



Safe Streets and Roads for All

SS4A FY25 Grant Agreement Template Webinar

Thursday, February 26, 2026



Safe Streets and Roads for All

Source: FHWA



Disclaimer

Except for the statutes and regulations cited, the contents of this presentation do not have the force and effect of law and are not meant to bind the States or the public in any way. This presentation is intended only to provide information regarding existing requirements under the law or agency policies.

Unless otherwise noted, FHWA is the source of all images in this presentation.

Today's Speakers



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What to Expect During Today's Webinar

Today...

We'll provide a high-level overview of the FY25 Grant Agreement template and walk through:

- A summary of the information included in each form
- A review of common errors
- Tips and tricks for successful completion



Going forward...

We'll share these slides with you to use as a step-by-step reference as you complete your agreement.

SS4A By the Numbers



Today's Agenda



1. Grant Recipient Roadmap



2. Grant Agreement Overview



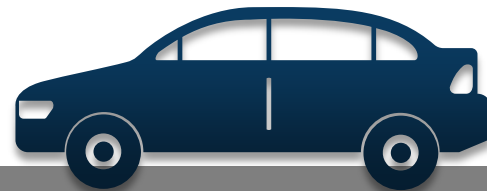
3. Grant Agreement Template Walkthrough



4. Tips for Grant Agreement Success



5. Next Steps





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Grant Recipient Roadmap

SS4A Grant Recipient Roadmap

1. Onboarding

2. Grant Agreement Execution

3. Performing the Project Work, Getting Reimbursed, and Reporting

4. Project Closeout

- Receive award notification
- Connect with primary FHWA point of contact (POC)



SS4A Grant Recipient Roadmap

1. Onboarding

- Receive award notification
- Connect with primary FHWA point of contact (POC)



2. Grant Agreement Execution

- Work with FHWA to complete and execute the grant agreement

You are here!

3. Performing the Project Work, Getting Reimbursed, and Reporting

4. Project Closeout

Quick Tip

Before starting your grant agreement, coordinate with your FHWA POC to make sure you are using the approved FY25 grant agreement template.

SS4A Grant Recipient Roadmap

2. Grant Agreement Execution

What are the main activities?

- Draft your grant agreement using the provided FY25 template.
- Submit your grant agreement draft to FHWA for review.
- FHWA may require some revisions or updates before final approval to move toward execution.
- Once approved, FHWA will forward your agreement to you for signature.
- Final approval/execution occurs when the FHWA Grant Agreement Officer signs the agreement.

Quick Tip

Please note: the FHWA Agreement Specialist will conduct a Risk Assessment and Budget review and may request additional information.

SS4A Grant Recipient Roadmap

2. Grant Agreement Execution

What is the timing?

- It depends on your project's level of complexity and how quickly the grant agreement is finalized.
- SS4A grant agreements are expected to be executed within 12 months after award notification.

SS4A Grant Recipient Roadmap

2. Grant Agreement Execution

What is the intended outcome?

- A fully executed grant agreement.
- Authorization to start work on your project.



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Grant Agreement Overview

Grant Agreement

What is it?

The grant agreement is a legal funding document signed by the grant recipient and FHWA.



What does it do?

It outlines the terms and conditions of the Federal grant and specifies project requirements, reporting obligations, and reimbursement procedures.

Why is it important?

Executed grant agreements provide grant recipients with the authorization to begin working on their projects.

Uniform Guidance Requirements: 2 CFR Part 200

- **2 CFR Part 200** (updated 10/2024):
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II>
- **National Highway Institute (NHI) online training on 2 CFR Part 200:**
 - [Understanding the Uniform Guidance Requirements \(2 CFR 200\) for Federal Awards](#) (Course Number FHWA-NHI-231034)
 - Target Audience for the training: State DOTs, regional and local transportation agencies, and FHWA division and program staff.

Grant Agreement Required

2 CFR Part 200

Per 2 CFR § 200.201(a), each SS4A project requires a grant agreement between FHWA and the Recipient to authorize the recipient to proceed.

→ The grant agreement, including Terms and Conditions and Exhibits, outlines the Federal requirements for the funded project.

For Implementation Grants (and some Planning and Demonstration Grants), the executed grant agreement serves as the mechanism to authorize SS4A funds by project phase, **including:**

- **Base Phase:** Pre-NEPA (preliminary design and NEPA);
- **Option Phase 1:** Final design, right-of-way acquisition, and utility relocation; and
- **Option Phase 2:** Construction

Special requirements apply to any grant that includes other Federal-aid highway funding provided or administered under Title 23, United States Code (including HSIP, STBG, CMAQ, Transportation Alternatives, and other Federal-aid programs).

Grant Agreement Execution

USDOT strongly recommends that you wait until your grant agreement is executed before setting up a contract to implement a grant, as costs incurred before an agreement is executed are not eligible for reimbursement unless authorized by DOT in writing.

