



## **Notice of Funding Opportunity (NOFO)**

### **Federal Agency**

United States Department of Transportation (U.S. DOT)  
National Highway Traffic Safety Administration (NHTSA)

### **Funding Opportunity Title**

State Electronic Data Collection (SEDC) Grant

### **NHTSA NOFO Number**

693JJ924R000025

### **Assistance Listing Program Number (formerly CFDA)**

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

### **Key Dates**

NOFO Posted Date: **January 31, 2024**

NOFO Questions Due Date: **March 1, 2024**

Application Due Date: **May 1, 2024**

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## **PROGRAM SUMMARY INFORMATION**

Notice of Funding Opportunity for the State Electronic Data Collection (SEDC) Discretionary Grant

### **FEDERAL AGENCY NAME**

U.S. Department of Transportation (DOT)  
National Highway Traffic Safety Administration (NHTSA)

### **FUNDING OPPORTUNITY TITLE**

SEDC Grant

### **ANNOUNCEMENT TYPE**

Initial Announcement

### **FUNDING OPPORTUNITY NUMBER**

693JJ924R000025

### **ASSISTANCE LISTING PROGRAM NUMBER (formerly CFDA)**

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

### **KEY DATES**

|                          |                  |
|--------------------------|------------------|
| NOFO Posted Date:        | January 31, 2024 |
| NOFO Questions Due Date: | March 1, 2024    |
| Application Due Date:    | May 1, 2024      |

## **SUPPLEMENTARY INFORMATION**

Each section of this notice contains information and instructions relevant to the application process for the SEDC Grant, and all Applicants should read this notice in its entirety so that they have the information needed to submit eligible and competitive applications.

Section A (Program Description) describes the Department's goals and purpose in making awards; Section B (Federal Award Information) contains important information about the SEDC grant including grant requirements, performance period, milestone and deliverables, etc.; Section C (Eligibility Information) describes eligible applicants, eligibility activities and cost, and cost sharing; Section D (Application and Submission Information) describes the information and content that should be included in the submission; Section E (Application Review Information) describes how the Department will select from eligible applications; Section F (Federal Award Administration Information) describes the administrative requirements and information for the SEDC grant including reporting requirements; Section G (Federal Awarding Agency Contacts) describes the contact information for the grant; Section H (Other Information) describes all other information for this federal grant. To support Applicants through the process, the Department will provide technical assistance and resources to apply for a grant including, but not limited to, the Model Minimum Uniform Crash Criteria (MMUCC) Sixth Edition data elements and attributes, webinars, and guidance to establish the Information Exchange Package Documentation (IEPD).

There will be one webinar regarding the SEDC program. Please check [grants.gov](https://www.grants.gov) for more information.

## **SECTION A. PROGRAM DESCRIPTION**

### **A.1. BACKGROUND, PURPOSE, AND OBJECTIVE**

On November 15, 2021, Congress enacted the Infrastructure Investment and Jobs Act (IIJA) P.L. 117-58, also referred to as the Bipartisan Infrastructure Law (BIL). Pursuant to BIL, section 24108(d), Congress mandated that NHTSA establish the State Electronic Data Collection (SEDC) program to provide grants to States to upgrade and standardize state crash data systems to enable full electronic data transfer to NHTSA, which includes enabling electronic data collection, intrastate data sharing, and electronic data transfer to NHTSA to increase the accuracy, timeliness, and accessibility of the data, including data relating to fatalities involving vulnerable road users. This program implements the BIL SEDC grant program.

NHTSA is an operating administration of the U.S. Department of Transportation (DOT) with a mission to save lives, prevent injuries, and reduce economic costs due to road traffic crashes, through education, research, safety standards, and enforcement. NHTSA is authorized by 49 U.S.C. § 30182 and 23 U.S.C. § 403 to collect data on motor vehicle traffic crashes to conduct research, aid in the identification of safety issues and the development, implementation, and evaluation of motor vehicle and highway safety countermeasures and traffic safety programs that will reduce the severity of injury and property damage caused by motor vehicle crashes. NHTSA uses crash data to identify crash trends and characteristics, potential causes, and injury outcomes to develop strategies and countermeasures to prevent motor vehicle crashes and mitigate injuries due to motor vehicle crashes. Through the SEDC grant program, DOT expects the expanded availability, timeliness, and accessibility of reportable crash data will create a system that will more rapidly and comprehensively identify recent changes, expand the number of insights derived from the data, and better enable analysis to inform policy and decision making. Once States have fully implemented the activities funded through this NOFO, NHTSA expects to publish crash data collected through grant recipients for public use.

NHTSA's National Center for Statistics and Analysis (NCSA) collects and analyzes data to support NHTSA's mission to identify traffic safety issues, support data-driven decisions and to disseminate traffic safety information to the public. NCSA manages several data collections that support agency activities such as the Fatality Analysis Reporting System (FARS), the Crash Reporting Sampling System (CRSS), the Crash Investigation Sampling System (CISS), and Non-Traffic Surveillance (NTS). NHTSA's NCSA is the office responsible for implementing the SEDC grant program. The goal of SEDC program is to collect timely, standardized, State motor vehicle crash data electronically and produce publicly available national traffic safety information to better identify, analyze, and address traffic safety issues.

BIL Section 24108(d) established the SEDC grant program to modernize State crash data collection systems to enable electronic data collection, intrastate data sharing and electronic data transfers to NHTSA. *See* Section 24108(d)(3)(A). Under this program, a State is eligible to receive a grant if the State submits an application containing such information as NHTSA may require and includes a plan to implement full electronic data transfer to NHTSA by not later than five (5) years after the date on which the grant is provided. *See* Section 24108(d)(3)(B). A State may only use the funds provided under this grant for the costs of 1) equipment to upgrade a statewide crash data repository; 2) adoption of electronic crash reporting by law enforcement agencies; and 3) increasing alignment of State crash data with the latest Model Minimum Uniform Crash Criteria (MMUCC)<sup>1</sup>. *See* Section 24108(d)(3)(C).

Consistent with Section 24108, NHTSA intends to award SEDC grants to States that submit a plan that meets the requirements outlined in this NOFO, and details how it will modernize and standardize its statewide crash data collection system to enable full electronic data transfer of all crash data from a single statewide crash data repository to NHTSA. NHTSA envisions that a State participating in SEDC will have crash data collected electronically in the field by all law enforcement agencies and jurisdictions and transferred to a single, statewide crash database using a uniform, efficient approach (e.g., question or scenario-based software) that aligns, or increases alignment over a period of time, with the MMUCC Sixth Edition and the statewide database's validation rules. A State SEDC program will ensure that in addition to the data collected at the scene, the State must include data elements and attributes from the statewide crash data repository, including narratives, diagrams, and all linked and derived data. While the purpose of the SEDC program is to support electronic collection and transmission of state crash data, an acceptable state program will include the electronic transfer of all the crash data from a State's statewide crash data repository regardless of whether the crashes are electronically reported to the statewide crash data repository. The State may also choose to transmit non-police reported crashes to NHTSA if those records are included in the statewide crash data repository, but the State must identify which records are police-reported and which are not. NHTSA expects that a State SEDC program will run its crash data through a quality control process to confirm the accuracy of the crash data.

NHTSA's NCSA has existing relationships with States that transfer certain crash data through NHTSA's Electronic Data Transfer (EDT) program, which permits a State to transfer its crash data, typically from a single statewide crash data repository, directly to NHTSA. Generally, this transfer occurs on a nightly or weekly basis following State data quality control checks and acceptance by each State's statewide crash data repository. NHTSA encourages the existing EDT States to apply

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<sup>1</sup> Please visit <https://www.nhtsa.gov/traffic-records/model-minimum-uniform-crash-criteria> for details about MMUCC and download a copy of MMUCC.

for the SEDC grant to further improve timely data collection and standardization. Through the SEDC grant, NHTSA expects more States to send NHTSA timely electronic crash data. Specifically, NHTSA endeavors to receive all crashes from each participating State, receive more standardized data aligning to MMUCC Sixth Edition, and to publish crash data timelier to help identify traffic safety issues and support data-driven decisions.

A State shall detail in its plan how it will meet the criteria for an award and the requirement to implement full electronic data transfer to NHTSA not later than five (5) years after the date on which the grant is awarded.

BIL Section 24108(d) mandates that NHTSA shall manage and support State electronic data transfers by making State motor vehicle crash data available to the public. Accordingly, NHTSA will make the State crash data publicly available in manner that maintains the privacy of individuals consistent with Federal law.

