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State Electronic Data Collection NOFO Webinar

*This webinar is brought to you by
the National Highway Traffic Safety Administration (NHTSA)
of the U.S. Department of Transportation (USDOT)*

February 15, 2024

Ground Rules

- The Government will not elaborate on technical evaluation factors beyond what is stated in the solicitation.
- The Government will not respond to any questions during the webinar. Please send all questions to NHTSAOAM@dot.gov.
- If there will be any updates to the grant, including Q&As, correction in the NOFO released or additional material, the Government will update the grant announcement with an amendment at Grants.gov.
- The Government will not discuss the number of awards contemplated to be issued.
- NHTSA will record this virtual session and will post the slides and session recording to Grants.gov.



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- This presentation is intended only to provide information to the public regarding existing requirements under the law or agency policies. However, compliance with applicable statutes or regulations cited in this document is required.

AGENDA

1

SEDC Program

2

Application

3

Review and Selection

Introduction

- NHTSA's mission is to save lives, prevent injuries and reduce the economic costs due to road traffic crashes.
- NHTSA is authorized by 49 U.S.C. § 30182 and 23 U.S.C. § 403 to collect data on motor vehicle traffic crashes.
- NHTSA's National Center for Statistics and Analysis (NCSA) collects and analyzes data to identify traffic safety issues, support data-driven decisions and to disseminate traffic safety information to the public.
- NCSA will be responsible for the execution of the SEDC Grant Program.

SEDC Program



SEDC Program Overview

A new discretionary grant program authorized under Bipartisan Infrastructure Law (BIL) §24108 (d): Crash Data.

“The Secretary shall provide grants to States to upgrade and standardize State crash data systems to enable electronic data collection, intrastate data sharing, and 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.”

Program Goals

- Develop and upgrade a statewide crash data repository to improve a State's crash data collection system
- Increase the accuracy, timeliness, and accessibility of the data
- Increase law enforcement participation in electronic crash reporting
- Increase data standardization using MMUCC Sixth Edition
- Increase the number of States electronically transferring data to NHTSA
- Make data public accessible

Program Requirement (1 of 4)

- The State will implement full electronic data transfer to NHTSA by no later than 5 years after the date on which the grant is awarded.
 - Electronically transfer all crash data in statewide crash repository to NHTSA without restrictions or conditions.
 - NHTSA is required to publish the data received from the States.
 - Federal Personally Identifiable Information (PII) rules apply.
 - Statewide crash data repository must contain crash data for all crashes reported by every law enforcement jurisdiction in the State.
 - State must transfer no less than one transfer per week.

Program Requirement (2 of 4)

- The State shall transfer motor vehicle crash data for a period of no less than 5 full calendar years following implementation.
 - Must use NHTSA's Information Exchange Package Documentation (IEPD)*
 - Must use either XML or JSON
 - Must use unique crash identifier per crash
 - Must send amended, edited, or deleted crashes using the unique crash identifier

*<https://www.nhtsa.gov/file-downloads?p=nhtsa/downloads/MMUCC/>

Program Requirement (3 of 4)

- The State will increase its alignment to MMUCC Sixth Edition* to include all SEDC-required data elements and attributes.
 - States are encouraged to align to all MMUCC Sixth Edition elements and attributes.
 - There are 26 SEDC-required data elements.
 - States must have a MMUCC Sixth Edition assessment to ensure they align to the 26 SEDC-required elements.

*<https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813525>

26 SEDC Required Elements

Crash

- Crash Date
- Crash Time
- County or Equivalent
- Global Position (Latitude Longitude)

Driver

- Driver License Number
- Speeding-Related

Non-Motorist

- Non-Motorist Device Type

Person

- Person Number
- Name of Person Involved
- Date of Birth
- Person Type
- Injury Status
- Occupant's Motor Vehicle Unit Number
- Restraint System Use
- Helmet Use
- Ejection
- Law Enforcement Suspects Alcohol Involvement

Vehicle

- Motor Vehicle Number
- Vehicle Identification Number (VIN)
- Motor Vehicle Unit Type
- Motor Vehicle Registration State or Country
- Motor Vehicle Model Year

System Populated

- State Unique Crash ID
- Agency (Police Jurisdiction)
- Police Reported
- State Reportable Crash

Program Requirement (4 of 4)

- The State must:
 - Attend kickoff meeting with NHTSA via video conference,
 - Provide quarterly progress and finance reports,
 - Provide annual financial status reports, and
 - Provide a final report.