Costs incurred after grant awards have been announced, but before there is a signed grant agreement, are only eligible costs if authorized by USDOT in writing consistent with 2 CFR § 200.458.



Any work incurred prior to execution of the grant agreement will be considered non-participating funds.



Recipient procurement procedures must conform to procurement standards identified in 2 CFR § 200.317-200.327.

Reimbursement Program

Reimbursement: As indicated in the NOFO, this program will be administered on a reimbursement basis.

- Costs incurred to carry out activities proposed in the application, which may commence after the grant agreement is executed, will be eligible for reimbursement.
- Recipients will submit requests for reimbursement through the DELPHI iSupplier system, and FHWA POCs will review and approve these requests.

Expenditure of Federal Grant Funds

All SS4A grant funds must be expended within five years of grant agreement execution.

- **Planning and Demonstration Grants:** Generally expected to be completed within 2 years of grant agreement execution; however, they can take more time, if necessary.
- **Implementation Grants:** Funds must be expended within 5 years of grant agreement execution.

Planning and Demonstration Projects

National Environmental Policy Act (NEPA) process must be completed for ALL SS4A projects, including Action Plans

Demonstration Projects: If there is a change to the built environment, phases of project development apply.

Factors to Consider for Demonstration Projects:

Procurement of Services

- Type and Placement of Materials (signs, pavement markings, etc.)
- Roadway Conditions
- Temporary Traffic Control Plans

State Involvement

- SS4A grant agreements are directly between FHWA and the grant recipient.
 - SS4A grant agreements are not with State DOTs.
 - A State DOT cannot serve as a pass-through entity for these awards.
- A grant recipient may choose to work with a State DOT and provide SS4A grant funding to State DOTs to assist in the execution of the grant activities separately from the grant agreement. For more information, see SS4A Frequently Asked Questions, available at DOT <https://www.transportation.gov/grants/ss4a/faqs>.
- State DOTs will not have a direct funding relationship with the USDOT through the SS4A program.

SS4A FY25 Grant Agreement Terms and Conditions

Article 27 Federal Financial Assistance, Administrative, and National Policy Requirements

- **27.2(e): Prohibitions on the use of SS4A funds:**
 - Automated Traffic Enforcement
 - Curb Extensions

Quick Tip

Review your award email and Article 27.2(e) within the grant agreement's Terms and Conditions for full details on prohibitions on the use of SS4A funds.



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Grant Agreement Template Walkthrough

Before You Get Started

There are three helpful documents you should have up and ready to reference as you complete your SS4A FY25 Grant Agreement template. You will need them to help ensure that your information is consistent across all your documents.



Grant Agreement Template



Where can I find this form?

The SS4A Grant Agreement template and Drafting Instructions are **NOT** available on the SS4A website.

Your FHWA POC will provide these documents to you.

Grant Agreement Template Instructions

1. Review the Drafting Instructions to help guide you through how to complete each field in the grant agreement.
2. Insert the required information as noted in the bracketed red text, replacing the red text and brackets.
3. The standard language in black should not typically be changed.
4. When finished, and prior to submitting the grant agreement for FHWA review, please remove the “TEMPLATE” header and ensure that you have changed all text from red to black. The document also should not include any tracked changes or comments.

Title Pages

(pgs. 1-2)

DRAFT	
TEMPLATE; NOT INTENDED FOR EXECUTION WITHOUT MODIFICATION	
01-22-2026	
1. Federal Award No.	2. Effective Date See No. 15 Below
3. Assistance Listings No. 20.939	
4. Award To [Insert Recipient Name] [Insert Recipient Address] Unique Entity Id.: [Insert UEI] TIN No.: [Insert Tax ID]	5. Sponsoring Office U.S. Department of Transportation Federal Highway Administration Office of Safety 1200 New Jersey Avenue, SE HSSA-1, Mail Drop W56-485 Washington, DC 20590
6. Period of Performance Effective Date of Award – [the number of months to complete the project]	7. Total Amount Federal Share: \$0 Recipient Share: \$0 Other Federal Funds: \$0 Other Funds: \$0 Total: \$0
8. Type of Agreement Grant	9. Authority Section 24112 of the Infrastructure Investment and Jobs Act (IIJA, Pub. L. 117–58, November 15, 2021)
10. Procurement Request No. [insert PR Number]	11. Federal Funds Obligated [Insert Amount \$]
12. Submit Payment Requests To See Article 5.	
13. Description of the Project [insert project name from the application]	
RECIPIENT	FEDERAL HIGHWAY ADMINISTRATION
14. Signature of Person Authorized to Sign	15. Signature of Agreement Officer
Signature _____ Date _____	Signature _____ Date _____
Name: _____	Name: _____
Title: _____	Title: Agreement Officer

Title Page: #1 to #9

1. Federal Award No.

To be completed by the The FHWA Office of Competitive Grants and Workforce Programs (HACG-30).

