

## 1 SS4A BACKGROUND & CoP PURPOSE

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The [Infrastructure Investment and Jobs Act \(IIJA\) \(Public Law 117-58\)](#) established the new Safe Streets and Roads for All (SS4A) discretionary grant program, with \$5 billion in appropriated funds over five years, FY2022- FY2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The Federal Highway Administration (FHWA) created a Safe Streets and Roads for All Technical Assistance Center (TAC) to help provide technical assistance and support to SS4A grant recipients. One component of this technical assistance is the SS4A community of practice (CoP), designed to advance roadway safety efforts by providing a forum for grant recipients to learn from and share solutions with each other. The CoP aims to facilitate the exchange of insights and experiences to empower SS4A grant recipients as they develop high-quality Action Plans and carry out projects and strategies to address their community's safety needs. SS4A grant recipients include: 1) counties, cities, towns, transit agencies, and other special districts that are political subdivisions of a State, 2) metropolitan planning organizations (MPOs), and 3) Federally recognized Tribal governments.

Participation in the SS4A CoP is voluntary, and membership is limited to SS4A grant recipients. FHWA chairs the CoP (e.g., sets agenda items, handles meeting logistics, establishes the goals and objectives of the CoP), and CoP members will share their expertise and input.

The purpose of this charter is to define the scope, project team, roles and responsibilities, project schedule, and assumptions of the SS4A CoP.

## 2 AUTHORITIES

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- [Infrastructure Investment and Jobs Act \(IIJA\) \(Public Law 117-58\)](#)
- [Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200](#)

## 3 SCOPE OF ACTIVITIES

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The CoP will provide multi-sector input and perspective to the SS4A Program with the intent of facilitating roadway safety efforts across the country.

Below is an outline of roles and responsibilities for FHWA:

- *Manage and share content for CoP meetings*, including agendas, meeting materials, calendar invitations, speakers, action items, and meeting minutes.
- *Document and maintain* CoP-related materials in an internal database.
- *Respond to inquiries* from the CoP members.
- *Maintain a project plan* to reflect accomplishments and track remaining work.
- *Share resources* from other community-related sites or content sources.
- *Request assistance* from CoP members, as needed.
- *Maintain the CoP roster* on a monthly basis.

While FHWA can guide the CoP, the members drive its success. By engaging with the CoP through the roles and responsibilities below, CoP members will benefit from ensuring

sufficient access to noteworthy practices, lessons learned, and insights that will improve roadway safety outcomes for all.

Below is an outline of roles and responsibilities for CoP members:

- *Attend and participate* (as needed) in SS4A meetings.
  - FHWA may ask the CoP members to help drive certain agenda items or deliver presentations at specific meetings. Members' experiences can help inform realistic, unbiased, and critical views to improve program resource development and overall program outcomes.
- *Review SS4A CoP documents* and provide input and feedback, as needed.
- *Identify and share* obstacles with the CoP and potential solutions to other members' roadblocks.
- *Share roadway safety success stories*, noteworthy practices, case studies, lessons learned, etc. with FHWA and the CoP.
- *Further distribute SS4A communications and materials* to partner networks, when applicable.
- *Help expand SS4A's network* by connecting additional relevant partners to FHWA points of contact and other CoP members.
- *Provide feedback* to improve CoP operations.

## 4 SS4A CoP LEADERSHIP STRUCTURE

The SS4A CoP leadership consists of FHWA staff members, whose name, title, and role within the CoP are listed in the table below. The SS4A program office can be contacted via [SS4A.FHWA@dot.gov](mailto:SS4A.FHWA@dot.gov).

Name and Title	Role
Meg Miller, SS4A Team, Office of Safety	SS4A Program Manager
Christie Dawson, SS4A Team, Office of Safety	SS4A Program Manager
Jason Broehm, Team Leader, SS4A Team, Office of Safety	FHWA Leadership

## 5 CoP SCHEDULE

This section outlines major CoP activities. Per year, FHWA will convene approximately four CoP webinar meetings and four peer exchange meetings to promote the goals and objectives detailed above. Descriptions of the various meetings are below:

- Quarterly CoP speaker meetings (virtual): FHWA-led meeting with a guest speaker to learn about a targeted SS4A topic from an industry subject matter expert.
  - Quarterly meetings will be open to all CoP members.
- Quarterly peer exchange meetings (virtual): FHWA-facilitated discussion for CoP members to share challenges and insights, identify opportunities for collaboration, and request feedback from CoP members. Each peer exchange meeting will target a specific topic (e.g., coalition building) or SS4A grant recipient demographic (e.g., rural action plan

grant recipients).

- Peer exchange meetings will include approximately 40 members to promote active and equitable engagement. These intended audience members will be invited to participate based on the meeting's topic or demographic.