Safe Streets and Roads for All (SS4A)
Implementation Grant Application Worksheet

Welcome to the SS4A grant application worksheet! This document will prepare you to submit an implementation 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. Implementation Grant Supplemental Estimated Budget

7. Supporting Documents

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Completing this document will ensure that you have all the required information to submit your application.

Let's get started!

Self-Certification Eligibility Worksheet

All applicants applying for implementation projects must have a qualifying Action Plan. Complete the **Self-Certification Eligibility Worksheet** demonstrating that the jurisdiction has an Action Plan that meets the requirements described in the **Action Plan Components**.

Pre-Application Action Plan Review: Potential applicants may submit a completed Self-Certification Eligibility Worksheet and any referenced Action Plan(s) for pre-application review - due May 9, 2025 - so that USDOT may affirm their eligibility to apply for an implementation grant. Learn more with the **SS4A Pre-Application Action Plan Review**. *Note: This pre-application review is not required to apply for the implementation grant.*
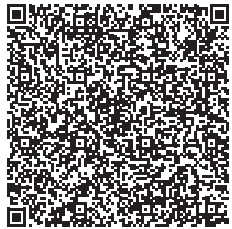
Self-Certification Eligibility Worksheet
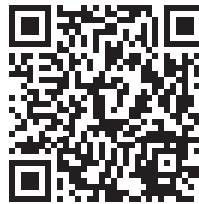
SS4A Pre-Application Action Plan Review

Action Plan Componets

Standard Forms

All applicants must submit following forms available on **Valid Eval**. Here is step-by-step guidance on **How to Complete Standard Forms**:

☐ Application for Federal Assistance (SF-424)

☐ Budget Information for Construction Programs (SF-424C)

☐ Assurances for Construction Programs (SF-424D)

☐ Disclosure of Lobbying Activities (SF-LLL)

Valid Eval
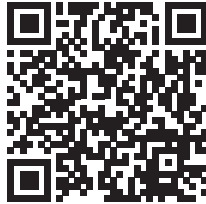

How to Complete Standard Forms

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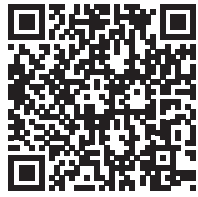
The following questions are asked in the SS4A application (SF-424). Use this table to compile your responses:

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Lead Application Name ☐ Complete	This should be consistent with Q. 8.a. of the SF-424.			
Lead Applicant Unique Identifier Number (UEI) ☐ Complete	Must be registered in SAM before submitting application: https://sam.gov/			
Eligible Entity Type ☐ Complete	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 ☐ Complete	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 ☐ Complete	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) ☐ Complete	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 in Jurisdiction(s) ☐ Complete	Whether the jurisdiction(s) covered by this application are, or include, underserved communities.		SS4A Identifying Underserved Communities Fact Sheet	
Inclusion of Underserved Communities in Project Area(s) ☐ Complete	Whether the project area(s) covered by this application are or include underserved communities.			

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Project Area Fatalities 2018-2022 ☐ Complete	Count of fatalities in the project area(s). May use source other than FARS.		SS4A Implementation Grant Project Area Crash Data	
Project Area Serious Injuries 2018-2022 OR Project Area Injuries Severity Unknown 2018-2022 ☐ Complete	Count of serious injuries in the project area(s). Applicants without reliable serious injury data may use suspected serious injury figures. Please cite source.			
Project Title ☐ Complete	A concise, descriptive title for the project. This should be the same title used in the SF-424 form and the application narrative.			
Applicant roadway safety responsibility (may select multiple) ☐ Complete	Must be a whole number (no cents).	☐ Ownership and/or maintenance responsibilities over a roadway network ☐ Safety responsibilities that affect roadways ☐ Have an agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction		

Title	Instructions	Application Information	Tools and Resources	Associated Websites
Roadway users that this project will <u>significantly</u> benefit □ Complete	Select from options in the application			
Does your project include Demonstration and/or Supplemental Planning Activities? □ Complete				
Would you consider accepting funding for only demonstration activities and/or supplemental planning? □ Complete		□ Yes □ No □ N/A		
Total SS4A Funding Request □ Complete	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 ☐ Complete	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 ☐ Complete	Sum of Total Federal Funding Request and Total Non-Federal share/Match.			
Total Other Federal Funds Used ☐ Complete	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.			