States are encouraged to review NHTSA's guidance and tools, to modernize a crash data collection system. The *Guide to Updating State Crash Data Systems* (DOT HS 813 217)<sup>2</sup> was published to provide guidance and promote noteworthy practices to States. The *Traffic Records Program Assessment Advisory, 2018 Edition* (DOT HS 821 601)<sup>3</sup> describes the ideal crash data records system. States can reference their most recent Traffic Records Program Assessment results as a reference. The *Crash Data Improvement Program Guide* (DOT HS 812 419)<sup>4</sup> provides States with means to assess and measure the data quality of their crash databases. NHTSA provides technical assistance to States upon request through the Traffic Records Technical Assistance GO Teams program.

## **A.2. PROGRAM AUTHORITY**

Infrastructure Investment and Jobs Act (IIJA) P.L. 117-58, also referred to as the Bipartisan Infrastructure Law, section 24108(d).

## **A.3. ADMINISTRATION PRIORITIES**

Safety: The Department is committed to advancing safe, efficient transportation, including in the State Electronic Data Collection program. The National Roadway Safety Strategy (NRSS), issued January 27, 2022, commits the Department to respond to the current crisis in roadway fatalities by “taking substantial, comprehensive action to significantly reduce serious and fatal injuries on the

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<sup>2</sup> <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813217>

<sup>3</sup> <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812601>

<sup>4</sup> <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812419>

Nation’s roadways,” in pursuit of the goal of achieving zero roadway deaths through a Safe System Approach. (See <https://www.transportation.gov/NRSS>). The outcomes that are anticipated from the project funded from the State Electronic Data Collection project should align with the NRSS by improving the accuracy, timeliness, and accessibility of crash data used for decision making at the Federal, State, and local levels.

Equity: The Department seeks to award projects under the State Electronic Data Collection program that will create proportional impacts to all populations in a project area, remove transportation related disparities to all populations in a project area, and increase equitable access to project benefits, consistent with Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).

#### **A.4. DEFINITIONS**

For the purposes of this notice of funding opportunity, the following terms and definitions apply.

| <b>Term</b>                                            | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crash Data                                             | Crash data are the data required for the analysis and understanding of motor vehicle crashes. These data typically include the information collected on a police accident report (PAR)/police crash report (PCR) for the crash, vehicles, and persons, and may also include linked and derived data, such as driver information, roadway information, and commercial vehicle supplemental data. |
| Statewide Crash Data Repository                        | A single State electronic data repository that contains the crash data for all crashes reported by every law enforcement jurisdiction in the State.                                                                                                                                                                                                                                             |
| Crash Data Quality Management Program                  | An official State program that applies methods or processes that determine whether crash data meet overall quality goals and defined quality criteria for individual values of each motor vehicle crash and overall crash data collection.                                                                                                                                                      |
| Electronic Crash Reporting by Law Enforcement Agencies | A method of submitting and storing crash data electronically as data elements and attributes with the ability to transfer the data to a relational database. A PDF crash report will not meet the definition of electronic crash reporting.                                                                                                                                                     |
| Full Electronic Data Transfer                          | The automated transfer of all crash data from a statewide crash data repository to the National Highway Traffic Safety Administration at a regular, recurring interval.                                                                                                                                                                                                                         |
| MMUCC Alignment                                        | A standardized measure of how a state’s crash data aligns to MMUCC at the crash data attribute level using State crash documentation to determine whether each MMUCC attribute has corresponding State attribute(s). Please refer to the methodology in the MMUCC Sixth Edition Chapter 12 “Aligning to MMUCC.”                                                                                 |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Exchange Package Documentation (IEPD) | A collection of artifacts (e.g., documents, schemas, diagrams, sample XML, JSON) that describes from both a technical and functional perspective the requirements of a particular data exchange.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| State                                             | For the purposes of this NOFO, pursuant to P.L. 117-58§ 24108, “State” means<br>(i) each of the 50 States;<br>(ii) the District of Columbia;<br>(iii) the Commonwealth of Puerto Rico;<br>(iv) the United States Virgin Islands;<br>(v) Guam;<br>(vi) American Samoa;<br>(vii) the Commonwealth of the Northern Mariana Islands; and<br>(viii) the Secretary of the Interior, acting on behalf of an Indian Tribe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Traffic Records Coordinating Committee (TRCC)     | State TRCCs include at least one member (including the member's home organization) that represents each of the following core safety databases: (1) crash, (2) citation or adjudication, (3) driver, (4) emergency medical services/injury surveillance system, (5) roadway, and (6) vehicle databases. The State's TRCC should have a broad multidisciplinary membership that includes, among others, owners, operators, collectors and users of traffic records and public health and injury control data systems; highway safety, highway infrastructure, law enforcement or adjudication officials; and public health, emergency medical services (EMS), injury control, driver licensing and motor carrier agencies and organizations. This diverse membership should serve to ensure that the TRCC has the authority and ability to access and review any of the State's highway safety data and traffic records systems. |

## **SECTION B. FEDERAL AWARD INFORMATION**

### **B.1. AWARDING AGENCY**

Department of Transportation (DOT)

National Highway Traffic Safety Administration (NHTSA)

### **B.2. FUNDING AND TYPE OF AWARD**

Each State is eligible for one (1) award. A total of up to \$350,000,000 is available to fund grants to States and is subject to the availability of funds. NHTSA will only accept one (1) application from each eligible applicant (see Section C.1, ELIGIBLE APPLICANTS). Submission of an application is not a guarantee of award. The Government's obligations under the SEDC Grant are contingent upon the availability of appropriated funds from which payment for grant purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available. All SEDC funds must be expended by not later than five (5) years after the date on which the grant is awarded and U.S. DOT obligates the funds.

The total number of awards and amount of funds provided to each Recipient will depend on the depth and quality of the plans submitted for consideration and the availabilities of fundings. NHTSA reserves the discretion to alter minimum and maximum award sizes upon receiving the full pool of applications and assessing the needs of the program in relation to the SEDC grant purpose and objectives described in Section A.1. This NOFO should not be construed as committing NHTSA to make any award and NHTSA reserves the right to issue a new notice of funding opportunity if necessary.

### **B.3. APPLICATION PERIOD**

States will have a period of three (3) months to respond to the NOFO.

### **B.4. PERIOD OF PERFORMANCE**

All work required hereunder including preparation, submission, review, and acceptance of the first transfer of data shall be completed within sixty (60) months of the effective date of the grant. An applicant may have a shorter period of performance that will depend on the work plan submitted with its application. NHTSA will review the application and determine the reasonable performance period accordingly.

### **B.5. MILESTONES (M) AND DELIVERABLES (D)**

The following table contains Milestones and Deliverables that are general and applicable to all States. Because the situation for each State varies, there will be State specific Milestones and Deliverables. States should add State specific Milestones and Deliverables to the table in each State's work plan.

All activities, milestones and deliverables in the work plan and Milestones and Deliverables table must be associated with one of the three eligible activities as specified in Section C.3 (i) to (iii).

Upon grant close-out, all deliverable items should have been submitted electronically to the Contracting Officer (CO), with an electronic copy sending to Contracting Officer's Representative (COR) in accordance with the following schedule. Paper copies shall be submitted only upon request of the COR, Contracting Officer, or Contract Specialist.

| <b>Item #</b> | <b>Milestones (M)/Deliverables (D):</b>                                                               | <b>Due Date After Award</b>                                                                                                                                                                                                                                          |
|---------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.            | Kick-off Meeting <b>(M)</b>                                                                           | No later than thirty (30) days after the Effective Date of Award.                                                                                                                                                                                                    |
| 2.            | Quarterly Progress Report <b>(D)</b>                                                                  | Quarterly, 15th of the month following the end of the quarter                                                                                                                                                                                                        |
| 3.            | Quarterly Financial Report <b>(D)</b>                                                                 | Quarterly, 15th of the month following the end of the quarter                                                                                                                                                                                                        |
| 4.            | Annual Financial Reporting <b>(D)</b>                                                                 | Annual financial report shall be submitted using SF 425 form no later than ninety (90) days after October 1 of each year.                                                                                                                                            |
| 5.            | State Completion of MMUCC Alignment and Submission of Crash Data System Documents. <b>(M &amp; D)</b> | Complete MMUCC alignment and submit final State crash data dictionary, crash report user manual and any other crash data user manual no later than ninety (90) days before the Recipient starts implementation of the data elements and attributes in its system(s). |
| 6.            | NHTSA Performs MMUCC Alignment Assessment <b>(M)</b>                                                  | NHTSA will perform MMUCC alignment assessment and provide results back to the Recipient within forty-five (45) days after item 5 above.                                                                                                                              |
| 7.            | State Adjustments to Alignment Assessment <b>(M)</b>                                                  | The Recipient shall make necessary adjustments to ensure alignment to MMUCC as stated in its work plan based on NHTSA's alignment assessment in item 6 above.                                                                                                        |

