

# Local Infrastructure Hub: Safe Streets for All

Updated: February 2026

# How to Use This Presentation

This presentation is designed to help cities successfully navigate the **US DOT's Safe Streets and Roads for All (SS4A) Grant Program**, including Planning and Demonstration and Implementation Grants. You'll find practical steps, examples, and tools to help your team plan, apply, and manage SS4A projects that to prevent roadway fatalities and serious injuries.

## What You'll Learn

*(Click a topic to go to that section)*

1. **Grant Overview**: Develop foundational understanding of the Safe Streets and Roads For All grant program structure and learn how to align project proposals with program priorities and strategic goals.
2. **Incorporating Data**: Gain exposure to use relevant datasets, metrics, and analytical tools to craft a compelling, evidence-based narrative.
3. **Engaging the Community**: Learn more about community engagement strategies, building partnerships, and ways to strengthen grant competitiveness.
4. **Budgeting & Financial Management**: Understand eligible expenses, explore local match expectations, and learn how to utilize templates that can help cities develop a compliant and strategically aligned project budget.
5. **Writing and Packaging a Strong Grant**: Learn to write a compelling narrative that meets grant criteria and elevates the project's urgency and alignment.
6. **Tools & Resources**: Access templates, data tools, and example materials to support each step of your Safe Streets grant application process.

*The Local Infrastructure Hub was a US-focused, nationwide program that helped city leaders connect with resources and expert advice to access and implement federal infrastructure funding from July 2022 to March 2026. This resource was created in February 2026 and is intended to be used as a general guide to the Safe Streets grant program; consult each Notice of Funding Opportunity (NOFO) for specific guidance.*

# 1. Grant Overview

*A video recording of this section is available [here](#)*

# SS4A Overview

The Safe Streets for All (SS4A) program **funds local, regional and Tribal initiatives** through grants to **prevent roadway fatalities and serious injuries**.

Categories include (a) Planning and Demonstration grants and (b) Implementation grants.

More than 1,600 communities in all 50 States and Puerto Rico have received SS4A grants.



## TIMELINE

The deadline for SS4A FY 2026 is TBD upon the NOFO release, which is anticipated by end of March 2026 (possibly earlier).

For reference, the FY 2025 was released on March 28, 2025 and closed on June 26, 2025.

Stay tuned for updates: [transportation.gov/grants/SS4A](https://transportation.gov/grants/SS4A)

Source: [Based on FY2025 NOFO](#)

# Grant Eligibility Criteria

## **Eligible applicants for SS4A grants are:**

1. A metropolitan planning organization (MPO);
2. A political subdivision of a State or territory (including **cities, counties, towns, villages**, etc.);
3. A federally recognized Tribal government; and
4. A multijurisdictional group of entities described in any of the aforementioned three types of entities.

## **AND meets one of the following:**

1. Have ownership and/or maintenance responsibilities over a roadway network;
2. Have safety responsibilities that affect roadways; or
3. Have agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction.

# Types of Grant Funding



## Planning and Demonstration Grant

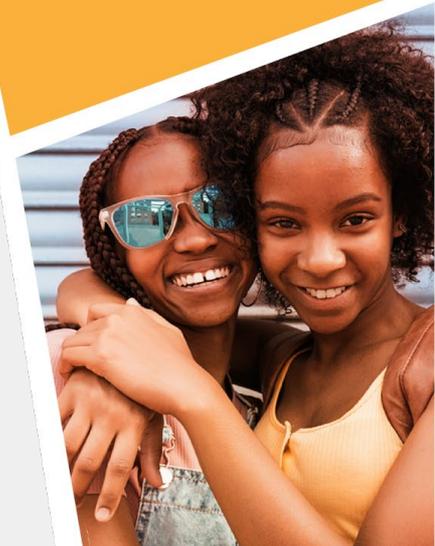
Supports (a) the **development and completion of a Comprehensive Safety Action Plan**, (b) **demonstration activities**, and c) **supplemental planning efforts**.



## Implementation Grant

Supports **constructing projects and implementing strategies called for in the Action Plan** to prevent roadway deaths and serious injuries.

# Planning & Demonstration Grant Overview



# Grant Activities Funded: Planning and Demonstration Grant

1

**Development of a Comprehensive Safety Action Plan (“Action Plan”)**

2

**Supplemental Safety Planning:** Enhance an Existing Action Plan

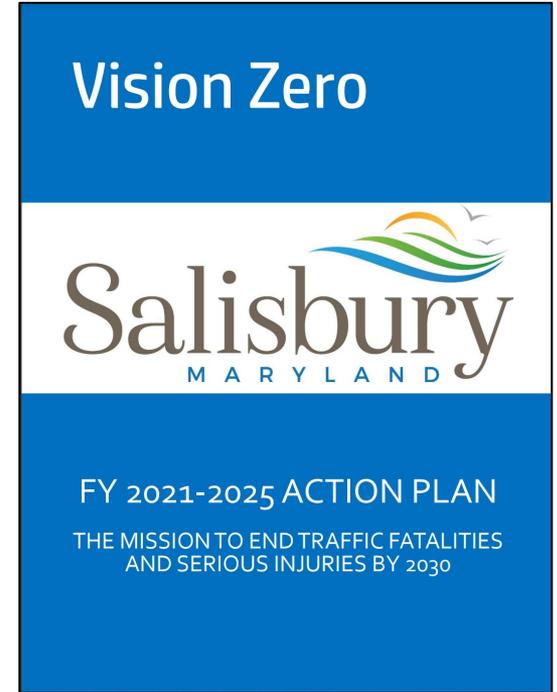
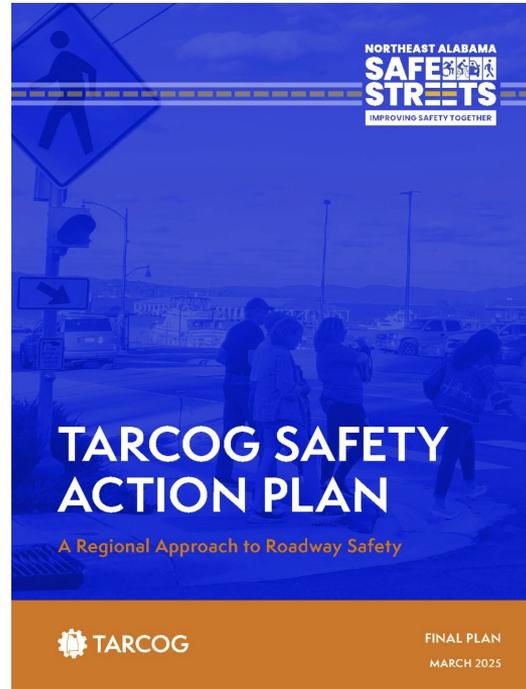
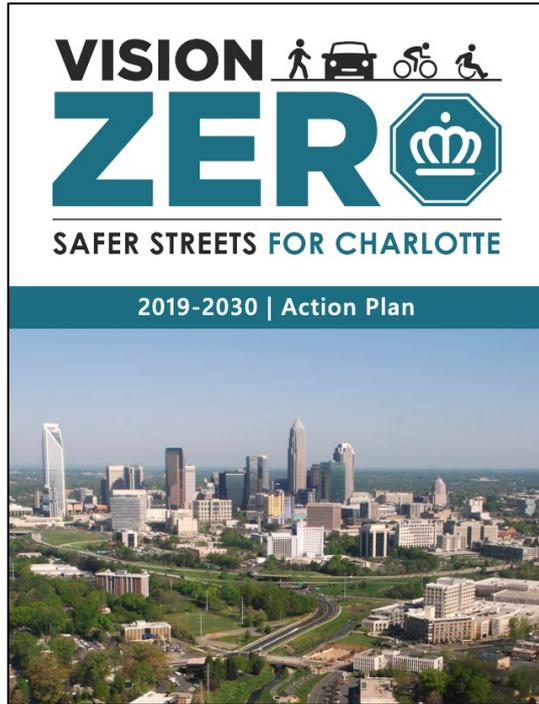
3

**Demonstration Activities:** Inform or update an Action Plan

Source: [Based on FY2025 NOFO](#)

# Safety Action Plans

Examples of funded SS4A plans: <https://www.ss4aclearinghouse.org/ActionPlans>



Sources: [Charlotte Action Plan](#), [Northeast Alabama Safety Plan](#), [Salisbury Action Plan](#)



# Demonstration Activities

## Examples include:

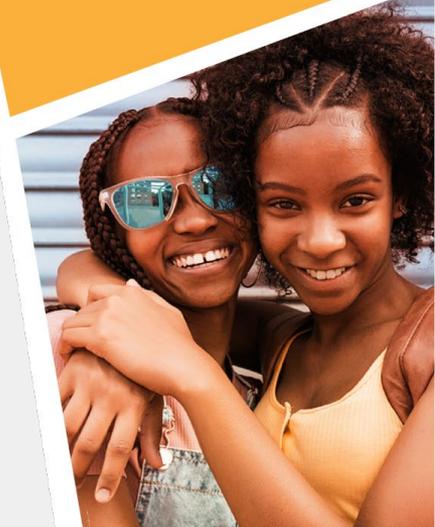
- **Quick-Build Strategies**, using low-cost, temporary materials to test strategies for potential longer-term use.
- **Pilot Operational Activities**. Test Safe Routes to School programs, educational campaign, changes to EMS crash responses, e.g.
- **Pilot Innovative Technologies**. Connectivity, the use of telematic data, variable speed limits, adaptive signal timing, are all examples.

...and others.

Source: [US DOT Volpe Center](#)



# Implementation Grant Overview



# Implementation Grant Overview



## Eligibility

*Who should apply?*

**Applicants must have an existing Action Plan or a substantially similar plan.**

- Applicants without an existing Action Plan, should apply for Planning and Demonstration Grants.



## Scope & Activities

*Whats funded?*

**Funds projects from your Action Plan that improve roadway safety. This includes funding for planning activities, project design, demonstrations, and other development work related to safety initiatives.**

- DOT encourages Implementation Grant applicants to include supplemental planning and demonstration activities in their application.



## Parameters

*What should I know?*

**Award range: \$2.5M - \$25M with a performance period up to 5 years.**

**Reminder:** This is based on FY 25 SS4A program.

# Implementation Grant Additional Considerations

- Despite being eligible for both grants, **you may only apply for either** a Planning and Demonstration Grant or an Implementation Grant.
- An eligible applicant may only **submit one application** to the funding opportunity.
- Implementation Grants **may also include** **supplemental safety planning** and **safety demonstration activities** to inform an existing Action Plan, and project-level planning, design and development activities.
- To apply for an Implementation Grant, the **applicant must certify** that they have an existing plan that is substantially similar to an Action Plan.
  - The plan(s) must be uploaded as an attachment to the application or provided as web links to publicly available sites.

