

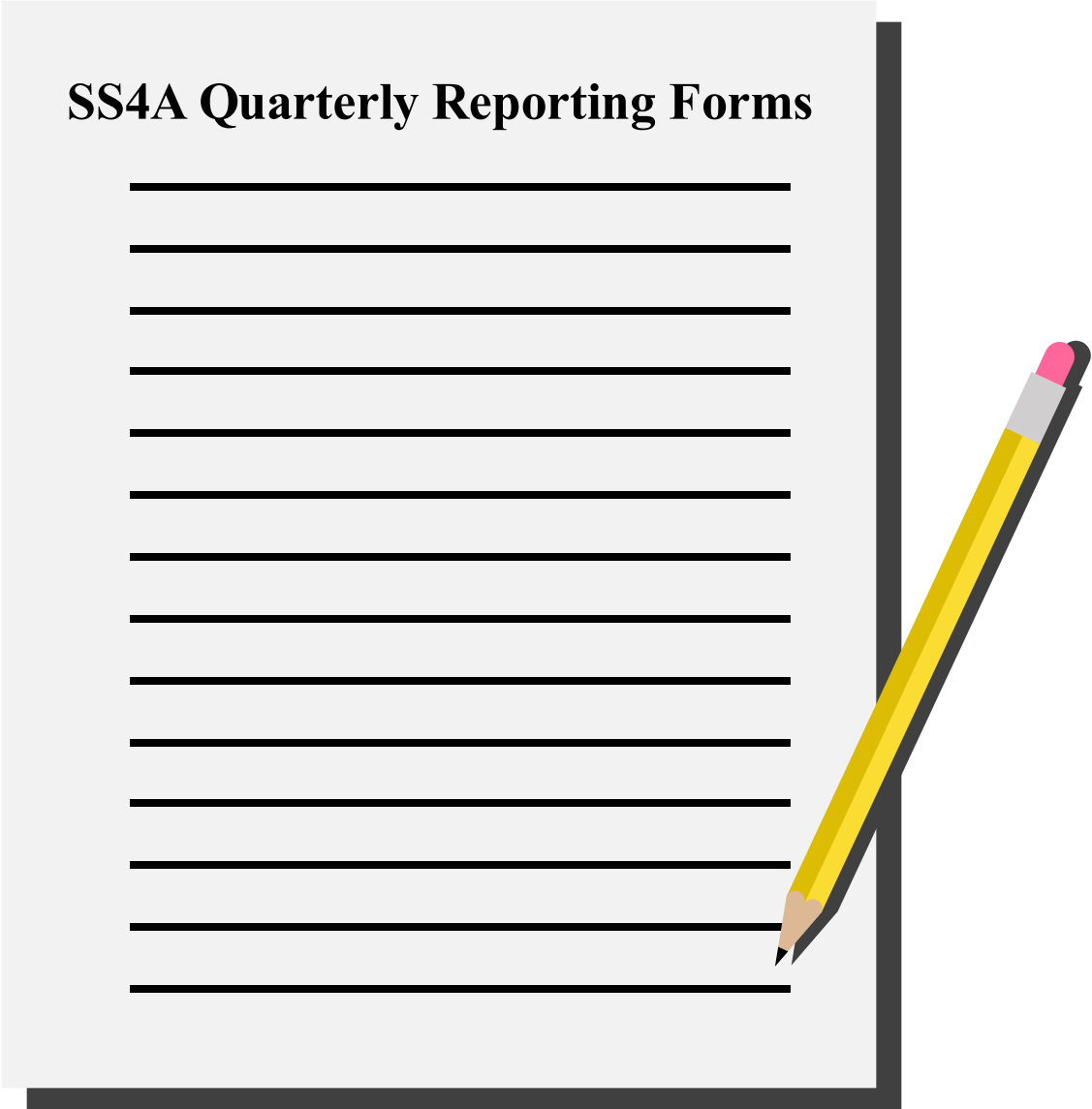
An Overview of the Quarterly Reporting Process



Purpose of This Presentation

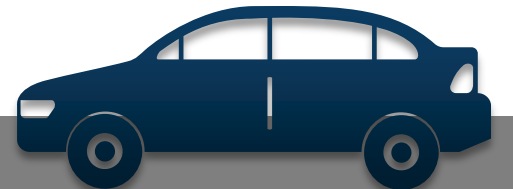
- ✓ Review the quarterly reporting requirements for SS4A grant recipients
- ✓ Provide instructions to help complete the two quarterly reporting forms

SS4A Quarterly Reporting Forms

A graphic of a lined notepad with a yellow pencil. The notepad is white with horizontal black lines. A yellow pencil with a pink eraser and a sharpened lead tip is positioned diagonally on the right side of the notepad, pointing towards the bottom right corner. The notepad is set against a light gray background.

Agenda

-  1. SS4A Overview
-  2. Reporting Requirements
-  3. Quarterly Reporting Forms & Noteworthy Practices
-  4. Additional Resources





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SS4A Overview



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Reporting Requirements

As an SS4A grant recipient, what are my reporting responsibilities?

Reporting responsibilities on grant activities include:



Quarterly performance progress reports

Using the Performance Progress Report (PPR)



Quarterly financial status reports

Using the Federal Financial Report (SF-425 or FFR)

Reporting Requirements

Per 2 CFR 200.329(a)

“The recipient and subrecipient are responsible for the oversight of the Federal award. The recipient and subrecipient must monitor their activities under Federal awards to ensure they are compliant with all requirements and meeting performance expectations. Monitoring by the recipient and subrecipient must cover each program, function, or activity.”