4. Award To

Input the exact name, address, UEI, and TIN No. as it appears in the entity's registration information in **SAM.gov** and the **SF-424**. Any variance from the application should be discussed with your FHWA point of contact (POC) and may require revising the SF-424.

1. Federal Award No.

4. Award To

[Insert Recipient Name]

[Insert Recipient Address]

Unique Entity Id.: [Insert UEI]

TIN No.: [Insert Tax ID]

2. Effective Date
See No. 15 Below

3. Assistance
Listings No.
20.939

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop W56-485
Washington, DC 20590

6. Period of Performance

After "Effective Date of Award –", add the number of months to complete the project.

For Planning and Demonstration Grants, this would generally be expected to be approximately 2 years from the effective date, but it could be longer if needed.

For Implementation Grants, this may be no more than 5 years from the effective date of award.

6. Period of Performance

Effective Date of Award – [the number of months to complete the project]

7. Total Amount	
Federal Share:	\$0
Recipient Share:	\$0
Other Federal Funds:	\$0
Other Funds:	\$0
Total:	\$0

7. Total Amount

The amount should match SF-424 box 18, SF-424A, and SF-424C.

The Recipient share must be a minimum 20% of the total. Any variance from the application should be discussed with your FHWA POC.

Title Page: #10 to #16

13. Description of the Project

Input the project name from Block 15 of the SF-424. If any phases of the project are completed or will be completed outside of this grant, add a sentence about that here.

10. Procurement Request No.
[insert PR Number]

12. Submit Payment Requests To
See Article 5.

13. Description of the Project
[insert project name from the application]

RECIPIENT

14. Signature of Person Authorized to Sign

Signature Date
Name:
Title:

Quick Tip

Don't forget to complete the name and title in #14. A common mistake on draft grant agreements is omitting this information.

14. Signature of Person Authorized to Sign

Enter the name and title of the person authorized to sign the agreement. Do not sign the grant agreement until after the FHWA Agreement Specialist sends the final version of the grant agreement to you for signature.

If your organization requires additional signatures, you may insert an additional page (after #15) for additional signatures.

11. Federal Funds Obligated
[Insert Amount \$]

FEDERAL HIGHWAY ADMINISTRATION

15. Signature of Agreement Officer

Signature Date
Name:
Title: Agreement Officer

11. Federal Funds Obligated

If the grant only involves developing an Action Plan or supplemental plan, include the full amount of the grant award, which will match the Federal Share amount in #7.

For phased agreements, only enter the amount that will be in the Base Phase: Pre-NEPA.

Please Note: The FHWA Office of Competitive Grants and Workforce Programs (HACG-30) will complete:

**10. Procurement Request
No. 15. Signature of Agreement Officer**

Articles 1-6

(pgs. 2-13)

DRAFT
TEMPLATE; NOT INTENDED FOR EXECUTION WITHOUT MODIFICATION
01-22-2026

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE FISCAL YEAR 2025 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation's (the "USDOT") Federal Highway Administration (the "FHWA") and the [insert full name of applicant] (the "Recipient").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("SS4A") Grant for the [insert project name from the application].

The parties therefore agree to the following:

ARTICLE 1 GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, "General Terms and Conditions" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2025 Safe Streets and Roads for All ("SS4A") Grant Program," dated January 22, 2026 which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under "Fiscal Year 2025." Articles 7-33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

Article 1

DRAFT
TEMPLATE; NOT INTENDED FOR EXECUTION WITHOUT MODIFICATION
01-22-2026

U.S. DEPARTMENT OF TRANSPORTATION

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This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("SS4A") Grant for the [insert project name from the application].

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- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

Full Name of Applicant
Fill in the full name of the locality that received the award. This name should match the name in '4. Award To' and Box 8 of the SF-424.

Project Name from the Application
Fill in the name of your project. This should match the project name noted in Box 15 of the SF-424.

Article 2: 2.1 to 2.2

ARTICLE 2 APPLICATION, PROJECT, AND AWARD

2.1 Application

Input the application title from Box 15 of the SF-424 and the date from Box 3 of the SF-424. If there is nothing in that box, use the date the SF-424 was submitted.

2.1 Application.

Application Title: [insert project name from the submitted application.]

Application Date: [insert the application date from the submitted application.]

2.2 Award Amount.

SS4A Grant Amount: [\$XXX]

2.2 Award Amount

Input the award amount that is listed in the award email received from OST. If Title 23 funds are being added to the project, please add those funding amounts as a separate line item. Please use whole dollars.

For Recipients who receive funding for both Implementation and Planning and Demonstration activities, please also include those amounts separately below the total award amount.

Article 2: 2.3

2.3 Federal Obligation Information

Choose the appropriate one of the two options.

Single: Funds are obligated all at once (i.e., Planning Grants).