**IMPORTANT:** You **must** have an Action Plan in place to apply for an Implementation Grant.

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**IMPORTANT:** You **must** have an Action Plan in place to apply for an Implementation Grant.

## 2. Incorporating Data

*A video recording of this section is available [here](#)*

# Incorporating Data - FARS Data Query

Crashes Vehicles People Drivers **Occupants** Pedestrians Pedalcyclists

Select Fatality and/or Injury

- Persons Involved in Fatal Crashes
- Persons Killed in Fatal Crashes
- All Persons Injured in Motor Vehicle Crashes
- Estimated Persons Involved in Injury Only Motor Vehicle Crashes
- Estimated Persons Involved in Property-Damage-Only (PDO) Motor Vehicle Crashes
- Estimated Persons Involved in Injury and PDO Non-Fatal Motor Vehicle Crashes
- All Persons Involved in Motor Vehicle Crashes

\* No Region, State, County or City is available for Injury, PDO, and All crashes data.  
\*\* Changing Metric types, resets all panels to application default values.

Select Time Frame

Time Frame Years

2008 2013 2017 2018 2022

Select State or Region

State

Virginia All Counties Richmond

NHTSA Region

\* County and City selections are available only when a single State is selected.  
\* Users cannot select both Cities and Counties due to potential overlapping boundaries.  
\* State/County/City/Region selections are only available for Fatal Crashes.

Filter Your Selection (FYS) +

Build Your Report (BYR) +

Query Criteria Selected

People > Persons Killed in Fatal Crashes > Years: 2017-2022 > Report Type: Table > Rows (Crash Date (Year)); Columns (Crash Date (Month)) > Virginia > Richmond > Person Fatal/Injury Type (Fatal);

Click Submit to Generate Report or Click Reset to Reset Query Selected

Submit Reset

1. Select People
2. Select "Persons Killed in Fatal Crashes"
3. Select range of years
4. Select State, leave county blank, and select your city/town/village.

This tool will show annual fatality counts

Source: [FARS Database](#)

# FARS Data Query - Annual Fatality Counts

**IMPORTANT:** The link above (<https://cdan.dot.gov/SASJobExecution/>) is a generic link and cannot be bookmarked

National Highway Traffic Safety Administration (NHTSA) Motor Vehicle Crash Data Querying and Reporting

Persons Killed in Fatal Crashes  
Filter Selected: Person Injury Type: *Fatal*  
State: *Virginia* and City: *Richmond*  
Years: *2017-2022*

## Persons Killed in Fatal Crashes<sup>1</sup>

Note: Click the link within a table cell to view those records on a web map

Crash Date (Year)	Crash Date (Month)												
	January	February	March	April	May	June	July	August	September	October	November	December	Total
2017	<a href="#">1</a>	0	0	<a href="#">3</a>	<a href="#">1</a>	<a href="#">4</a>	<a href="#">3</a>	<a href="#">1</a>	<a href="#">4</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">1</a>	<a href="#">21</a>
2018	<a href="#">2</a>	<a href="#">4</a>	0	<a href="#">1</a>	0	0	<a href="#">3</a>	<a href="#">2</a>	0	<a href="#">2</a>	0	<a href="#">1</a>	<a href="#">15</a>
2019	<a href="#">2</a>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">2</a>	0	0	<a href="#">1</a>	<a href="#">3</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">1</a>	<a href="#">16</a>
2020	<a href="#">3</a>	<a href="#">2</a>	<a href="#">3</a>	0	<a href="#">2</a>	<a href="#">4</a>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">1</a>	<a href="#">6</a>	<a href="#">2</a>	<a href="#">27</a>
2021	<a href="#">1</a>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">4</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">1</a>	<a href="#">2</a>	0	<a href="#">1</a>	<a href="#">1</a>	<a href="#">17</a>
2022	<a href="#">2</a>	0	<a href="#">5</a>	<a href="#">2</a>	<a href="#">4</a>	<a href="#">4</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">1</a>	<a href="#">6</a>	<a href="#">5</a>	<a href="#">2</a>	<a href="#">34</a>
Total	<a href="#">11</a>	<a href="#">8</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">13</a>	<a href="#">13</a>	<a href="#">10</a>	<a href="#">8</a>	<a href="#">12</a>	<a href="#">11</a>	<a href="#">16</a>	<a href="#">8</a>	<a href="#">130</a>

Download Report: | [pdf](#) | [docx](#) | [xlsx](#) | (Important: Downloads make take a few seconds - Use Ctrl-J to view download progress)

# Calculating 5yr Average Annual Fatality Rate (2018 - 2022)

$$\left( \frac{\overset{\text{Total fatalities}}{130/5}}{\underset{\text{population}}{226,610}} \right) \times 100,000 = \left( \frac{26}{226,610} \right) \times 100,000 = \mathbf{11.47}$$

**11.47 5yr avg. annual fatality rate per 100,000 pop.**

# Resources: Census Profiles

The screenshot shows the data.census.gov website. The search bar contains "per capita income in santa rosa nm". The main heading is "Per Capita Income in Santa Rosa City, New Mexico is **\$24,174** ± \$5,753". Below this, it says "2023 American Community Survey 5-Year Estimates" and "View This Result". A navigation bar includes "All", "Tables", "Maps", "Charts", "Profiles", "Pages", "Apps", "Help", "FAQ", and "Feedback". Under "Tables", there are three entries for the American Community Survey, each with a "View All Products" link. On the right, a map shows the location of Santa Rosa, NM. Below the map, a "Place" section lists statistics for Santa Rosa city, New Mexico: Total Population: 2,850; Median Household Income: \$41,995; Bachelor's Degree or Higher: 15.4%; Employment Rate: 42.1%; Total Housing Units: 1,230; Without Health Care Coverage: 5.9%; Total Households: 695; Hispanic or Latino (of any race): 2,275. A "View Profile" link and a "Help improve our search" button are also visible.

## Quickly access summary data:

- Population
- Demographics
- Employment
- Household characteristics
- Education
- more



# FY 2025 Changes DOT Memo

*Example: DOT guidance update as of Jan 2025*

1. **Utilize user-pay models;**
2. **Direct funding to local opportunity zones** where permitted;
3. To the extent practicable, relevant, appropriate, and consistent with law, **mitigate the unique impacts of DOT programs, policies, and activities on families and family-specific difficulties**, such as the accessibility of transportation to families with young children, and **give preference to communities with marriage and birth rates higher than the national average** (including in administering the Federal Transit Administration's Capital Investment Grant program);
4. **Prohibit recipients of DOT support or assistance from imposing vaccine and mask mandates;** and
5. **Require local compliance or cooperation with Federal immigration enforcement** and with other goals and objectives specified by the President of the United States or the Secretary.

**National average birth rate (2022) ([source](#))**

11.0 per 1,000 population

**National average marriage rate (2022) ([source](#))**

16.7 per 1,000 population



[Full memo](#)

# Areas of Persistent Poverty

The screenshot shows the U.S. Department of Transportation website. The top navigation bar includes the DOT logo, the text 'U.S. Department of Transportation', and menu items for 'ABOUT DOT', 'PRIORITIES', and 'CONNECT'. Social media icons for Facebook, X, Instagram, LinkedIn, and YouTube are also present. Below the navigation bar, there are breadcrumb links for 'Home' and 'Grants'. A left sidebar lists various grant categories: 'MPDG Grants', 'MPDG - Notice of Funding Opportunity', 'MPDG - Webinars', 'MPDG - How to Apply', 'MPDG - Frequently Asked Questions', 'Mega Grant', 'Rural Surface Transportation Grant', and 'INFRA Grant'. The main content area features a heading 'List of Areas of Persistent Poverty and Historically Disadvantaged Communities' and a document link: 'Areas of Persistent Poverty Project (APP) and Historically Disadvantaged Community (HDC) List (Updated June 6, 2023).xlsx'. A note below the link states: 'DOT is committed to ensuring that information is available in appropriate alternative formats to meet the requirements of persons who have a disability. If you require an alternative version of files provided on this page, please contact [aubrei.barton@dot.gov](mailto:aubrei.barton@dot.gov).' The document was last updated on Tuesday, June 13, 2023.

**For the FY 2025 Safe Streets and Roads for All grant, the DOT stated that Underserved Communities will use the same definition of Areas of Persistent Poverty.**

Find your county and census tracts to determine if they meet the criteria.

Source: [US Department of Transportation](https://www.transportation.gov)

# Calculating Marital Rate

**B12501** | Marriages in the Last Year by Sex by Marital Status for the Population 15 Years and Over

American Community Survey | Universe: Population 15 years and over | 2022: ACS 1-Year Estimates Details...

Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore | Excel | More Tools

Please note that American Community Survey 1-Year estimates are published for geographies with a population of 65,000 or more. For more information, see the [guidance for when to use 1-year or 5-year estimates](#).

Label	Congressional District 2 (118th Congress), Mississippi	
	Estimate	Margin of Error
▼ Total:	571,173	±6,005
▼ Male:	274,259	±3,820
Never married	119,690	±5,720
▼ Ever married:	154,569	±4,837
Married last year	3,112	±1,041
Not married last year	151,457	±4,834
▼ Female:	296,914	±3,672
Never married	117,122	±5,026
▼ Ever married:	179,792	±4,534
Married last year	4,119	±1,315
Not married last year	175,673	±4,534

1. US Census publishes Marital Rate ([in table B12501](#)) at only higher level resolutions (Congressional District, State, National). This example is looking at Congressional District 2 in Mississippi.
2. The Marital Rate is calculated by taking the number of Female Population Married In the Last Year, divide by the total Female Population of that Congressional District, and multiplying by 1,000.

$$\frac{4,119}{296,914} \times 1,000 = \mathbf{13.87}$$

# Calculating Birth Rate

**S1301 | Fertility**

American Community Survey | 2023: ACS 5-Year Estimates Subject Tables

Label	Jackson city, Mississippi	
	Total	Estimate
Women 15 to 50 years	40,072	±810
15 to 19 years	5,884	±360
20 to 34 years	18,877	±560
35 to 50 years	15,311	±603
RACE AND HISPANIC OR LATINO ORIGIN		
One race	39,146	±929
White	4,913	±397
Black or African American	33,714	±949

**S0601 | Selected Characteristics of the Total and Native Populations in the United States**

American Community Survey | 2023: ACS 5-Year Estimates Subject Tables

Label	Jackson city, Mississippi	
	Total	Estimate
Total population	149,827	

Label	Estimate	Margin of Error	Percent Distribution	
			Number	Margin of Error
Women 15 to 50 years	2,346	±422		
15 to 19 years	159	±105		
20 to 34 years	1,863	±421		
35 to 50 years	324	±118		
One race	2,325	±420		
White	266	±111		
Black or African American	1,913	±432		

