

**SUPPORTING STATEMENT**  
**Highway Safety Program Cost Summary Form, HS-217**

The request is to extend the currently approved Highway Safety Program Cost Summary form, HS-217, which bear OMB Clearance Number 2127-0003.

A. JUSTIFICATION

**1. The Circumstances Necessitating the Information Collection.**

A 1999 amendment to the Highway Safety Act required that the Secretary is authorized and directed to assist in increasing highway safety. Each State shall have a highway safety program approved by the Secretary, designed to reduce traffic accidents and deaths, injuries, and property damage resulting there from. Such program shall be in accordance with uniform guidelines promulgated by the Secretary to improve driver performance, and to improve pedestrian performance, motorcycle safety and bicycle safety. Under this program, States submit the Highway Safety Program and other documentation explaining how they intend to use the grant funds. In order to account for funds expended under these priority areas and other program areas, States are required to submit a Program Cost Summary. The Program Cost Summary is completed to reflect the State's proposed Allocation of funds (including carry-forward funds) by program area, based on the projects and activities identified in the Highway Safety Plan. This information collection supports the Department's strategic goal of safety, by reducing the numbers of deaths and loss from incidents.

**2. How, By Whom, and For What Purpose the Information is Collected.**

The data contained on this form HS-217, are collected by the states through a process which includes an analysis of traffic records, the identification of the traffic safety problem, and the development of appropriate solutions. The Highway Safety Plan (HSP) provides a vehicle for the States to describe their highway safety efforts in a similar fashion so NHTSA can make the necessary determination required in Section 402 of the Act. In addition to the legislative requirements, the data contained on the forms are used for a variety of purposes by NHTSA, and the Governor's Representative for Highway Safety. The data are used for:

- Budget development /justification;
- Development of legislative proposals;
- Determining program impact;
- Program redirection;
- The exchange of program information;

- Incorporation into the contract obligating Federal funds;
- Monitoring highway safety activities; and
- Reporting to Congress.

### **3. Use of Improved Information Technology to Reduce Burden.**

During the past several years, numerous steps have been taken to reduce the burden of paperwork on the states. The annual burden will remain low due to the limited amount of documentation required to be provided has been substantially reduced. We have simplified this process even more by automating the Program Cost Summary, whereby 100% of the information submitted electronically.

### **4. Efforts to Avoid Duplication.**

Because this information is unique, and has little value to others not associated with the Federal-Aid Agreement, there is virtually no possibility that this data is being collected through another source.

### **5. Collection of Information From Small Businesses.**

The information for the Highway Safety Program Cost Summary is not collected from small businesses or other small entities, rather it is collected from the State governments.

### **6. Consequence to Program if the Collection was conducted less Frequently.**

The data for the Highway Safety Program Cost Summary is only submitted initially and when the State changes data from prior submissions. This is necessary to keep the accounting records accurate by reflecting any changes to the funding amounts.

### **7. Special Circumstances that require Collection.**

There are no special circumstances that would require collection of this data other than changes to prior submissions. Since the system of data entry is automated, any changes are automatically entered on the form and electronically distributed to the appropriate recipients.

### **8. Provide a Copy of the Federal Register Document Soliciting Comments on Extending the Collection of Information, a Summary of All Public Comments Responding to the Notice, And a Description of the Agency's action in response to the comments. Describe Efforts to Consult with Person Outside the Agency to Obtain Their Views.**

A notice soliciting comments on extending the collection of information was published in the Federal Register dated January 9, 2008, vol. 73, No. 6, pgs.1666-1667. NHTSA received no comments.

**9. Payment or Gifts Provided to Respondents.**

This item is not applicable. No payments or gifts are provided to the respondents.

**10. Assurance of confidentiality provided to Respondents.**

This item is not applicable. The information is collected from public documents, records and other sources.

**11. Additional Justification for Questions of a Sensitive Nature.**

This item is not applicable. There is no personal information collected.

**12. Estimate of the Burden of the Collection of Information.**

During the fiscal year the States prepare a HS-217 Form initially and anytime they change the funding category amounts. States will produce approximately twenty HS-217's annually. It takes approximately ½ hour or less to complete the document. Therefore: 20 documents x ½ hour = 10 hours /state/year x 57 States/Territories = 570 hours for all States. Assuming the average salary of these individuals is \$20.00 per hour, and the State only spends 10 hours annually to produce the document, then the cost associated with the burden hours are \$11,400 (\$200 a year x 57 state/entities).

**13. Provide an Estimate of the Total Annual Cost Burden to Respondents or Record-keepers Resulting from the collection of Information.**

There are no costs to respondents or record keepers.

**14. Estimated costs to the Federal Government.**

Since the HS-217 is automated and electronically distributed by the Sates to appropriate Federal recipients there is no cost to the Federal government.

**15. Reasons for Program Changes or Adjustments Reported in Item 13 or 14 of the OMB Form 83-I.**

There are no program changes or adjustments.

**16. Time Schedule for Information Collection and Publication or Statistic Use.**

There are no plans to publish this information.

**17. Approval Not to Display Expiration Date.**

We are not seeking approval not to display the expiration date.

**18. Explain the Exception to the Certification Statement.**

There are no exceptions to the certification statement.