

National Highway Traffic Safety Administration HSP Amendment Review Implementation

The following amendments to an approved HSP require prior approval from the Regional Administrator:

1. Changes to Approved Planned Activities

Changes to approved planned activities

After the HSP is approved, changes to the following planned activity elements require Regional Administrator approval (23 CFR 1300.11(d)(2)(ii); 23 CFR 1300.32):

- Change in the scope or the objective of the planned activity;
- Change in intended subrecipients (i.e., class of subrecipients, since actual subrecipients may not be known);
- Change in Federal funding source(s);
- Change in eligible use of funds;
- Change in the estimated funding amount exceeding 10% or \$500,000, whichever is less.

Planned activity additions and deletions

- New and deleted planned activities to an approved HSP require Regional Administrator approval. (23 CFR 1300.32)

2. Adding Project Agreements

After HSP approval, States must submit information about each executed or signed project agreement (i.e., each subgrant, interagency/interdepartment agreement, contract, or purchase order with a specific subrecipient) for Regional Administrator approval (23 CFR 1300.32):

- Project agreement number;
- Specific subrecipient;
- Amount of Federal funds by funding source;
- Eligible use of funds.

3. Changes to Approved Project Agreements

The following changes to an approved project agreement require Regional Administrator approval (23 CFR 1300.32):

- Change in the project agreement number;
- Change in specific subrecipient;
- Change in eligible use of funds;
- Increase in total funding amount.

Project agreements that are not implemented require Regional Administrator approval if they change the scope or objective or they are required to qualify for a section 405 or section 1906 grant.

The approved HSP is the official record of the State's commitment to perform a highway safety program under 23 USC Chapter 4. NHTSA reserves the right to disapprove any changes that are inconsistent with the approved HSP or that do not constitute an appropriate use of Federal funds, even if prior approval is not required.

NOTE: Regional Administrators should issue approval or disapproval of HSP changes and amendments as soon as possible, but not later than 5 business days after receipt.