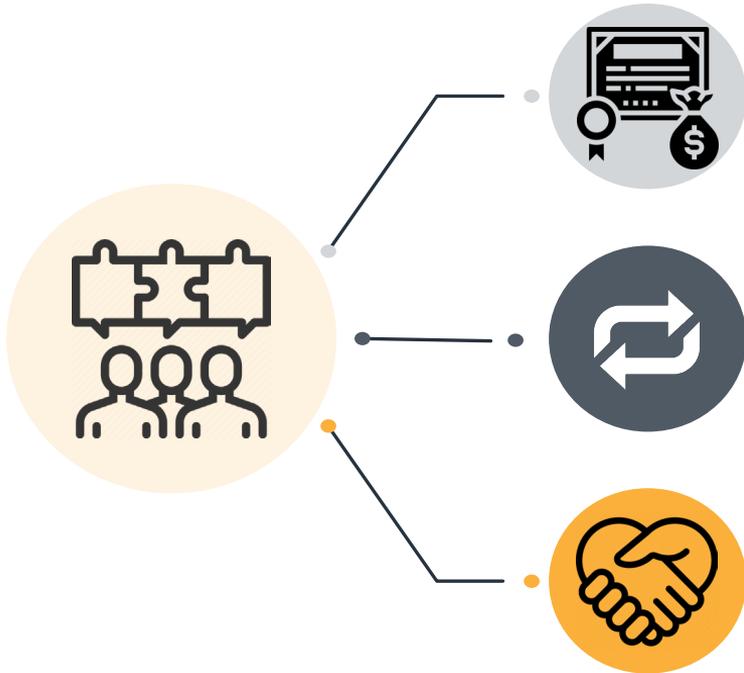
Births by women across various age ranges are published in Census table [S1301 Table \(Fertility\)](#). Local Birth Rate can be calculated by taking the number of women age 15-50 who gave birth in the past year divided by the total city population for the same year, then multiplied by 1,000.

$$\frac{2,346}{149,827} \times 1,000 = 15.66$$

# 3. Engaging the Community

*A video recording of this section is available [here](#)*

# Why Are We Focusing on Community Engagement?



## To help you access Safe Streets and Roads for All money

- Supporting communities' safety is the cornerstone of SS4A funding opportunities

## To develop a replicable process for future applications

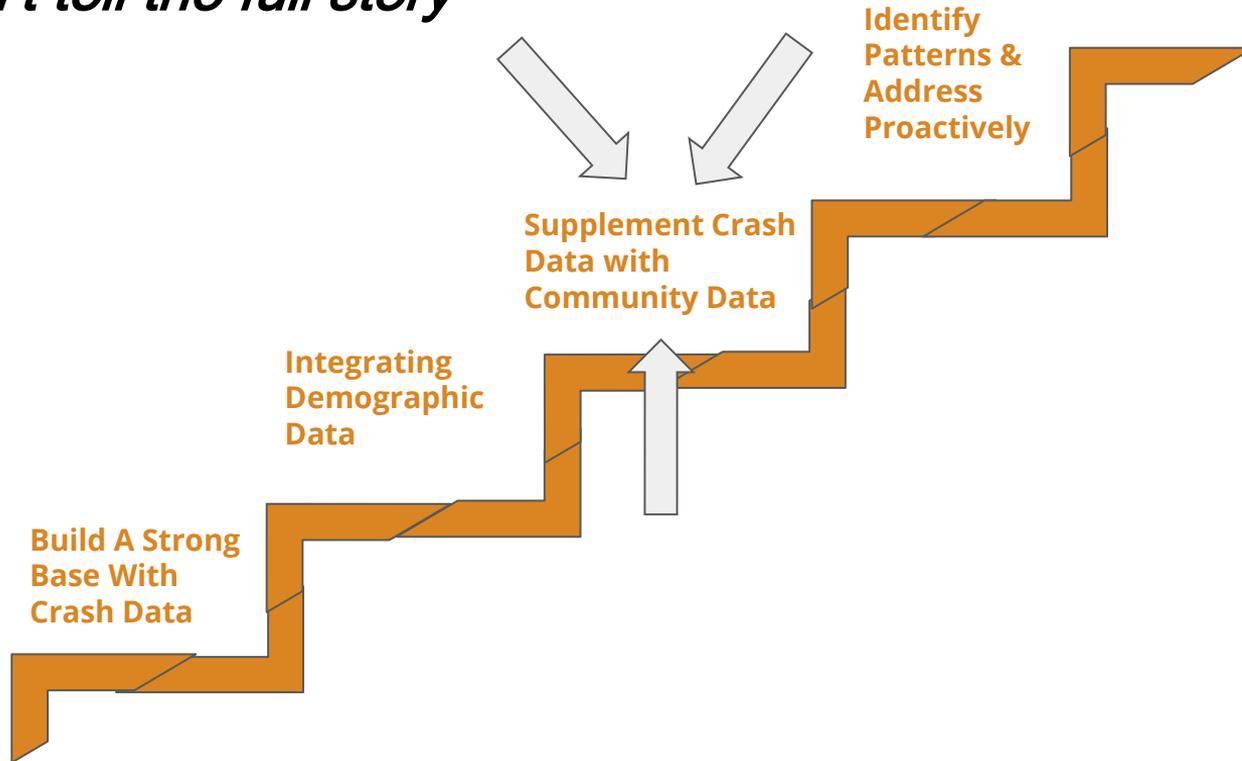
- Developing a community engagement plan establishes a process that can be repeated in future applications and future city projects and plans

## To establish long-term relationships with communities

- Developing relationships with community stakeholders now will help lay the foundation for a long-term trust-based relationship to develop projects and programs with greater impact

# Community Engagement Matters:

*Data doesn't tell the full story*



# Tips for a Community Engagement Strategy

- **Use** a range of engagement strategies to ensure that you reach as much of your community as possible;
- **Focus** on the most excluded and/or disadvantaged members of your community;
- **Allow** for multiple input points from the community throughout the planning, design, and implementation processes rather than just a single large public meeting to gather input;
- **Include** an explanation of how community input will be used to direct and shape the project; and
- **Include** an evaluation component to ensure that your team is achieving the level and range of input desired.

# Include Community Members in Decision Making



Build a Vision Zero Task Force that moves beyond traditional stakeholders



# Prioritize Voices of Those Most Affected

Include communities that have historically been excluded from transportation decisions and/or those experiencing disproportionate safety risk in your task force:

- Children & Family groups
- Seniors
- Active transportation users
- Communities with low rates of car ownership
- High-poverty communities
- Road users with limited mobility



# Engaging & Sustaining Community Engagement

1. **Sustain trust** through defined recurring meetings throughout implementation period
2. Leverage strategic **one-on-one meetings**
3. Continue to **activate Community Champions**
  - a. Utilize your Community Engagement Plan



Image Source: LADOT Livable Streets

# Establish & Nurture Relationships with CBOs

Example: Burlington - Graham, NC

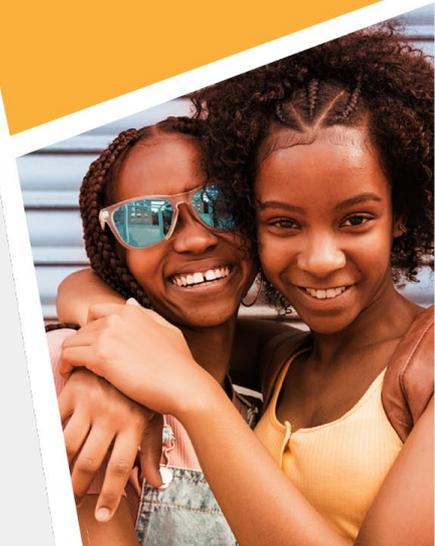


Transportation staff participate in collaborative groups as a way to connect and build relationships with a range of communities.



- **Alamance Collective** — community-based partnership of residents and institutions
- **Alamance Wellness Collaborative** — comprised of area planners and public health officials

# Community Engagement Activities



# Participatory Strategies for Engaging Your Community

## Quick Build Demonstration Projects

- Pilot traffic-calming pop-up projects
- Enable real-time usage & feedback from community members



Source: [Vision Zero Network](#)

Source: Denver Streets Partnership

# Participatory Strategies for Engaging Your Community

## Mini-grant opportunities

1. **Invite CBOs** to apply to a mini-grant competition.
2. A mini-grant competition is a **small dollar grant award** (\$200-1000) offered to community organizations to deploy a resident-engaged projects.

**Potential Prompt:** *Tell us what Safe Streets mean to you and what you want to do in community to make our Streets Safe for All.*

### Mini-grant project examples:

- *Temporary Bike Lane demonstration and education with climate advocacy group*
- *Parklet Pop-Up to extend safe sidewalk space and outdoor seating in partnership with local business*



# Example: Denver, CO

## DENVER • COMMUNITY ACTIVE LIVING COALITION

Denver's Community Connector Program supports:

- Projects designed and shaped by community members
- Full-time city employees with lived experience in the communities they serve



# Participatory Strategies for Engaging Your Community

## *Leverage Virtual Engagement Opportunities*

### Example: Alameda, CA

- Developed an interactive map where community members could identify locations where they experienced “near misses.”



Source: [Alameda's Action Plan](#)

# Baltimore County Department of Transportation Demonstration Project funded by SS4A (2023)

\$9M+ awarded for Demonstration activities & Supplemental Planning, including:

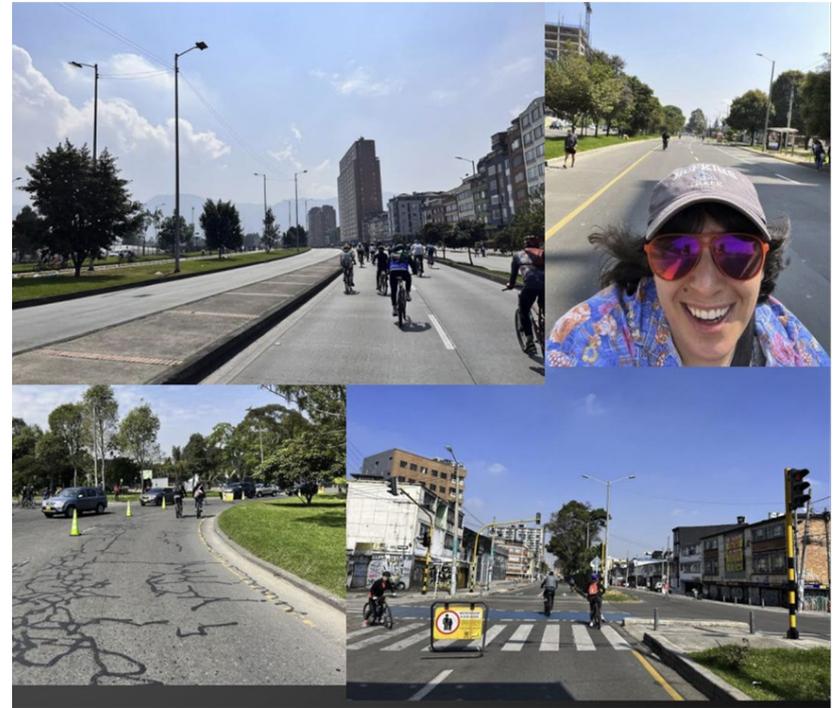
- Piloting a process to develop pop-up safety improvements & Quick Build planning
- 10-15 miles of pop-up versions of Complete Streets infrastructure



# Baltimore County Department of Transportation Demonstration Project funded by SS4A (2023)

\$9M+ awarded for Demonstration activities & Supplemental Planning, including:

- Engagement activities to inform the public about Complete Streets & build buy-in for future safety improvements
- Monthly opportunities for Open Streets activities, encouraging walking, biking, rolling, skating, enjoying safe streets.



