

Welcome! We'll begin soon.

Meeting Administration



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To ask a
question, use
the Q&A
function



Participate
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questions



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Safe Streets and Roads for All

SS4A FY24 Grant Recipient Introductory Webinar

September 30, 2024



U.S. Department of Transportation
Federal Highway Administration

ZERO IS OUR
GOAL
A SAFE SYSTEM IS HOW WE GET THERE



Disclaimer

Except for any 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.

Today's Speakers



Jason Broehm
Team Leader
FHWA, Office of Safety



Steve Parker
SS4A Program Manager
Office of Safety, FHWA



Jessica Rich
SS4A Program Manager
Office of Safety, FHWA



Christie Dawson
Transportation Specialist
Office of Safety, FHWA



Welcome, New SS4A Grant Community Members!



Poll Question

**Are you a first-time
Federal discretionary
grant recipient?**

Yes or No?



Today's Agenda



1. SS4A Program Overview



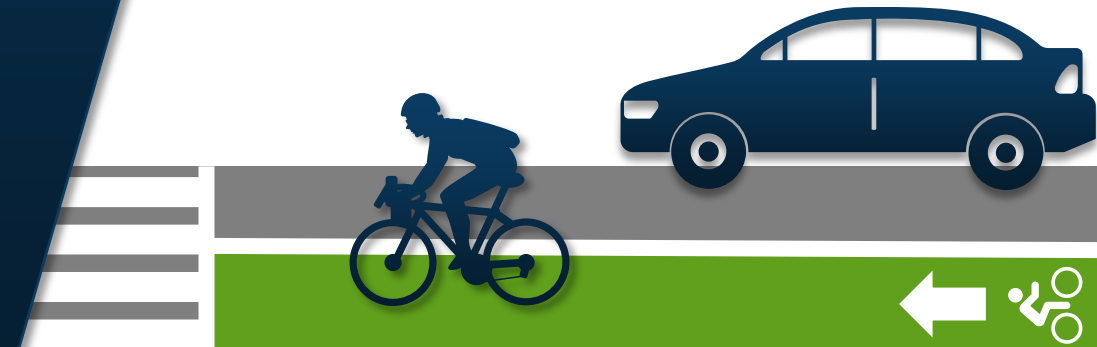
2. SS4A Technical Assistance



3. Key SS4A Stakeholders



4. Grant Agreements





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SS4A Program Overview

Purpose and mission of the SS4A



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A Message for SS4A Grant Recipients:



Pete Buttigieg
Secretary
Department of Transportation

“

We cannot tolerate the continuing crisis of roadway deaths in America. These deaths are preventable, and that's why we're launching the National Roadway Safety Strategy.

Every driver, passenger, and pedestrian should be certain that they're going to arrive at their destination safely, every time.”

”

Source: U.S. Transportation Secretary Pete Buttigieg
Announces Comprehensive National Roadway
Safety Strategy | US Department of Transportation

National Roadway Safety Strategy

In response to this crisis, the U.S. Department of Transportation adopted the **National Roadway Safety Strategy** (NRSS), which:



Sets the goal of zero roadway fatalities and serious injuries



Identifies critical and significant actions USDOT will take to accomplish this goal



Adopts the Safe System Approach principles to guide our safety actions

Safe Streets and Roads for All (SS4A) is a key program that supports the National Roadway Safety Strategy.

Learn more about the NRSS:
<http://www.transportation.gov/NRSS>



Safe System Approach (SSA)

Zero Roadway Fatalities is our goal.
A Safe System is how we will get there.

6 + **5**
Principles Elements



Source: [Zero Deaths and Safe System | FHWA \(dot.gov\)](https://www.fhwa.dot.gov/safety/zero-deaths-and-safe-system/)

SS4A's Program Overview



What is our purpose?

To significantly reduce or eliminate roadway fatalities and serious injuries



How do we help reduce roadway fatalities?

We provide funding to communities so they can develop projects and programs that strengthen roadway safety

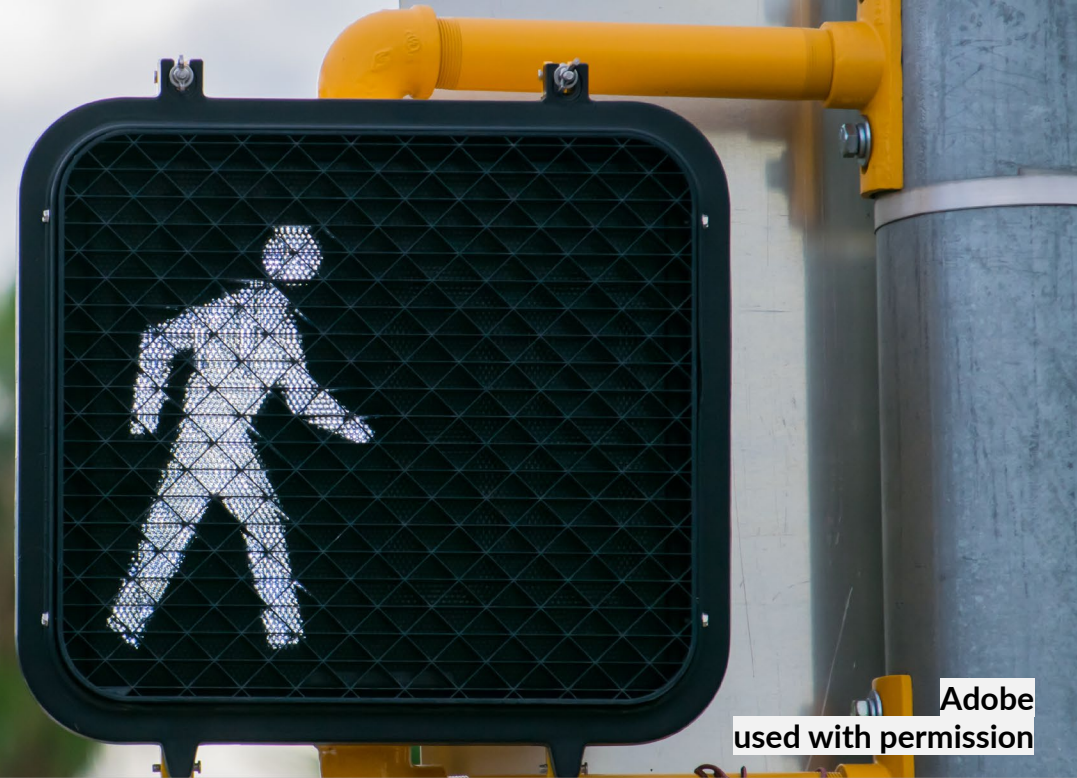


What is our approach?