|     |                                                                                                        |                                                                                                                                                                                                        |
|-----|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | Electronic Data Transfer Testing and Transmission Plan <b>(M &amp; D)</b>                              | The Recipient shall work with COR and NHTSA NCSA's information technology division to develop a testing and transmission plan at least ninety (90) days before the planned implementation of full EDT. |
| 9.  | Begin Electronic Data Transfer to NHTSA Adhering to the Criteria in the Work Plan <b>(M &amp; D)</b> . | Due on the date in the Work Plan or no later than five (5) years after the grant is awarded, whichever is earlier.                                                                                     |
| 10. | Final Report <b>(D)</b>                                                                                | No later than forty-five (45) days before the end of the performance period stated in the Work Plan                                                                                                    |
| 11. | COR reviews Final Report <b>(M)</b>                                                                    | NHTSA will review the Final Report and provide feedback no later than fifteen (15) days after receipt for the Recipient's consideration.                                                               |
| 12. | Revised Final Report <b>(D)</b>                                                                        | If the Recipient revises the Final Report, the Recipient agrees to deliver the revised final report no later than fifteen (15) days after receiving feedback from COR.                                 |

## **B.6. PLACE OF DELIVERY**

All deliverables shall be submitted to the following addresses specified below:

National Center for Statistics and Analysis  
NSA-010  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Room: **TBD**  
Attn: **TBD (COR)**  
Email Address: **TBD**  
Telephone Number: **TBD**

The final report will be provided to the CO.

## **B.7. STATE GRANT REQUIREMENTS**

As part of its work plan required in Section D, the State shall submit a plan that addresses the following requirements.

1. The State shall implement full electronic data transfer to NHTSA no later than five (5) years after the date on which the grant is awarded. In its plan, the State shall include, but is not limited to, the following:
  - a) Details on how the State will implement the full electronic data transfer to NHTSA on the agreed upon frequency that is no less than one (1) transfer per week. The plan shall include the intended date the transfer of crash data will commence.
  - b) Details on how the State will establish a statewide crash data repository if there is not one, or how the State will update the statewide crash data repository to modernize it to enable full electronic data transfer to NHTSA.
  - c) Details on how the transfer to NHTSA shall include crash data for each crash reported by each law enforcement agency or police jurisdiction in the State. This portion of the state's plan shall also address the State's methodology to transfer all crash data elements from the statewide crash data repository.
  - d) Details on how the State will increase (if applicable) the percentage of electronic crash reporting by law enforcement to the State's statewide crash data repository. States are encouraged to reach one hundred (100) percent electronic crash reporting by law enforcement no later than five (5) years after the award of a grant. The State shall

include the current percentage of electronic crash reporting by law enforcement and the target percentage after the SEDC grant is completed.

- e) Details on how the State will improve the timely data collection of all crashes, including crashes that involves fatal injuries, by collecting crash data electronically and establishing centralized statewide repository. The State shall include how it plans to measure and monitor the improvement in timeliness of reporting and the metrics used for the monitoring and measuring.
  - f) Explanation of any equipment purchase necessary to achieve the goals of the SEDC program, how the sub-grantees are selected for funding, and how to measure if the equipment will meet the program's objectives.
  - g) Details on how the State will work with a multi-disciplinary group (i.e., State TRCC, crash data collectors, managers, users, and other stakeholders) and a description of processes that guide updates to the crash data system.
  - h) Details on how the State will work with a crash data user group to guide continual improvements, such as collection, management, and use of the crash data system.
  - i) Details on how the State will perform data governance (e.g., develop a crash data traffic records inventory consistent with the Traffic Records Program Assessment Advisory, 2018 Edition (DOT HS 821 601)) and how it will coordinate data governance with its Traffic Records Coordinating Committee and key stakeholders.
  - j) Details on how the State will provide training to law enforcement agencies for any changes to its crash reporting.
  - k) Details on the State's data quality control plan and process, such as how to ensure data quality at each stage of the data collection, how to ensure data integrity when data is transferred from one database to another and when data are linked, etc.
  - l) Details on the State's plan for intrastate data sharing.
  - m) Executed certifications from Appendix A. CERTIFICATIONS.
2. The State shall transfer motor vehicle crash data following NHTSA's EDT process for a period of no less than five (5) full calendar years of crash dates following the implementation of full EDT. In its plan, the State shall address the following.

- a) How the State prior to the implementation of EDT will coordinate with the COR and NCSA to develop a testing and transmission plan for the State to send data to NHTSA.
  - b) Describe how the State will use NHTSA's IEPD<sup>5</sup> and API to implement the EDT, using either XML or JSON, one crash per API call, and one unique crash identifier per crash.
  - c) The State's frequency with which it plans to send data to NHTSA.
  - d) The State's process to identify whether a previously reported crash has been amended, edited, or deleted, using the unique crash identifier for the record. States are encouraged to update crash data as soon as possible consistent with their quality control processes.
  - e) Describe the State's record retention plan for crash records in its statewide crash data repository.
3. The State shall increase its alignment of State crash data to the MMUCC Sixth Edition to enable full electronic data transfer to NHTSA. At a minimum, the State shall align its crash data to the SEDC-required elements and attributes located in Appendix B. NHTSA encourages States to align its crash data one hundred (100) percent to the MMUCC Sixth Edition. NHTSA also includes a list of SEDC-recommended elements in Appendix B that NHTSA encourages the States to align to if one hundred (100) percent alignment to MMUCC Sixth Edition is hard to achieve. NHTSA will prioritize States that submit a plan that reaches full alignment to the MMUCC Sixth Edition or aligns to the SEDC-recommended elements or significantly increases its alignment beyond the minimum elements and attributes listed in the SEDC-required elements and attributes. For this requirement, the State's plan shall address:
- a) The process to align its crash data to the MMUCC Sixth Edition, including the steps it will take to coordinate with its Traffic Records Coordinating Committee and key stakeholders during its alignment process and the steps necessary to obtain approval to increase alignment to the MMUCC Sixth Edition.
  - b) The process to provide crash data elements and attributes to NHTSA for it to assess the State's alignment to the MMUCC Sixth Edition. The assessment process shall account for the following steps: 1) The assessment must occur prior to the State

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<sup>5</sup> Please visit <https://www.nhtsa.gov/traffic-records/model-minimum-uniform-crash-criteria> for more information about NHTSA's IEPD for MMUCC Sixth Edition.

implementing its changes to its crash reporting elements and attributes; 2) The State shall send the documentation to NHTSA no less than ninety (90) days before the State commences implementation of its new crash reporting elements and attributes; 3) NHTSA will provide the alignment assessment results back to the State within forty-five (45) days after receiving the documentations; and 4) The State shall adjust its data elements and attributes before implementation. The results from this assessment will be used to determine whether the State met its performance obligations under this grant.

- c) The State's process to increase crash data alignment to the MMUCC Sixth Edition. At a minimum, the State's MMUCC alignment process shall include the identified list of SEDC-required elements and attributes in Appendix B.
- d) The State's process to integrate its statewide crash data repository with other traffic record data systems, such as roadway, driver, vehicle, citation and adjudication, and injury surveillance data systems, consistent with the MMUCC Sixth Edition, Chapter 10 "Traffic Records Data Integration".
- e) The State's crash data alignment to MMUCC shall include data that it collects from the scene of a crash and/or through an interface with another traffic records system.

#### 4. Administrative Requirements

##### a) Kick-Off Meeting

Within thirty (30) days of the grant award, the Recipient shall meet with NHTSA via video conference or similar video conference platform to introduce its project team, present its work plan, and review the milestones and deliverables. Recipients shall include its key project team members and be prepared to provide a 30–40-minute presentation describing the work plan. NHTSA COR (AA), CO, and other relevant staff will be present at the kick-off meeting.

##### b) Reporting

See Section F.3 REPORTING for requirements for Quarterly Progress and Financial Reports, Final Report and Annual Financial Status Reports.

**B.8. PUBLIC ACCESSIBILITY OF STATE CRASH DATA**

NHTSA is required to make State crash data submitted to it pursuant to the SEDC program accessible to the public. *See* Public Law 117–58, Section 24108(d)(4)(B). Consistent with Federal Law and U.S. Department of Transportation policy, NHTSA will withhold from public disclosure any information in State crash data that would lead to the identification of individuals involved in a motor vehicle crash (i.e., Personally Identifiable Information). All data transferred to NHTSA through full EDT shall be submitted without restrictions on its use.