Reporting Requirements

Per Article 13 of the grant agreement Terms and Conditions:

13.1 Quarterly Performance Progress Reports.

Quarterly, on or before the 20th day of the first month of each calendar year (e.g., reports due on or before January 20th, April 20th, July 20th, and October 20th) *and until the end of the period of performance*, the *Recipient shall submit* to the USDOT a *Quarterly Performance Progress Report* in the format and with the content described in Exhibit C. If the date of this agreement is in the final month of a calendar year, then the Recipient shall submit the first Quarterly Performance Progress Report in the second calendar year that begins after the date of this agreement.

13.2 Quarterly Financial Status.

Quarterly, on or before the 20th day of the first month of each calendar year (e.g., reports due on or before January 20th, April 20th, July 20th, and October 20th) *and until the end of the period of performance*, the *Recipient shall submit a Federal Financial Report using SF-425*.



Reporting Requirements

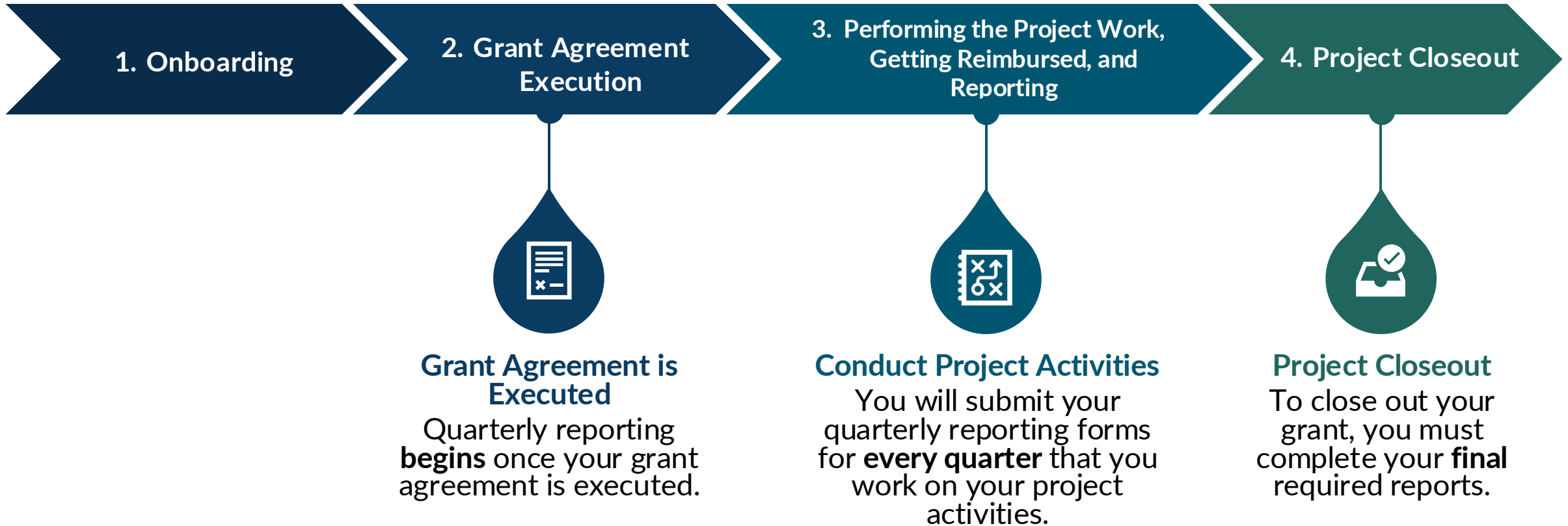
Per statutory requirement under section 872 of Pub. L. No. 110–417, as amended (41 U.S.C. § 2313).

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts **from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance** of this Federal award, then the applicant during that period of time **must maintain the currency of information reported in SAM** that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition.