We support the USDOT's NRSS and our goal of zero roadway deaths using the Safe System Approach



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SS4A Technical Assistance

SS4A Program Support



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How can SS4A support you in reaching zero roadway deaths and serious injuries in your community?



SS4A Support

The SS4A Technical Assistance Center (TAC) is a component of the broader SS4A grant program and will provide:



Information



Educational resources

SS4A Support – Technical Assistance Center (TAC)



1. Community of Practice

Collaborate, learn, and exchange insights to carry out projects and strategies to address your community's safety needs.

Next Meeting: Winter 2024

2. Clearinghouse Website

One-stop-shop for SS4A recipient guidance, technical assistance, and resources.

<https://ss4aclearinghouse.org/>



4. Resources

Ongoing trainings, events, resources, and other informational opportunities to support your SS4A journey.

Ongoing

3. Customized Technical Assistance

Receive custom educational programs and one-on-one technical assistance.

TAC Request Form Link:
<https://www.ss4aclearinghouse.org/TechnicalAssistance>





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Key SS4A Stakeholders

Roles and Responsibilities



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Your Key Stakeholders

1

Office of the
Secretary

2

Office of Safety,
SS4A Team

3

Office of Acquisition
and Grants
Management

4

Office of
Infrastructure

5

Division Offices
and Office of Tribal
Transportation

6

SS4A Grant
Recipients



1. Leads pre-award activities

- Developing Notice of Funding Opportunity (NOFO)
- Evaluating applications and selecting recipients
- Finalizing, notifying, and announcing grant recipients