Title	Instructions	Application Information	Tools and Resources	Associated Websites
SS4A Funding Request for Supplemental Planning and/ or Demonstration Activities (A) ☐ Complete	Must be consistent with Implementation Grant Supplemental Budget			
SS4A Funding Request for Planning, Design, and Development Activities for Projects/Strategies (B) ☐ Complete	Must be consistent with Implementation Grant Supplemental Budget			
SS4A Funding Request for Carrying Out Projects and Strategies (C) ☐ Complete	Must be consistent with Implementation Grant Supplemental Budget			
Existing Comprehensive Safety Action Plan (or equivalent) ☐ Complete	Link to or attachment			

Drafting your narrative

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

1. Safety Need

2. Safety Impact

3. Engagement and Collaboration

4. Supplemental Planning and Demonstration Activities (if applicable)

The selection team will also look at two additional factors:

1. Project Readiness

2. Award Considerations

Narrative Requirements

Applicants must follow the narrative requirements:

- 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 may not exceed 12 pages in length, excluding cover pages and the table of contents.

- Implementation Grant applications that include supplemental planning and demonstration activities may submit up to 2 additional pages – 14 pages total – if they are focused solely on responding to the Supplemental Planning and Demonstration Activities selection criterion.

- The following documents do not count toward the page limit:
  - Self-Certification Eligibility Worksheet
  - Budget
  - Appendices, which may include documents supporting assertions or conclusions made in the narrative

- If possible, website links to supporting documentation should be provided rather than copies of these supporting materials.

- If supporting documents are submitted, applicants should clearly identify within the narrative the relevance of each supporting document.

- Letters of support will only be considered if they are submitted with the application as one consolidated set in one supporting attachment.

Recommneded Outline

U.S DOT recommends that the narrative follows the outline below to address the program requirements and assist evaluators in locating relevant information:

Section	Instructions
Overview	Provide an introduction and describe the safety context, jurisdiction, and any high-level background information that would be useful to understand the rest of the application.
Location	Describe the jurisdiction's location, the jurisdiction's high injury network or equivalent geospatial identification (geographic or locational data using maps) of higher risk locations, and potential locations and corridors of the projects and strategies. Note: You are not required to provide exact locations for each project or strategy; rather, the application should identify which geographic locations are under consideration for projects and strategies to be implemented and what analysis will be used in a final determination.
Response to Selection Criteria	Respond to the criteria for evaluation and selection and include a compelling narrative to highlight how the application aligns with criteria: **1.** Safety Need **2.** Safety Impact **3.** Engagement and Collaboration **4.** Supplemental Planning and Demonstration Activities (only if applying for supplemental planning and/or demonstration activities) You must respond to each of the three criteria #1-3 and respond to criterion #4 if applying for supplemental planning and/or demonstration activities.

Section	Instructions
Project Readiness	Provide information to demonstrate the applicant's ability to complete the full scope of work in the application proposal within five years of when the grant agreement is executed, with a particular focus on design and construction, as well as environmental, permitting, and approval processes. Applicants should indicate if they will be seeking permission to use roadway design standards that are different from those generally applied by the State in which the project is located. As part of this portion of the narrative, the applicant must include a detailed activity schedule that identifies all major project and strategy milestones. Examples of milestones include: state and local planning approvals start and completion of the National Environmental Policy Act (NEPA) process and other Federal environmental reviews and approvals including permitting; design completion; right of way acquisition; utility relocation; approval of plans, specifications, and estimates; procurement; public involvement; partnership and implementation agreements; and construction. Environmental review documentation should describe in detail known project impacts and possible mitigation for those impacts. When a project will result in impacts, an award recipient must take steps to engage the public. At a minimum, the project readiness narrative and detailed project activity schedule must include the applicability and disposition of: NEPA and Federal environment reviews and approvals; utility relocation; and right-of-way acquisition. **Visit the SS4A website for additional guidance and information.**

Narrative Prompts

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 Need

- Describe the safety problem including historical trends, fatal and serious injury crash locations, contributing factors, and crash types by category of road user.

- Display crashes and/or crash risk in a high-injury network or similar geospatial risk visualization.

- Summarize safety risks using evidence from risk models, hazard analysis, the identification of high-risk, roadway features, road safety audits/assessments, near miss data, and/or other proactive safety analyses.