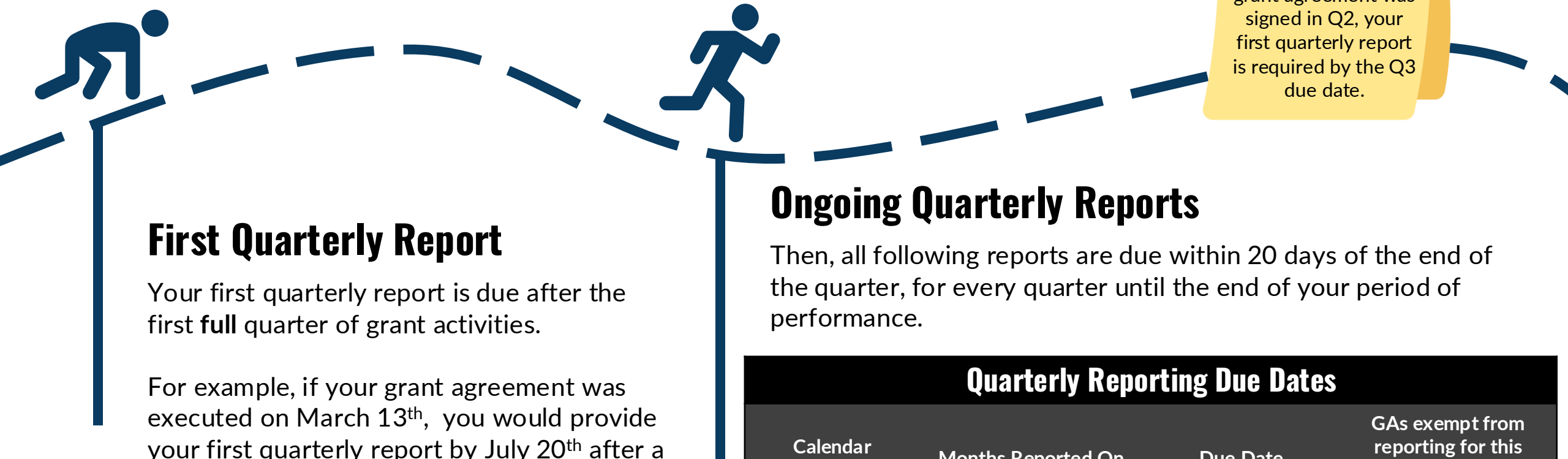


When does Quarterly Reporting Begin?

SS4A Grant Recipient Roadmap



Quarterly Reporting Due Dates



First Quarterly Report

Your first quarterly report is due after the first **full** quarter of grant activities.

For example, if your grant agreement was executed on March 13th, you would provide your first quarterly report by July 20th after a full quarter of performance – not by the April 20th deadline.

Key Takeaway

Example: If your grant agreement was signed in Q2, your first quarterly report is required by the Q3 due date.

Ongoing Quarterly Reports

Then, all following reports are due within 20 days of the end of the quarter, for every quarter until the end of your period of performance.

Quarterly Reporting Due Dates			
Calendar Quarter	Months Reported On	Due Date	GAs exempt from reporting for this quarter if signed between...
Quarter 1 (Q1)	January to March	April 20	Jan. and March
Quarter 2 (Q2)	April to June	July 20	April and June
Quarter 3 (Q3)	July to September	October 20	July and Sept.
Quarter 4 (Q4)	October to December	January 20	Oct. and Dec.

Reporting Processes



1. Obtain Forms

Each FHWA POC will provide the required PPR and SF-425 forms and reporting schedule to all SS4A grant recipients in their State.



2. Complete and Submit Forms

On a quarterly basis, each grant recipient will complete and submit the PPR and SF-425 forms to their FHWA POC by the reporting deadline.



3. Review and File Forms

Each FHWA POC will review the submitted quarterly report forms and save them in the recipient's grant folder for grant tracking and record keeping purposes.



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Quarterly Reporting Forms

What to Expect From this Instructional Video

Today...

We'll provide a high-level overview of the PPR and SF-425 forms and walkthrough:

- A summary of what information is included in each form
- Review common mistakes and errors
- Share tips and tricks for successful completion



Going forward...

You can always reference this recording as you complete your quarterly reports. Both reports can be found on the SS4A Clearinghouse website.

<https://www.ss4aclearinghouse.org>

Before You Get Started

There are three helpful resources to reference as you complete your SS4A quarterly reporting forms. You will need them to help ensure that your information is consistent across all your documents.



Performance Progress Report (PPR)

The purpose of this form is to provide FHWA with performance information regarding scope, schedule, and budget for your project, and help demonstrate your progress.

The PPR is not available under Post Award Reporting Forms on the Grants.gov site.

Your FHWA POC will provide this form to you.



PPR Section 1: Project Information

Project Name
Input your project name as listed on your executed grant agreement.

State
Input your state.

Name of Grant Recipient
Input the exact Agency/Organization name as it appears on line 4. Award To in your executed grant agreement.

Submission Date
Input the date the report is being submitted to FHWA. This submission date prompts the screening and review of your quarterly reports for the appropriate quarter.

Award Number
Input the number listed on line 1. Federal Award No. in your executed grant agreement.

Project Information			
PROJECT NAME	Agency/Organization and Project Name		
STATE	FEDERAL AGENCY TO WHICH REPORT IS SUBMITTED	SUBMISSION DATE	AWARD NUMBER
Recipient State	FHWA (pre-populated)		
NAME OF GRANT RECIPIENT		REPORT YEAR AND QUARTER	NOFO FUNDING YEAR
Exact Agency/Organization name		Ex. Q4 2024	Ex. 2023

Report Year and Quarter
This field is a drop down with options for the report year and quarter. Select the quarter and year on which you are reporting.

Quarter	Months in Quarter Being Reported On
Q1	January to March
Q2	April to June
Q3	July to September
Q4	October to December

NOFO Funding Year
This field is a drop down with options for the NOFO funding years. Select the fiscal year for which you received funding.

PPR Section 2: Project Overall Status

Project Overall Status

Input any deviations or changes to your Scope, Schedule, and/or Budget that occurred during the reporting quarter.

This includes any changes to what is described in **Article 3.1. Summary of Project’s Statement of Work or Attachment B** in your executed grant agreement.

Project Overall Status	
Below, please describe any deviations from the scope, schedule, and budget in the grant agreement:	
Scope	
Schedule	
Budget	
Project Significant Activities and Issues:	
Action Items/Outstanding Issues:	

Key Takeaway

If there are no deviations or changes, input “N/A” or “None”.

Please do not leave this field blank.

PPR Section 2: Project Overall Status

Project Significant Activities and Issues

Provide a short overview of the work you completed during the reporting quarter.

