

# **Texas Traffic Safety eGrants**

## **Fiscal Year 2025**

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

**Legal Name:** City of Mission

**Payee Identification Number:** 17460017381012

**Project Title:** DWI Phlebotomy Program

**ID:** 2025-Mission-PG-00003

**Period:** 10/01/2024 to 09/30/2025

**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 2024.

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

CFDA Number:  
CFDA Title:  
Funding Source: Section  
Unique Entity Identifier (UEI) : **NB6GZTVY4BF7**  
FAIN:

Project Title: **DWI Phlebotomy Program**  
This project is **Not Research and Development**

Grant Period: This Grant becomes effective on **10/01/2024** or on the date of final signature of both parties, whichever is later, and ends on **09/30/2025** unless terminated or otherwise modified.

Total Awarded: **\$187,557.88**  
Amount Eligible for Reimbursement by the Department: **\$149,999.78**  
Match Amount provided by the Subgrantee: **\$37,558.10**

### **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 1001. This information on this form is true, correct, and complete to the best of my knowledge and ability."

The above language should b

### **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

**BUDGET SUMMARY**

Budget Category		TxDOT	Match	Program Income	Total
<b>Category I - Labor Costs</b>					
(100)	Salaries:	\$0	\$4,080.00	\$0	\$4,080.00
(200)	Fringe Benefits:	\$0	\$862.10	\$0	\$862.10
	<b>Sub-Total:</b>	\$0	\$4,942.10	\$0	\$4,942.10
<b>Category II - Other Direct Costs</b>					
(300)	Travel:	\$0	\$0	\$0	\$0
(400)	Equipment:	\$4,035.78	\$0	\$0	\$4,035.78
(500)	Supplies:	\$0	\$1,580.00	\$0	\$1,580.00
(600)	Contractual Services:	\$145,964.00	\$11,036.00	\$0	\$157,000.00
(700)	Other Miscellaneous:	\$0	\$20,000.00	\$0	\$20,000.00
	<b>Sub-Total:</b>	\$149,999.78	\$32,616.00	\$0	\$182,615.78
	<b>Total Direct Costs:</b>	\$149,999.78	\$37,558.10	\$0	\$187,557.88
<b>Category III - Indirect Costs</b>					
(800)	Indirect Cost Rate:	\$0	\$0	\$0	\$0
<b>Summary</b>					
	<b>Total Labor Costs:</b>	\$0	\$4,942.10	\$0	\$4,942.10
	<b>Total Direct Costs:</b>	\$149,999.78	\$32,616.00	\$0	\$182,615.78
	<b>Total Indirect Costs:</b>	\$0	\$0	\$0	\$0
	<b>Grand Total:</b>	\$149,999.78	\$37,558.10	\$0	\$187,557.88
	<b>Fund Sources: (Percent Share)</b>	79.98%	20.02%	0.00%	

Salary and cost rates will be based on the rates submitted by the Subgrantee in its grant application in eGrants.

**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:** DWI Phlebotomy Program

**Authorizing Authority**

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)

**Authorized to Electronically Sign Grant Agreements and Amendments**

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.	Cesar Torres	Chief of Police
2.	Luis Gutierrez	Corporal / Grant Supervisor
3.		