Multiple: Phased Agreements (i.e., Implementation Grant or Planning and Demonstration Grant with demonstration activities).

2.3 Federal Obligation Information.

Federal Obligation Type: [Select Single or Multiple]

Obligation Condition Table		
Phase of Project	Allocation of the SS4A Grant	Obligation Condition
Base Phase: Pre-NEPA	[\$XXX]	

Quick Tip

Please work with your FHWA POC to make sure the Obligation Condition Table is completed correctly.

Obligation Condition Table

If the Federal Obligation Type is **Single** (Planning Grants), the **Obligation Condition Table** is not required and should be deleted.

If the obligation type is **Multiple** (Implementation Grant or Planning and Demonstration Grant with demonstration activities), **complete the Obligation Condition Table.**

Phased Agreements and Obligation Table

For Implementation Projects or Demonstration Activities that involve changing the built environment

- **Complete the Obligation Condition Table**
 - Base Phase: Pre-NEPA
 - Option Phase 1: Final Design (includes ROW and Utilities)
 - Option Phase 2: Construction
- **Multiple Sub-Projects/Sites**
 - Obligation Condition Table should include all Projects/Sub-Projects and their Federal funding amounts
 - Add any Action Plan or Supplemental Planning activities to the Base Phase

Obligation Condition Table		
Phase of Project	Allocation of	Obligation Condition
Base Phase: Pre-NEPA	Obligation Condition Table	
	Phase of Project	Allocation of the SS4A Grant
	Obligation Condition	
Option Phase 1: Final Design	Obligation Condition Table	
	Phase of Project	Allocation of the SS4A Grant
	Obligation Condition	
Option Phase 2: Construction	Obligation Condition Table	
	Phase of Project	Allocation of the SS4A Grant
	Obligation Condition	

Quick Tip

To understand how this table is used and how it affects the Federal Obligation of funds, see Section 10.2(c)-10.2(h) in the General Terms and Conditions.

Article 2: 2.4 to 2.5

2.4 Budget Period

Alternative 1: If you selected “Single” in the previous section (Article 2: 2.3), please select the first alternative (See Block 6 of Page 1).

Alternative 2: If you selected “Multiple” in the previous section (Article 2: 2.3), there should be a budget period for each phase of the project and the budget period for the base phase should be included in the grant agreement at the time of execution. For the budget periods not yet being obligated, they should remain “[Reserved].”

Please delete the alternative not being used.

2.4 Budget Period.

[Alternative #1:]

Budget Period: See Block 6 of Page 1

[Alternative #2:]

Base Phase Budget Period: Effective Date of Award – [Insert MM/DD/YYYY]

Option Phase 1 Budget Period: [Reserved]

Option Phase 2 Budget Period: [Reserved]

2.5 Grant Designation.

Designation: [Planning and Demonstration or Implementation]

2.5 Grant Designation

Insert whether this is a Planning and Demonstration award or an Implementation award.

Article 3: 3.1

3.1 Summary of Project's Statement of Work

After "Narrative" please select the type of project.

Then, provide a summary of the narrative from the grant application, including details of the work to be completed. Include text noting how many phases the project will include.

If the project will be completed in phases, describe each phase.



ARTICLE 3 SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

Narrative: This award is for [a/an action plan/supplemental planning/demonstration activity/implementation project].

[Describe the project.]

The project will be completed in [one/two/three] phases.

Base Phase: Pre-NEPA: [Describe work.]

Option Phase 1: Final Design, Right-of-Way, and Utility Relocation: [Describe work.]

Option Phase 2: Construction: [Describe work.]

Article 3: 3.2

3.2 Project's Estimated Schedule

There are five different types of schedule tables corresponding with distinct types of grant activities. Select as many tables as needed for your grant based on the specific grant activities for which you received SS4A grant funding. Delete any schedule tables that do not apply to your grant. Insert the completion date for each milestone in the month/date/year format.

Do not add additional milestones not already included in the table.

Please input **specific dates** in the table(s), not a duration of number of months from execution.

3.2 Project's Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	[MM/DD/YYYY]
Planned SS4A Final Report Date:	[MM/DD/YYYY]

Supplemental Planning Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	[MM/DD/YYYY]
Planned SS4A Final Report Date:	[MM/DD/YYYY]

Demonstration Activity Schedule (Construction)

Milestone	Schedule Date
Planned NEPA Completion Date:	[MM/DD/YYYY]
Planned Construction Substantial Completion and Open to Public Use Date:	[MM/DD/YYYY]
Planned SS4A Final Report Date:	[MM/DD/YYYY]

Implementation Schedule (Construction)

Milestone	Schedule Date
Planned NEPA Completion Date:	[MM/DD/YYYY]
Planned Construction Substantial Completion and Open to Public Use Date:	[MM/DD/YYYY]
Planned SS4A Final Report Date:	[MM/DD/YYYY]

Implementation/Demonstration Activity Schedule (Non-Construction)

Milestone	Schedule Date
Planned Activity Completion Date:	[MM/DD/YYYY]
Planned SS4A Final Report Date:	[MM/DD/YYYY]

Quick Tip

Estimate ample time for completion of each component of the project, factoring in the time required for grant agreement execution to avoid the need for an amendment.