Provide high-level descriptions of any significant project activities, administrative items, major milestones, and/or resolved issues from the previous quarter that no longer need to be monitored.

You must also note if any of your reported activities or issues could have a significant or adverse effect on the project’s scope, schedule, or budget.

Status, responsible person(s), and due dates should be included for each action item/issue.

Project Overall Status	
Below, please describe any deviations from the scope, schedule, and budget in the grant agreement:	
Scope	
Schedule	
Budget	
Project Significant Activities and Issues	
Action Items/Outstanding Issues:	

Common Mistake

for Project Significant Activities and Issues

Inconsistency with 'Project Significant Activities and Issues' Fields

Key Takeaway

Please do not leave these sections blank. Providing information in these fields will allow FHWA to support you in solving any issues, as needed.

What a good report looks like:

If you have any deviations noted in the previous Scope, Schedule, or Budget lines, make sure to provide additional details in this section.

Example Level of Detail for Major Milestone That May Have an Effect on Schedule and Cause a Deviation

The [grant recipient organization] released an RFP and did not get any responses; the procurement specialist [name] has made changes to the RFP. We expect to release the updated RFP on June 12th, 2025. If no responses are received, an amendment to the schedule may be needed.

Example Level of Detail for Major Milestones

The [grant recipient organization] has procured a consultant to assist with the completion of items within the scope of work.

PPR Section 2: Project Overall Status

Action Items/Outstanding Issues

List upcoming actions and next steps you plan to take place in the next quarter.

Include any outstanding issues that have not yet been resolved or require further monitoring.

The action items or outstanding issues may be moved from this section to the previous section (“Project Significant Activities”) upon full completion or implementation of the remedial action, and upon no further monitoring anticipated.

Project Overall Status	
Below, please describe any deviations from the scope, schedule, and budget in the grant agreement:	
Scope	
Schedule	
Budget	
Project Significant Activities and Issues:	
Action Items/Outstanding Issues:	

Common Mistake

for Action Items/Outstanding Issues

Lack of Information

Key Takeaway

Providing sufficient detail for your action items and next steps will ensure proper documentation for the project work you complete from quarter to quarter.

What a good report looks like:

Example Level of Detail for Action Items/Next Steps

The [grant recipient organization] will identify stakeholders, public meeting locations, and target dates and create an agenda for community planning sessions to be held in Summer 2026.

Example Level of Detail for Outstanding Issue

Sent out survey to parents from [x] high school on January 13th, 2025, to gather qualitative data on the safety of the crosswalk in front of the school. Some respondents found the open-ended questions confusing, resulting in less helpful answers than anticipated. We are working on finding an alternative to the open-ended questions.

PPR Section 3: Project Milestones

ONLY complete the milestone tables that apply to your grant.

You can leave the tables that are not applicable to your grant blank.

Action Plan Project Milestones			
Milestone	Baseline Date (Grant Agreement)	Latest Amended Date (If applicable)	Actual/Expected Date
Planned Draft Action Plan Completion Date:			
Planned Action Plan Completion Date:			
Planned Action Plan Adoption Date:			
Planned SS4A Final Report Submission Date:			
Supplemental Planning Activity Project Milestones			
Milestone	Baseline Date (Grant Agreement)	Latest Amended Date (If applicable)	Actual/Expected Date
Planned Draft [insert type of project/resulting deliverable] Completion Date:			
Planned [insert type of project/resulting deliverable] Completion Date:			
Planned Final Action Plan Adoption Date [insert type of project/resulting deliverable]:	I		
Planned SS4A Final Report Submission Date:			
Demonstration Activity Project Milestones			
Milestone	Baseline Date (Grant Agreement)	Last Amended Date (If applicable)	Actual/Expected Date
Planned NEPA Completion Date:	I		
Planned Construction Start Date:			
Planned Construction Substantial Completion and Open to Public Use Date:			
Planned SS4A Final Report Submission Date:			

Key Takeaway

Make sure that the milestone tables match your executed grant agreement or, when applicable, your amendment.

PPR Section 3: Project Milestones

Using the tables in **Article 3.2 Project’s Estimated Schedule** in your executed grant agreement, fill out the dates for **all** milestones tables that apply to your grant. Please reference any amendment agreement as needed.

3.2 Project’s Estimated Schedule

ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	March 30, 2025
Planned Action Plan Completion Date:	May 30, 2025
Planned Action Plan Adoption Date:	June 30, 2025
Planned SS4A Final Report Date:	December 30, 2025

Action Plan Project Milestones			
Milestone	Baseline Date (Grant Agreement)	Latest Amended Date (If applicable)	Actual/Expected Date
Planned Draft Action Plan Completion Date:			
Planned Action Plan Completion Date:			
Planned Action Plan Adoption Date:			
Planned SS4A Final Report Submission Date			

PPR Section 3: Project Milestones

Baseline date – Enter date as it appears in the column “Schedule Date” of Article 3.2 Project’s Estimated Schedule on your executed grant agreement.

Latest amended date – If you have made an amendment through your FHWA POC, enter the latest amended date here. If you have not made an amendment, leave this blank.

Actual/expected date – This is the date you expect to have the milestone completed.

- If you have an amended date, include the amended date here.
- If you do not have an amended date, input the baseline date.
- Once the expected date has passed, input the actual date this milestone was completed.