Safety Impact
NOTE: This is the most important criterion and will be weighed heavily in application review and project selection.

- How does this project align with and comprehensively address the identified safety problems?

- Is the project primarily on a high-injury network?

- How does the project address high-risk roadway features correlated with severe crash types.

- How does the project significantly reduce or eliminate roadway fatalities and serious injuries involving various road users?

- How does the project use low-cost, high-impact strategies and projects over a wide geographical area?

- How does the project use evidence-based, **Proven Safety Countermeasures** or other effective safety countermeasures to significantly improve existing roadways?

- How does the project use evidence-based countermeasures supported in **NHTSA's Countermeasures that Work**?

- How does the project measure safety impact through models, studies, reports, proven noteworthy practices, Crash Modification Factors (CMF), and other information on project and strategy effectiveness?
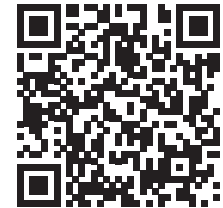
**Proven Safety Countermeasures**

NHTSA's Countermeasures that Work

- How will safety benefits persist over time? **FHWA Safety, Data, Analysis and Tools**

- How does the project reflect established local policies, guidelines, and standards that improve safety decision making?

- How does the project incorporate an existing Complete Streets Policy that prioritizes safety in standard agency procedures and guidance, or other roadway safety policies that have eliminated barriers to prioritizing the safety of all users?

- How does the project consider the impacts of land use and the built environment to promote safe transportation design?

- Clearly state how the project includes at least three of the five **Safe System Approach elements** (Safer People, Safer Roads, Safer Speeds, Safer Vehicles, and Post-Crash Care) to address the identified safety problem?

- How will the project incorporate technologies that promote safety?

- How is the project coordinating with, or supporting, State-identified safety priorities in the State Strategic Highway Safety Plan and its Vulnerable Road User Safety Assessment?

- Implementation costs [The costs of planning, design, and development activities for projects/strategies (B) and carrying out project and strategies © from the Budget Table and Key Information Table]:
  - How does the project make effective use of Federal funds to address the location(s) of past traffic fatalities and serious injuries per $1 million in funds requested, with data clearly tied to the location and relevant crash type(s)?
  - Itemize and summarize costs in a logical manner, including capital costs for infrastructure, behavioral, and operational safety improvements.
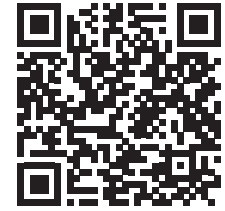
FHWA Safety, Data, Analysis and Tools
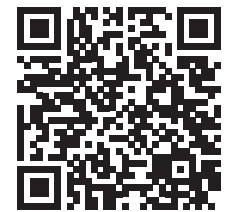
Safe System Approach elements

Engagement and Collaboration

- How does this project ensure investment in preventing roadway fatalities and serious injuries in underserved communities including rural communities?

- How does the project include demographic analysis, both quantitative and qualitative, and stakeholder engagement as part of the development and implementation process?

- How has the project included, or will include, meaningful engagement with the public during all phases of the project such as planning, design, construction, and implementation?

  - For previous engagement: Who was involved? When, where, and how did the engagement take place? What was some of the feedback?

- How will you partner with your jurisdiction, other government entities, nongovernmental organizations, the private sector, academic institutions, and/or other relevant stakeholders to achieve safety benefits while avoiding negative consequences for the community?

Supplemental Planning and Demonstration
NOTE: This is ONLY if you are including planning and demonstration activities in your application.

- Clearly describe all demonstration activities.

  - What are the activities?
  - Where and when will they be implemented?
  - Who will implement the activities?
  - How will this project increase road safety and benefit the community?

- What is the scope of work for supplemental planning or demonstration activities?

- What are the specific road safety issues that necessitate further Action Plan development, including supplemental planning, and /or demonstration activities?

- How will planning and or demonstration activities lead to a significant reduction or elimination of roadway fatalities and serious injuries involving various road users?

- How will you employ low-cost, high-impact strategies that can improve safety over a wide geographical area?

- How will you engage a variety of public and private stakeholders? Who are you planning to engage in project activities? Name specific groups, organizations, government agencies, etc.