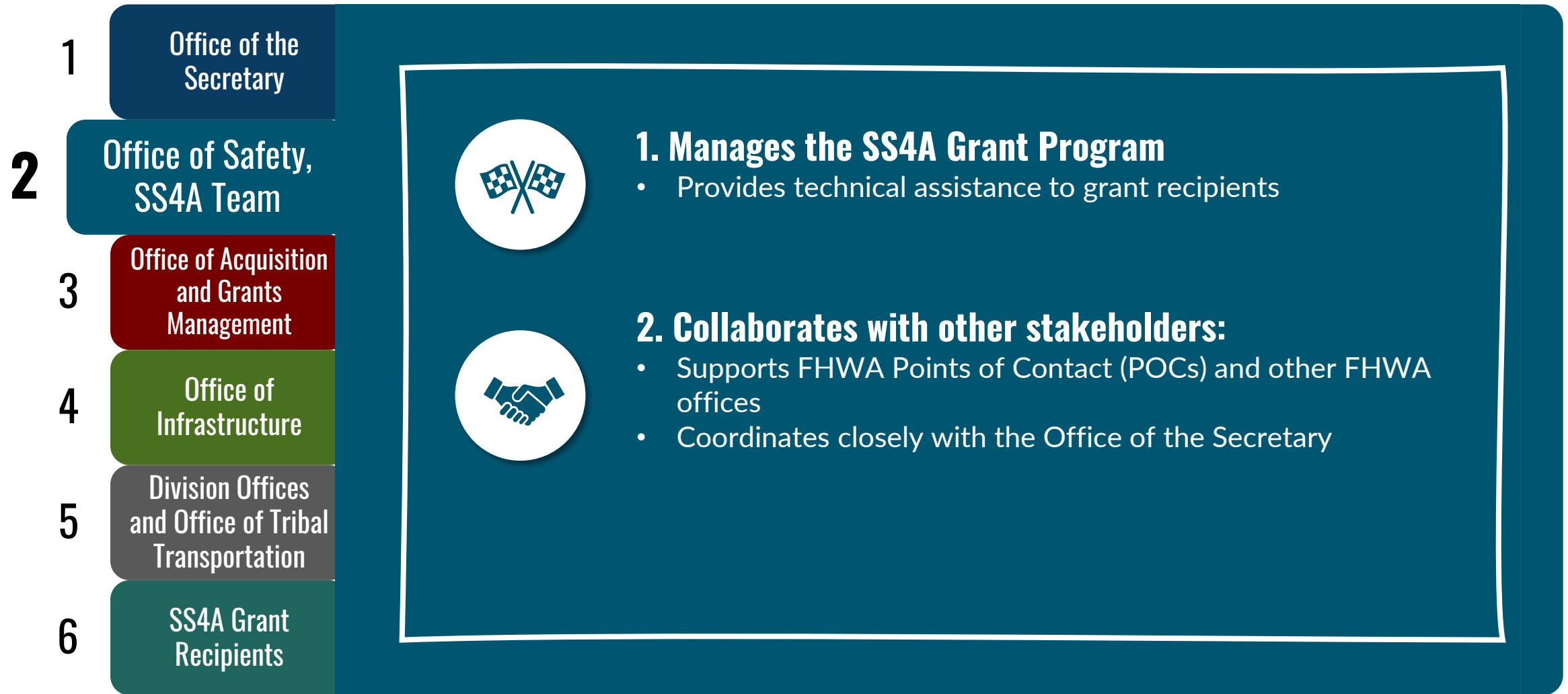


2. Administers the SS4A program

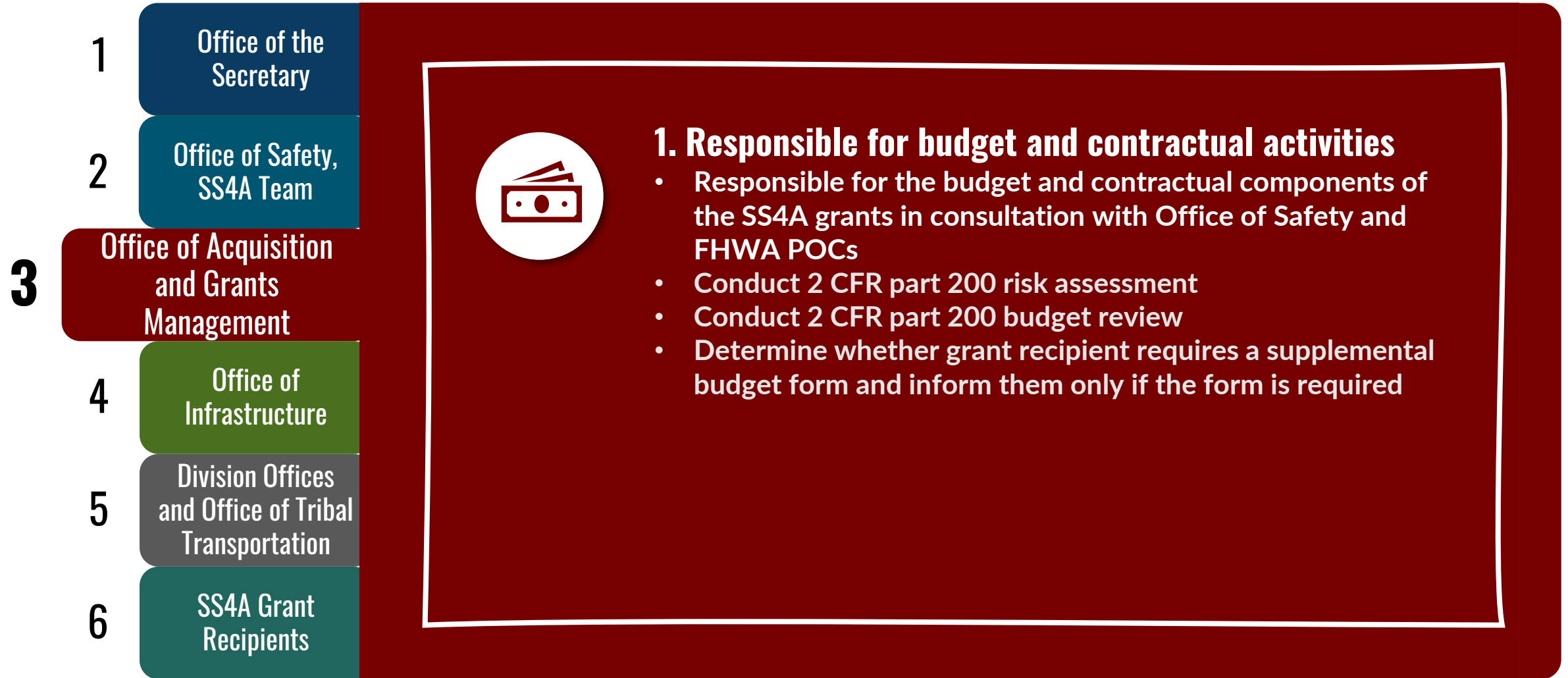
- Collaborates with Federal Highway Administration and other USDOT Operating Administrations



