Safe Streets and Roads for All (SS4A)
Workshop Planning and Demonstration Grant Application Worksheet

Welcome to the SS4A grant application worksheet! This document will prepare you to submit a planning and demonstration grant application. It covers each component of the application:

1. Standard Forms

2. Key Information Questions

3. Narrative

4. Self-Certification Eligibility Worksheet

5. Map

6. Planning and Demonstration Grant Supplemental Estimated Budget

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Completing this document will ensure that you have all the required information to submit your application. Let's get started!

Standard Forms

All applicants must submit following forms available on **Valid Eval**:

☐ 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)

Valid Eval Website

Key Information Questions

The following questions are asked in the SS4A application (SF-424). Use this table to compile your responses:

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Lead Application Name	This should be consistent with Q. 8.a. of the SF-424.			
Lead Applicant Unique Identifier Number (UEI)	Must be registered in SAM before submitting application: https://sam.gov/			
Eligible Entity Type	Must select from one of the eligible entity types.	**Select one:** ☐ Metropolitan planning organization (MPO) ☐ Political subdivision of a State or territory ☐ Federally recognized Tribal government ☐ Multijurisdictional group of entities made up of any of the aforementioned three types of entities		
Total Applicant Jurisdiction Population	Source: 2020 U.S Census			

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Total Count Motor Vehicle-Involved Roadway Fatalities that includes the last 5 years of data made available in the Fatality Analysis Reporting System (FARS) during the NOFO period	From the Fatality Analysis Reporting System (FARS) for the applicant jurisdiction. Use 2018-2022 data.		SS4A Average Annual Fatality Rate Fact Sheet	
Total Average Annual Fatality Rate (per 100,000 population)	The fatality rate calculated using the 5-year annual average from the total count of fatalities based on FARS data from 2018-2022, divided by the population of the applicant's jurisdiction based on 2020 U.S. Census population data.		SS4A Average Annual Fatality Rate Fact Sheet	
Inclusion of Underserved Communities Census Tract(s)	Whether the jurisdiction(s) covered by this application are, or include, underserved communities.		SS4A Identifying Underserved Communities Fact Sheet	
Project Title	A concise, descriptive title for the project. This should be the same title used in the SF-424 form and the application narrative.			

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Project Goal	A short description of the safety problem(s) to be solved and how this project will address it.			
Application Type (select all that apply)	Must select type(s) of plan and/or demonstration activity.	**Select all that apply:** ☐ Develop a new Action Plan ☐ Update/add to an existing local safety plan to meet the requirements of an SS4A Action Plan as described in Table 1 of the NOFO ☐ Develop or update an Action Plan and conduct Demonstration or other Supplemental Planning activities ☐ Conduct Demonstration or other Supplemental Planning activities only		
Description of Supplemental Planning and Demonstration Activities (if relevant)	Any of the three different types of activities under Planning and Demonstration Grants can be included in one application, or an applicant may choose to request funding for only one of the activities. The development of, or updates to, an Action Plan must be the intended end result of each supplemental planning and demonstration activity.		**Safe Routes Partnership SS4A Resource**: Includes key points to strengthen your application and that align with U.S. DOT priorities, sample timelines and budgets for demonstration activities.	
Total SS4A Funding Request	Must be a whole number (no cents).		**All Years' SS4A Awards:** You can reference this map of all SS4A awards to see what similarly sized communities have been funded in previous years. Use this information to inform your funding request.	

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Total SS4A Non-Federal Share	Must be equal to, or greater than, 20% of total project cost.		**Matching Funds for SS4A grants** You can use a combination of cash (non-federal funds) and in-kind match for SS4A. Ideas for in-kind match include: ➜ Volunteer time (one estimated value for a volunteer hour is $33.49) ➜ Space donated (like meetings in a recreational center, for example) ➜ Staff time dedicated to the project.	
Total SS4A Project Cost	Sum of Total Federal Funding Request and Total Local share/Match.			
Total Other Federal Funds Used	Must be a whole number (no cents). Other Federal funds may include funds directly received from a Federal agency or funds received through a pass-through agency (e.g., State governmental agency) that originated as Federal funds.			
Coordination	Proof of coordination (e.g., letter, email) from entities in your jurisdiction which have previously received SS4A funding to develop a new Action Plan and/or have submitted an FY25 application requesting funds to develop a new Action Plan. Proof of coordination should come from ALL relevant entities affirming they are aware of your application and the need for coordination to avoid duplication of efforts. Required for those requesting funding to develop a new Action Plan only.			

Drafting your narrative

Applicants must submit a narrative that responds to the following selection criteria:

1. Safety Impact - must include quantitative data

2. Underserved Communities - must include quantitative data

3. Additional Safety Context

Use your responses from the Key Information table to draft your narrative. Here are a set of guiding prompts to help you respond to the selection criteria:

Safety Impact Prompts

➔ How will this project support a significant reduction or elimination of roadway fatalities and serious injuries involving various road users, including pedestrians, bicyclists, public transportation users, motorists, and commercial operators, within the proposed time frame?

➔ Clearly state the count of roadway fatalities from 2018-2022 using DOT's FARS data, an alternative traffic crash dataset, or a comparable data set with roadway fatality information (completed in Key Information table)

➔ Clearly state the fatality rate (completed in Key Information table)

Underserved Communities Prompts

➔ What percentage of the population in your jurisdiction resides in an Underserved Community Census tract? Must use 2020 U.S. Census data.

Additional Safety Context Prompts

➔ What is the proposed scope of work?

➔ Are there partners that are critical to the success of the project? For example, it may be appropriate to coordinate with entities such as the State DOT, local nonprofit organizations, or neighboring jurisdictions that may have roadway ownership or maintenance responsibilities. Describe any efforts to coordinate with other entities.