Article 3: 3.3(a)

3.3(a) Project's Estimated Costs

Please list the amounts related to the source (SS4A grant, Federal Funds, State Funds, Local Funds, etc.) of how the project will be funded.

Costs can be found in Box 18 of SF-424. Any budget changes from the application should be documented and explained in Attachment B of the grant agreement.

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs		
SS4A Grant Amount:		[\$XXX]
Other Federal Funds:		[\$XXX]
State Funds:		[\$XXX]
Local Funds:		[\$XXX]
In-Kind Match:		[\$XXX]
Other Funds:		[\$XXX]
Total Eligible Project Cost:		[\$XXX]

Quick Tip

When entering amounts in Eligible Project Costs table, please use whole dollar amounts.

Article 3: 3.3(b) and 3.3(c)

3.3(b) Cost Classification Table

This table is only required for Implementation Grants and Planning and Demonstration Grants involving demonstration activities that would result in changes to the built environment. If this table is not applicable to your grant, then delete the table, and insert “Reserved” after “(b) Cost Classification Table.”

To complete the Cost Classification Table, use the budget information descriptions from the SF-424C to determine what cost goes in each row. If no costs are anticipated in a category, remove the row from the table.

3.3(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR Part 200 and with the Recipient’s approved budget application. In the event the indirect cost rate changes, the Recipient will need to notify FHWA of the planned adjustment and provide supporting documentation for such adjustment.

(b) Cost Classification Table

Cost Classification	Total Costs	Non-SS4A Previously Incurred Costs	Eligible Costs
Administrative and legal expenses	[\$XXX]	[\$XXX]	[\$XXX]
Land, structures, rights-of-way, appraisals, etc.	[\$XXX]	[\$XXX]	[\$XXX]
Relocation expenses and payments	[\$XXX]	[\$XXX]	[\$XXX]
Architectural and engineering fees	[\$XXX]	[\$XXX]	[\$XXX]
Other architectural and engineering fees	[\$XXX]	[\$XXX]	[\$XXX]
Project inspection fees	[\$XXX]	[\$XXX]	[\$XXX]
Site work	[\$XXX]	[\$XXX]	[\$XXX]
Demolition and removal	[\$XXX]	[\$XXX]	[\$XXX]
Construction	[\$XXX]	[\$XXX]	[\$XXX]
Equipment	[\$XXX]	[\$XXX]	[\$XXX]
Miscellaneous	[\$XXX]	[\$XXX]	[\$XXX]
Contingency	[\$XXX]	[\$XXX]	[\$XXX]
Project Total	[\$XXX]	[\$XXX]	[\$XXX]

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient’s approved Budget Application. In the event the Recipient’s indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient’s indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

Article 4: 4.1 to 4.2

Quick Tip

To update your recipient contact information, contact your FHWA POC.

ARTICLE 4 CONTACT INFORMATION

4.1 Recipient Contact(s)

Insert contact information for the person designated as the official contact. This person must be employed by the Recipient organization and shall not be a consultant. This person will be responsible for the implementation of the grant.

4.1 Recipient Contact(s).

[enter name]
[enter job title]
[enter organization]
[enter address]
[enter telephone]
[enter email address]

4.2 Recipient Contact(s)

Insert name(s) and title(s) of key personnel who will be responsible for completing project work. Add rows to identify as many key personnel, as necessary.

4.2 Recipient Key Personnel.

Name	Title or Position
[Insert name]	[Insert title]

Article 4: 4.3

4.1 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: W56-485
1200 New Jersey Avenue, S.E.
Washington, DC 20590
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Competitive Grants and Workforce Programs
HACG-30, Mail Stop W51-232
1200 New Jersey Avenue, S.E.
Washington, DC 20590
HCFASS4A@dot.gov

and

Division Administrator – [enter name of State]
Agreement Officer's Representative (AOR)
[enter Division Office address]
[enter Division Office telephone]
[enter Division Office email address]

And

[enter name]
[enter State] Division Office Lead Point of Contact
[enter job title]
[enter address]
[enter telephone]
[enter Division Office Email Address]

4.3 Division Administrator

The FHWA POC assigned to the grant should add the information for the FHWA Division Administrator.

4.3 Division Office Lead Point of Contact

The FHWA POC assigned to the grant will list the name and contact information of the Division Office Lead Point of Contact that you will be working with directly.