Source: [BCDOT](#)

## 4. Budgeting & Financial Management

*A video recording of this section is available [here](#)*

# Comparison of SS4A Action Planning and Implementation

Feature	Action Planning Grant	Implementation Grant
Purpose	Develop or update a safety action plan	Implement safety improvements from a plan
Eligible Applicants	Communities without a qualifying plan	Communities with a completed, eligible plan
Funding Use	Planning, data, community engagement	Engineering, infrastructure, some planning
Examples	Risk analysis, stakeholder engagement	Building sidewalks, redesigning intersections

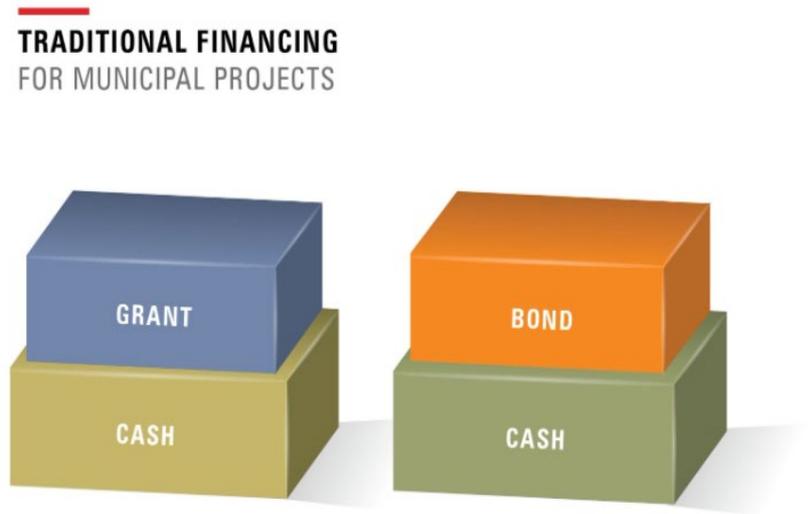


**TIP:** To be eligible for an **Implementation Grant**, your safety action plan must meet certain **USDOT-defined criteria**. That's why many communities start with the **Action Planning Grant** first, then apply for an **Implementation Grant** in a later cycle.

# What is a Capital Stack?

A “**capital stack**” is the universe of available financing mechanisms cities have to pay for projects

- Each source has benefits and drawbacks – the capital stack approach to financing can create more flexibility, responsiveness and enable utilization of the benefits of each source



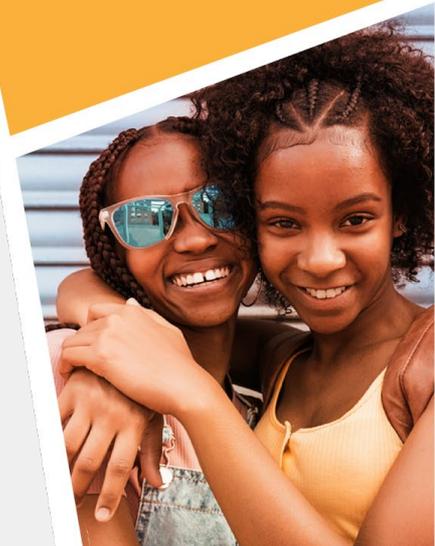
# Overall Award Size and Period of Performance

*Based on what we saw for the FY25 grant*

<p><b>Award Size</b> <i>\$100k - \$5M; ~\$25M for Implementation</i></p>	<ul style="list-style-type: none"><li>• Large awards may be awarded to <b>metro planning organizations</b> and <b>multijurisdictional entities</b> with regional scope and where activities cover large geographic area</li><li>• The DOT may award <b>less funding</b> than the total amount requested</li><li>• Applicants requesting &lt;\$100,000 <b>may not receive any award</b> if their budget is inadequate for their proposed activities</li></ul>
<p><b>Period of Performance (PoP)</b> <i>1-5 years</i></p>	<ul style="list-style-type: none"><li>• Time frame is <b>dependent on scope and extent of grant activities</b></li><li>• <b>Grant may not exceed 5 years</b></li></ul>

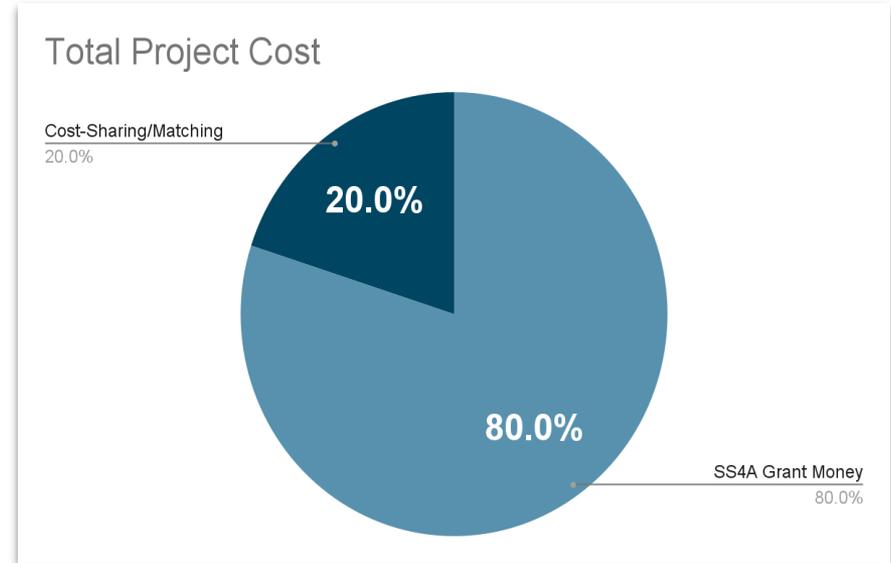
Source: [Based on FY2025 NOFO](#)

# Budgeting: Planning and Demonstration Grants



# Eligible Planning and Demonstration Expenses

- No more than **80% of total project cost** can be funded using SS4A grant money.
- At least **20% of total project cost** must be funded via cost-sharing/matching funds
- **Any cost prohibited under SS4A funding is equally prohibited when using matching funds**



See [Matching Funds for SS4A Grants](#) | [US Department of Transportation](#) for guidance

# Eligible Planning and Demonstration Grant Expenses

The following are illustrative examples of match and cost share for Planning and Demonstration Grants:

## Cash

- **Cash provided by the local entity** (e.g., City, County, Tribe, MPO) that received or is a partner to the recipient of the award.
- **Cash provided by a State organization**, as long as the original source was not Federal funding.
- **Cash from private-sector, nonprofit, or other partner organizations.**

## Personnel

- Staff member hired to execute the grant full time.
- Staff hours spent in the direct execution of the grant agreement, including completing the required Action Plan components such as performing safety analysis, facilitating engagement and collaboration, and assessing policy and process changes.
- Staff time managing contractors and partners who are developing the Action Plan and directly working on one or more of the required Action Plan components.
- Staff hours associated with the financial and administrative management of the grant that are not being directly billed to the grant but are supporting the project with portions of their time and not included as part of an indirect rate.
- The total staff and volunteer time spent as part of the committee or task force that is directly engaged in the oversight of the Action Plan development, implementation, and monitoring. The rate billed as match for volunteer time may be associated with those volunteers' typical hourly wage or a local approved volunteer rate.

Source: <https://www.transportation.gov/grants/ss4a/match#eligible-planning-and-demo-expenses>

# Eligible Planning and Demonstration AND Implementation Grant Expenses

## Goods

- Purchased or donated goods such as **office supplies, IT equipment, flyers, and banners** that support the implementation of the projects and strategies.
- Purchase of materials to execute the projects such as:
  - **Infrastructure safety and roadway devices** like speed feedback signs, rapid-flashing beacons, and audible pedestrian signals.
  - **Safety vests and clipboards** for community members to participate in activities to gather community feedback.

## Space

- Costs of space, such as **office and facility rental and equipment storage**, may be used if they are charged relative to the scale of the award. For example, if the Implementation Grant amounts to 15 percent of an organization's budget for the year, then 15 percent of space costs may be used as match if it is not already included in the indirect rate.
- Fair market costs of space that is specifically for carrying out an Implementation Grant, but is not charged to the grant, may count toward local match, such as the cost to **rent a meeting room to meet with stakeholders**.

## Services

Purchased or donated services of third-party organizations for the implementation of the projects and strategies. Examples of services may include the following:

- **Contracts for services** that directly support the implementation of the projects and strategies.
- **Costs associated with establishing an education and outreach campaign.**

## Utilities

Costs of utilities, such as **phone and internet service**, if it is charged relative to the scale of the award.

- For example, if the Implementation Grant award amounts to 15 percent of an organization's budget for the year, then 15 percent of utility costs may be used as match.

# Completing the Required (based on FY25) Budget Documentation for Planning and Demonstration

- **SF 424A - Budget Information for Non-Construction Programs**
  - Required for all federal grant applications.
- **Supplemental Estimated Budget Template**
  - This is provided as an *optional* resource.
  - Structure is based on Table 3 of the FY24 NOFO.
  - Intended to illustrate the level of detail for project-level budget estimation.