- How will this project use innovative technologies to promote safety?

- Provide evidence that the proposed project activities improve road safety, or that project activities will build this evidence.

- How will you collect data and evaluate if project activities improved road safety?

Project Readiness

- Do you anticipate being able to implement this project within five years of when the grant agreement was executed? Support your answer using the following details:
  - Include information related to required design and construction standards, as well as environmental, permitting, and approval processes
  - Document all applicable local, State, and Federal requirements
  - Include information on activity schedule, required permits and approvals, the National Environmental Policy Act (NEPA) class of action and status, State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) status (if applicable), public involvement, right-of-way acquisition plans, procurement schedules, multi-party agreements, utility relocation plans, and risk and mitigation strategies, as appropriate.
- Is the project reasonably expected to begin any construction-related projects in a timely manner consistent with all applicable local, State, and Federal requirements?

Additional Considerations

- Have you received SS4A funds in a previous grant round to develop or update an Action Plan?

- What percentage of Implementation Grant funds will be spent in, and provide safety benefits to, locations in Census tracts designated as underserved communities?
  - What percentage of the population in your jurisdiction resides in an Underserved Community Census tract? Must use 2020 U.S. Census data.
- Is the applicant in a rural area?

- Does your application enhance the geographic diversity of Implementation Grant award recipients?

- Does your project include infrastructure reducing lane capacity for vehicles or reducing access for emergency vehicles, delivery vehicles, and vehicles serving the disabled. If so, your application would be viewed less favorably by the Department.

- Does your federal funding request total $10 million or less?
  - Supplemental planning and demonstration activities do not count toward this total
- Will you have a finalized Action Plan that includes all components in Table 1 as of June 26, 2025?

- Does the applicant have a Killed and Serious Injuries per $1 million in Federal funding rate that is high compared to other Highly Rated applications?

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!
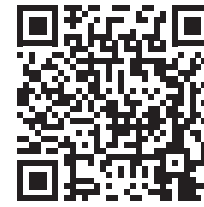
Shapefile Video

Shapefile Written Instructions

Supplemental Estimated Budget

Create an Implementation Supplemental Estimated Budget that provides the following information:

- An overview of estimated activity costs, as organized by all major cost elements.

- Itemized estimates of the costs by separating different locations and/or different sets of proposed projects and strategies that address a similar safety problem and provide a breakdown of the major individual components that contribute to each of the line items.
    - This information should include capital costs for infrastructure safety improvements and/or costs associated with behavioral and operational safety projects and strategies.
    - The section should also distinguish between the three eligible activity areas:
        - Supplemental planning and demonstration activities in support of an existing Action Plan
        - Conducting planning, design, and development activities for projects and strategies identified in an Action Plan
        - Carrying out projects and strategies identified in an Action Plan

- Show how different funding sources will contribute to each activity and present the data in whole dollars

- Funding sources grouped into four categories, with specific amounts for each funding source:
    - SS4A funding request
    - SS4A non-Federal match
    - Total SS4A project cost
    - Other Federal funds (if applicable)

- Estimated costs or value of in-kind matches

- DO NOT include any previously incurred expenses, or costs to be incurred before the time of award and obligation because these expenses are not eligible for reimbursement or cost-sharing.

Applicants must use form SF-424C located in Valid Eval. This budget planning template will help you summarize the information in accordance with the FY 2025 NOFO.

SF-424C located in Valid Eval

Budget planning template

Supporting Documents

- Letters of support

Submitting Your Application

- Submit your application on Valid Eval. Applications must be submitted by June 26, 2025, 5:00pm EDT.

Valid Eval

Notes + Ideas
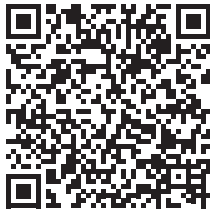

Notes + Ideas

Additional Resources and Quick Links
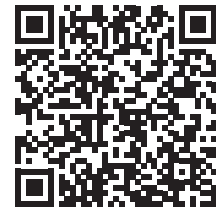
View winning SS4A applications
from the last few years

Safe Routes Partnership
SS4A Resource Guide

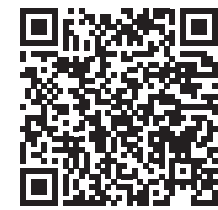Safe Routes Partnership SS4A
Webinar and Overview

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