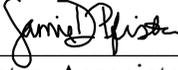**NHTSA**
Regional Operations and Program Delivery
Grants Management and Oversight Guidance

Topic	23 U.S.C. Section 405c Expenditures Program Clarification
Date of Issuance	January 29, 2019

Signature _____

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Program Purpose and Eligible Use of Funds:

A quality traffic records program is critical to the planning, management, and evaluation of any successful performance-based State traffic safety program. States should maintain a traffic records system that supports the data-driven decision-making necessary to identify problems; develop, deploy, and evaluate countermeasures; and efficiently allocate resources.

States may use Section 405(c) grant funds to make data program improvements to core highway safety databases related to quantifiable, measurable improvements in the accuracy, completeness, timeliness, uniformity, accessibility or integration. The core highway safety databases are crash, citation/adjudication, driver, emergency medical services/injury surveillance systems, roadway, and vehicle.

> Improved data programs improve safety. 405c grants are designed specifically to improve data programs, which in turn enhance the broader safety mission of SHSOs.

405c Project Justification:

Each project justification for a 405c project should include:

1. **Establish problem identification:** A traffic records problem identification analyzes challenges within the State's core highway safety databases. Section 405(c) projects focus on addressing those problem areas.
   a. Question: what highway safety database problem needs to be addressed?
   b. Recommendations and considerations from the State traffic records assessment may help identify challenges.

2. **Identify anticipated improvements to database(s):** Improvements to core highway safety databases are assessed in terms of data program attributes. Attributes include planned improvements to the timeliness, accuracy, completeness, uniformity, integration, and/or accessibility of a core highway safety database. If necessary, describe which component of the core database will be improved.
   a. Question: What data program attribute and core database will be improved?
   b. States are encouraged to consult NHTSA's "Model Performance Measures for State Traffic Records Systems"[1] for clarity on the data program attributes for each core database.

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[1] https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/811441

3. **Describe project activity:** Describe the substance of the project and, if applicable, any equipment required to perform project activity. The description should describe how the project is intended to address the problem ID and include an assessment of the projected improvement(s) to a core traffic records database that will ensue because of the project (e.g., improvement to the percentage of crash records in the crash database, with no missing critical data elements).
   a. Question: How does the described project address the problem ID and improve the data program attribute in the core database?
   b. Question: How will the requested equipment be used to perform project activity?

4. **Associate project to planned activity in the HSP:** Identify the planned activity and its associated performance measure(s) from the State's Highway Safety Plan (and if applicable, the State's traffic records strategic plan) with which the project is associated.

Specific Considerations for Equipment Purchases:

NHTSA grants reimburse States for eligible activities based on problem identification. Equipment is eligible for reimbursement only if the item is necessary to perform eligible activities.