Table 3: Planning and Demonstration Grant Supplemental Estimated Budget

Activities	SS4A Funding Request	Total Project Cost
<b>Itemized Estimated Costs to Develop an Action Plan</b>		
<b>Subtotal Budget to Develop an Action Plan</b>	\$0.00	\$0.00
<b>Itemized Estimated Costs to Conduct Supplemental Planning</b>		
Supplemental Planning Activity #1	\$0.00	\$0.00
Supplemental Planning Activity #2	\$0.00	\$0.00
Supplemental Planning Activity #3	\$0.00	\$0.00
<b>Subtotal Budget to Conduct Supplemental Planning</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Itemized Estimated Costs to Carry Out Demonstration Activities</b>		
Demonstration Activity #1	\$0.00	\$0.00
Demonstration Activity #2	\$0.00	\$0.00
<b>Subtotal Budget to Carry Out Demonstration Activities</b>	<b>\$0.00</b>	<b>\$0.00</b>

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

# Completing the SF 424A - Page 1

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

**SECTION A - BUDGET SUMMARY**

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.			\$	\$	\$	\$	
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A-102) Page 1

# Completing the SF 424A - Page 2

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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# Completing the SF 424A - Page 3

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$	\$	\$	\$	\$
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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# Sample SF 424A - Waxhaw, NC

SF-424A

## BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Safe Streets and Roads for All Discretionary Grant opportunity	20.939	\$	\$	\$ 128,000.00	\$ 32,000.00	\$ 160,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 128,000.00	\$ 32,000.00	\$ 160,000.00

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB (Circular A-102) Page 1

# Sample SF 424A - Waxhaw, NC

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Safe Streets and Roads for All Discretionary Grant opportunity				
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	160,000.00				160,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	160,000.00				\$ 160,000.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 160,000.00	\$	\$	\$	\$ 160,000.00
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

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# Sample SF 424A - Waxhaw, NC

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Safe Streets and Roads For All Discretionary Grant Opportunity	\$ 32,000.00	\$	\$	\$ 32,000.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 32,000.00	\$	\$	\$ 32,000.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 128,000.00	\$	\$	\$	\$ 128,000.00
14. Non-Federal	\$ 32,000.00				\$ 32,000.00
15. TOTAL (sum of lines 13 and 14)	\$ 160,000.00	\$	\$	\$	\$ 160,000.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Safe Streets and Roads For All Discretionary Grant Opportunity	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB (Circular A-102) Page 2

# Completing the Required Budget Documentation

- **SF 424A - Budget Information for Non-Construction Programs**
  - Required for all federal grant applications.
- **Supplemental Estimated Budget Template**
  - This is provided as an *optional* resource.
  - Structure is based on Table 3 of the FY24 NOFO.
  - Intended to illustrate the level of detail for project-level budget estimation.

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

Table 3: Planning and Demonstration Grant Supplemental Estimated Budget

Activities	SS4A Funding Request	Total Project Cost
<b>Itemized Estimated Costs to Develop an Action Plan</b>		
<b>Subtotal Budget to Develop an Action Plan</b>	\$0.00	\$0.00
<b>Itemized Estimated Costs to Conduct Supplemental Planning</b>		
Supplemental Planning Activity #1	\$0.00	\$0.00
Supplemental Planning Activity #2	\$0.00	\$0.00
Supplemental Planning Activity #3	\$0.00	\$0.00
<b>Subtotal Budget to Conduct Supplemental Planning</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Itemized Estimated Costs to Carry Out Demonstration Activities</b>		
Demonstration Activity #1	\$0.00	\$0.00
Demonstration Activity #2	\$0.00	\$0.00
<b>Subtotal Budget to Carry Out Demonstration Activities</b>	<b>\$0.00</b>	<b>\$0.00</b>

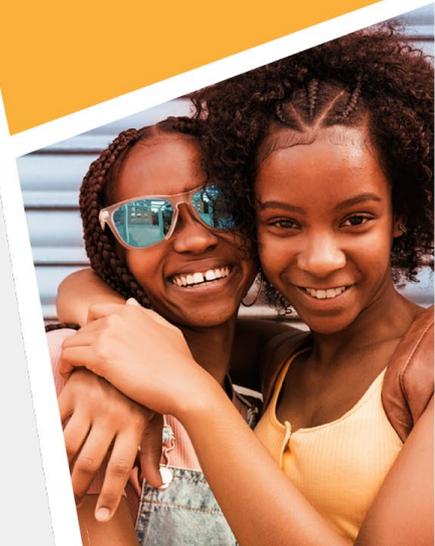
# Sample Budget Summary - Waxhaw, NC

## Budget Summary

### Town of Waxhaw Estimated Budget Safety Action Plan

Description	Federal Share	Non-Federal Share	Total
<b>1 Project Management</b> (Project Kickoff and Tour, Work Plan, Monthly Progress Reporting, Coordination Meetings)	\$12,800	\$3,200	\$16,000
<b>2 Current Conditions Analysis</b> (Vision and Goals, Data Collection, Plan and Policy Review, Field Review, Current Conditions Report)	\$16,000	\$4,000	\$20,000
<b>3 Public Involvement</b> (Digital Mapping Survey, Digital Prioritization Survey, Public Open House)	\$18,400	\$4,600	\$23,000
<b>4 Safety Task Force</b> (Four Task Force Meetings)	\$16,800	\$4,200	\$21,000
<b>5 High-Injury Network Development</b> (HIN Development Methodology, Corridor Identification, Prioritization)	\$12,800	\$3,200	\$16,000
<b>6 Key Project Identification</b> (Project Pipeline Analysis, Planning Level Cost Estimations, Graphics)	\$25,600	\$6,400	\$32,000
<b>7 Actions and Strategies</b> (Action and Strategy Recommendations Development)	\$9,600	\$2,400	\$12,000
<b>8 Reporting and Adoption</b> (Draft and Final Report, Digital Mapping Files, Adoption Presentation)	\$16,000	\$4,000	\$20,000
<b>Total Cost by Source</b>	<b>\$128,000</b>	<b>\$32,000</b>	<b>\$160,000</b>
<b>Percent Cost by Source</b>	<b>80%</b>	<b>20%</b>	<b>100%</b>

# Budgeting: Implementation Grants



# Eligible Implementation Grant Expenses

The following are illustrative examples of match and cost share for Implementation Grants:

## Cash

- **Cash provided by the local entity** (e.g., City, County, Tribe, MPO) that received the award.
- **Cash provided by a State organization**, as long as the original source was not Federal funding.
- **Cash from private-sector, nonprofit**, or other partner organizations.

## Personnel

- Staff member hired to execute the grant full time.
- Staff hours spent in the direct execution of the grant agreement, including:
  - Implementing the projects and strategies;
  - Managing of the project and strategy implementation;
  - Conducting any project or strategy level planning, design, and development required to execute the grant agreement; and
  - Performing work associated with the supplemental Action Plan activities identified in one or more of the projects and strategies.
- Staff time managing and overseeing contractors and partners who are implementing one or more of the projects and strategies.
- Staff hours associated with the financial and administrative management of the grant that are not being directly billed to the grant but are supporting the project with parts of their time and are not part of an indirect rate.

Source: [DOT Matching Funds for SS4A Grants](#)

# Eligible Planning and Demonstration AND Implementation Grant Expenses

## Goods

- Purchased or donated goods such as **office supplies, IT equipment, flyers, and banners** that support the implementation of the projects and strategies.
- Purchase of materials to execute the projects such as:
  - **Infrastructure safety and roadway devices** like speed feedback signs, rapid-flashing beacons, and audible pedestrian signals.
  - **Safety vests and clipboards** for community members to participate in activities to gather community feedback.

## Space

- Costs of space, such as **office and facility rental and equipment storage**, may be used if they are charged relative to the scale of the award. For example, if the Implementation Grant amounts to 15 percent of an organization's budget for the year, then 15 percent of space costs may be used as match if it is not already included in the indirect rate.
- Fair market costs of space that is specifically for carrying out an Implementation Grant, but is not charged to the grant, may count toward local match, such as the cost to **rent a meeting room to meet with stakeholders**.

## Services

Purchased or donated services of third-party organizations for the implementation of the projects and strategies. Examples of services may include the following:

- **Contracts for services** that directly support the implementation of the projects and strategies.
- **Costs associated with establishing an education and outreach campaign.**

## Utilities

Costs of utilities, such as **phone and internet service**, if it is charged relative to the scale of the award.

- For example, if the Implementation Grant award amounts to 15 percent of an organization's budget for the year, then 15 percent of utility costs may be used as match.

# Costs Not Eligible for any project type

The following are examples of costs that are typically **not eligible** for match or cost share:

- The **time that members of the public spend to learn** more about activities associated with the execution of the grant.
- The **time that members of the public spend participating** in any engagement or collaboration activity such as a public meeting.
- **Expenses not directly necessary for the facilitation of the grant agreement**, including providing food, beverages, and childcare services.
- **Promotional materials** (e.g., t-shirts, mugs, hats) to give out at public outreach events or to staff and/or volunteers working on the grant.
- **Lobbying**, including costs to influence policy decisions or elections. (See [2 CFR 200.450](#) for further information on lobbying.)
- **General costs of government** outside the scope of implementing the grant (e.g., salaries and expenses for City Council, Mayor, Tribal executive). (See [2 CFR 200.444](#) for further information on general costs of government.)
- **Entertainment** (e.g., band, DJ, performers) to entice participation in events.
- **Time and costs associated with developing grant application and other pre-award costs** (any costs incurred prior to a signed grant agreement are not eligible costs and cannot be used toward local match).
- **Fundraising costs** (e.g., financial campaigns, endowment drives, solicitation of gifts) associated with grant recipient or partnership organizations to raise capital or obtain contributions.
- **Fines, penalties, and fees** resulting from violations or failure to comply with Federal, State, or local laws and regulations.

Source: <https://www.transportation.gov/grants/ss4a/match#eligible-planning-and-demo-expenses>

# Safe Streets Implementation Grants: Funding Source Considerations

## Potential funding sources may include:

- General Fund (revenue from property taxes, sales, income taxes etc.)
- Leveraging bonds
- Tax Credits
- Public/Private Partnerships (contractual agreements between a municipality and private entity agreeing to share financial responsibility for funding/managing)
- Other targeted State Funding
- Other Federal Funding (i.e. ARPA, BUILD, etc.)

## Recommendations

- Ensure consideration of all potential funding potential sources/uses prior to applying
- Make a graph/chart to compare the needs of the contemplated program against different funding source requirements and allowability.

# Safe Streets Implementation Grants: Funding Source Considerations

## Fund Braiding Considerations:

- Using two or more independent funding streams to fund a single project.
- These funding streams (or strands) never lose their individual “identity” in terms of respective reporting and compliance.
- Applicants may be able to optimize the impact of federal funding by braiding funding, and prioritizing the usage of funding sources with more stringent limitations on allowable expenditures prior to utilizing less restrictive sources of federal funding that allow more flexibility in allowable usage.