## **SECTION C. ELIGIBILITY INFORMATION**

### **C.1. ELIGIBLE APPLICANTS**

Section 24108 of the Infrastructure Investment and Jobs Act (IIJA), also referred to as BIL, P.L. 117-58 limits eligibility for an award to a State (see Program Summary Information, Definitions, for definition of State). Each State can submit only one (1) application. If there are multiple entities within a State that are major stakeholders or responsible for the statewide crash data repository, the State shall coordinate and appoint one (1) point of contact for the grant application. This point of contact of the State shall submit the grant application. NHTSA expects that each State will receive SEDC grant funding once.

Interested Applicants are advised that no fee or profit will be allowed under this grant program.

### **C.2. COST SHARING OR MATCHING**

The Federal share of a SEDC grant may not exceed eighty (80) percent of total eligible activity costs. Recipients are required to contribute a non-Federal matching share of no less than twenty (20) percent of eligible activity costs. *See* P.L. 117-58, Section 24108(d)(3)(D). To the extent permitted, NHTSA will accept in-kind matching as non-Federal contribution.

U.S. insular areas may not have to match funding or NHTSA may waive the match requirement depending on the amount of the Award. Pursuant to Public Law 96-205, title VI, section 601, as amended, NHTSA is required to waive any requirement for non-Federal matching funds under \$200,000 for grants to four “insular areas” as defined by the statute as the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. For non-Federal matching funds \$200,000 and greater, agencies may waive the matching requirement for these four “insular areas.”

### **C.3. ELIGIBLE ACTIVITIES AND COSTS**

As stated in BIL SEC. 24108 (d)(3), the Secretary shall provide grants to States to upgrade and standardize State crash data collection systems to enable electronic data collection, intrastate data sharing, and full electronic data transfers to the National Highway Traffic Safety Administration to increase the accuracy, timeliness, and accessibility of the data, including data relating to fatalities involving vulnerable road users. Eligible activity costs must comply with the cost principles set forth in with 2 CFR, Subpart E (i.e., 2 CFR § 200.400 to § 200.476). SEDC grant funds may be used for the costs of the following three areas:

- (i) equipment to upgrade a statewide crash data repository;

- (ii) adoption of electronic crash reporting by law enforcement agencies; and
- (iii) increasing alignment of State crash data with the latest Model Minimum Uniform Crash Criteria.

## SECTION D. APPLICATION AND SUBMISSION INFORMATION

### D.1. ADDRESS TO REQUEST APPLICATION PACKAGE

A copy of this NOFO, including all application forms, can be retrieved from [www.grants.gov](http://www.grants.gov) using the following basic search criteria:

- Keyword(s): **State Electronic Data Collection**
- Opportunity Number: **693JJ924R000025**
- CFDA Number: **20.614**

### D.2. CONTENT AND FORM OF APPLICATION SUBMISSION

Each application package must include the following required OMB Standard Forms (SFs) with the required information filled in and certified assurances signed:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Assurances for Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)

These forms can be accessed by going to [grants.gov/forms/forms-repository/](http://grants.gov/forms/forms-repository/).

In addition to the SFs above, the Applicant must provide additional information as supporting documents to the SFs.

- **Technical Application:** The SF-424 and its supporting documents are considered as the technical application. The SF-424 supporting document shall include the State's plan required under Section B.7.
- **Budget Execution Plan:** SF-424A and its supporting documents are considered as the budget execution plan.

The application package must adhere to the following requirements:

- The technical application shall not exceed twenty-five **(25) pages** (not including appendices).
- The application must be in English.
- No cost/price data shall be included in the Technical Application.

- All supporting documents must be written in electronic format (e.g., using MS Office or PDF) using Times New Roman twelve (12) point font, with pages that have at least one (1) inch margins.
- Adhere to the style detailed in the 7<sup>th</sup> edition, Publication Manual of the American Psychological Association (APA).
- NHTSA cannot receive email messages containing a ZIP attachment. The file will be removed, as all ZIP files are blocked. Other file types (e.g., Word, PowerPoint, PDF, etc.) can be received.

## **A) TECHNICAL APPLICATION**

The SF-424 and its supporting documents are considered as the technical application. The SF-424 supporting document shall include the State's plan required under B.7. The work plan shall include the details about how the State plans to meet the grant requirements as stated in Section B.7. STATE GRANT REQUIREMENTS. NHTSA's expectation is for an application to provide a sound work plan to create and/or update the State's statewide crash data repository to enable electronic crash reporting, standardize crash data by increasing alignment to the MMUCC Sixth Edition, and establish a full electronic data transfer of crash data to NHTSA.

The technical application must fully describe the scope of the project and detail the program activities and associated milestones and deliverables for which funding is being requested. The work plan must provide a detailed description of how the proposed project supports NHTSA's vision for SEDC and how the project will be implemented and managed to fulfill the goals. All activities, milestones and deliverables in the work plan must be associated with one of the three eligibility activities as specified in Section C.3 (i) to (iii). The Applicant must provide information to demonstrate the Applicant's ability to successfully execute and implement full electronic data transfer not later than five (5) years after the date on which the grant is awarded. The work plan must be clearly written, complete, reasonable, and include a realistic timeframe for completing program activities.

The supplemental documents must include the following:

- a) Key Information
- b) Narrative/Work Plan
- c) Certifications

While it is not required to conform to the recommended templates below, the Applicants are strongly encouraged to provide the information using the specific structure as listed below.

## **1. Key Information**

The application shall provide the following key information:

- Table of Contents
- Lead agency
- Primary point of contact (name, agency, title, phone, email)
- If there are multiple agencies from the State collaborating on this grant, include all participating/supporting agencies, their roles and responsibilities, and key personnel from each agency

## **2. Narrative/Work Plan**

The Narrative section is the State's work plan and should not be more than twenty-five (25) pages excluding appendices. The application must describe the scope of the project, to include a work plan detailing the activities, milestones, and deliverables for which funding is being requested. All activities, milestones, and deliverables in the work plan must be associated with one of the three eligible activities specified in Section C.3 and meet the purpose and requirements in Section B.7. The activities, milestones, and deliverables shall be detailed to a level for tracking in the quarterly progress report of the project. Specifically, the project narrative shall contain the following components corresponding to each of the technical evaluation factor in Section E.2 Technical Evaluation:

### **a) Technical Approach**

The Applicant must include a work plan detailing tasks and explaining how they will establish and/or improve electronic crash data collection with the goal of implementing full electronic data transfer not later than five (5) years after the date on which the grant is awarded, including all crash data in the statewide crash data repository to NHTSA using the IEPD published by NHTSA while increasing alignment to the MMUCC Guideline. The application must include the technical approach the State will use to improve electronic data collection and transfer data to NHTSA.

### **b) Project Management**

The Applicant must provide information to demonstrate the Applicant's ability to successfully execute and complete the full scope of work in the application by not later than five (5) years after the date on which the grant is awarded. The Applicant must provide a timeline of milestones and deliverables for which funding is being requested. State's specific milestones and deliverables shall be incorporated into the Milestones and Deliverable Table from Section B.5.

c) Alignment to MMUCC

Using the Excel File provided in Appendix B, the Applicant must indicate the MMUCC Sixth Edition data elements and attributes that they will collect and send to NHTSA. This should include (1) all identified SEDC-required data elements and attributes, (2) any of the identified SEDC-recommended data elements and attributes. The Applicant is encouraged to describe how it will integrate with crash data through linkage with other traffic records data systems (i.e., Roadway, Driver, Vehicle, Citation and Adjudication, and Injury Surveillance data systems).

d) Data Quality

The Applicant must include a data quality assurance plan that outlines the quality assurance measures it will develop and implement to ensure the data accuracy and integrity within the State's systems, the correct alignments to MMUCC, and the data accuracy and integrity while transferring data to NHTSA.

e) Crash Data System Coordination

The Applicant must provide details outlining how the State's TRCC facilitates a comprehensive and inclusive process to coordinate activities in support of motor vehicle crash data improvements in the State, such as the data governance practice, how to increase adoption of electronic crash reporting by law enforcement and provide training to law enforcement officers for updates to PAR/PCR, how to develop and maintain a motor vehicle crash data traffic records inventory, etc.

f) Administration Priorities

- i. Safety—The Applicant must address how its project provides substantial safety benefits. Prior to receiving funds, all projects are expected to, at a minimum, identify and mitigate to the extent practicable any significant safety risks that could result after the project completion. The Applicant should include how its project will not negatively impact the overall safety of the traveling public.
- ii. Racial Equity and Barriers to Opportunity— The Applicant must address how its project will include an equity assessment which evaluates whether a project will create proportional impacts and remove transportation related disparities to all populations in a project area. The Applicant should demonstrate how meaningful public engagement will occur throughout a project's life cycle.
- iii. Civil Rights—The applicant should demonstrate that it has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR § 21), the Americans with

Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. This may include, as applicable, providing a Title VI plan, community participation plan, and other information about the communities that will be benefited and impacted by the project.