3.2 Project’s Estimated Schedule	
ACTION PLAN SCHEDULE	
Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	March 30, 2025
Planned Action Plan Completion Date:	May 30, 2025
Planned Action Plan Adoption Date:	June 30, 2025
Planned SS4A Final Report Date:	December 30, 2025

Action Plan Project Milestones			
Milestone	Baseline Date (Grant Agreement)	Latest Amended Date (If applicable)	Actual/Expected Date
Planned Draft Action Plan Completion Date:	3/30/25		3/30/25
Planned Action Plan Completion Date:	5/30/25		5/30/25
Planned Action Plan Adoption Date:	6/30/25		6/30/25
Planned SS4A Final Report Submission Date	12/30/25		12/30/25

PPR Section 3: Project Milestones (Amendment Example)

Baseline date – Enter date as it appears in the column “Schedule Date” of Article 3.2 Project’s Estimated Schedule on your executed grant agreement.

Latest amended date – If you have made an amendment through your FHWA POC, enter the latest amended date here. If you have not made an amendment, leave this blank.

Actual/expected date – This is the date you expect to have the milestone completed.

- If you have an amended date, include the amended date here.
- If you do not have an amended date, input the baseline date.
- Once the expected date has passed, input the actual date this milestone was completed.

3.2 Project’s Estimated Schedule [AMENDMENT EXAMPLE]

ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	September 30, 2025
Planned Action Plan Completion Date:	November 30, 2025
Planned Action Plan Adoption Date:	December 30, 2025
Planned SS4A Final Report Date:	June 30, 2026

Action Plan Project Milestones			
Milestone	Baseline Date (Grant Agreement)	Latest Amended Date (If applicable)	Actual/Expected Date
Planned Draft Action Plan Completion Date:	3/30/25	9/30/25	9/30/25
Planned Action Plan Completion Date:	5/30/25	11/30/25	11/30/25
Planned Action Plan Adoption Date:	6/30/25	12/30/25	12/30/25
Planned SS4A Final Report Submission Date	12/30/25	6/30/26	6/30/26

Common Mistake

for Project Milestones

Inconsistency with Project Milestones

Key Takeaway

To ensure dates are accurately captured, compare all project milestones to your executed grant agreement or, when applicable, any amendment.

What a good report looks like:



Only include dates that are within your project's period of performance listed in Box 6 of your executed grant agreement or, when applicable, your amendment



Include all dates relevant to your respective project ("Baseline", "Latest Amendment", "Actual/Expected")



If your "Actual Date" differs from your "Baseline Date" make sure to note the deviation and why it occurred in the "Schedule" section of Section 2: Project Overall Status



Only include information for your respective project type (Action Plan, Supplemental Planning, Demonstration, Implementation); the rest can be left blank

PPR Section 4: Certification

In the certification section, please enter the contact information of the authorized certifying official.

The authorized certifying official will most likely be the person who is submitting financial requests in Delphi/iSupplier and/or the lead recipient POC for the actual grant.

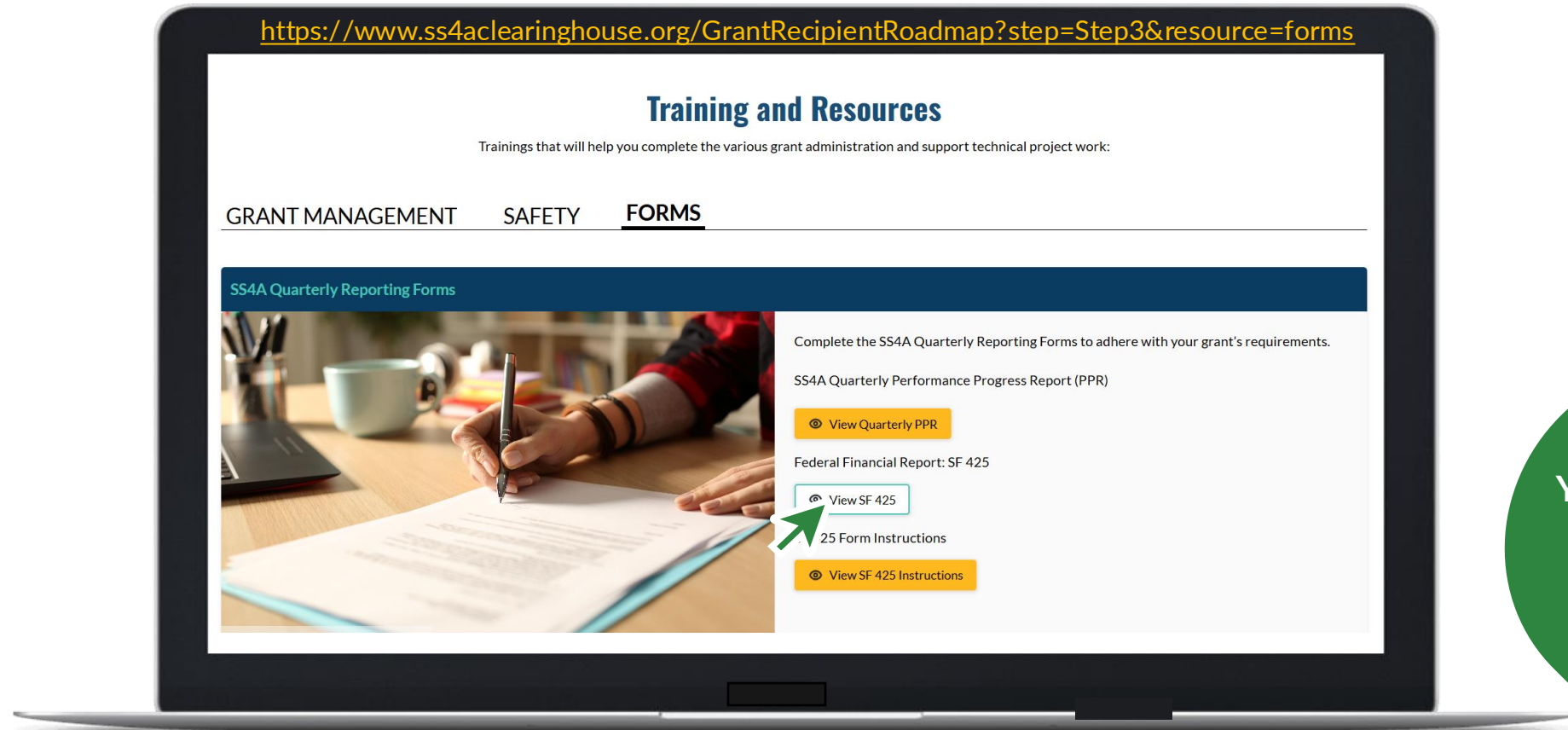
Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Name of Authorized Certifying Official:	
Title of Authorized Certifying Official:	
Signature of Authorized Certifying Official:	Telephone (Area code, number and extension):
Email Address:	