Article 5: Reimbursement Information

ARTICLE 5 USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Competitive Grants and Workforce Programs

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient’s supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient’s share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer’s Representative (the “AOR”) may withhold processing of that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves and the progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfer (EFT) would impose a hardship on the Recipient because of their inability to access a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System, their requests for disbursement, the FHWA may waive the requirement to use the DELPHI iSupplier System. The Recipient shall contact the Division Office for instructions on, and requirements related to pursuing a waiver.
- (f) The requirements set forth in these terms and conditions supersede any other requirements for Recipients.

Quick Tip

While no action or information is required for this Article, it is critical that you understand the information covered in these sections.

Article 6: 6.1 to 6.5

ARTICLE 6 SPECIAL GRANT TERMS

6.4 Special Grant Terms

If this is a Planning and Demonstration Grant that includes either an Action Plan or a Supplemental Plan, please choose Action Plan or Supplemental Action Plan.

If this does not apply to your grant, please delete clause 6.4 and re-number.

6.5 Special Grant Terms

If this is not a Planning and Demonstration Grant, please remove clause 6.5 and re-number.

- 6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2 The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3 SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4 The Recipient of a Planning and Demonstration Grant acknowledges that the [Action Plan] [Supplemental Plan] will be made publicly available and agrees that it will publish the final [Action Plan] [Supplemental Plan] on a publicly available website.
- 6.5 The Recipient of a Planning and Demonstration Grant that involves a demonstration activity agrees to provide an assessment of each demonstration activity and update the existing Action Plan, which will incorporate the information gathered in the Action Plan's list of projects or strategies and/or inform another part of the existing Action Plan. The Recipient also agrees that demonstration activities are temporary in nature and must be removed and/or ended following the conclusion of the project if the assessment of the demonstration activities does not affirm that the activities provide safety benefits.

Quick Tip

FHWA will consider whether additional special grant terms are needed on a project-by-project basis.

Article 6: 6.6 to 6.10

6.6 Special Grant Terms

If this is not an Implementation Grant, please remove clause 6.6 and re-number.

6.6 The Recipient of an Implementation Grant agrees to update its Action Plan within two years of the date of this agreement to: align with all Comprehensive Safety Action Plan components in Table 1 of the SS4A FY 2025 NOFO corresponding with any “no” responses in the Self-Certification Eligibility Worksheet; ensure that the Action Plan’s safety focus includes all road users, including pedestrians, bicyclists, and motor vehicle safety; and ensure that the Action Plan was last updated not more than three years prior.

6.7 and 6.8 Special Grant Terms

For phased agreements, please include clauses 6.7 and 6.8.

If this is not a phased grant agreement, please remove clauses 6.7 and 6.8 and re-number.

6.7 The Recipient acknowledges that it is required to conduct certain environmental analyses and to prepare and submit to FHWA, or State with applicable NEPA Assignment authority, documents required under NEPA, and other applicable environmental statutes and regulations before the Government will obligate funds for Option Phase 1 under this agreement and provide the Recipient with a written notice to proceed with Option Phase 1.

6.8 The Government’s execution of this agreement does not in any way constitute pre-approval or waiver of any of the regulations imposed upon Recipient under the applicable Federal rules, regulations and laws regarding SS4A projects undertaken in accordance with the terms and conditions of this agreement. The Recipient shall comply with all applicable Federal requirements before incurring any costs under this agreement.

6.9 Special Grant Terms

This clause is for Recipients who are developing supplemental planning and demonstration activities using an MPO or County’s existing Action Plan. If this does not apply, please remove this clause and re-number.

6.9 The Recipient must coordinate its supplemental planning and/or demonstration activities with the jurisdiction that has an existing Action Plan in place that was used to apply for the supplemental planning and/or demonstration activities.

6.10 There are no other special grant requirements.

Attachments

A-F

(pgs. 14-20)

ATTACHMENT A PERFORMANCE MEASUREMENT INFORMATION

01-22-2020

Study Area: [Insert project location(s)]

Baseline Measurement Date: [Insert date]

Baseline Report Date: [Insert date two months after the Baseline Measurement Date]

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance	Fatalities: Total annual fatalities in the project location(s)	Within 120 days after the end of the period of performance
Safety Performance	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Within 120 days after the end of the period of performance
Safety Performance	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Outcomes and Benefits	Quantitative Project Benefits: Quantification of evidence-based projects or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)	Within 120 days after the end of the period of performance

Attachment A

Attachment A: Study Area

All grant recipients must complete the Study Area and insert the project location(s).

ATTACHMENT A PERFORMANCE MEASUREMENT INFORMATION

Study Area: [Insert project location(s)]

Baseline Measurement Date: [Insert date]

Baseline Report Date: [Insert date two months after the Baseline Measurement Date]

Attachment A: Baseline Measurement Date and Baseline Report Date

Implementation Grant recipients and Planning and Demonstration Grant recipients with demonstration activities must insert dates for the Baseline Measurement Date and Baseline Report Date. This Baseline Measurement date should be as current as possible before the start of construction. The Baseline Report Date should be no more than two months after the Baseline Measurement Date.