Refer to Section E.2 Technical Evaluation for additional content to include in the application and considerations for each of the five technical evaluation factors. Applicants are not required to follow a specific format but shall clearly address each technical evaluation factor and promote a clear discussion that will assist evaluators.

### **3. Certification**

The Applicant shall submit, with its application, an executed certification (See Appendix A).

#### **B) BUDGET EXECUTION PLAN**

SF-424A and its supporting documents are considered as the budget execution plan. The budget execution plan shall include cost breakdowns using the Object Class Categories in SF424A Section B for each activity in the work plan. All costs in the budget execution plan shall be associated with one of the three eligibility activities and costs as specified in Section C.3. Specifically, the ‘*grant program function or activities*’ in the SF424A shall be listed as (i) equipment to upgrade a statewide crash data repository; (ii) adoption of electronic crash reporting by law enforcement agencies; and (iii) increasing alignment of State crash data with the latest Model Minimum Uniform Crash Criteria.

The Applicant must provide a detailed breakdown of the project scope, proposed costs, as well as any in-kind costs, by year. This cost breakdown shall not only identify cost categories but shall also identify specific sub-categories (and associated costs). For example, Labor Costs should include labor categories, associated levels of effort, and rates; Direct Materials costs should include itemized equipment and supplies costs; Travel and transportation costs should include projected trips and number of people traveling; Subcontractor/ Sub-Recipient costs with similar detail, if known; and overhead. The Applicant must also justify each proposed cost by explaining how each cost was calculated and determined to be fair and reasonable. Finally, the Applicant should also include copies of any supporting documentation it may have (i.e., indirect cost rate agreements, etc.) as part of the budget package. Costs must be in accordance with 2 CFR Part 200, Subpart E (Cost Principles).

The Federal share of a SEDC grant may not exceed eighty (80) percent of total eligible activity costs. Recipients are required to contribute a local matching share of no less than twenty (20) percent of

eligible activity costs. Insular areas may be exempt from the matching requirements. This budget should not include any previously incurred expenses or costs to be incurred before the time of award.

DOT requires Applicants use SF-424A to provide this information. If non-Federal share funds or in-kind contributions are from entities who are not the Applicant, include commitment letters or evidence of allocated cost share as a supporting document.

Since activities may be performed with a variety of financial resources, Applicants need to fully identify all project costs and funding sources in the proposed budget. The proposed budget must identify all funding sources in sufficient detail to demonstrate that the overall objectives of the project will be met.

Grant funds, sources, and uses of project funds: The project budget should specify other funding sources to be used for this grant and show how these different funding sources are intended to be applied to each activity and present those data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for, has been awarded, or intends to use. Funding sources should be grouped into three (3) categories: non-Federal, SEDC, and Other Federal with specific amounts from each funding source.

### **Sharing of Application Information**

NHTSA may share application information within the U.S. Department of Transportation or with other Federal agencies if NHTSA or the Department determines that sharing is relevant to the respective program's objectives.

### **D.3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)**

Each Applicant is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by NHTSA.

NHTSA may not make a grant award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time NHTSA is ready to make an award, NHTSA may determine that the Applicant is not qualified to receive an award and use that determination as a basis for making a grant award to another Applicant. NHTSA will review an Applicant's registration status to make a

responsibility determination and to ensure that the Applicant is responsible, current on all federal taxes, and is not on the list of parties excluded from federal awards.

#### **D.4. SUBMISSION DATES AND TIMES**

##### **Application Due Date and Time**

Applications must be submitted no later than **May 1, 2024**.

Only complete packages received on or before the published due date will be considered. Applications received after the due date will not be evaluated for consideration. Facsimile submission of proposals will not be accepted. **NHTSA will only accept one (1) application from each Applicant.** NHTSA will provide acknowledgments of receipt of applications via email.

##### **Questions Due Date and Time**

General administrative and programmatic questions must be directed to Chris Clarke, Contract Specialist, at NHTSAOAM@dot.gov. ~~with a copy to Reba Dyer, Contract Officer, at reba.dyer@dot.gov.~~ To allow for sufficient time to address questions appropriately, all questions must be submitted via email no later than **March 1, 2024** (one (1) month after this NOFO is published).

#### **D.5. FUNDING RESTRICTIONS**

- Funds awarded under the Grant cannot be used for any activity intended to or designed to lobby Congress or a State legislative body, or to urge a U.S., State, or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body.
- All NHTSA awards are subject to the terms and activities in the Grant and cost principles in 2 CFR Parts 200, 1200 and 1201.
- NHTSA will not reimburse Applicants for Pre-Award costs.
- The Government's obligation under the Grant is contingent upon the availability of appropriated funds from which payment for the Agreement purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for the Grant and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.
- Funds awarded under the Grant are subject to 23 U.S.C. § 313, Buy America, which prohibits the use of the Government's funds to purchase steel, iron, and manufactured products, unless

they are produced in the United States. NHTSA expects all recipients to comply with this requirement without needing a waiver. However, to obtain a waiver, a recipient must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in their project.

- Consistent with 2 C.F.R. § 200.216, the Recipient is prohibited from using government funds to enter sub-awards or contracts (or extend or renew sub-awards or contracts) with entities that use covered technology. See section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, 132 Stat. 1636, 1917 (Aug. 13, 2018).
- Interested Applicants are advised that no fee or profit will be allowed under this grant program.

#### **D.6. OTHER SUBMISSION REQUIREMENTS**

Each application should include:

- The NHTSA NOFO Number: 693JJ924R000025.

#### **Application Submission:**

- Applications must be submitted to the attention of Chris Clarke, Contract Specialist, via email at NHTSAOAM@dot.gov. ~~with a copy to Reba Dyer, Contract Officer,~~  
~~reba.dyer@dot.gov~~, no later than **May 1, 2024**.

**Important:** The timely submission of application packages is the **sole responsibility of the Applicant.**

## **SECTION E. APPLICATION REVIEW INFORMATION**

### **E.1. EVALUATION CRITERIA**

NHTSA will evaluate each State application using the evaluation factors below to rate and select competing applications. NHTSA will assess whether the Applicant has addressed the considerations within each evaluation area. NHTSA will conduct a technical evaluation against the factors listed below and will conduct a cost evaluation. Following those evaluations, NHTSA will prioritize similar applicants based upon those that best meet the Administration's policy priorities as identified in E.2.

Technical approach is the most important criterion followed by project management, alignment to MMUCC, data quality and crash data system coordination. The cost evaluation under Section E.1.B) Cost Evaluation will be evaluated separately but not scored.

**Submission of an application is not a guarantee of award.** NHTSA may, at its discretion, award a grant based on an application in its entirety, award only portions of an application, or decide not to award a grant.

### **A) TECHNICAL EVALUATION**

#### **EVALUATION FACTOR 1: TECHNICAL APPROACH**

The Applicant must include a detailed work plan describing how it will establish and improve electronic crash data collection to implement full electronic data transfer to NHTSA not later than five (5) years after the date the grant is awarded. When evaluating this factor, NHTSA will evaluate whether the work plan:

1. Clearly identifies how the work plan advances the goals and objectives of the State as is related to the SEDC program objectives.
2. Demonstrates a commitment to standardize, modernize, and improve its statewide electronic data collection system.
3. Identifies and describes the statewide crash data repository that will provide full electronic data transfer to NHTSA (e.g., all State motor vehicle crash data are consolidated into one accessible database with a clearly defined organizational custodian).

4. Demonstrates a commitment to implement full electronic data transfer to NHTSA by not later than five (5) years after the date on which the grant is awarded.
5. Demonstrates a commitment to implement full electronic data transfer to NHTSA using a NHTSA-published IEPD.
6. Demonstrates a commitment to transfer full electronic data to NHTSA at an interval of no less than once per week and to transfer data to NHTSA for a period of no less than five (5) years from the date full EDT commences.