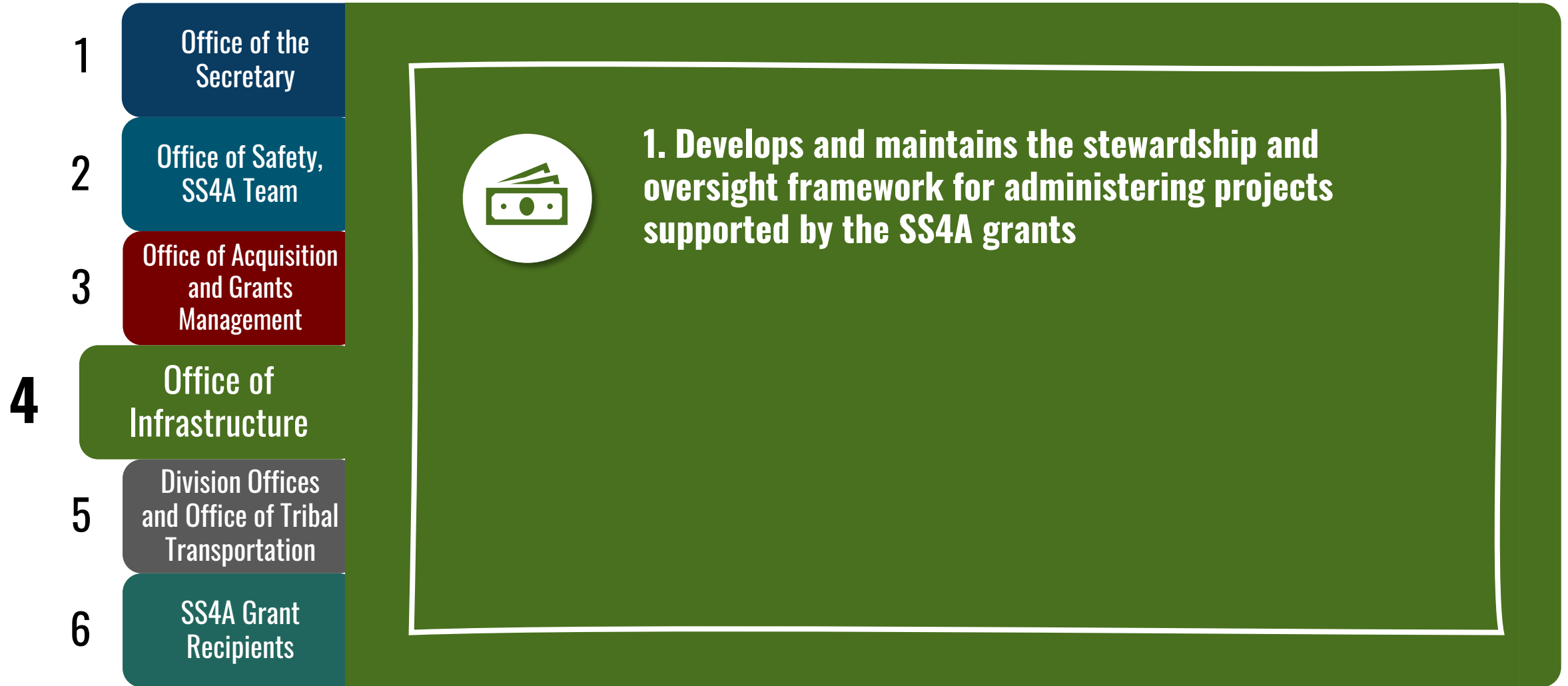
Your Key Stakeholders



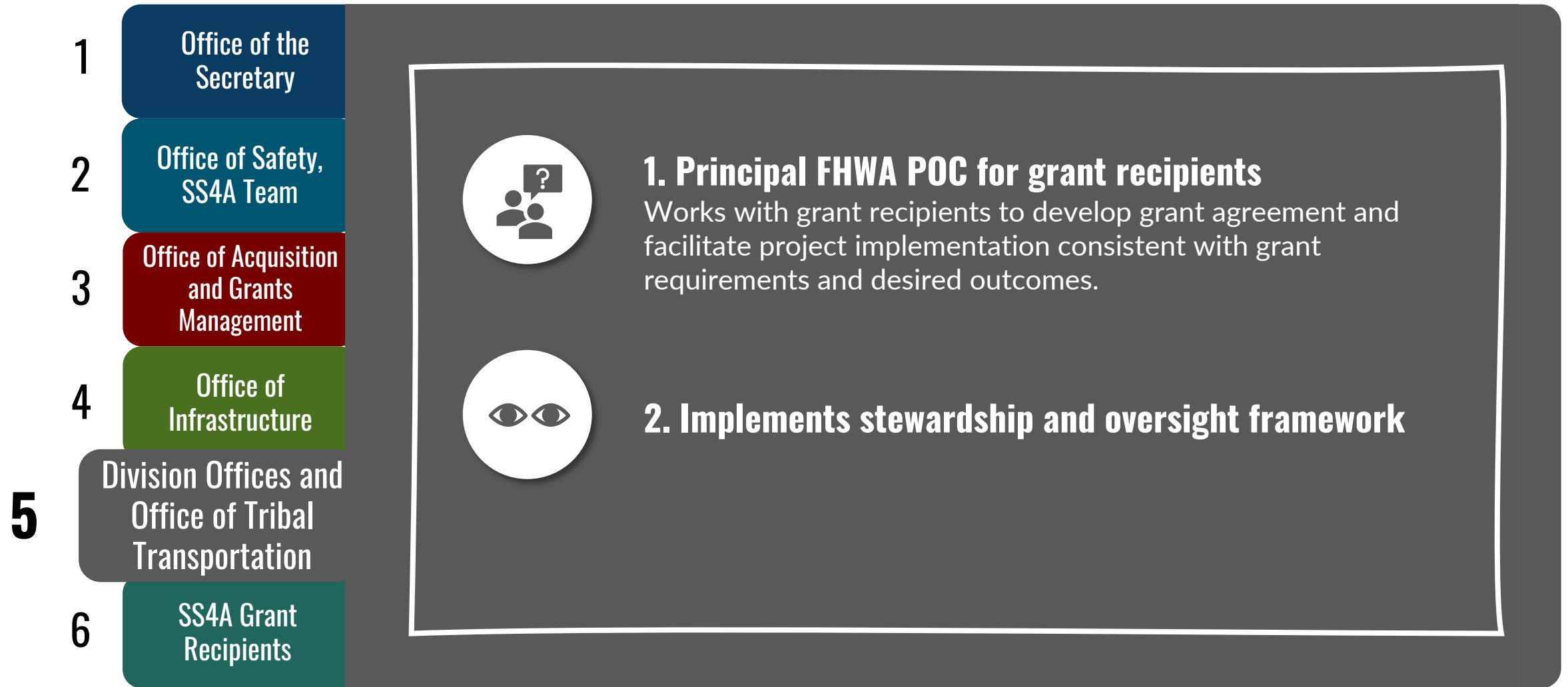
Your Key Stakeholders



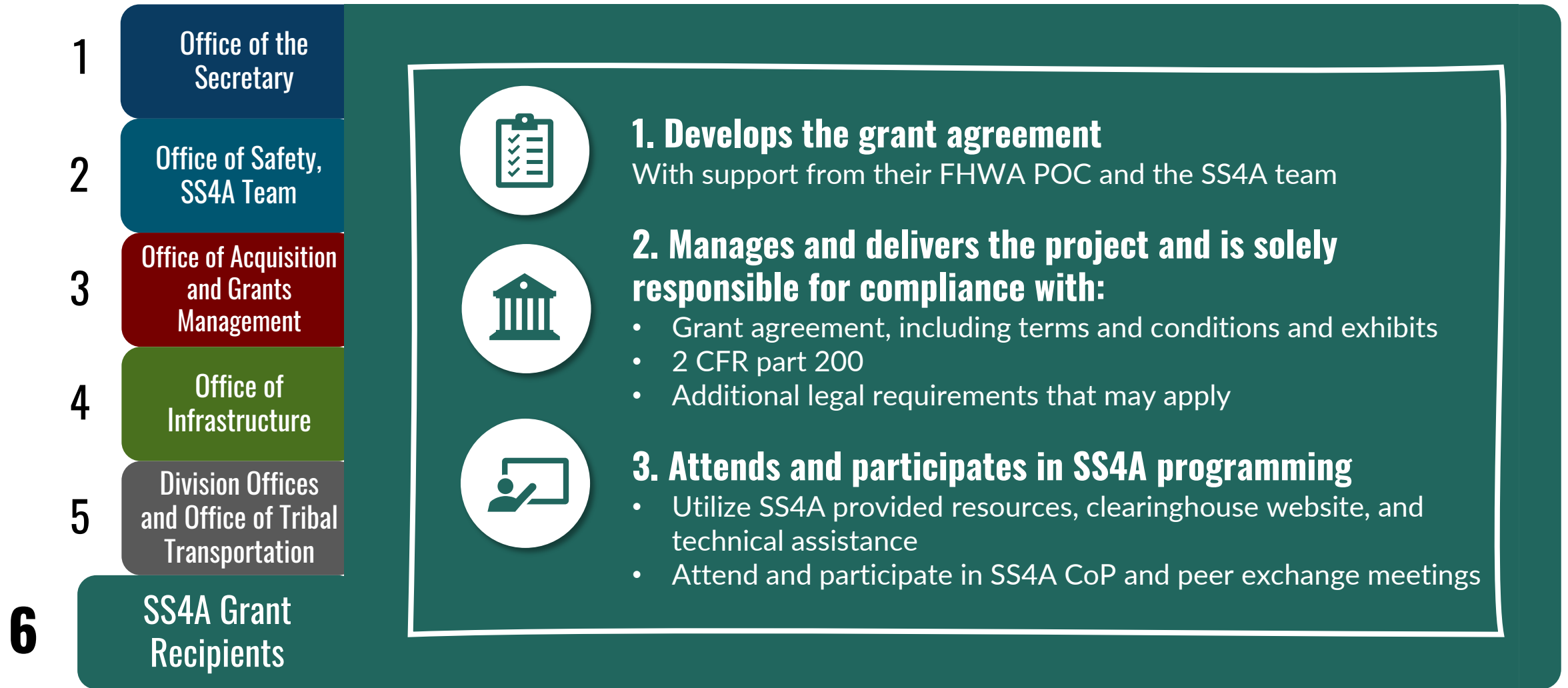
Your Key Stakeholders



Your Key Stakeholders



Your Key Stakeholders





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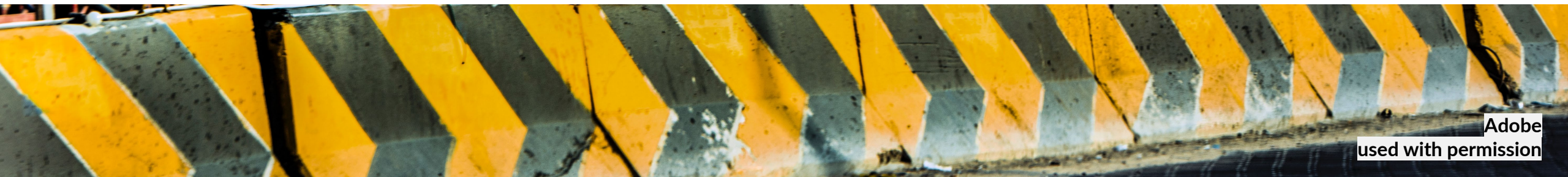