## Duplication of Benefits:

- A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.
- A recipient/grantee must check to see that the assistance will not cause a duplication of benefits, meaning that the cost has not or will not be paid by another source. Grantees are also required to avoid the duplication of benefits when providing disaster assistance through federally funded programs.

# Guidance on 20% Match - Planning and Demonstration AND Implementation

- 20% match **must** be met by end of PoP
- Grantees must clearly document match used on eligible costs (cash or in-kind)
- When requesting reimbursement for costs incurred, grantees must show at least 20% of incurred costs counted toward match
  - Alternatively, grantees may vary match percentage over life of project, **but only if communicated plan to DOT and track match accordingly**
- Great DOT resource on [Match and Cost Share examples](#)

## Guidance on 20% Match (continued)

- Match or cost-share is portion of total project cost **not paid for with Federal funds**
- SS4A requires **20% of total project funding to come from non-Federal sources** - NO WAIVER available
- **ALL** matching funds subject to audit.



# Guide to Calculating Match

To calculate match, you need to first determine the total project cost (federal share plus match).

## Cost Considerations

When determining the total project cost at the local level, consider the following:

- Will you hire an outside organization or conduct the work in-house? If you're working with an outside organization, can they provide in-kind support or services? If so, you can count the value of the outside organization's contributions towards the matching requirement.
- Build in a contingency factor in case costs go up between application and award. Executing a grant agreement can take up to a year, so costs may go up. Factor that in.
- Do some research to figure out what the work will cost. For example, you could put out a request for information (RFI) to get a sense of what this will cost for your community based on what you want to do.

Source: [DOT Matching Funds for SS4A Grants](#)

## Calculating Match

Once you determine the total project cost, multiply that number by 80 percent. For example:

- Total project cost: \$200,000
- $\$200,000 \times .80 = \$160,000$  (Federal Share)
- $\$200,000 - \$160,000 = \$40,000$  (Local Share/Match)

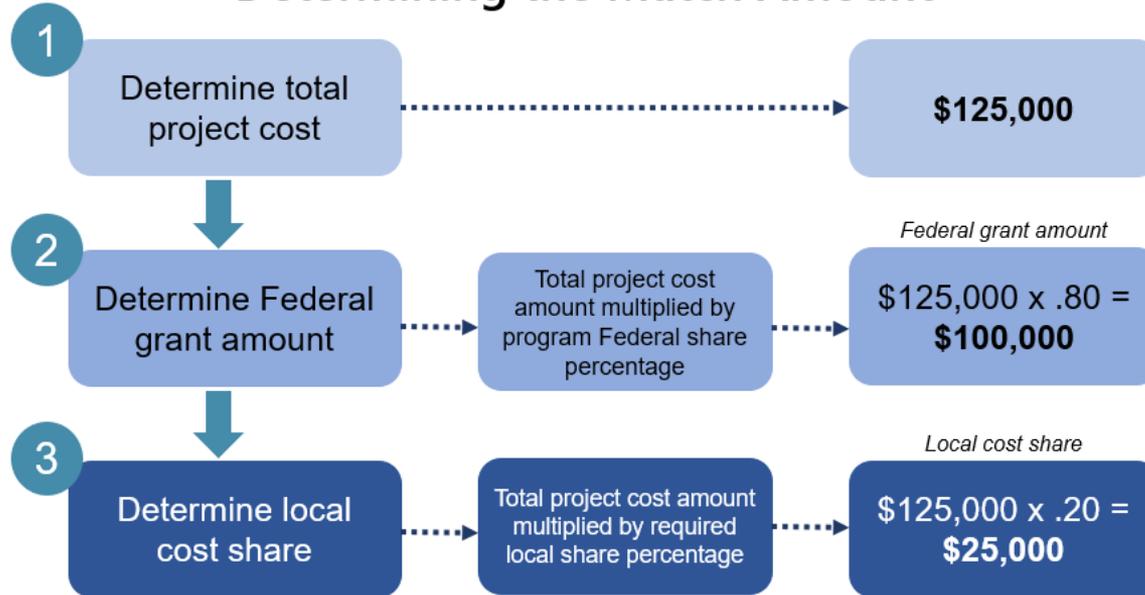
Applicants must calculate the entire cost of the project, not just the amount needed from outside sources to complete it, to determine the necessary local match amount. Adding 20 percent to the Federal share will not result in the necessary match.

As outlined in the example above, match is based off of the total project cost, not the Federal share.

See "How Can I Meet My Match Requirement?" in the [DOT Navigator](#) for more information on local match

# How to Calculate Cost - Share/Match cont.

## Determining the Match Amount



# Overall Budget Considerations

- Are costs reasonable, necessary, and allocable based on [2 CFR § 200.404](#) and [405](#)? AND
- Did you break down Federal funds requested to
  - Develop an Action Plan
  - Conduct Supplemental Planning
  - Carry out Demonstration Activities
- Are you being strategic in your funding request?
  - How will funds you're budgeting for planning process improve city's capacity to pursue Implementation and other DOT/federal grants?
  - How can you braid in funding from other sources to supplement, sustain or grow the impacts of your work?



# Safe Streets Implementation Grant: SF- 424C Form

View Burden Statement

OMB Number: 4040-0008  
Expiration Date: 02/28/2025

## BUDGET INFORMATION - Construction Programs

*NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.*

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>FEDERAL FUNDING</b>			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.		Enter eligible costs from line 16c. Multiply X <input type="text"/> %	\$ <input type="text"/>

# Safe Streets Grant: Building a Budget

- Utilize scoring criteria (still tbd based on forthcoming NOFO) to help build a focused budget
- Ensure both application narrative and application justification/itemization align with scoring criteria
- Differentiate between funding sources as separate line items or categories
- Make clear how each funding source - public, private, federal, etc., - contributes to the overall project or project components in the budget
  - This will help keep you organized within the file too for audit/monitoring later
- Ensure you have good tracking mechanisms in place to track costs and prevent duplication of benefits
- Understand the disbursement process for each funding source
- If funding spans multiple fiscal years, understand the impact of funding sources on fiscal reports, reserve impacts, bond rating, or other financial reporting impacts

# How to use your budget to build a strong narrative

- Applicants should summarize the amount of funding going towards each of the three eligible activities.
- Explain how the activities meet DOT's strategic goals and objectives (once we know them for SS4A, but always focus on safety!).
- Be specific but concise. Less is more.

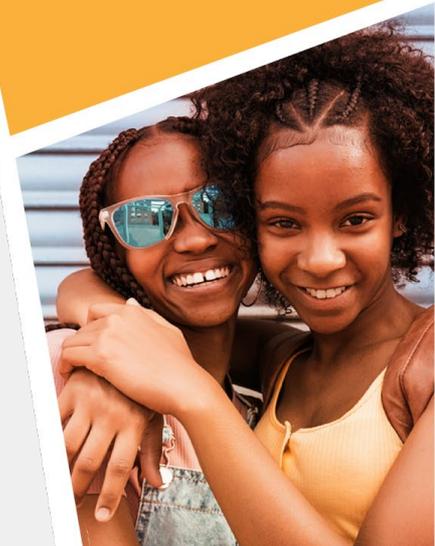
Table 3: Planning and Demonstration Grant Supplemental Estimated Budget

Activities	SS4A Funding Request	Total Project Cost
<b>Itemized Estimated Costs to Develop an Action Plan</b>		
<b>Subtotal Budget to Develop an Action Plan</b>	\$0.00	\$0.00
<b>Itemized Estimated Costs to Conduct Supplemental Planning</b>		
Supplemental Planning Activity #1	\$0.00	\$0.00
Supplemental Planning Activity #2	\$0.00	\$0.00
Supplemental Planning Activity #3	\$0.00	\$0.00
<b>Subtotal Budget to Conduct Supplemental Planning</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Itemized Estimated Costs to Carry Out Demonstration Activities</b>		
Demonstration Activity #1	\$0.00	\$0.00
Demonstration Activity #2	\$0.00	\$0.00
<b>Subtotal Budget to Carry Out Demonstration Activities</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 5. Writing and Packaging a Strong Grant

*A video recording of this section is available [here](#)*

# Writing a Strong Narrative - *Planning and Demonstration*



# Housekeeping : Team, Organization, Review

- **Organize/Mobilize Your Writing Team**

- Who is going to be the main writer?
- Why? Skills/experience/reason
- Who are the backup writers?

- **Prepare an Outline**

- First, outline all the amazing aspects of your project and why you're applying
- Then outline in accordance with the NOFO requirements

- **Review, Review, Review! (Then Review Again!)**

- Give the document time to rest in between reviews/reviewers (i.e. allow yourself at least a few hours between draft editing to have a fresh perspective on reviews/errors/edits etc.)

# Key Information You Must Enter in the Application Portal (The Basis of Your Narrative)

- Identified on pp 28-29 of the FY 25 NOFO
- Includes administrative identifiers, such as name, jurisdiction type
- Specific safety data: count of fatalities and fatality rate
- How underserved communities are addressed
- **Project goal (this should be used to frame your narrative summary)**
- Funding information
- Proof of coordination

# Narrative: Requirements for Demonstration

# Planning and

## Narrative Outline



### Section 1

Safety Impact  
(quantitative data)



### Section 2

Underserved  
Communities  
(quantitative data)



### Section 3

Additional Safety  
Context selection  
criteria



### Reminders

- The narrative should not exceed two pages when requesting less than \$1 million. For requests of \$1 million or more, a maximum of three pages is permitted.
- If requesting **less than \$100,000**, applicant must explain how the scope of activities will be completed with the proposed funding amount
- Use footnotes to cite data sources

# Narrative: Safety Impact

- Use data to demonstrate the need for an Action Plan, Supplemental Planning, or Demonstration activities
- Go beyond the numbers: Relate the numbers to the needs of people within your community
  - *For example: Children, the elderly, those who are highest risk*
- What does the data tell you about the need to act? And for who?