Federal Financial Report (SF-425)

The purpose of this form is for grant recipients to provide FHWA with a summary of the total financial activity, such as obligations, costs, and expenditures, as of the end of the reporting.



Federal Financial Report (SF-425)



You can find this form on the **SS4A Clearinghouse**

Forms are also available on Grants.gov site:

<https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>

SF-425: #1 through #3

1. Federal Agency and Organizational Element to Which Report is Submitted
Input "U.S. Department of Transportation Federal Highway Administration Office of Safety".

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
Input the exact number located on line 1. Federal Award No. in your executed grant agreement.

3. Recipient Organization
Input the exact Agency/Organization name and address as it appears on line 4. Award To in your executed grant agreement.

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	
U.S. Department of Transportation Federal Highway Administration Office of Safety			
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name:			
Street1:			
Street2:			
City:		County:	
State:		Province:	
Country: USA: UNITED STATES		ZIP / Postal Code:	

SF-425: #4a through #7

4a. UEI

This is the Unique Entity Identifier number that was assigned to you by SAM.gov. Input the exact Unique Entity ID listed in Block 4. **Award To** on page 1 of your executed grant agreement.

4b. EIN

This is your tax ID number that is assigned to you by the IRS. Input your EIN or TIN number listed Block 4. **Award To** on page 1 of your executed grant agreement.

5. *Optional* – Recipient Account Number or Identifying Number

If you have an internal tracking number that you use at your organization to identify your grant, you can input it here to help you easily find your grant in your own system if FHWA reaches out to you.

4a. UEI 		4b. EIN 		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 	
6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final		7. Basis of Accounting ☐ Cash ☐ Accrual		8. Project/Grant Period From: To:	
				9. Reporting Period End Date 	

6. Report Type

Select “Quarterly” until your final report, when “Final” will be selected.

7. Basis of Accounting

Please select the basis of accounting that you use.

- Cash: Revenues are recorded when cash is received; expenses are recorded when they are paid.
- Accrual: Revenues are recorded when cash is requested and expenses at the time they are incurred.

SF-425: #8 through #9

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☐ Accrual	From: To:	

9. Reporting Period End Date

This is the date associated with the end of the quarter for which you are submitting your quarterly reports. This date tracks which quarter the form is tied to. For SS4A, quarters are based on the calendar year, and the date you input will always be one of the following:

Quarter	Months in Quarter Being Reported On	Reporting Period End Date
Q1	January to March	3/31/YYYY
Q2	April to June	6/30/YYYY
Q3	July to September	9/30/YYYY
Q4	October to December	12/31/YYYY

8. Project/Grant Period From: Date
This is the date that the FHWA Agreement Officer signed your grant agreement. Input the date listed on line 16. **Signature of Agreement Officer** in your executed grant agreement.

8. Project/Grant Period To: Date - This is the last date that costs can be incurred on your project. Input the date listed in Block 6. **Period of Performance** on page 1 of your executed grant agreement. If you have an amended grant agreement, please reference the amended end date instead.

- If you listed an **exact date** for the end of your period of performance in your grant agreement, input that exact date.
- If you listed a **time period**, calculate the date from the date listed in 16. **Signature of Agreement Officer** on your executed grant agreement.

Key Takeaway

Make sure the Project/Grant “from” and “to” dates match the period of performance in your executed Grant Agreement (Block 6, page 1) or any relevant amendments to avoid discrepancies.

SF-425: #10a through 10c

Any questions in section 10? Unsure what amounts to enter? Reach out to your FHWA POC!

10a. Cash Receipts

Enter the cumulative amount that FHWA has reimbursed you as of the end of the reporting period.

10b. Cash Disbursements

Enter the cumulative amount of the Federal share of costs you have both incurred and paid as of the end of the reporting period.

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	(Input reimbursement amount)
b. Cash Disbursements	(Input amount paid)
c. Cash on Hand (line a minus b)	(Auto-populates)

10c. Cash on Hand

This line will auto populate.
For reference, this is the cumulative amount of Federal share of costs you have incurred (i.e., owed) and paid but have not yet been reimbursed by FHWA as of the end of the reporting period.