## **EVALUATION FACTOR 2: PROJECT MANAGEMENT**

The Applicant must provide information to demonstrate the Applicant's ability to successfully manage the execution of its work plan to implement full electronic data transfer to NHTSA by not later than five (5) years after the date on which the grant is awarded. When evaluating this factor, NHTSA will evaluate whether the work plan:

1. Identifies: a) the proposed project manager and key personnel of the project and includes a brief description of their qualifications and respective organizational responsibilities; b) an organization chart showing the relationship for all parties involved in the project; c) the roles and responsibilities for all parties involved in the project; and d) the proposed level of effort in performing the various activities.
2. Includes performance measurements associated to the objectives of the SEDC grant that are Specific, Measurable, Attainable, Relevant, and Timebound (SMART).
3. Includes a timeline of activities, milestones, and deliverables for which funding is being requested. All activities, milestones, and deliverables must be associated with one or more of the eligible activities specified in Section C.3.
4. Includes a risk mitigation strategy that identifies risks and methods for communicating, addressing, mitigating, or eliminating risks or challenges to the successful completion of the project.
5. Demonstrates technical and management skills to successfully design, implement, and evaluate the project.
6. Describes in detail the extent to which the Applicant has the systems, infrastructure, and resources to meet the objectives of the SEDC grant.

7. Explains in detail the schedules, milestones, and product deliverables, including quarterly, annual, and final reports.

### **EVALUATION FACTOR 3: ALIGNMENT TO MMUCC**

The Applicant shall demonstrate in its work plan how it will align State crash data to the MMUCC Sixth Edition. Among applications with similar project plans, NHTSA will prioritize projects with a greater alignment to the MMUCC Sixth Edition. When evaluating this factor, NHTSA will evaluate whether the work plan:

1. Includes a complete list that identifies the data elements and attributes it will adopt from the MMUCC Sixth Edition (See Appendix B).
2. Describes in detail how the State will increase its overall alignment to the MMUCC Sixth Edition data elements and attributes. The State's work plan must demonstrate how the State will fully align to the SEDC-required elements and attributes in Appendix B.
3. NHTSA encourages States to align to the MMUCC elements and attributes identified as SEDC-recommended elements and attributes (See Appendix B). A State that demonstrates alignment to the SEDC-recommended elements and attributes will have priority over State plans that demonstrate alignment only to the SEDC-required elements and attributes.
4. NHTSA encourages States to maximum alignment to the MMUCC Sixth Edition, to include one hundred (100) percent alignment. A State that demonstrates maximum alignment to MMUCC Sixth Edition will have priority over State plans that demonstrate alignment only to the SEDC-required elements and attributes or alignment that includes only the SEDC-required and recommended elements and attributes.
5. Describes how the Applicant will integrate data elements from other traffic records data systems (i.e., Roadway, Driver, Vehicle, Citation and Adjudication, and Injury Surveillance data systems) into the statewide crash data repository.
6. Demonstrates a commitment to have a MMUCC mapping assessment (completed by NHTSA) as described in Section B.5 for Milestones (M) and Deliverables (D).

### **EVALUATION FACTOR 4: DATA QUALITY**

The Applicant must include a data quality assurance plan that outlines how the Applicant will monitor, measure, and improve crash data quality. When evaluating this factor, NHTSA will evaluate whether the work plan:

1. Demonstrates a commitment to develop and implement a formal crash data quality assurance plan that includes crash data quality assurance and control processes and performance measures.
2. Demonstrates a commitment to improve the statewide crash data repository according to the States' most recent traffic records strategic plan that was approved by the State Traffic Records Coordinating Committee.
3. Demonstrates a commitment to incorporate human factors best practices into crash data collection and reporting tools as described in MMUCC Sixth Edition, Chapter 11 "Designing User-Centered Crash Reporting Systems".
4. Demonstrates a commitment to implement crash data validation rules and edit checks, including automated identification of issues and accurate data transmission.
5. Outlines a process to identify and address issues and errors during motor vehicle crash data collection. The work plan should also describe how the State will resolve these data quality issues, how the State will communicate these issues and any impact on full electronic data transfer to NHTSA, and how the State will amend crash data that has already been transferred to NHTSA.

#### **EVALUATION FACTOR 5: CRASH DATA SYSTEM COORDINATION**

The Applicant's plan must demonstrate a comprehensive and inclusive process to coordinate State activities to standardize motor vehicle crash data and intrastate data sharing. When evaluating this factor, NHTSA will evaluate whether the work plan:

1. Describes a process to increase the level of electronic crash reporting from law enforcement if applicable (i.e., if law enforcement currently uses paper crash reports or static PDF files).
2. Describes how electronic crash data collection and the centralized statewide repository will reduce the time from when a crash occurs to when the crash record is present in the state's central repository. Describes how the state will measure and monitor improvements in timeliness of reporting, including metrics such as percentage of law

enforcement agencies using electronic crash reporting in the State, average timeframe from crash date to submission to centralized statewide repository.

3. Explains any equipment purchases necessary to achieve the goals of the SEDC program, how the sub-grantees are selected for funding, and how to measure if the equipment will meet the program's objectives.
4. Demonstrates a commitment to provide crash data collection training to law enforcement on updates to the PAR/PCR.
5. Demonstrates a commitment to intrastate data sharing.
6. Demonstrates a commitment to coordinate with the State TRCC and key stakeholders (e.g., crash data collectors, managers, users) and implement processes to guide updates to the crash data system.
7. Demonstrates a commitment to establish data governance practices (e.g., develop a crash data traffic records inventory consistent with the *Traffic Records Program Assessment Advisory, 2018 Edition* (DOT HS 821 601)) in coordination with their Traffic Records Coordinating Committee and key stakeholders.
8. Demonstrates a commitment to work with a Crash Data User Group to guide continual improvements to the crash data system (collection, management, and use).

## **B) COST EVALUATION**

Applicants shall ensure that all proposed costs, including non-federal contributions and contributions from other federal sources, are reasonable, allowable, and allocable according to the cost principles stated in 2 CFR Parts 200 and 1201.

This cost breakdown shall not only identify cost categories but shall also identify specific sub-categories (and associated costs). For example, labor costs should include labor categories, associated levels of effort, and rates; direct materials costs should include itemized equipment and supplies costs; travel and transportation costs should include the number of projected trips, then number of people traveling and per trip cost; subcontractor/sub-Recipient costs should have similar details, if known; and overhead.

All costs must be associated with one of the three eligibility activities and costs as specified in Section C.3 (i) to (iii). Specifically, the 'grant program function or activities' in the SF424A shall be listed as (i) equipment to upgrade a statewide crash data repository; (ii) adoption of electronic crash

reporting by law enforcement agencies; and (iii) increasing alignment of State crash data with the latest Model Minimum Uniform Crash Criteria.

The Applicant must also justify each proposed cost by explaining how each cost was calculated and determined to be fair and reasonable.

The Applicant shall also include copies of any supporting documentation it may have (i.e., indirect cost rate agreements, etc.) as part of the budget package.

The federal share of a SEDC grant may not exceed eighty (80) percent of total eligible activity costs. Recipients are required to contribute a local matching share of no less than twenty (20) percent of eligible activity costs except for “insular areas.” For equally acceptable applications, preference may be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those required in this NOFO.

The federal government reserves the right to request, at any time after the receipt of applications and before award, additional cost, or price information necessary to perform an analysis. Quarterly invoicing is required.

## **E.2. REVIEW AND SELECTION PROCESS**

Each application package will be reviewed initially to confirm that the Applicant meets the eligibility requirements as set forth in SECTION C. ELIGIBILITY INFORMATION and has included all the items specified in Section D.2. CONTENT AND FORM OF APPLICATION SUBMISSION. A Technical Evaluation Committee (TEC) will then review each completed application that meets the eligibility requirements and provide recommendations for award based on Section E.1. Evaluation criteria.

For each application, the TEC will rate the application using the following rating definitions:

| <b>Rating Definitions</b>                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Outstanding</b> – The application demonstrates a professionally superior approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, within most or all areas covered by the announcement. The application demonstrated a large capability for excellent or highly productive results. |

**Good** – The application demonstrates a comprehensive and fully acceptable, excellent approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, with capability for excellent or productive results in one or more major areas covered by the announcement.

**Acceptable** – The application meets minimum requirements of the NOFO; is responsive to all major aspects of NOFO; and is capable of achieving desired program objectives.

**Unacceptable** – The application demonstrates an incomprehensible or unacceptable approach, methods, organization, or capabilities; provided little to no detail as to how the program would be accomplished. The application is not capable of being evaluated.

After completing its evaluation, among projects of similar merit, NHTSA will prioritize projects that best meet the following Administration priorities.