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Grant Agreements

Overview



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Uniform Guidance Requirements: 2 CFR Part 200

- **2 CFR Part 200:**
 - <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

- 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 for each phase of a project, including:
 - Base Phase: Pre-National Environmental Policy Act (NEPA) (preliminary design and NEPA)
 - Option Phase 1: Final design, right-of-way acquisition, and utility relocation
 - Option Phase 2: Construction
- Special requirements apply to any grant that includes the use of Federal-aid highway funding provided or administered under Title 23, United States Code (e.g., HSIP, STBG, CMAQ, Transportation Alternatives)



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.

Grant Agreement Execution

- Reimbursable work on the grant project shall not begin until the grant agreement is executed (signed by both the grant recipient and the FHWA Agreement Officer).
- Costs incurred prior to execution of the grant agreement are **NOT ELIGIBLE** for reimbursement and may not be used as matching funds.
 - Any work incurred prior to execution of the grant agreement will be considered non-participating funds.
- Requests for pre-award costs will not be approved.
- Recipient procurement procedures must conform to procurement standards identified in 2 CFR §§ 200.317-200.327.



Expenditure of Federal Grant Funds

All SS4A grant funds must be expended within 5 years of grant agreement execution.

- **Planning and Demonstration Grants:** Generally expected to be completed within 1-2 years of grant agreement execution; however, they can take more time.
- **Implementation Grants:** Funds must be expended within 5 years of grant agreement execution.



Planning and Demonstration Projects

NEPA 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

Parameters for 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.
- Under 2 CFR § 200.331, the recipient must determine whether an agreement between the recipient and another non-Federal entity casts the latter as a subrecipient or a contractor.
 - States will not have direct funding relationships with USDOT with the SS4A program.

Roles and Responsibilities in Grant Agreement Execution Process

FHWA POCs & Grant Recipient:

- Grant recipient develops grant agreement, with input from their FHWA POC, adhering to approved grant agreement template
- When the grant agreement is ready for review, the **FHWA POC** will submit it to Office of Acquisition and Grants Management

Office of Acquisition and Grants Management:

- Conduct 2 CFR part 200 risk assessment
- Conduct 2 CFR part 200 budget review
- Determine whether grant recipient requires a supplemental budget form and inform them only if the form is required



Roles and Responsibilities in Grant Agreement Execution Process

1. When all steps are complete, grant agreement package is presented to Agreement Officer (AO) for review and final approval
2. AO signs grant agreement, executing it
 - Obligates Federal grant funding
 - Permits grant recipient to begin work on project and start incurring costs

What to Expect During Today's Webinar

Today...

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

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



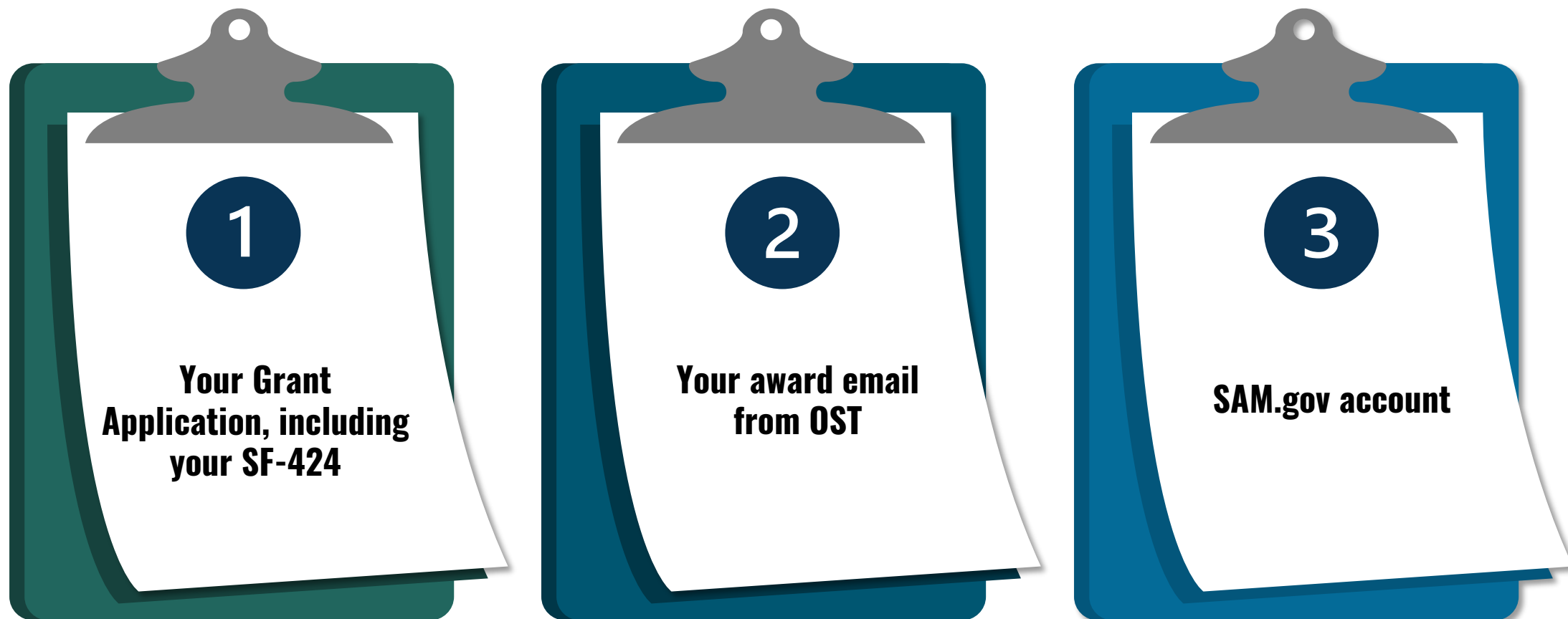
Going forward...

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



Before You Get Started

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



Review Grant Agreement Template

Grant Agreement Template



Where can I find this form?

The FY24 Grant Agreement Template is **NOT** publicly available.

Your FHWA POC will provide this document to you.

Title Page: #1 to #9

1. Federal Award No.

To be completed by the FHWA Office of Acquisition and Grants Management (HCFA).

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.

