**NHTSA Highway Safety Plan Amendment Process**

**Changes to the approved Highway Safety Plan (HSP)**

* Each States’ HSP is “locked” for edits in the Grants Management Solutions Suite (GMSS) after being submitted.
* States contact their NHTSA regional office via email to initiate the amendment.
* If the amendment is approved, the RPM “unlocks” the HSP.
* States enter GMSS and make amendments in the system.
* States click “submit” which locks the HSP and notifies the regional office that the HSP is updated.
* The NHTSA Regional Office reviews the HSP for agreed upon changes.

Note: NHTSA is asking states to communicate with them about amendments separate from GMSS because at this time, GMSS functionality to handle the work flow associated with the amendment process is not developed. Communicating changes ahead of time via email allows approval to be documented and secured prior to making changes.

**Submitting project agreement details**

* States can select from the three options discussed below, based upon their preference. The first two options involve uploading a spreadsheet into GMSS and the third uses the Grants Tracking System (GTS) to provide the details. The HSP must be unlocked prior to uploading.

**Spreadsheet Options**

1. NHTSA can export a customized spreadsheet for each state that includes pre-populated planned activities and eligible use of funds.  States then enter required data (project number, sub-recipient and project amount) into its spreadsheet and upload as an attachment to GMSS. A sample spreadsheet is available from your Regional Office. States that decide to use this option should let their Region know. NHTSA will provide the customized spreadsheet when it is ready.
2. States can create their own spreadsheets (or other type of document) with the required data – project number, sub-recipient, project amount and eligible use of funds. State e-grant systems may be able to automate much of this. States can then upload the completed spreadsheet as an attachment into GMSS. The project agreement details need to be associated with their planned activity number(s) from the approved HSP. States that have projects associated with more than one planned activity number may want to choose this option to avoid adding project information in more than one place.

**GTS Option**

1. States that enter information into GTS at the project level can modify project agreement descriptions to identify the planned activity number(s) they are associated with. Most States currently use the sub-recipient name as the description and would just need to add the planned activity number(s). States that organize GTS by program area may want to select one of the spreadsheet options.
* Project agreement information must be uploaded into GMSS prior to beginning project performance. Follow the “NHTSA HSP Amendment Review Implementation” document to determine if Regional approval is needed. If you chose one of the spreadsheet options, additional project agreements can be added to the original document and uploaded as a new file. This can happen at any time during the year and may include single or multiple project agreements. Please communicate with your Regional Office via email regarding any necessary approvals.
* Upload completed spreadsheets into GMSS in the Certifications and Assurances and HSP documents area.