➔ What roadway issues necessitate further Action Plan development, supplemental planning, and /or demonstration activities (if applicable)?

➔ How will activities will inform an Action Plan and support the identification of projects and strategies that will:

- Lead to a significant reduction or elimination of roadway fatalities and serious injuries involving various road users;

- Employ low-cost, high-impact strategies that can improve safety over a wider geographical area;

- Involve engaging with a variety of public and private stakeholders;

- Adopt innovative technologies to promote safety; and

- Be evidence-based or build evidence around what works.

Notes + Ideas

Additional Safety Context Prompts

➔ Applicants applying for demonstration projects: See Burlington, Vermont's successful SS4A application for sample demonstration project description. Keep in mind that equity has been removed from the selection criteria for FY 2025.

- What are the proposed elements of your demonstration project?

- How will these elements demonstrate safety benefits to road users?

- What materials might you use? How are these materials low-cost, adaptable, and temporary in nature?

- Where will demonstration activities take place? Name specific streets, corridors, locations. Sample project timelines available in Safe Routes Partnership's SS4A Resource Guide (p.8-11)

- Why was this area identified for the demonstration project? Support your answer with crash data, details about who specific road users (students, older adults, transit riders, etc).

- How will demonstration activities impact the overall safety and livability of the project area and lead to future safety benefits?

- How will you measure the potential safety benefits of the demonstration activities through data collection and evaluation?

- Who will manage this project?

- Who will install and maintain equipment?

Sample Demonstration Project Description

The Safe Routes Partnership's SS4a Guide

Additional Considerations

→ Budget Costs

- Are the budget and costs to perform the proposed activities are reasonable, necessary, and allocable based on 2 CFR § 200.404 and 405?

- What is the budget breakdown of Federal funds requested between developing an Action Plan, conducting supplemental planning to update an existing plan, and/or carrying out demonstration activities to inform the development or update of an Action Plan

→ Fatality Rate

- Does your project have a quantitative fatality rate of 17.5 fatalities per 100,000 persons or greater?

→ Previous SS4A Funding

- Have you received SS4A funding in previous years?

Notes + Ideas

Submitting Your Narrative

➜ The narrative should be in PDF format, with font size no less than 12-point Times New Roman, margins a minimum of 1 inch on all sides, and include page numbers.

➜ The narrative should be no longer than 2 pages if requesting less than $1,000,000 in Federal funds. If requesting $1,000,000 or more in federal funds, the narrative must be no longer than 3 pages.

Self-Certification Eligibility Worksheet

Complete the Self-Certification Eligibility Worksheet only if you are applying for supplemental planning and/or demonstration projects that will inform the update of an existing Action Plan.

If you are applying to develop a new Action Plan, you do not need to complete this form even if supplemental planning and/or demonstration activities are included.

Self-Certification Eligibility Worksheet

Map

Create a map in PDF and spatial format (e.g., Shapefile or .KML) that shows the location of your jurisdiction and highlights the roadway network under your jurisdiction. If you are requesting funding for demonstration activities, the map should include the locations of any proposed demonstration pilots (if known). Not sure how to create a Shapefile? Watch the video or review the written guide for instructions!

Shapefile Video

Shapefile Written Instructions

Supplemental Estimated Budget

Create a Planning and Demonstration Supplemental Estimated Budget that summarizes how funding will be allocated to each one of the eligible grant activities applicable to your project:

➜ Developing a new Action Plan

➜ Conducting supplemental planning to update an existing plan

➜ Carrying out demonstration activities to inform the development or update of an Action Plan

The budget planning template will help you summarize the information in accordance with the FY 2025 NOFO. You can also use your own budget template.
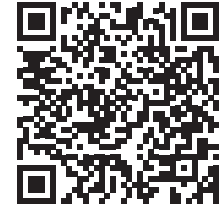
Budget Template

Supporting Documents

➜ Letters of support

➜ Demonstration project timeline - Refer to Safe Routes Partnership Application Support Materials (p. 8-11)

Support Materials

Submitting Your Application

➜ Submit your application on Valid Eval. Applications must be submitted by **June 26, 2025, 5:00pm EDT.**
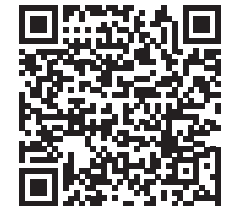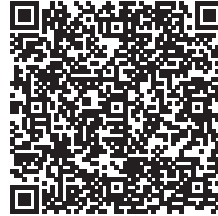
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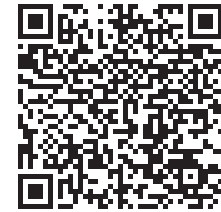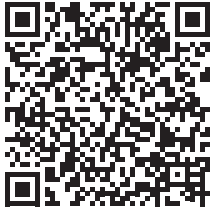# Additional Resources and Quick Links

View winning SS4A applications from the last few years

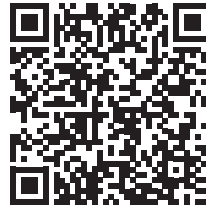Safe Routes Partnership SS4A Resource Guide

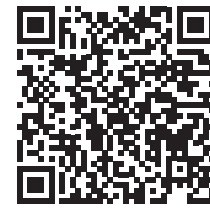Safe Routes Partnership SS4A Webinar and Overview

Creative, Accessible Federal Funding to Advance Safe, Active Travel for Kids and Communities - Resource for creative SS4A project ideas

Safe Routes Partnership SS4A Frequently Asked Questions

SS4A planning/demo application checklist

Hands-on Help
Book office hours with the Safe Routes Partnership