6. Period of Performance

Insert the end date for the Period of Performance. For Planning and Demonstration Grants, this would generally be expected to be approximately 1-2 years from the effective date, but it could be longer.

For Implementation Grants, this may be no more than 5 years from the effective date. This date can be inputted as a date or as the number of months expected to complete the project.

1. Federal Award No.

2. Effective Date
See No. 16 Below

3. Assistance
Listings No.
20.939

4. Award To
[Insert Recipient Name]
[Insert Recipient Address]

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

Unique Entity Id.: [Insert UEI]
TIN No.: [Insert Tax ID]

6. Period of Performance
Effective Date of Award – [insert date or
number of months]

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 (Pub. L.
117–58, November 15, 2021; also
referred to as the “Bipartisan
Infrastructure Law” or “BIL”)

7. Total Amount

The amount should match the SF-424A and SF-424C totals. The non-Federal cost 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

14. Description of the Project

Provide a 1-2 sentence description of the project. If this is a phased agreement, note that in this description.

10. Procurement Request No.
[insert PR Number]

12. Submit Payment Requests To
See Article 5.

14. Description of the Project

RECIPIENT

15. Signature of Person Authorized to Sign

Signature

Date

Name:

Title:

11. Federal Funds Obligated
[for phased agreement, enter phase
number and name]: [Insert Amount \$]

13. Accounting and Appropriations Data
[insert Data]

FEDERAL HIGHWAY
ADMINISTRATION

16. Signature of Agreement Officer

Signature

Date

Name:

Title: Agreement Officer

11. Federal Funds Obligated

The amount of Federal funds obligated will match the Federal share amount in #7 Federal Share on the Title Page unless it is a phased agreement. For phased agreements, only put the amount that will be the initial phase.

15. Signature of Person Authorized to Sign

Fill in the name and title of the person who will be signing the agreement. If your agency has specific legal requirements that require deviating from one signature, then please notify your FHWA POC.

Quick Tip!

Don't forget to complete the name and title in #15! A common mistake on draft grant agreements is omitting this information.

10. Procurement Request No.
13. Accounting and Appropriations Data
16. Signature of Agreement Officer
To be completed by the FHWA Office of Acquisition and Grants Management (HCFA).



Phased Agreements and Obligation Table

For Implementation Projects or Demonstration Projects 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 Projects
 - Obligation Table for Each Project (ex. Sub-Project 1, Sub-Project 2, etc.)
 - Add any Action Plan or Supplemental Planning Projects to Sub-Project 1

Obligation Condition Table		
Phase the Project	Allocation of the SS4A	Obligation Condition

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of first phase (e.g., "Base Phase: Pre-NEPA")]		
[insert name of second phase (e.g., "Option Phase 1: Final Design, Way, and Relocate")]	[SXXX]	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the final design and

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of third phase (e.g., "Option Phase 2: Construction")]	[SXXX]	<p>The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of an Implementation Project unless and until:</p> <p>(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and</p> <p>(2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and</p> <p>(3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA's notification. Recipient</p>

Article 1

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

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE
FISCAL YEAR 2024 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 2024 Safe Streets and Roads for All ("SS4A") Grant Program," which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under "Fiscal Year 2024." Articles 7–30 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 (BIL, 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.

Project Name from the Application

Fill in the name of your project. This should match the project name noted in your grant application.



Article 2: 2.1 to 2.2

2.1 Application

Input the application title from #8a of the SF-424 and the date from #3 of the SF-424. If there is nothing in that box, use the date the SF-424 was submitted.

ARTICLE 2 APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: **[Insert full title from the submitted application.]**

Application Date: **[Insert the date in Box 3 of the SF-424 submitted with the application; if Box 3 is blank, use the date the application was submitted, which is located next to the applicant's signature at the bottom of the SF-424.]**

2.2 Award Amount.

SS4A Grant Amount: **[SXXX]**

2.2 Award Amount

Input the award amount that is listed in the award email received from OST. Please use whole dollars.
For Recipients who receive funding for both Implementation and Planning and Demonstration activities, please also include those amounts separately.



Article 2: 2.3

2.3 Federal Obligation Information

Choose the appropriate one of the two alternatives and delete the alternative not used.

Alternative 1: Funds are obligated all at once (i.e., Planning Grants).

Alternative 2: Phased Agreements (i.e., Implementation Grant or Planning and Demonstration Grant with demonstration activities).

2.3 Federal Obligation Information.

[Alternative #1: If all funds are being obligated at once:]

Federal Obligation Type: Single

[Alternative #2: If funds are to be obligated in multiple project phases:]

Federal Obligation Type: Multiple

Obligation Condition Table

Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of first phase (e.g., “Base Phase: Pre-NEPA”)]	[\$XXX]	

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**, labeling each phase of the project as listed in the examples (e.g., Base Phase, Option Phase 1, Option Phase 2).



Article 2: 2.3 (Obligation Table Continued)

Obligation Condition Table Cont.
This table should contain a row for each obligation, but not any other breakdown of the project.

If your project consists of multiple components, but those are all being obligated together, do not break out the components here.

If your project includes more than one component or location, add a table for each component or location. The SS4A Grant Allocation amount (listed in column 2) is the Federal Share of the grant.

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of first phase (e.g., "Base Phase: Pre-NEPA")]	[XXXX]	

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of second phase (e.g., "Option Phase 1: Final Design, Right-of-Way, and Utility Relocation")]	[XXXX]	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of an Implementation Project unless and until:
		(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of third phase (e.g., "Option Phase 2: Construction")]	[XXXX]	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of an Implementation Project unless and until:
		(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and

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: For single phase agreements, the budget period is already completed. (See Block 6 of Page 1). *You do not have to input anything.*

Alternative 2: If this is a phased agreement, 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.

[Choose the appropriate one of these two alternatives.]
[Alternative #1: If all funds are being obligated at once:]

Budget Period: See Block 6 of Page 1

[Alternative #2: If funds are to be obligated in multiple project phases:]

Base Phase Budget Period: **[insert start and end dates]**

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

Please provide a summary of the narrative from the grant application, including details on the work to be completed.

3.1 Planning and Demonstration Narrative

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.

Drafting Instructions: Provide a summary of the narrative from the grant application. Provide details on the work to be completed. If this project is an action plan, supplemental plan and/or demonstration activity with no changes to the built environment, please provide a planning and demonstration narrative below.

Planning and Demonstration Narrative:

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

Provide the schedule for each significant deliverable from the grant application to document that all SS4A funded activities will be completed before the end of the Period of Performance and/or the budget period.

Use the table(s) that pertain(s) to your project and delete the others. Please add additional action plan schedules if multiple action plans will be developed.