- Safety—detail how the applicant’s approach will provide positive safety benefits for all roadway users and detail how the applicant’s approach will not result in negative safety impacts for all roadway users.
- Equity—a detailed plan to address racial equity and barriers to opportunity. For example, the applicant may include an equity and inclusion program/plan or equity-focused policy to ensure racial equity in the overall project delivery and implementation or submit a plan to hold meaningful public engagement on the project to ensure that underserved communities are provided a full and equitable opportunity to have meaningful engagement on the project.
- Civil Rights—a detailed plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR § 21), the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations.

Using the discretionary authority provided in statute, the Secretary will select projects from the qualified list for award, consistent with the selection criteria and statutory requirements.

### **E.3. SYSTEM FOR ACQUISITION MANAGEMENT REVIEW**

NHTSA will review and consider any information about the applicant that is in the designated integrity and performance system accessible through the System for Acquisition Management (SAM).

Each applicant may review information in the SAM and provide comment in its application about itself that a Federal awarding agency previously entered and is currently in SAM.

NHTSA will consider any comment submitted by the applicant, in addition to the other information in SAM when determining the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review under section D.3, Unique Entity Identifier and System for Award Management (SAM).

Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 CFR § 200.206.

#### **E.4. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES**

It is anticipated that multiple awards will be made by December 2024. HOWEVER, SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN AWARD WILL BE MADE.

## **SECTION F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1. FEDERAL AWARD NOTICES**

All funds provided by NHTSA must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, and the Uniform Administration Requirements, and Cost Principles and Audit Requirements for Federal Awards (2 CFR Parts 200, 1200 and 1201).

The grant agreement award will provide pertinent instructions and information including, at a minimum, the following:

- General Federal Award Information:
  - Recipient name;
  - Recipient's unique entity identifier;
  - Unique Federal Award Identification Number (FAIN) assigned by NHTSA;
  - Federal Award Date;
  - Period of Performance Start and End Date;
  - Amount of Federal Funds Obligated by this action;
  - Total Amount of Federal Funds Obligated;
  - Total Amount of the Grant Award;
  - Budget Approved by NHTSA;
  - Total Approved Cost Sharing or Matching, where applicable;
  - Grant project description;
  - Agency name and contact information for awarding official;
  - Assistance Listing Program Number (formerly CFDA) and Name;
  - Identification of whether the award is R&D; and
  - Indirect cost rate for the grant.
- General Terms and Conditions as applicable including:
  - Grant Administrative Requirements;
  - National Policy Requirements; and
  - Recipient integrity and performance matters.
- Grant Performance Goals

### **F.2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

1. The Grant shall be subject, as applicable to the administrative requirements contained in the following regulations which are incorporated by reference, with the same force and effect as if it they were given in full text:
  - a. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2CFR Parts 1200 and 1201);
  - b. 49 CFR Part 20 – Department of Transportation New Restrictions on Lobbying.
  - c. 49 C.F.R. Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of The Civil Rights Act of 1964.
  - d. 49 C.F.R. Part 25 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
  - e. 49 C.F.R. Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.
  - f. 49 CFR Part 32 – Governmentwide Requirements For Drug-Free Workplace (Financial Assistance)
2. The Recipient will comply with Subpart C of 2 CFR part 180, which restricts awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
3. The Recipient will acknowledge in writing that no funds provided under the Assistance Agreement will be used for lobbying activities as defined in 2 CFR § 200.450.
4. The Recipient will have procedures in place to respond to an unauthorized disclosure or breach of an individual's personally identifying information (PII). The Grant Recipient will notify NHTSA within seven (7) days of an incident involving the unauthorized disclosure or breach of PII. In the event of an unauthorized disclosure or breach, the Grant Recipient will cooperate and exchange information with NHTSA, as needed, to properly escalate, refer, and respond to the incident.
5. As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to the domestic preference

requirement at 23 U.S.C. § 313. The Department expects all applicants to comply with that requirement.

6. The Recipient shall ensure access to Limited English Proficiency (LEP) persons in accordance with the U.S. Department of Transportation (DOT) LEP guidance, dated December 7, 2005 (74 Fed Reg, 74087), which will assist the Recipient in fulfilling its responsibilities pursuant to Title VI of the Civil Rights Act of 1964 and U.S.DOT's implementing regulations at 49 C.F.R. Part 21 (incorporated by reference above).
7. Civil Rights and Title VI: As a condition of an award, Recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 C.F.R. § 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and NHTSA's Office of Civil Rights may work with the recipients to ensure full compliance with Federal civil rights requirements.
8. Pursuant to Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, dated January 20, 2021, the Recipient will comply with all guidance during the performance of this Grant.
9. Critical Infrastructure Security and Resilience: It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber risks, consistent with Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience, and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for Federal funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds.
10. It is U.S. DOT policy that each applicant selected for grant funding must demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards consistent with Executive Order 14025, Worker Organizing and Empowerment, and Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act.

11. Performance and Program Evaluation: As a condition of grant award, NHTSA requires grant recipients to participate in a baseline exercise to measure their alignment to MMUCC Sixth Edition upon award of the grant and again upon State finalizes its changes to their crash data collection to align to MMUCC. In addition, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation and/or use information available through other reporting. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For grant recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

### **F.3. REPORTING**

The following reporting requirements will be required under this program. All reports will be submitted electronically, unless otherwise requested by NHTSA.

## QUARTERLY PROGRESS AND FINANCIAL REPORTS

The Recipient shall submit quarterly progress reports and financial status report using the SF-270 (also known as the Federal Financial Report or SF-FFR). The Recipient should report progress on the eligibility activities as specified in Section C.3 (i) to (iii). The format for quarterly progress reports and financial reporting will be reviewed and discussed during the kick-off meeting with the Recipient.

The Recipient shall submit quarterly reports to the COR no later than the 15<sup>th</sup> of the month after the end of each reporting period. The following reporting period end dates apply: 3/31; 6/30; 9/30; and 12/31.

The quarterly report shall contain information related to Recipient's activities to implement full electronic data transfer to NHTSA, including information for each of the three areas of eligibility activities and costs specified in Section C.3:

- A comparison of actual accomplishments to the activities, milestones, and deliverables in the workplan for the reporting period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment) should be included in the cost report.
- The reasons why established goals in the workplan were not met, if appropriate.
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- Any significant development during the reporting period:
  - Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
  - Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

**Note:** The Recipient shall submit an invoice for reimbursement each quarter using Delphi, provided that the invoice includes the justification for each invoiced item for the period. The Recipient shall fill all applicable SF-270 form and NHTSA's financial reporting Excel template and attach them to the Delphi invoice. The Recipient shall also email the COR the quarterly progress report, SF-270 form and Excel file in a separate email.

## **FINAL REPORT**

The Recipient shall submit a final report to the COR (CA) no later than forty-five (45) days before the end of the performance period stated in the Award. The final report shall be no more than thirty (30) pages in length, and shall summarize key findings, resulting activities/accomplishments, and barriers. At a minimum, the final report shall include a narrative description of the activities conducted, problems encountered, lessons learned, and general outcomes of the project, such as alignment to MMUCC Sixth Edition and the level of electronic reporting from State's law enforcement agencies to statewide crash data repository. The Recipient shall report an overall evaluation of the program, identifying areas of strength and weaknesses.

The COR (CA) will review this report and provide feedback within fifteen (15) days of receipt for consideration by the Recipient. If the Recipient makes any changes to the Final Report, the Recipient agrees to submit the revised final report no later than fifteen (15) days after receiving comments from COR.

## **ANNUAL FINANCIAL STATUS REPORTS**

The Recipient shall prepare and submit federal financial reports (SF-425) to the NHTSA COR (CA) and the Contracting Officer (CO), annually, by no later than ninety (90) days after October 1 of each year, to document the status of funds.

## **SECTION G. FEDERAL AWARDING AGENCY CONTACTS**

### **G.1. NOFO POINT OF CONTACT**

Primary NOFO Point of Contact

Christopher Clarke, Contract Specialist

Email: NHTSAOAM@dot.gov with a copy to [c.clarke.ctr@dot.gov](mailto:c.clarke.ctr@dot.gov)

~~Secondary NOFO Point of Contact~~

~~Reba Dyer, Contracting Officer~~

~~Email: NHTSAOAM@dot.gov with a copy to [reba.dyer@dot.gov](mailto:reba.dyer@dot.gov)~~

### **G.2. GRANTS.GOV APPLICANT SUPPORT**

For technical issues or questions related to Grants.gov, please email [support@grants.gov](mailto:support@grants.gov) or call (800) 518-4726.

