

## **U.S. Department of Transportation**

### **SUPPORTING STATEMENT**

#### **Supplemental Discretionary Grants for Safe Streets and Roads for All Program**

##### **OMB Control No.**

Introduction: This is to request the Office of Management and Budget (OMB) approve a clearance for the information collection entitled, Supplemental Discretionary Grants for Safe Streets and Roads for All (SS4A) Program. The Office of the Secretary of Transportation (OST), in close collaboration with the Federal Highway Administration (FHWA), provides financial assistance to a political subdivision of a State, a Federally recognized Tribal government, a metropolitan planning organization (MPO), or a multijurisdictional group of entities described above through the Safe Streets and Roads for All discretionary grant program.

- \* Responding to the collection is voluntary and is required to obtain or retain a benefit.
- \* Responders are MPOs, political subdivisions of a State, Federally-recognized Tribal agencies, and multijurisdictional groups comprised of these entities.
- \* The collection is a grant application, grant agreement, project management, and project evaluation. It has a reporting requirement.
- \* The information is collected as needed.
- \* Information relevant to the application as detailed in the Notice of Funding Opportunity (NOFO), and any reporting requirements agreed to by grant recipients.
- \* The information will be received by the Department, including OST and FHWA.
- \* The purpose of the collection is to receive information relevant to evaluating applications to the Safe Streets and Roads for All Discretionary Grant program, per the NOFO, and reporting requirements agreed to by recipients of the grants.

This ICR supports the FY 2022 – 2026 DOT Strategic Plan, including the six strategic goals of:

1. Safety
2. Economic Strength & Global Competitiveness
3. Equity
4. Climate & Sustainability
5. Transformation
6. Organizational Excellence

## Part A. Justification.

### 1. Circumstances that make collection of information necessary:

The collection of information is necessary in order to receive applications for grant funds, monitor project financial conditions and project progress, evaluate the effectiveness of grant-funded projects, and share best practices, pursuant to the Department's Safe Streets and Roads for All discretionary grant program. The program is being implemented in accordance with Section 24112 and Division J of the Infrastructure Investment and Jobs Act (Public Law No: 117-58; also referred to as the Bipartisan Infrastructure Law or BIL). The purpose of this program is to prevent traffic related fatalities and serious injuries on the nation's roads. Section 24112(g)(1) specifically requires recipients to submit certain data, information, and analysis to the Secretary on a regular basis.

The relevant sections of the Bipartisan Infrastructure Law, Section 24112 and Division J, are attached hereto as Exhibit A.

The reporting requirements are submitted by recipients and will be completed during the application, grant agreement, project management, and project evaluation phases.

#### Application Phase

To be considered to receive a Safe Streets and Roads for All grant, an eligible applicant must submit an application to DOT containing information as detailed in the Notice of Funding Opportunity. The project narratives and budget should include the information necessary for the Department to determine that the project satisfies eligibility requirements, as required by law. *New for FY23:* The application must include the answers to Key Information Questions, submitted through the U.S. DOT's automated proposal website **(Insert URL when established)**. **Exhibit B** are preview lists of the questions that will be asked of each applicant (one form for Action Plan Applications, and another one for Implementation Grant Applications. After registering in the system, the applicant will be prompted to answer these questions on the website.

#### Grant Agreement Phase

The grant agreement is an agreement between DOT (including OST and/or FHWA) and the recipient. Much of the grant agreement documentation will be completed by the Federal government based on the information submitted by the applicant in the application phase. As such, this phase creates minimal burden for the recipient because only updates, a completed budget checklist, technical corrections, and agency signatures are required.

#### Project Management Phase

The reporting requirements under this phase are necessary to ensure the proper

and timely expenditure of Federal funds within the scope of the approved project. The requirements comply with 2 CFR part 200 and are also included in sections of the grant agreement. During the project management phase, the grantee will complete Quarterly Progress and Monitoring Reports to ensure that the project budget and schedule will be maintained to the maximum extent possible, that the project will be completed with the highest degree of quality, and that compliance with Federal regulations will be met. The substantive requirements of the report include: the project's overall status; significant project activities and issues; action items/outstanding issues; project scope overview; project schedule; project cost; and certifications. Grantees will use two forms for this phase: the SF-PPR (Performance Progress Report) and the SF-425 Federal Financial Report.

