

SS4A Baseline Report Instructions for Grant Recipients

Background:

If your SS4A grant includes **Implementation projects** or **Demonstration activities**, you must submit a Baseline Report based on the performance measures in Attachment A of your grant agreement.

Your specific reporting requirements depend on your project's physical impact:

- **If the project changes the built environment:** Your Baseline Report must include traffic crash data collected *before* construction begins. You must also collect comparable post-construction crash data to include in your SS4A Final Report.
- **If the project does not change the built environment:** You do not need to submit traffic crash data, but you must still submit the certified form.

Note: If your grant does *not* include Implementation projects or Demonstration activities, you are not required to submit a Baseline Report.

To submit the Baseline Report:

1. Collect fatal and serious injury crash data for each project location that will alter the built environment. You may use the [SS4A Baseline Report Template](#) document to gather your information.
2. Open the [Baseline Report](#) form and copy and paste your information into the form. *Note, the Baseline Report is titled "Traffic Crash Data Report," because it is also used as a component of the SS4A Final Report.*
3. What to report:
 - a. If there are multiple, distinct project locations, report each location separately.
 - b. If safety countermeasures will be installed systemically (over a large geographic area), you may provide area-wide information as a single location.
 - c. If you need to report more than ten separate locations, please submit an additional form.
4. Upon submission, you will receive a confirmation email that your submission has been received.

Important reminder: the Microsoft Form(s) must be completed in one sitting; it is not possible to save your responses partway through and return to complete the form later.

Have questions or need support?

Please contact the FHWA Point of Contact for your SS4A grant.