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

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Demonstration Activity Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	[insert date]
Planned Construction Substantial Completion and Open to Public Use Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Supplemental Planning Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Implementation Schedule (Construction)

Milestone	Schedule Date
Planned NEPA Completion Date:	[insert date]
Planned Construction Substantial Completion and Open to Public Use Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Implementation Schedule (Non-Construction)

Milestone	Schedule Date
Planned Activity Completion Date:	[insert date]
Planned SS4A Final Report Date:	[insert date]

Quick Tip!

Estimate ample time for completion of each component of the project, factoring in the time required for grant agreement execution.

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) of how the project will be funded.

3.3 Project's Estimated Costs.

Provide the costs from the grant application. Any changes should be documented in Attachment B.

(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!

Do not remove rows from this table.

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

3.3(b) Cost Classification Table

This table is only needed for Planning and Demonstration Grants with demonstration activities and Implementation Grants. Delete the table if this is a Planning and Demonstration Grant with no demonstration activities.

To complete the Cost Classification Table, utilize 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 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 – For Planning and Demonstration Grants with demonstration activities and Implementation Grants Only

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

(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.

4.1 Recipient Contact(s)

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

4.2 Recipient Contact(s)

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

ARTICLE 4

CONTACT INFORMATION

4.1 Recipient Contact(s).

[Insert information for the person designated as the official contact. This person must be employed by the Recipient organization and shall not be a consultant.]

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

4.2 Recipient Key Personnel.

[Insert name of key personnel who will be responsible for completing the task. Add rows to identify as many key personnel as necessary.]

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

Article 4: 4.3

4.3 Division Administrator

For the Division Administrator, the FHWA POC will input the State and the contact information for the Division Office.

4.3 Division Office Lead Point of Contact

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

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-42, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-493-2402
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]

Quick Tip!

FHWA POCs will complete this section.



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 Acquisition and Grants Management

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. Note: This clause is only applicable to grants that do not include construction.

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.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

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 that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers by EFT would impose a hardship on the Recipient because of their inability to maintain a bank account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement for the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Lead Point of Contact for instructions on and requirements related to pursuing reimbursement.
- (f) The requirements set forth in these terms and conditions supersede previous financial management 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

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.

ARTICLE 6 SPECIAL GRANT TERMS

- 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 Action Plan] will be made publicly available and agrees that it will publish the final [Action Plan] [Supplemental Action 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!

DOT and 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 2024 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 near other jurisdictions that have an 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.



Attachment A

Attachment A: Study Area

All grant recipients must complete the Study Area and write an updated description of the project location.

ATTACHMENT A PERFORMANCE MEASUREMENT INFORMATION	
Study Area:	[Insert description of the project location]
Baseline Measurement Date:	[insert date when the Recipient anticipates beginning the construction of the project]
Baseline Report Date:	[insert date two months after the Baseline Measurement Date]

Attachment A: Baseline Measurement Date and Baseline Report Date

Implementation Grant recipients 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 not more than 2 months after the Baseline Measurement Date.

Planning and Demonstration Grant Recipients are not required to include the Baseline fields and may delete them.

Attachment A

Attachment A: Table 1: Performance Measure Table

Delete any rows in the Performance Measure Table that do not apply to your grant type.

Quick Tip!

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

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Fatalities: Total annual fatalities in the project location(s)	Annually and within 120 days after the end of the period of performance
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Annually and within 120 days after the end of the period of performance
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	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)	Annually and within 120 days after the end of the period of performance
Equity [for all Grants]	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	Within 120 days after the end of the period of performance
Costs [for all Grants]	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

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	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
Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	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 [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	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 [for all Grants]	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



Attachment B

Attachment B

If there have been changes, provide a narrative or list any changes to the scope, schedule and budget.

Please note, if there are budget changes, you must submit a revised SF424A (or SF-424C) prior to grant agreement execution. All changes must conform with Article 11 of the SS4A Terms and Conditions.

If there have been no changes in the scope, schedule, and budget since you submitted your grant application, you can leave the table blank.

ATTACHMENT B CHANGES FROM APPLICATION

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert "N/A" after "Scope," "Schedule," or "Budget." If there are changes to the budget, please complete the table below. Otherwise, leave the table below blank.

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

Attachment C: 1 and 2

Attachment C: 1

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

Attachment C: 2

Use the prompts in the table to write a narrative for how your project is making efforts to improve racial equity and reduce barriers of opportunity. Make sure your narrative addresses the prompts from each of the rows marked with an “X”.

ATTACHMENT C RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

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

X	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
X	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
X	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
X	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
X	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
X	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
X	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but intends to take relevant actions described in the supporting narrative below.
X	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

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




Attachment D: 1 and 2

Attachment D: 1

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

ATTACHMENT D
CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS

1. Consideration of Climate Change and Environmental Justice Impacts.

 Recipient states that rows marked with “X” in the following table align with the application:

<input type="checkbox"/>	The Project directly supports a Local/Regional/State Climate Action Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
<input type="checkbox"/>	The Project directly supports a Local/Regional/State Equitable Development Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
<input type="checkbox"/>	The Project directly supports a Local/Regional/State Energy Baseline Study that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
<input type="checkbox"/>	The Recipient or a project partner use as the EJSscreen, to minimize adverse i environmental justice communities. <i>(Id narrative below.)</i>
<input type="checkbox"/>	The Project supports a modal shift in f reduce emissions or reduce induced tra the supporting narrative below.)
<input type="checkbox"/>	The Project utilizes demand managem induced travel demand, and greenhous strategies in the supporting narrative be
<input type="checkbox"/>	The Project incorporates electrification vehicle infrastructure, or both. <i>(Descri the supporting narrative below.)</i>
<input type="checkbox"/>	The Project supports the installation o <i>(Describe that support in the supporting</i>
<input type="checkbox"/>	The Project promotes energy efficiency. <i>(Describe how in the supporting narrative below.)</i>
<input type="checkbox"/>	The Project serves the renewable energy supply chain. <i>(Describe how in t supporting narrative below.)</i>
<input type="checkbox"/>	The Project improves disaster preparedness and resiliency <i>(Describe how in the supporting narrative below.)</i>
<input type="checkbox"/>	The Project avoids adverse environmental impacts to air or water quality wetlands, and endangered species, such as through reduction in Clean Ai Act criteria pollutants and greenhouse gases, improved stormwater management, or improved habitat connectivity. <i>(Describe how in the supporting narrative below.)</i>
<input type="checkbox"/>	The Project repairs existing dilapidated or idle infrastructure that is currently causing environmental harm. <i>(Describe that infrastructure in the supporting narrative below.)</i>
<input type="checkbox"/>	The Project supports or incorporates the construction of energy- and location-efficient buildings. <i>(Describe how in the supporting narrative below.)</i>

2. Supporting Narrative.

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

Attachment D: 2

Use the prompts in the table to write a narrative for how your project is making efforts to consider climate change and environmental justice impacts. Make sure your narrative addresses the prompts from each of the rows marked with an “X”.