### Project Evaluation Phase

The reporting requirement under this phase is necessary to assess program effectiveness for the Federal government in both the Executive and Congressional branches and to comply with Section 24112(g). This report is collected from grantees and provides information regarding how the project is achieving the outcomes that grantees have targeted to help measure the effectiveness of the Safe Streets and Roads for All grant program. By statute, each grant recipient is required to submit a report that describes the costs of each eligible project carried out using the grant funds; the outcomes and benefits generated; the lessons learned; and any recommendations relating to future projects or strategies. Information provided will allow the Federal government to analyze project performance and meet its statutory requirement to periodically post best practices and lessons learned for preventing transportation-related fatalities and serious injuries pursuant to strategic or interventions implemented under the program (Section 24112(i)(1)). This information permits Federal Executive and Congressional evaluation of the program.

#### 2. How, by whom, and for what purpose is the information used:

The information collected will be used by OST and the Modal Administrations administering the grants.

OST/FHWA will continue to use the information collected in the application phase to evaluate proposals and make decisions on awarding grants to applicants for any future similar appropriations.

OST, FHWA and/or other Modal Administrations will use the information to monitor the progress of projects that have been awarded Safe Streets and Roads for All Discretionary Grant funds, and to monitor the proper expenditure of Federal funds. After the grant money has been used by the recipients, OST, FHWA and/or other Modal Administrations will continue to collect information on the performance of the resulting projects. This information will help to assess the effectiveness of individual projects in achieving outcomes that grantees have targeted and ultimately assist in measuring the effectiveness of the Safe Streets and Roads for All grant program.

The project management information will be collected by grant recipients. Much of

the information will be produced and collected through the normal process of project management, so the additional burden of government information collection is small in comparison to the information that grant recipients already collect to manage their projects properly. The purpose of the project management information collection is to ensure that the project budget and schedule will be maintained to the maximum extent possible, that the project will be completed with the highest degree of quality, and that compliance with Federal regulations will be met.

The project evaluation information also will be collected by grant recipients. Most of the information is already gathered through existing data collections by the project sponsors and grant recipients (e.g., traffic crash data). Some of the performance measurement information, however, will require extra efforts on the part of the grant recipients to collect. In addition to the required reporting requirements in law, recipients are offered the opportunity to propose performance measures on which they would like to collect information, so that the least burdensome, mutually agreeable performance measures may be selected by consensus of the government and the grant recipient.

The purpose of project evaluation information collection is to allow the Federal government and the grantee to assess the performance gains achieved through the Safe Streets and Roads for All investments at the project level. This information will facilitate the comparison of investments against each other to assist the government in understanding why some Safe Streets and Roads for All investments perform differently from others, which will permit Federal Executive and Congressional evaluation of the program.

### 3. Extent of automated information collection:

The Department will receive applications and reports electronically via email and via websites from grant awardees upon approval from OMB. Certain agencies within the Department have found that delivery of reports electronically is the most reliable way to collect information and will use their existing grant administration systems to collect the information covered under this request. To minimize the burden on applicants, OMB-approved standard forms are being used to collect information where possible. Such standard forms include the Application for Federal Assistance (SF-424), available online at [https://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf), and the post-award Federal Financial Reports form (SF-425), available online at [https://apply07.grants.gov/apply/forms/sample/SF425\\_2\\_0-V2.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF425_2_0-V2.0.pdf). Key Information Questions will be completed via a web form which is being submitted for approval as Exhibit B.

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public. If the application includes information the applicant considers to be a trade secret or confidential commercial or financial information, the applicant should do the following: (1) Note on the front cover that the submission "Contains Confidential Business Information (CBI)"; (2) mark each affected page "CBI"; and (3) highlight or otherwise denote the CBI

portions. DOT protects such information from disclosure to the extent allowed under applicable law. In the event DOT receives a Freedom of Information Act (FOIA) request for the information, DOT will follow the procedures described in its FOIA regulations at 49 CFR 7.17. Only information that is ultimately determined to be confidential under that procedure will be exempt from disclosure under FOIA.

4. Efforts to identify duplication:

The information collected from grantees is project-specific and the information is not available other than from the grantees. The information will be used to monitor projects on a quarterly basis, and to ensure on an annual basis that the project's plan conforms to the project's real operating environment.

5. Efforts to minimize the burden on small businesses:

Grantees include local and regional governments, Tribal governments, MPOs, and other political subdivisions of State or local governments such as cities and counties. No grantees are business organizations, small or otherwise. To minimize the burden on small governmental recipients, the post-project performance measures on which grant recipients are required to report are negotiated between OST and the recipients, so that the least burdensome, mutually agreeable measures are selected.