SF-425: #10d through #10f

10d. Total Federal Funds Authorized

This is the total amount of SS4A funds obligated in Block 11. **Federal Funds Obligated** of your executed grant agreement. Be sure to include any additional funds obligated through an amendment.

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance

d. Total Federal funds authorized	(Input total obligated amount)
e. Federal share of expenditures	(Input total spent)
f. Federal share on unliquidated obligations	(Input total incurred but not yet paid)
g. Total Federal share (sum of lines e and f)	(Auto-populated)
h. Unobligated balance of Federal funds (line d minus g)	

10e. Federal Share of Expenditures

This is the cumulative amount of Federal share of costs you have paid as of the end of the reporting period.

Reporting on a cash basis? This should be the same amount recorded on line **10b. Cash Disbursements**.

Reporting on an accrual basis? Only include the actual amount paid and not any additional amount incurred (i.e., owed).

Key Takeaway

Make sure the amounts you record reflect your agency's records and documentation as well as respective accounting method.

10f. Federal Share of Unliquidated Obligations

This is the cumulative amount of Federal share of costs you have incurred but not yet paid.

Reporting on a cash basis? Only include invoices received but not paid.

Reporting on an accrual basis? Only include incurred (i.e., owed) costs.

SF-425: #10g through #10h

10g. Total Federal Share
This line will auto-populate.

The amount is equal to 10e.
Federal share of expenditures plus 10f.
Federal share of unliquidated obligations.

(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance	
d. Total Federal funds authorized	(Input your SS4A award amount)
e. Federal share of expenditures	(Input total spent during quarter)
f. Federal share on unliquidated obligations	(Input 10d minus 10e)
g. Total Federal share (sum of lines e and f)	(Auto-populates)
h. Unobligated balance of Federal funds (line d minus g)	(Auto-populates)

10h. Unobligated Balance of Federal funds
This line will auto-populate.

The balance represents the amount of Federal funds you have been obligated to spend (line 10d) minus the Federal share amount you have incurred as well as paid (line 10g).

SF-425: #10i through #10k

10j. Recipient Share of Expenditures

This amount is the non-Federal share of eligible costs the recipient has paid as of the end of the reporting date.

10i. Total Recipient Share Required

This is the required amount the recipient must provide based on SS4A Program's match requirement. The recipient share required is calculated based on the Total Eligible Project Cost amount included in your executed grant agreement or any applicable amendment.

Recipient Share:		
i.	Total recipient share required	(Input total recipient share required)
j.	Recipient share of expenditures	(Input recipient share of expenditures)
k.	Remaining recipient share to be provided (line i minus j)	(Auto-populates)

10k. Remaining Recipient Share to be Provided

This line will auto-populate for you. You do not need to input anything.

The amount is equal to 10i. Total recipient share required minus 10j. Recipient share of expenditures.

SF-425: #10l through #10o, Sections 11 and 12

Most SS4A grant recipients will skip this section and NOT fill out the following line items:

- Section 10l. through 10o.
- Section 11
- Section 12

Please coordinate with your FHWA POC if you believe these sections may be applicable to your project.

Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)						0.00	
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							

SF-425: #13a through #13e

13. Certification

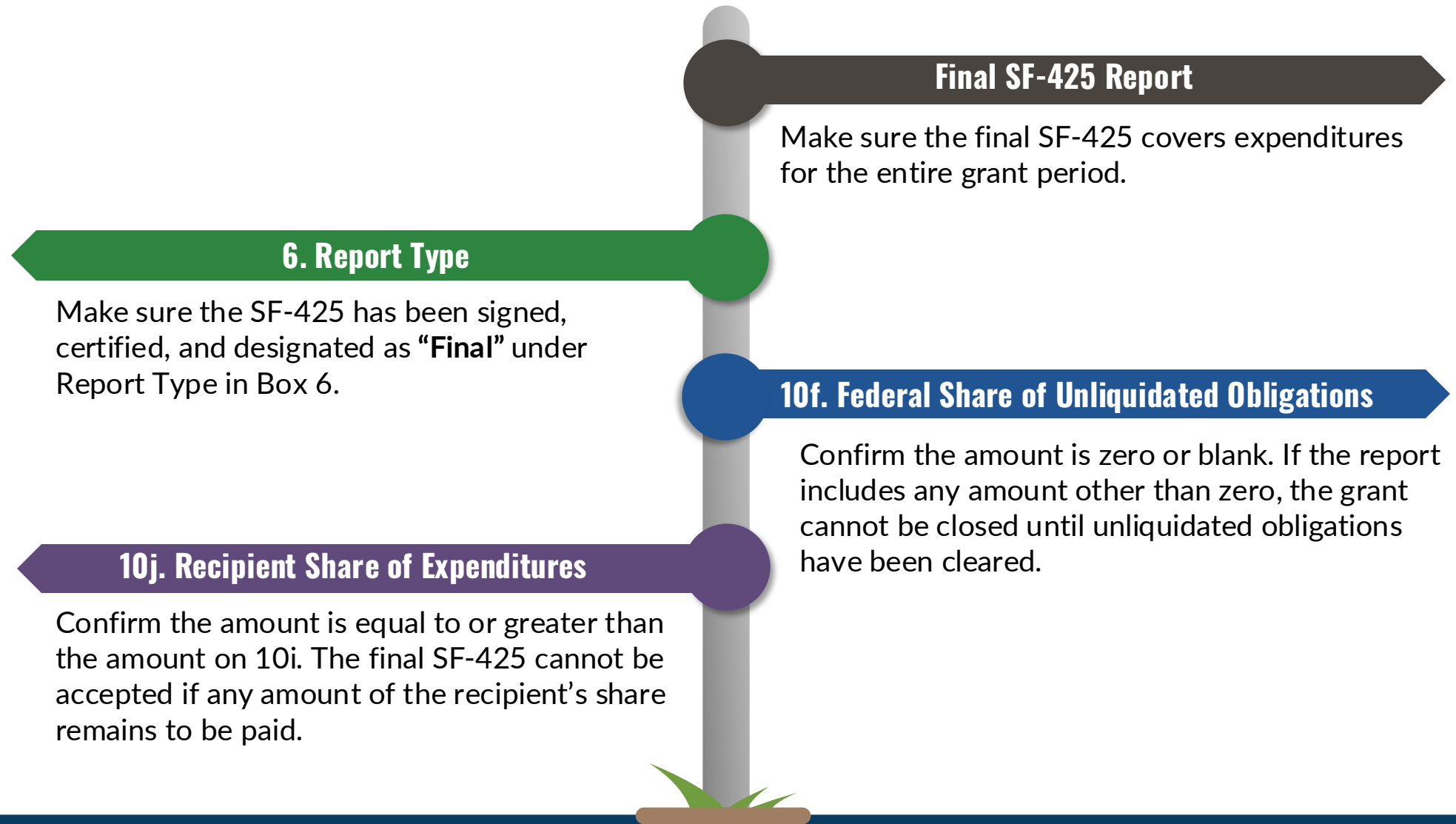
13a to 13d. In this section, please enter the contact information of the authorized certifying official.