Eligible Entities

- Eligible Applicants – the term “State” means –
 - i. Each of the 50 States*
 - ii. The District of Columbia*
 - iii. The Commonwealth of Puerto Rico*
 - iv. The U.S. Virgin Islands*
 - v. Guam*
 - vi. American Samoa*
 - vii. Northern Mariana Islands; and*
 - viii. Secretary of the Interior, acting on behalf of an Indian Tribe*
- NHTSA encourages all States to apply (even current EDT States are eligible).
- The State shall appoint one point of contact to submit the application.
- Each State can submit only one application and therefore receive only one grant.

Program Funding

- There is \$350M available for the grants.
- States much share the cost:
 - Federal Government can provide up to 80% of the project cost (except for Insular Areas).
 - States must provide at least 20% of the project cost.
 - Insular Areas: U.S. Virgin Islands, Guam, American Samoa, Northern Mariana Islands
 - Waive for non-federal matching under \$200K
 - May waive for non-federal matching for \$200K and greater
 - Additional Information on cost sharing
 - [2 CFR 200.306](#)
- Total number of awards and the amount of funds provided to each recipient will depend on the depth and quality of the work plan submitted and the availability of funding.

Use of Funds

- BIL funds may be used for:
 - i. Equipment to upgrade a statewide crash data repository*
 - ii. Adopting of electronic crash reporting by law enforcement agencies; and*
 - iii. Increasing alignment of the State crash data with the latest Model Minimum Uniform Crash Criteria (MMUCC)*
- Eligible activity costs must comply with the cost principles set forth in [2 CFR, Subpart E](#) (i.e., 2 CFR § 200.400 to § 200.476).

Application



SEDC Grant Timeline

- NOFO published – January 31, 2024
- Webinar – February 15, 2024
- Post webinar recording – February 22, 2024
- Questions due – March 1, 2024
- NHTSA post responses to questions – March 15, 2024
- Applications due – May 1, 2024
- Expected award – end of 2024

Application (1 of 3)

- Applications must be submitted *via email (**not** on Grants.gov)*
 - to the attention of **Chris Clarke**, Contract Specialist, at NHTSAOAM@dot.gov
- Each application should include the Notice of Funding Opportunity Number: **693JJ924R000025**.
- Applications are due May 1, 2024.
- Each applicant is required to:
 - Register with the System for Award Management (SAM) at <https://www.sam.gov/> *before submitting an application*,
 - Provide a valid Unique Entity Identifier (UEI) *in the 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.

Application (2 of 3)

- Applications must include the following OMB Standard Forms* (SFs)
 - 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 at grants.gov/forms/forms-repository/

Application (3 of 3)

- Applicants must be provided, in addition to these forms:
 - Technical Application - Fully describes the scope of the project, details the program activities and associated milestones and deliverables for which the funding is being requested
 - Budget Execution Plan - Provide a detailed breakdown of the project scope, proposed costs, as well as any in-kind costs, by year

Technical Application

- Includes:
 - Key Information
 - Narrative/Work Plan
 - Certification (Appendix A)
- Shall not exceed 25 pages
- Must be in English
- No cost/price data shall be included

Key Information

- Table of Contents
- Lead Agency
- Primary Point of Contact
- If multiple agencies, all participating agencies and their roles and responsibilities, key personnel from each agency

Narrative/Workplan

- Technical Approach
- Project Management
- Alignment to MMUCC
- Data Quality
- Crash Data System Coordination
- Administration Priorities

Narrative/Workplan

Technical Approach (1 of 2)

- Transfer Frequency
 - How frequently will the State transfer (no less than once per week)?
 - How does the State plan to do this?
 - When is the intended date for the transfer to start?
- Establish and/or Improve Statewide Crash Repository
 - If the State does not have a centralized repository, how does the State plan to create one?
 - How will the State update the Statewide Crash Repository to enable EDT to NHTSA?
 - How will the State ensure that the data transfer to NHTSA will include all police-reported crashes and all the data elements?

Narrative/Workplan

Technical Approach (2 of 2)

- Increase timely data collection
 - How does the State plan to measure and monitor the improvement for timeliness?
 - What metrics will be used?
- Send data to NHTSA for a minimum of 5 years using NHTSA's IEPD
 - Explain how the State plans to use the IEDP to transfer data to NHTSA
 - How does the State plan to amend, edit and delete crashes already sent to NHTSA?
- Record retention
 - What is State's record retention for crash data in the statewide repository?