# Narrative: Underserved Communities, Engagement, and Collaboration

*How well do you:*

- **Solve the unique roadway safety issues encountered by Underserved Communities?**
- **Include meaningful engagement with the public**, including public involvement for underserved communities, community benefit agreements, and relevant stakeholders as part of implementation
- **Leverage partnerships** within the jurisdiction, other government entities, non-governmental organizations, the private sector, academic institutions, and/or other relevant stakeholders to achieve safety benefits
- **Inform representatives** from areas impacted on implementation progress and meaningfully engage over time to evaluate the impact of projects and strategies on persons living in the jurisdiction

# Narrative: Addressing “Additional Safety Context”

- Describe scope of work
- If applicable, include roadway safety issues that necessitate:
  - Action Plan development
  - Supplemental planning
  - Demonstration activities



# Narrative: Addressing “Additional Safety Context” (cont’d)

- Tie funded activities back to **how they inform an Action Plan**
- Explain how activities will:
  - Significantly **reduce or eliminate** roadway **fatalities and serious injuries**
  - Are **low-cost, high-impact** ways to improve safety over a wide geographical area
  - Engage a **variety of** public and private **stakeholders**
  - Result in adoption of **innovative technologies** to promote safety and equity
  - Are **evidence-based** or build evidence around what works
  - Improve safety for children and families



# Narrative – When Demonstration Activities Are Included

- **Brief schedule** that explains:
  - When activities will be in place
  - Start/end dates of work
- If schedule constraints are anticipated, include **potential timeline implications of meeting administrative requirements** in Section F; these are:
  - Domestic preference
  - Required waivers
  - NEPA requirements
  - Permitting and approval timeframes
- Describe **plans to measure potential benefits** of demonstration activities through data collection and evaluation



# Strengthening the Narrative Priorities

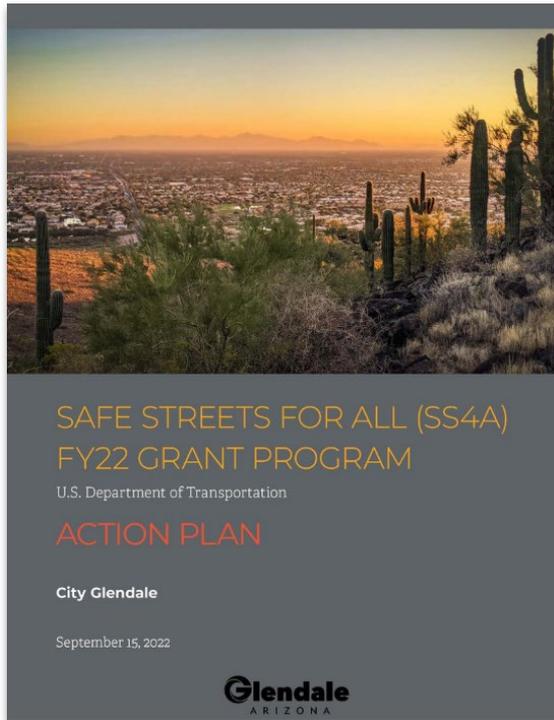
## – Speak to the SS4A Grant

- Promote safety to prevent fatal and serious injuries on public roadways
- Employ low-cost, high-impact strategies that can improve safety over a wide geographic area
- Ensure equitable investment in the safety needs of underserved communities, which includes both underserved urban and rural communities
- Incorporate evidence-based projects and strategies and adopt innovative technologies and strategies
- Demonstrate engagement with a wide variety of public and private stakeholders
- Bonus: Consider speaking to relevant criteria from the [DOT Executive Order](#) noted in the NOFO

# Strengthening the Narrative: What Drives You?

- The NOFO requirements are paramount, **AND** beyond going through the motions of meeting the NOFO application requirements and submission, ***why are you doing this?***
- What has caused this project to come into existence that you are now seeking funding for?
  - Think deeper! (*Passion, community benefit, human elements, efforts*)
- When you write grant application summaries, how you feel about the topic will come through the narrative.
- Reviewers are reading hundreds of applications. What makes your community stand out? **What is memorable?**

# Action Plan Winner



Source: [SS4A FY22 Grant Program Action Plan - City of Glendale, AZ](#)

## Glendale, AZ

- “...the City lacks a **comprehensive plan** to ...”
- “The Plan will create a **city-wide culture** where...”
- “Crash data revealed consistent patterns in the City’s **Areas of** census tracts related to **Vulnerable Road Users (VRUs)**...”

# Action Plan Winner

## Farmville, NC

- FY24 awarded but awaiting execution of grant agreement
- Narrative refers to resident engagement, past plans, and need for additional planning to address safety concerns
- Rural area; previously “disadvantaged” Census Tracts, now “Underserved Community” Census Tract - important data to include

Disadvantage Layer tool shows the Census Tract where Farmville is located (Number 37147001800) as disadvantaged.<sup>8</sup> This Census Tract is disadvantaged in the climate change and health categories and scoring in the 68<sup>th</sup> percentile for the low-income determination (the poverty rate was 27% in 2022).<sup>9</sup> Interstate 587 runs through the middle of this Census Tract, introducing higher speeds and out-of-town road users unfamiliar with the area. US 264, US 258, and NC 121 are all roads that intersect with each other and local roads throughout Farmville, producing dangerous intersections at high speeds. Along with this Census Tract, four of the five Census Tracts surrounding Farmville are also categorized as disadvantaged. 11.5% of Farmville households do not own a car, compared with the national average of 4.27% of households that do not own a car.<sup>10</sup> Residents without access to cars spend more time commuting by walking or bicycling, which requires safe sidewalks, crosswalks, and bike lanes. Additionally, the average household in this Census Tract spends 20.15% of their household income on transportation. Farmville is in need of funding to develop a Safe Roads Action Plan to benefit the community by increasing safety and equity for all.

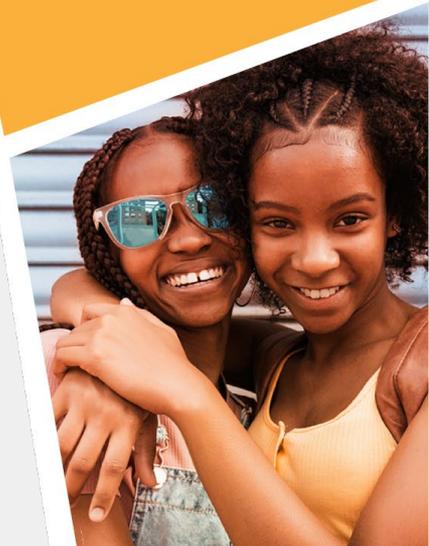
# Demonstration Grant Winner

## Alabaster, AL

- Status of grant: FY24 awarded but awaiting execution of grant agreement
  - The innovative safety technology component of this application earned it a feature on the in the official SS4A announcement under **“innovative approaches”**
- The City of Alabaster, Alabama, was awarded \$269,952 to utilize TRAINFO Crossing Prediction Solution System (TRAINFO) technology, which will reduce vehicle vulnerability to active rail crossings by reducing motorist delays and emergency responder delays caused by blocked rail crossings. The TRAINFO technology will re-route drivers around blocked rail crossings and adjust traffic signals in real-time to manage traffic congestion.

# Writing a Strong Narrative Implementation

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# FY25 Implementation Grant Selection Criteria

<p><b>Criterion 1</b> Safety Need (FY25 NOFO, pg. 48)</p> 	<p><b>** New in FY 2025 **</b></p> <ul style="list-style-type: none"><li>• The safety problem to be addressed is described, including historical trends, fatal and serious injury crash locations, contributing factors, and crash types by category of road user.</li><li>• Crashes and/or crash risk are displayed in a high-injury network or similar geospatial risk visualization.</li><li>• Safety risk is summarized from risk models, hazard analysis, the identification of high risk roadway features, road safety audits/assessments, near miss data, and/or other proactive safety analyses.</li></ul>
<p><b>Criterion 2</b> Safety Impact (FY25 NOFO, pg. 48-50)</p> 	<ul style="list-style-type: none"><li>• Significantly reduce or eliminate roadway fatalities and serious injuries;</li><li>• Employ low-cost, high-impact strategies over a wide geographic area;</li><li>• Include evidence-based projects and strategies.</li></ul>

Source: [FY 25 NOFO](#)

# FY25 Implementation Grant Selection Criteria

<p><b>Criterion 3</b> Engagement &amp; Collaboration (FY25 NOFO, pg. 51)</p> 	<ul style="list-style-type: none"><li>• This criterion supports the legislative requirements to assess the extent to which the application ensures investment in the safety needs of underserved communities and demonstrates engagement with a variety of public and private stakeholders.</li><li>• The response to this criterion should focus on engagement and collaboration in relation to the implementation of the projects and strategies.</li></ul>
<p><b>Criterion 4</b> Supplemental Planning &amp; Demonstration Activities (FY25 NOFO, pg. 51-52)</p> 	<p><i>Only relevant if applicant is applying for supplemental and/or demonstration activities</i></p> <ul style="list-style-type: none"><li>• DOT will evaluate these elements looking at reduction of fatalities and injuries; low-cost, high-impact strategies; public engagement; innovative technology use; utilizing evidence-based strategies</li></ul>

Source: [FY 25 NOFO](#)

# Recommendations for Implementation Proposals

- ✓ **Read the entire NOFO** and determine suitability of application
- ✓ Communities who can fit their projects into action planning, supplemental planning, or demonstration should try to do so. There will be far more competition for implementation funds.
- ✓ For communities who are applying for an implementation grant, and who are proposing street design changes that affect vehicle flow, be sure to include a full analysis showing how capacity and access is maintained in a corridor. It's important to remember that most lane conversion projects do not negatively impact capacity, and they usually positively affect efficiency, and they have proven to have a positive effect on safety. Communities should understand the risk of including street redesigns that affect vehicle travel, however **the language in the NOFO does not prohibit it.**
- ✓ Consider that, because street design changes that affect vehicle flow and/or capacity are not prohibited, if all, or a majority of, communities are proposing this activity, there is a higher likelihood it will be funded. In other words, if there aren't many or any projects to fund that avoid this activity, then the funding is more likely to go to those that include it.
- ✓ There are certain realities within this NOFO that may cause communities to modify their applications for implementation grants. Keep at the forefront that these criteria do not dictate the state of the practice. While communities may decide to de-emphasize certain components in the specific application for Safe Streets for All, this should be by no means a new standard of design for safer streets.

# Recommendations for Implementation Proposals (cont.)

- ✓ Proposals emphasizing micro-mobility safety may not be favorably viewed
- ✓ Proposals emphasizing technology to improve roadways safety for all users will likely be positively viewed
- ✓ Proposals emphasizing the safety of children, including access to schools, will likely be favorably viewed
- ✓ Proposals within Areas of Persistent Poverty that also have high birth and marriage rates will likely be favorably reviewed



**\*\* READ THE NOFO IN ITS ENTIRETY \*\***

# Key Information You Must Enter in the Application Portal (The Basis of Your Narrative)

Identified on pp 35-37 of the FY25 NOFO (list below is non-comprehensive)

- Administrative identifiers, such as name, jurisdiction type
- Count of fatalities and fatality rates at jurisdiction level
- Population in underserved communities at the jurisdiction and project area levels
- Project area fatalities and serious injuries
- Roadway safety responsibility (jurisdictional)
- Roadway users that this project will specifically benefit
- Funding information
- Link to existing Action Plan

# Narrative – Addressing Selection Criteria

- No longer than **12 pages + 2 additional pages if submitting for supplemental planning and demonstration activities**
- Narrative outline addressing selection criteria (*FY 25 NOFO pg. 48*)
  - Safety Need
  - Safety Impact: A projection of how the proposal solves the problem
  - Engagement and Collaboration
  - Supplemental Planning and Demonstration Activities
  - Project Readiness
  - Important information included in 'Award Considerations'

# Narrative – Safety Need and Impact

- The need for the safety improvement is supported by data showing the problem through geospatial risk visualization, trend data, or other assessments
- The impact of the action is likely to significantly reduce or eliminate roadway fatalities, employs low cost, high impact strategies over a wide geographic area, includes evidence based projects
- **Safety impact is the most important criterion and will be weighed heavily. It should be the star of your narrative.**

# Narrative: The Safety Impact Criterion

 Connect the dots between the problem and solution!