## **SECTION H. OTHER INFORMATION**

### **H.1. DISCLOSURE OF INFORMATION**

Information made available to the Recipient or employee(s) of the Recipient by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without NHTSA's express written approval.

The Recipient will assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the Recipient to whom information may be made available or disclosed shall be notified in writing by the Recipient that such information may be disclosed only for a purpose and to the extent authorized herein.

### **H.2. LIMITED USE OF DATA**

Performance of this effort may require the Recipient to access and use data and information proprietary to a Government agency or Government contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government or others.

The Recipient and employee(s) of the Recipient will not divulge, or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon the written approval of NHTSA. The Recipient shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Recipient without such limitations or prohibit an agreement at no cost to the Government between the Recipient and the data owner which provides for greater rights to the Recipient.

### **H.3. PAYMENT FOR UNAUTHORIZED WORK**

No payments will be made for any unauthorized supplies or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Recipient of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

### **H.4. PLACE OF PERFORMANCE**

TBD

## **H.5. SEAT BELT USE POLICIES AND PROGRAMS**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the contractor is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally- owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS are prepared to help with technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of ninety (90) percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at [www.trafficsafety.org](http://www.trafficsafety.org) Protection of Human Subjects

## **H.6. PROTECTION OF HUMAN SUBJECTS**

The Recipient will comply fully with 49 C.F.R. Part 11, U.S.DOT's regulation governing Protection of Human Subjects, and with NHTSA Order 700-5, which sets forth the Agency's policies and procedures for the protection of human subjects participating in research supported directly or indirectly by NHTSA, including through contracts, and grants.

The Recipient will obtain prior written authorization from NHTSA for all consent and release forms to be presented to human subjects participating in NHTSA conducted or funded research, including but not limited to informed consent and media releases.

## **H.7. ENCOURAGING POLICIES TO BAN TEXT MESSAGING WHILE DRIVING**

1. As used in this Agreement; "Driving" –
  - a. Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.
  - b. Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

"Text messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, emailing, instant messaging, obtaining

navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

2. The Recipient is encouraged to

- a. Adopt and enforce policies that ban text messaging while driving
  - 1) Recipient-owned or rented vehicles or government-owned vehicles; or
  - 2) Privately-owned vehicles when on performing under the grant agreement.
- b. Conduct initiatives in a manner commensurate with size of the Recipient, such as
  - 1) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
  - 2) Education, awareness, and other outreach to employees about the safety risks associated while texting while driving.

#### **H.8. NHTSA REVIEW OF ANNOUNCEMENTS OR PUBLICATIONS**

The Recipient agrees that neither the Recipient, nor any Sub-Recipient, shall make public releases of information or any matter pertaining to this NOFO and the Grant, including, but not limited to, advertising in any medium, or presentation before technical, scientific, or industry groups, without the prior written approval of the Contracting Officer.

The provisions of this clause shall survive the expiration of the NOFO and Grant. The provisions of this clause shall be included in all sub-grants at any tier.

#### **H.9. CONFLICT OF INTEREST**

It is U.S. DOT policy to award Grant only to those Applicants whose objectivity is not impaired because of any related past, present, or planned interest, financial or otherwise, in organizations regulated by U.S. DOT, or in organizations whose interests may be substantially affected by Departmental activities, and which is related to work specified in this Notice of Funding Opportunity (NOFO). Based on this policy, if, after award, the Recipient discovers a conflict of interest with respect to the Grant that could reasonably have been known prior to the award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict along with a description of the action the Recipient has taken, or proposes to take, to avoid or mitigate such conflict.

- (A) The Applicant shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual, or other interest(s) with an organization regulated by U.S. DOT, or with an organization whose interests may be affected substantially by Departmental activities, and which is related to the work under this Notice of Funding Opportunity (NOFO). The interest(s) described shall include those of the Applicant, its affiliates, proposed consultants, proposed subcontractors, and key personnel of any of the above. Past interest shall be limited to within one year of the date of the Applicant's technical proposal. Key personnel shall include any person owning more than twenty (20) percent interest in the Applicant, and the Applicant's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action under the Grant where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.
- (B) The Applicant shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed grant agreement can be accomplished in an impartial and objective manner. In the absence of any relevant interest identified in (a) above, the Applicant shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The Applicant must obtain the same information from potential subcontractors prior to award of a subcontract under the resultant grant agreement.
- (C) The NHTSA Contracting Officer will review the statement submitted and may require additional relevant information from the Applicant. All such information, and any other relevant information known to U.S. DOT, will be used to determine whether an award to the Applicant may create a conflict of interest. If any such conflict of interest is found to exist, the NHTSA Contracting Officer may (1) disqualify the Applicant, or (2) determine that it is otherwise in the best interest of the agency to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the grant agreement awarded.
- (D) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the Applicant for award. If non-disclosure or misrepresentation is discovered after award, the resulting Grant may be terminated. If after award, the Recipient discovers a conflict of interest with respect to the Grant awarded as a result of the Grant announcement, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the NHTSA CO. The disclosure shall include a full description of the conflict, a description of the action the Recipient has taken, or proposes to take, to avoid, or mitigate such conflict. The NHTSA CO may, however, terminate the Grant for convenience if he or she deems that termination is in the best interest of the Government.

#### **H.10. RURAL OPPORTUNITIES**

User-friendly information and resources regarding DOT's discretionary grant programs relevant to rural applicants can be found on the Rural Opportunities to Use Transportation for Economic Success (ROUTES) website at <https://www.transportation.gov/rural>.

[END OF NOTICE OF FUNDING OPPORTUNITY]

## APPENDIX A. CERTIFICATION

### Certification for State Electronic Crash Data Collection Program (SEDC) Grants

On behalf of the \_\_\_\_\_, I \_\_\_\_\_ in my capacity as the  
[State/Territory/Tribal Nation] [print name]

State's custodian of motor vehicle crash data hereby certify that:

- The State will implement full electronic data transfer to NHTSA by not later than five (5) years after the date on which the grant is awarded.
- The State will increase its alignment to MMUCC Sixth Edition to include all SEDC-required data elements and attributes and any additional elements and attributes identified in its work plan by not later than five (5) years after the date on which the grant is awarded.
- The State will follow NHTSA's EDT processes when it implements full electronic data transfer to NHTSA.
- The State will use the IEPD published by NHTSA to implement full electronic data transfer to NHTSA.
- The State will conduct full electronic data transfer to NHTSA on the frequency that is no less than one transfer per week as stated in its work plan
- The State will conduct full electronic data transfer to NHTSA for no less than five (5) years from the date the transfer commences.
- The State will transfer data to NHTSA without any restrictions or conditions.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **APPENDIX B. MMUCC SIXTH EDITION DATA ELEMENTS AND ATTRIBUTES WITH SEDC-REQUIRED AND SEDC-RECOMMENDED ELEMENTS AND ATTRIBUTES**

Please see the Excel file “MMUCC\_6th\_Edition\_and\_SEDC\_Elements\_and\_Attributes.xlsx”.

Please update Column G on “Attributes - All Data Levels” tab to indicate if your State will align each element to MMUCC Sixth Edition.

Law enforcement agencies are eligible for MMUCC trainings provided by NHTSA. Information on these opportunities will be provided to the States through NHTSA’s regional offices and other partners like the Governors Highway Safety Association (GHSA) and the Association of Traffic Safety Information Professionals (ATSIP).

States are also encouraged to review the following NHTSA crash data system guidance and tools. NHTSA also provides technical assistance to States upon request through the Traffic Records Technical Assistance GO Teams program.

- *Guide to Updating State Crash Data Systems* (DOT HS 813 217)<sup>6</sup>
- *Traffic Records Program Assessment Advisory, 2018 Edition* (DOT HS 821 601)<sup>7</sup>
- *Crash Data Improvement Program Guide* (DOT HS 812 419)<sup>8</sup>

In addition, there are other national standards that can be integrated with traffic records systems, such as FHWA’s Model Inventory of Roadway Elements (MIRE) at <https://highways.dot.gov/safety/data-analysis-tools/mire-fde/model-inventory-roadway-elements-mire>. Chapter 10 of MMUCC 6<sup>th</sup> Edition<sup>9</sup> can be referenced for additional information for data integration.

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<sup>6</sup> <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813217>

<sup>7</sup> <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812601>

<sup>8</sup> <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812419>

<sup>9</sup> Please visit <https://www.nhtsa.gov/traffic-records/model-minimum-uniform-crash-criteria> for details about MMUCC and download a copy of MMUCC.