Narrative/Workplan

Project Management

- Identify project manager and key personnel
 - Describe their qualifications
 - Provide organization chart showing relationship
 - Describe roles and responsibilities and level of effort
- Include timeline of activities
 - What are your milestones?
 - When do you plan to deliver?
- Risk mitigation
 - Identify risks and methods for mitigating or eliminating them

Narrative/Workplan

Alignment to MMUCC

- Increase alignment to MMUCC Sixth Edition
 - With what data elements and attributes does the State plan to align? (Need to **fully** align with the 26 SEDC-required elements)
 - What's the State's process for increased alignment, including coordination with TR Coordinating Committee and key stakeholders?
- NHTSA will perform MMUCC alignment assessment **prior to** State's implementation of MMUCC Sixth Edition updates.
 - Will provide State an assessment of current alignment (baseline)
 - Will provide State an assessment prior to implementation (improvement)
- Data Integration (See MMUCC Sixth Edition Chapter 10)
 - Will the State integrate crash data with other traffic record data systems, such as roadway, driver, vehicle, etc. before sending data to NHTSA?
 - If so, what's the process?

Narrative/Workplan

Data Quality

- Quality Control
 - What is the State's quality assurance plan and process?
 - How do you ensure data quality and integrity at each stage of data collection?
 - Do you plan to develop or enhance your current process?
 - How do you identify and address issues or errors?

Narrative/Workplan

Crash Data System Coordination (1 of 2)

- Increase electronic data reporting by law enforcement within the State
 - NHTSA encourages States to reach 100% electronic data reporting by law enforcement
 - What is the current percentage of electronic data reporting in the State?
 - What is the target percentage of electronic data reporting?
 - How does the State plan to reach the target?
- Equipment purchase to achieve SEDC program goals
 - Why are these purchases necessary for the program goals?
 - How to measure if the equipment purchases will meet the program objectives
 - If there are any sub-grantees, how are they selected for funding?

Narrative/Workplan

Crash Data System Coordination (2 of 2)

- Training
 - What is the State's plan to provide training to law enforcement agencies for changes?
- Intrastate data sharing
 - What's the State's plan for intrastate data sharing?
- Cooperation
 - How will the State work with multi-disciplinary groups to accomplish the goals?
 - What is the process used to guide the updates to the crash data system?
 - How will the State perform data governance and coordinate with Traffic Record Coordinating Committee and key stakeholders?

Certification

- Submit an executed certification (Appendix A)

Budget Execution Plan (1 of 2)

- All costs must be associated with:
 - Equipment to upgrade a statewide crash data repository;*
 - Adopting of electronic crash reporting by law enforcement agencies; and*
 - Increasing alignment of the State crash data with the latest MMUCC.*
- Include Federal and non-Federal funds.

OMB Number: 4040-0006
Expiration Date: 02/28/2025

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.			\$	\$	\$	\$	
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	

Budget Execution Plan (2 of 2)

- Include cost breakdown for each activity in workplan (Section B).
- Cost breakdown shall be by year.
- Must provide justification for each proposed cost and explain how each cost was calculated and determined to be fair and reasonable.
- Include any supporting documents such as indirect cost rate arrangement, etc.
- Cost must comply with Federal law [2 CFR Part 200](#).

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)
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Review and Selection



Evaluation Criteria

- NHTSA and DOT will award SEDC grant based on evaluation of:
 - Technical Proposal
 - Budget Proposal
 - Administration Priority Review
- Submission of an application is not a guarantee of award.

Technical Evaluation

- There are five factors in technical evaluation:
 - Technical Approach
 - Project Management
 - Alignment to MMUCC
 - Data Quality
 - Crash Data System Coordination
- Make sure these factors are addressed in the narrative/workplan.

Cost Evaluation

- All costs, Federal and non-Federal, should be reasonable, allowable and allocable
- Cost breakdown shall include both categories and sub-categories.
- All costs must be associated with one of the three eligible activities specified in Section C.3.
- Explain how each proposed cost is calculated and determined to be fair and reasonable.
- Include copies of supporting documents, such as indirect rate agreement.

Review and Selection Process

- Step 1 - Each application package will be reviewed to ensure the applicant is eligible and it meets the requirements in NOFO.
- Step 2 - Technical evaluation team will review and rate each application based on the technical evaluation criteria. Technical team will also evaluate the budget execution plan. Ratings:
 - Outstanding
 - Good
 - Acceptable
 - Unacceptable
- Step 3 - NHTSA will prioritize projects that best meet the following Administration priorities:
 - Safety
 - Equity
 - Civil Rights
- Step 4 - The Secretary will select applications from the qualified list for awards.

Questions



Questions

- Questions may be submitted via email to
 - **Chris Clarke**, Contract Specialist, at NHTSAOAM@dot.gov
 - Include the NOFO Number **693JJ924R000025** in the email subject for easy identification.
- Questions and answers will be posted to [Grants.gov](https://www.grants.gov).