## Narrating the safety problem

*How well do you:*

- **Describe fatal and serious injury crash locations**, contributing factors, and crash types by category of road user
- **Display crash risk/crashes** in a High-Injury Network, hot spot analysis, or similar geospatial risk visualization
- **Describe project and strategy locations** in relation to the High-Injury Network and geospatial information
- **Summarize safety risk**

# Narrative: The Safety Impact Criterion (cont'd)

 Connect the dots between the problem and solution!

## Narrating the safety impact assessment

*How well do you:*

- Address the identified **safety problems**
- Reduce or eliminate **roadway fatalities and serious injuries**
- Use **low-cost, high-impact strategies** and projects over a wide geographical area
- Use **evidence-based, Proven Safety Countermeasures** to improve existing roadways
- **Measure safety** impact through models, studies, reports, proven noteworthy practices, Crash Modification Factors (CMFs)

# Narrative: The Safety Impact Criterion (cont'd)

## Narrating the implementation costs

*How well do you show that costs are:*

- **Itemized and summarized** in a logical manner, including capital costs for infrastructure, behavioral, and operational safety improvements
- Effectively **address past traffic fatalities and serious injuries** per \$1 million in funds requested, *with **data clearly tied to the location and relevant crash type(s)***. Injuries will be weighted and combined with fatalities to assess this figure in relation to the Federal funding request. ([FY 25 NOFO](#) page 60)

# Narrative: Engagement and Collaboration

*How well do you:*

- **Consider underserved communities** as defined by the NOFO (pg. 6) and including rural areas
- **Include meaningful engagement with the public**, including public involvement for underserved communities, community benefit agreements, and relevant stakeholders as part of implementation
- **Leverage partnerships** within the jurisdiction, other government entities, non-governmental organizations, the private sector, academic institutions, and/or other relevant stakeholders to achieve safety benefits
- **Inform representatives** from areas impacted on implementation progress and meaningfully engage over time to evaluate the impact of projects and strategies on persons living in the jurisdiction

# Narrative: The Supplemental and Demonstration Activities Criterion

*Only respond to this selection criterion if supplemental planning and/or demonstration activities are included in the application*

- Lead to a significant **reduction or elimination of roadway fatalities and serious injuries**
- Employ low-cost, high-impact strategies that can **improve safety** over a wider geographical area
- Involve engaging with a variety of **public and private stakeholders**
- Adopt **innovative technologies** to promote safety and equity
- Be **evidence-based** or build evidence around what works ([FY 25 NOFO](#), pp 51-52; 62)

# Narrative: Use these factors to strengthen the narrative:

When writing the narrative, you want to include these items and emphasize them if they pertain to your community:

- If you received SS4A funds in a previous grant round to develop or update an Action Plan
- If there are disadvantaged Census tracts in your area
- If you are in a rural area
- If your area would enhance/increase the geographic diversity of Implementation Grant award recipients (look at previous winners)
- If you have a finalized comprehensive safety action plan (or if you WILL by the grant deadline)
- If your rate of Killed and Serious Injuries per \$1M in federal funding rate is high
- If your project will increase lane capacity

While writing, make sure you are remaining consistent with the [DOT Order, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs, and Activities](#) - this will help you address all the factors in SS4A applications that are important to the current administration

# Writing for Success: Project Readiness



## Extra “Winning” Credit!

USDOT will evaluate the **project readiness** of the project described in your application, based on whether the application:

- **Documents** all applicable local, state, and federal requirements
- Includes information on **activity schedule**; required permits and approvals; National Environmental Policy Act (NEPA) class of action and status; State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) status; public involvement; right-of-way acquisition plans; procurement schedules; multi-party agreements; utility relocation plans; and risk and mitigation strategies
- Begins any construction-related projects in a **timely manner** ([FY 25 NOFO](#), pp 39, 52, 61)

# Strengthening the Narrative: What Drives You?

- The NOFO requirements are paramount, **BUT** beyond going through the motions of meeting the NOFO application requirements and submission, ***why are you doing this?***
- What has caused this project to come into existence that you are now seeking funding for?
  - Think deeper! (*Passion, community benefit, human elements, efforts*)
- When you write grant application summaries, how you feel about the topic will come through the narrative.
- Reviewers are reading hundreds of applications. What makes your community stand out? **What is memorable?**



## 6. Tools & Resources

*Resources to help you understand and strengthen core components of your grant application*

# Tools & Resources (1/6)

- [Safe Streets Fact Sheet and Guide 2026](#)

## DOT Communications & Support

- [Safe Streets FY 2025 Notice of Funding Opportunity \(NOFO\)](#)  
Public announcement for the FY 2025 funding round.
- [US. DOT Volpe Center](#)  
The John A. Volpe National Transportation Systems Center: resource for transportation research and analysis.
- [Memo: Ensuring Reliance Upon Sound Economic Analysis In Department Of Transportation](#)  
U.S. DOT memo sharing updated guidance as of January 2025.
- [2025 Safe Streets Awards](#)  
December 2025 announcement of \$982 million in FY25 Safe Streets funding.
- [USDOT Suggested Resources](#)  
Safe Streets application resources from U.S. DOT.
- [FY2025 Safe Streets Webinars](#)  
U.S. DOT webinar series on the FY2025 NOFO.
- [Zero Deaths and Safe System](#)  
U.S. DOT approach on reaching zero traffic fatalities.
- [FHWA: Proven Safety Countermeasures](#)  
Federal Highway Administration: collection of 28 countermeasures and strategies for reducing roadway fatalities.
- [Safe Streets and Roads for All Standard Forms \(SF\)](#)  
U.S. DOT list of required standard forms.

# Tools & Resources (2/6)

## Action Plan Examples

- [Charlotte Action Plan](#)  
Charlotte, NC: Vision Zero 2019-2030 Action Plan.
- [Glendale Action Plan](#)  
Glendale, AZ: FY22 Safety Action Plan.
- [Northeast Alabama Action Plan](#)  
Top of Alabama Regional Council of Governments (TARCOG): Regional Safety Action Plan.
- [Salisbury Action Plan](#)  
Salisbury, MD: FY 2021-2025 Action Plan.

## Action Plan Examples: Community Engagement

- [Alameda Vision Zero Action Plan: Community-Reported Near Miss Map](#)  
Alameda, CA: Vision Zero Action Plan; Appendix C.
- [Baltimore County Department of Transportation Demonstration Project](#)  
Baltimore, MD: Safety Action Plan.

# Tools & Resources (3/6)

## Data Tools

- [Fatality Analysis Reporting System \(FARS\) Database](#)  
National motor vehicle crash data, published by the National Highway Traffic Safety Administration.
- [Volpe Center](#)  
The John A. Volpe National Transportation Systems Center: U.S. DOT resource for transportation research and analysis.
- [US Census Data](#)  
Census profiles on population, demographics, employment, household characteristics, education, and more.
- [Areas of Persistent Poverty](#)  
U.S. DOT resource listing Areas of Persistent Poverty and Historically Disadvantaged Communities.
- [National average birth rate data](#)  
National Center for Health Statistics listing birth and natality rates.

# Tools & Resources (4/6)

## Community Engagement

- [Let's Get Together: A Guide for Engaging Communities and Creating Change](#)  
Community engagement guide from the Safe Routes Partnership.
- [Vision Zero Implementation Toolkit](#)  
ChangeLab Solutions guide for local officials working to adopt and implement Vision Zero.
- [Community Engagement Assessment Tool](#)  
Self-Assessment guide from the Nexus Community Engagement Institute.
- [Building stronger through community engagement](#)  
Smart Growth America guide to community engagement.
- [Community Engagement Workbook](#)  
Guide for local governments to produce an effective and winning community engagement strategy.

## Grant Preparation & Funding Resources

- [NLC: Safety First Challenge for Safer Streets](#)  
National League of Cities network and resources supporting safer transportation.
- [Spokane Safe Streets Application](#)  
Spokane, WA: 2023 SS4A Grant Application.

# Tools & Resources (5/6)

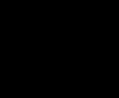
## Budgeting

- [Matching Funds for SS4A Grants](#)  
U.S. DOT guidance on eligible forms of cost-sharing.
- [SF-424A](#)  
Budget Information for Non-Construction Programs.
- [Frequently Asked Questions about SS4A Costs and Contracting](#)  
FY 2024 guidance from U.S. DOT.
- [Safe Streets and Roads for All: Match and Cost Share Examples](#)  
Cost-sharing examples from U.S. DOT.
- [Understanding Non-Federal Match Requirements](#)  
U.S. DOT guide on cost-sharing .
- [SS4A Planning and Demonstration Grant Supplemental Estimated Budget Template](#)  
U.S. DOT budget template for Safe Streets Planning & Demonstration projects.
- [SS4A Action Plan Grant Information Sheet](#)  
U.S. DOT budget template for Safe Streets Implementation projects.
- [Federal-aid Matching Strategies](#)  
Cost-sharing guide from the Federal Highway Administration's Center for Innovating Finance Support.

# Tools & Resources (6/6)

## Local Infrastructure Hub Workshop Recordings

- [Grant Overview](#)  
Develop foundational understanding of the Safe Streets and Roads For All grant program structure and learn how to align project proposals with program priorities and strategic goals.
- [Incorporating Data](#)  
Gain exposure to use relevant datasets, metrics, and analytical tools to craft a compelling, evidence-based narrative.
- [Engaging the Community](#)  
Learn more about community engagement strategies, building partnerships, and ways to strengthen grant competitiveness.
- [Budgeting & Financial Management](#)  
Understand eligible expenses, explore local match expectations, and learn how to utilize templates that can help cities develop a compliant and strategically aligned project budget.
- [Writing and Packaging a Strong Grant](#)  
Learn to write a compelling narrative that meets grant criteria and elevates the project's urgency and alignment.



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