1. The Department will arrange for meetings with the Subgrantee to present status of activities and to discuss problems and the schedule for grant related activities.
  2. The project director or other appropriate qualified persons will be available to represent the Subgrantee at meetings requested by the Department.
- E. Support grant enforcement efforts with public information and education (PI&E) activities. Salaries being claimed for PI&E activities must be included in the budget.
- F. For out of state travel expenses to be reimbursable, the Subgrantee must have obtained the written approval of the Department, through eGrants system messaging, prior to the beginning of the trip. Grant approval does not satisfy this requirement.
- G. Maintain verification that all expenses, including wages or salaries, for which reimbursement is requested, is for work exclusively related to this project.
- H. 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.

I. Ensure that each officer working on the STEP project will complete an officer's daily activity report form. The form should include at a minimum: name, date, badge or identification number, type of grant worked, Enforcement Zone identifier, mileage (including starting and ending mileage), hours worked, type of warning or citation issued or arrest made, officer and supervisor signatures.

J. All STEP agencies must provide the following provision in all daily activity report forms:

"I understand that this information is being submitted to support a claim against a federally-funded grant program. False statements on this form may be prosecutable under 18 USC

City of Mission Police Department  
STEP - CIOT - 2026

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related grant program. False statements on this form may be prosecutable under FCPS 1001. This information on this form is true, correct, and complete to the best of my knowledge and ability."

The above language should be added to the activity reports immediately above the signature lines of the officer and supervisor.

K. 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, through eGrants system messaging, prior to incurring costs.

L. 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.

M. 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, and a copy maintained for verification during the grant year.

N. Officers working DWI enforcement must 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.

O. The Subgrantee should have a procedure in place for contacting and using drug recognition experts (DREs) when necessary.

P. 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).

Revised: 11/07/2017

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**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 and supporting documentation
  3. telephone conversations
  4. e-mails and letters
  5. quarterly review meetings
  6. eGrants
- B. Provide program management and technical assistance.
- C. Attend appropriate meetings.
- D. Reimburse the Subgrantee for all eligible costs as defined in the project budget. Requests for Reimbursement will be processed up to the maximum amount payable as indicated in the project budget.
- E. Perform an administrative review of the project at the close of the grant period to:
1. Ascertain whether or not the project objectives were met
  2. Review project accomplishments (performance measures completed, targets achieved)
  3. Account for any approved Program Income earned and expended
  4. Identify exemplary performance or best practices

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**LAW ENFORCEMENT OBJECTIVE/PERFORMANCE MEASURE**

STEP enforcement grants are focused on reducing crashes, and Click-It-Or-Ticket (CIOT) enforcement grants specifically focus reducing fatal or serious-injury (KA) crashes where vehicle occupants are unrestrained or improperly restrained, whether in seat belts or child safety seats (Occupant Protection, or OP). The blanks on this page represent the baseline number of KA crashes related to CIOT enforcement efforts (OP-KA), and the KA crash targets each agency hopes to achieve through CIOT enforcement. The data entered on this page is the basis for the grant's enforcement performance measures. The Baseline KA crash data is provided by TxDOT using a 3-year rolling average of OP-KA crashes as reported to TxDOT's Crash Reporting Information System (CRIS) database. The targets, one each for seatbelts and child safety seats, should reflect a reduction against the Baseline KA Crash number in the top box. The sum of targets should be less than the number of Baseline KA crashes.

Baseline: KA Crashes involving Occupant Protection (OP-KA) for subgrantee's jurisdiction 4  
Target: Target: Reduce the number of All OP-related (Seatbelt and Child Passenger Safety) KA crashes to 3

**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. Department and Subgrantee acknowledge that Texas Transportation Code Section 720.002 prohibits using traffic-offense quotas and agree that nothing in this Agreement is establishing an illegal quota. 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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**PI&E OBJECTIVE/PERFORMANCE MEASURE**

XI agree to the below efforts with a public information and education (PI&E) program.

- a. Conduct a minimum of one (1) presentations
- b. Conduct a minimum of two (2) media exposures (e.g. news conferences, news releases, interviews, mobilization-appropriate social media posts)
- c. Conduct a minimum of one (1) community events (e.g. health fairs, booths)

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**OPERATIONAL PLAN(ENFORCEMENT ZONES)**

**Instructions :**

- Agency must use the appropriate STEP heat maps to develop Enforcement Zones where all enforcement activities under this grant will be conducted. There will be no "jurisdiction-wide" enforcement zones.
- Enforcement Zones are limited in size to maximum of 4 linear or 4 square miles each, should bound high-crash locations and must be clearly marked on the maps provided, one zone per uploaded map. Additional documentation may be provided to further define the enforcement zone boundaries and should be scanned and attached to the parent map as additional pages. Each agency will be allowed 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 40 and rounding to the nearest whole number.
- At least half of the Enforcement Zones uploaded in this section must be marked as "Nighttime 6p-6a" using the radio buttons under the Zone Location box, and at least half of the total number of enforcement hours on the project must be worked during Nighttime hours (6p-6a).
- Agencies are expected to document initiating an agency-wide average of 2.5 vehicle stops per enforcement hour (or 1 stop per enforcement hour for CMV grants) within the zones attached to and described in this section. The numbers used to calculate the 2.5 agency-wide average will be adjusted to allow for enforcement time (or "arrest hours") spent transporting arrestees for booking.
- Please complete this page, then click the Save button. Required fields are marked with an \*.
- Click Add button to create another zone
- Zone Name should match file name of uploaded supporting map. Each attachment need to be less than 4MB

Zone Name        zone 1

Zone Description        IH 2 from Mayberry to Shary Rd (east and west bound traffic), Shary Rd from IH to to 495 (griffin Parkway) , 495 (Griffin Parkway) from Shary Rd to Mayberry Rd. Mayberry Road From 495 (griffin Parkway) to IH 2. Or within zone.

Zone Hours        X Daytime 6 AM to 6 PM  
                         Nighttime 6 PM to 6 AM

Zone Detail Map [https://egrants.bts.txdot.gov/\\_Upload/1473673\\_340897-heatzone1ciot.pdf](https://egrants.bts.txdot.gov/_Upload/1473673_340897-heatzone1ciot.pdf)

Additional  
Documentation

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- Click Add button to create another zone
- Zone Name should match file name of uploaded supporting map. Each attachment need to be less than 4MB

Zone Name            zone 2

Zone Description    Conway from IH 2 to E 2 Mile Rd, E 2 Mile Rd from Conway to Inspiration,  
Inspiration from E 2 Mile Rd to IH2, IH 2 from Inspiration to Conway east and west  
bound traffic. Or within zone

Zone Hours            Daytime 6 AM to 6 PM  
                              X Nighttime 6 PM to 6 AM

Zone Detail Map    [https://egrants.bts.txdot.gov/\\_Upload/1473674\\_340897-zone2ciot.pdf](https://egrants.bts.txdot.gov/_Upload/1473674_340897-zone2ciot.pdf)

Additional  
Documentation