The authorized certifying official will most likely be the person who is submitting financial requests in Delphi/iSupplier and/or the lead recipient POC for the actual grant.

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).		
a. Name and Title of Authorized Certifying Official		
Prefix:	First Name:	Middle Name:
Last Name:		Suffix:
Title:		
b. Signature of Authorized Certifying Official		c. Telephone (Area code, number and extension)
d. Email Address	e. Date Report Submitted	14. Agency use only:

Completing the Final SF-425 Report

The final SF-425 report is due within 120 days of the end of the period of performance. To help ensure the accuracy of your final report:



Final Review Tips for Quarterly Reporting Forms

If you have any questions, please coordinate with your
FHWA POC and/or email the SS4A inbox at
SS4A.FHWA@dot.gov.



Before you submit your quarterly reporting forms to your FHWA POC, please make sure that you:



Double check that all applicable line items match your executed grant agreement or, when applicable, any amendments.



Double check that all dates are accurate according to your executed grant agreement (or amendments, if applicable) and form completion instructions.



For the SF-425 report, please confirm that the dollar amounts throughout Section 10 – “Transactions” are accurate and match existing documentation.



Double check that your authorized certifying official is the person submitting financial requests in Delphi/iSupplier and/or the lead recipient POC for the grant.



Congratulations!



**You've completed
both of your SS4A
quarterly reporting
forms!**



To submit your quarterly reporting forms to SS4A, email your completed and signed forms to your FHWA POC.



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Additional Resources

Technical Assistance Center Resources

The SS4A Technical Assistance Center (TAC) provides information and educational resources for SS4A grant recipients.



Clearinghouse Website

<https://www.ss4aclearinghouse.org/>

Provides technical assistance resources such as:

- Past trainings and webinars
- Searchable resource library
- Community of Practice meeting materials
- FAQs, and more



One-on-One Coaching

[Request assistance using this form.](#)

Provides customized coaching for technical roadway safety topics, including Action Plan components. For example, you can request support on your:

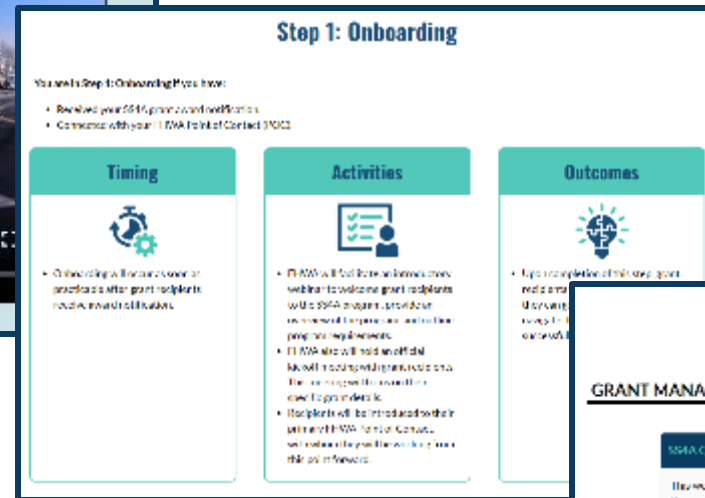
- Data collection and analysis
- Public engagement strategies
- Project prioritization, and more

Technical Assistance Center: Grant Recipient Roadmap

Visit the [SS4A Grant Recipient Roadmap](#) on the Clearinghouse website to find...



An overview video of what to expect as an SS4A grant recipient



Information about the timing, activities, and outcomes for each step



Tailored training and resources for each step

Thank you!