Attachment E: 1 and 2

Attachment E: 1
Insert an “X” in the left column for each effort that is included in your application.

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”.

ATTACHMENT E
LABOR AND WORKFORCE

06-13-2024

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:

<input type="checkbox"/>	The Recipient demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. (Describe those actions in the supporting narrative below.)	<input type="checkbox"/>	The Recipient or a project partner participates in a State/Regional/Local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity, including:
<input type="checkbox"/>	The Recipient or a project partner has economic hiring preferences for the Project. (Describe the relevant preferences below.)	<input type="checkbox"/>	a. affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law.
<input type="checkbox"/>	The Recipient or a project partner has apprenticeships in the overall project. (Describe the use of registered apprenticeships below.)	<input type="checkbox"/>	b. proactive partnerships with the U.S. Department of Labor’s Office of Federal Contract Compliance Programs to promote compliance with EO 11246 Equal Employment Opportunity requirements and meet the requirements as outlined in the Notice of Funding Opportunity to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women and goals that vary based on geography for construction work hours and for work being performed by people of color.
<input type="checkbox"/>	The Recipient or a project partner has programs for underrepresented groups for implementation of the Project. (Describe the programs below.)	<input type="checkbox"/>	c. no discriminatory use of criminal background screens and affirmative steps to recruit and include those with former justice involvement, in accordance with the Fair Chance Act and equal opportunity requirements.
<input type="checkbox"/>	The Recipient or a project partner has a union in the overall delivery of the project, including investing in workforce development training or settling labor-management training. (Describe the development services offered below.)	<input type="checkbox"/>	d. efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, and national origin.
<input type="checkbox"/>	The Recipient or a project partner has cash assistance to address systemically underrepresented groups. (Describe the cash assistance below.)	<input type="checkbox"/>	e. training on anti-harassment and third-party reporting procedures covering employees and contractors; and
<input type="checkbox"/>	The Recipient or a project partner has cash assistance to address systemically underrepresented groups. (Describe the cash assistance below.)	<input type="checkbox"/>	f. maintaining robust anti-retaliation measures covering employees and contractors.
<input type="checkbox"/>	The Recipient or a project partner has cash assistance to address systemically underrepresented groups. (Describe the cash assistance below.)	<input type="checkbox"/>	(Describe the equal opportunity plan in the supporting narrative below.)
<input type="checkbox"/>	The Recipient or a project partner has cash assistance to address systemically underrepresented groups. (Describe the cash assistance below.)	<input type="checkbox"/>	The Recipient 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. (Describe those actions in the supporting narrative below.)
<input type="checkbox"/>	The Recipient or a project partner has cash assistance to address systemically underrepresented groups. (Describe the cash assistance below.)	<input type="checkbox"/>	The Recipient 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 the supporting narrative below.
<input type="checkbox"/>	The Recipient or a project partner has cash assistance to address systemically underrepresented groups. (Describe the cash assistance below.)	<input type="checkbox"/>	The Recipient has not taken actions related to the Project to improving 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 F: 1 and 2

Attachment F: 1
Insert an “X” in the left column for each effort that is included in your application.

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”.

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:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	For projects in floodplains: The Recipient appropriately considered whether the project was upgraded consistent with the Federal Flood Risk Management Standard, to the extent consistent with current law, in Executive Order 14030, Climate-Related Financial Risk (86 FR 27967), and Executive Order 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Solicit and Considering Stakeholder Input (80 FR 6425).

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

Quick Tip!
Attachment F is only required if you purchase any information or operational technology. **However**, the attachment must be included in agreement regardless of purchase.

Attachment G: 1

Attachment G: 1

Choose the appropriate one of these two alternatives and delete the alternative not used.

For additional context on how the Recipient Type designation is used, see section 26.1 in the General Terms and Conditions.

Attachment G: 2

Choose the appropriate one of these two alternatives and delete the alternative not used.

The Title VI requirements for “Existing” recipients are described in section 26.1 (b) of the General Terms and Conditions.

ATTACHMENT G CIVIL RIGHTS AND TITLE VI

1. Recipient Type Designation.

[Choose the appropriate one of these two alternatives.]

[Alternative #1, if either

(1) the Recipient has an award with FHWA that makes the Recipient subject to the administering operating administration’s Title VI requirements: or

(2) the Recipient had an award with FHWA as a result of which the Recipient is already in compliance with the operating administration’s Title VI requirements:]

Recipient Type Designation: Existing

Existing Award Program: [Assistance Listing Number or Name for grant program]

[Alternative #2:]

Recipient Type Designation: New

2. Title VI Assessment Information.

[Choose the appropriate one of these two alternatives.]

[Alternative #1, if the Recipient Type Designation is Existing:]

This section is not applicable because the Recipient Type Designation is “Existing.”

[Alternative #2, if the Recipient Type Designation is New:]

Title VI Assessment Completion Date: See date of execution of this agreement and Exhibit B, Term B. 1



Points to Remember



Before you submit your filled out grant agreement to your FHWA POC, make sure to:

- **Article 6:** Remove clauses that do not apply to your grant. Please re-number the clauses as appropriate.
- **Attachment A:** Remove Performance Measures that do not apply to your grant.



Also remember that:

- **Phased Grant Agreements** are for Implementation and Demonstration Projects that change the built environment.

Next Steps

- FHWA POC will conduct a kick-off meeting with each grant recipient.
- FHWA Office of Acquisition and Grants Management will conduct 2 CFR part 200 risk assessment and budget review for each grant recipient.
- The grant recipient will complete the grant agreement template, with support from the FHWA POC, and when ready for review, the FHWA POC will submit it to the FHWA Office of Acquisition and Grants Management for review and then signature.
 - It is important to adhere to the approved grant agreement template.
- FHWA Office of Acquisition and Grants Management will execute each grant agreement.



Materials to Review in Preparation for the Kick-Off Meeting

- FY 2024 NOFO
- Grant Award Letter
- Grant Application
- Grant Agreement Template, including Terms and Conditions and Exhibits
- Supplemental Budget Form (if required)





Questions?

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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



U.S. Department of Transportation
Federal Highway Administration

S | S
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September 2024

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Safe Streets and Roads for All

Thank you!

September 2024

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