Planning and Demonstration Grant Recipients are not required to include the Baseline fields and may enter "N/A".

Attachment A

Attachment A: Table 1: Performance Measure Table

If your grant is an Implementation Grant or a Planning and Demonstration Grant with demonstration activities, please keep all rows.

If your grant is a Planning and Demonstration grant only involving an Action Plan or supplemental planning activities, or does not involve construction, then remove all rows *except* for Costs and Lessons Learned and Recommendations.

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance	Fatalities: Total annual fatalities in the project location(s)	Within 120 days after the end of the period of performance
Safety Performance	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Within 120 days after the end of the period of performance
Safety Performance	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Outcomes and Benefits	Quantitative Project Benefits: Quantification of evidence-based projects or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)	Within 120 days after the end of the period of performance

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Outcomes and Benefits	Qualitative Project Benefits: Qualitative description of evidence-based projects or strategies implemented (e.g., narrative descriptions, testimonials, high-quality before and after photos, etc.)	Within 120 days after the end of the period of performance
Outcomes and Benefits	Project Location(s): GIS/geo coordinate information identifying specific project location(s)	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

Quick Tip

All grant types will submit performance measures for Costs and Lessons Learned and Recommendations.

Attachment B

VI-22-2021

ATTACHMENT B CHANGES FROM APPLICATION

Scope:

Schedule:

Budget:

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

Quick Tip

If changes to scope, schedule, and/or budget need to be made after grant agreement execution, you will need to complete a grant agreement amendment to document those changes. Then you will submit an updated Attachment B to your FHWA POC.

Attachment B
Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3 of the grant agreement. If there are no changes, insert "N/A" after "Scope," "Schedule," and/or "Budget" (do not leave these fields blank). All changes must conform with Article 11 of the SS4A Terms and Conditions.

If there are changes to the budget, please complete the table. Delete the table if there are no budget changes.

Attachment E: 1 and 2

ATTACHMENT E LABOR AND WORK

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with "X" in the following table align with the application:

Attachment E: 1

Insert an "X" in the left column for each effort that is included in your application.

For each row marked with an "X", follow the corresponding instructions.

☐	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i>
☐	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i>
☐	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i>
☐	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including union participation or project labor agreements which promote cost-effectiveness and open competition. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i>
☐	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i>
☐	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
☐	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in Attachment B. <i>(Identify the relevant actions from Attachment B in the supporting narrative below.)</i>
☐	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

Attachment E: 2

Use the prompts in the table to write a narrative for how your project is making efforts to support good-paying jobs and strong labor standards. Make sure your narrative addresses the prompts from each of the rows marked with an "X".

Quick Tip

If the last box in Attachment E, Section 1 is checked, USDOT does not anticipate executing the agreement.

Attachment F: 1 and 2

01-22-2026

ATTACHMENT F
CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE

1. Efforts to Strengthen the Security and Resilience of Critical Infrastructure Against Both Physical and Cyber Threats.

The Recipient states that rows marked with “X” in the following table are accurate:

X	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
X	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
X	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.
	Not applicable. Grant does not require the purchase of information technology or operational technology.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

Attachment F: 1

If applicable, insert an “X” in the first three boxes of the left column.

Attachment F: 2

Use the prompts in the table to write a narrative for how your project is making efforts to strengthen the security and resilience of critical infrastructure against both physical and cyber threats. Make sure your narrative addresses the prompts from each of the rows marked with an “X”.

Quick Tip

If your grant does not include the purchase of Information Technology and/or Operational Technology, then insert an “X” in the last row.



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Tips for Grant Agreement Success

Title Pages (pgs. 1-2)



Use the Grant Agreement template for the Fiscal Year You Were Awarded (FY25).



Include a realistic timeline and schedule dates in Block 6, Page 1 (as well as Section 3.2).



Use the “Effective Date Of Award” as the first date for the Period Of Performance (Block 6, Page 1).



Include The Name And Title Of The Person Signing The Agreement (Block 14, Page 1).

Articles 1 thru 3 (pgs. 2-9)

✓ **For Phased Agreements, List The Allocation Of Funding For Each Respective Phase.** Include funds in the base phase for all types of activities that are not Final Design, ROW, Utility Relocation, or Construction (Section 2.3).

✓ **List A Budget Period That Is Within The Period Of Performance** (Section 2.4).

✓ **For Phased Agreements, Include Dates For The Current Budget Period Only (i.e., The Base Phase).** List later phases as “reserved” (Section 2.4).

✓ **Populate The Milestones In The Tables.** Do not include any additional milestones (Section 3.2).

✓ **Include A Month, Day, And Year For Each Milestone** (Section 3.2 as well as Attachment A).

Articles 4 thru 6 (pgs. 10-13)



Include contact information for the appropriate points of contact (Article 4.1 and 4.2). Please note a consultant cannot be the main point of contact.



While there are no actions for Article 5, please read this section for informational purposes.



Review the special terms included in Article 6 and select the appropriate sections based on your grant. Terms not related to your grant type can be deleted.

Attachments (pgs. 14-20)



For Attachment A: Include a month, day, and year for each milestone.



For Attachment B: Do not leave the Project Budget Table blank: Complete the table if there are changes to the budget. If there are no changes, please delete the table.



For Attachment F: If your grant does not include the purchase of Information Technology and/or Operational Technology, then insert an “X” in the last row.



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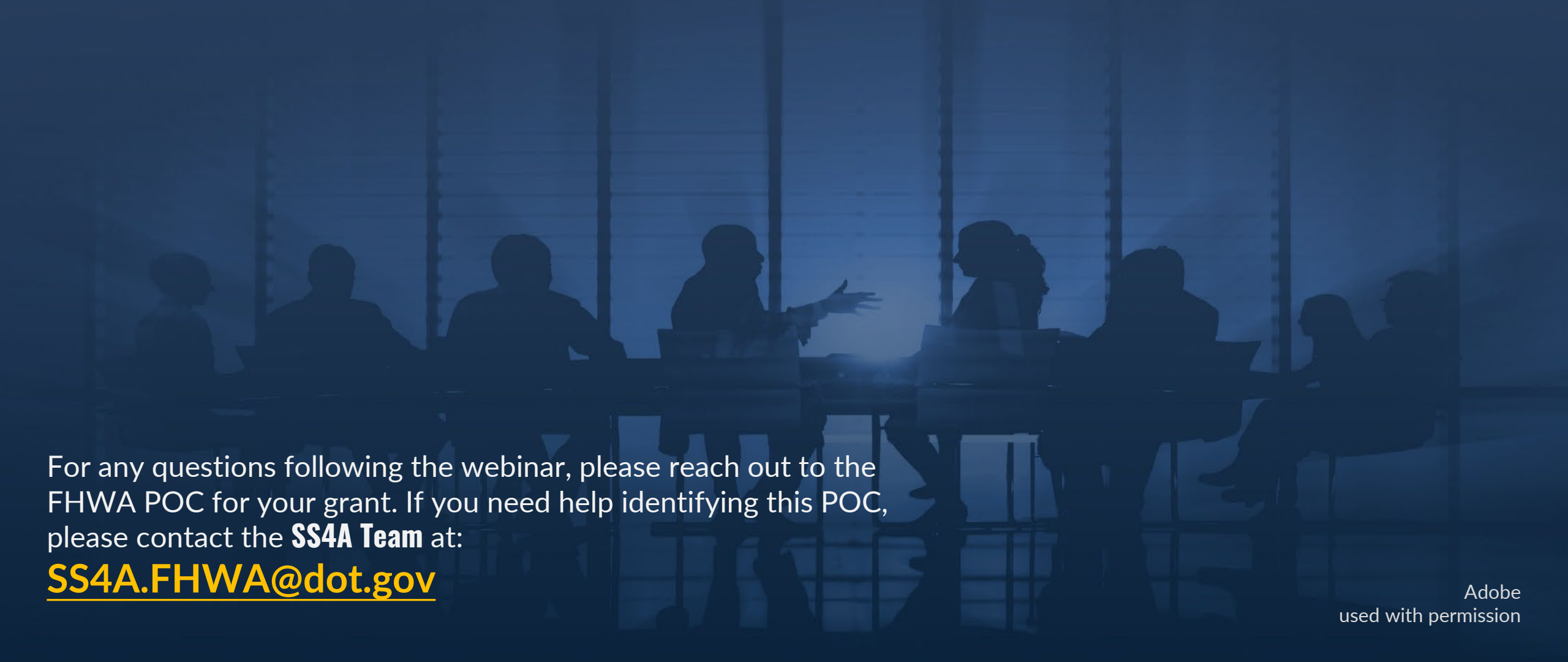
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Next Steps

Next Steps

- The grant recipient will complete the Grant Agreement template, with support from the FHWA POC. Once ready, the FHWA POC will review the grant agreement.
 - Remember: it is important to adhere to the approved FY25 Grant Agreement template.
- FHWA will conduct a 2 CFR Part 200 risk assessment and budget review for each grant recipient.
- Once approved, the grant recipient will sign the grant agreement and return it to FHWA for FHWA signature, which executes the grant agreement and obligates funding.

A dark blue background featuring silhouettes of approximately eight people sitting around a long table in a meeting room. The room has large windows in the background, and the overall lighting is dim, creating a professional and collaborative atmosphere.

For any questions following the webinar, please reach out to the FHWA POC for your grant. If you need help identifying this POC, please contact the **SS4A Team** at:

SS4A.FHWA@dot.gov

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Safe Streets and Roads for All

Thank you!



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