6. Impact of less frequent collection of information:

If the information requested in the reports is not collected, the Department will not be able to evaluate project progress or financial conditions in accordance with the Bipartisan Infrastructure Law and the Notice of Funding Opportunity for the program published in the *Federal Register*. Additionally, without post-project performance measure data collection, the Department will not be able to evaluate the effectiveness of projects that receive grant funds or the overall effectiveness of the grant funds in achieving program goals. The quarterly collection of financial data ensures that the economic stimulus and job creation goals of both programs can be tracked and that the use of Federal funds can be appropriately monitored. The quarterly collection of performance measures after the project is complete ensures that changes in seasonal use and performance of projects are measured. Some performance measures will be collected at broader intervals, but the maximum burden on grantees to provide information for some performance measures will be quarterly. Reporting periods and the specific performance measures tracked will be negotiated with grantees individually in order to place an appropriate, minimal information collection burden on grantees that allows OST/FHWA to evaluate the effectiveness of the Safe Streets and Roads for All program's impacts on the transportation challenges that grantees' projects intend to address.

If these and other reports were required less frequently, site visits or other outreach by agency staff would be required to ensure compliance with program objectives.

7. Special circumstances:

During the negotiation of the grant agreement, DOT may require the recipient to report information to the agency more often than quarterly. Otherwise, all information collected is consistent with the guidelines in 5 CFR 1320.6.

8. Compliance with 5 CFR 1320.8:

This 3-year clearance is requested pursuant to 5 CFR 1320.8(d)(4). FHWA is requesting a 30-day public FR notice period.

9. Payments or gifts to respondents:

No payment is made to respondents, other than remuneration to successful Safe Streets and Roads for All grantees. The remuneration to grantees is in the form of reimbursements up to the amount of the Safe Streets and Roads for All grant award as negotiated in the signed and executed grant agreement.

10. Assurance of confidentiality:

There is no assurance of confidentiality regarding these submissions.

11. Justification for collection of sensitive information:

None of the information is of a sensitive nature.

12. Estimate of burden hours for information requested:

<u>Requirements</u>	<u># of Annual Submissions</u>	<u>Burden hours per Submission</u>	<u>Total Burden hours</u>
<b><u>Application Phase</u></b>			
<i>(includes all of the following)</i>			
Applications: Action Plan Grants	500	30	15,000
Applications: Implementation	300	110	33,000
<b><u>Grant Agreement Phase</u></b>			
<i>(includes all of the following)</i>			
Requests for information related to signing grant agreements	500	1	500
<i>Total</i>	<i>1,300</i>		<i>48,500</i>

**Project Management Phase**

*(includes all of the following)*

Quarterly Progress Report (SF-425)	2,000	2	4,000
(SF-PPR)	(500)	(1.5)	(750)
	(500)	(0.5)	(250)
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<i>Total</i>	<i>2,000</i>		<i>4,000</i>

**Project Evaluation Phase**

*(includes all of the following)*

Annual Traffic Crash Data Submission (Implementation Grants Only)	80	10	800
Final Performance Measures Report (120 days after Period of Performance)	500	2	1,000
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<i>Total</i>	<i>580</i>		<i>1,800</i>
<b>Grand Total</b>	<b>3,880</b>		<b>54,300</b>

All burden hour estimates are based on an estimated review of all the requirements associated with the Safe Streets and Roads for All program, discussions with appropriate modal staff, and analysis of other Department programs.

Estimate of the cost to respondents:

There is a wide variance in the level of effort required by recipients to comply with the Project Management Phase reporting requirements. The complexity of Project Evaluation Phase reports submitted each quarter varies considerably on a project-by-project basis resulting in a wide variance in the level of effort required. A majority of reports, however, will be simple and straightforward. The figures below are representative of a straightforward project of average complexity that has completed construction over a five-year period, with a five-year period of performance measurement once the project is complete.

Application Phase:

We estimate that it takes approximately 30 person-hours to read the Notice of Funding Opportunity and compile an application package for a Safe Streets and Roads for All application for an Action Plan, or 110 person-hours for an application for implementation of an Action Plan. Since OST expects to receive 500 applications per appropriation for Action Plans and 300 for implementation projects,

the total hours required are estimated to be 48,000 hours (30\*500 hours + 110\*300 hours) on a one-time basis, per appropriation. Although various personnel are involved in the development of an application, the average salary is estimated to be \$47 per hour. This is based on the average wage of a project management specialist in the local government sector of \$47.32 ([Bureau of Labor Statistics](#)). This figure is then factored by 1.62<sup>1</sup> to account for the cost of employer-provided benefits, resulting in a total labor cost of \$76 per hour.

The total annual hourly burden and costs for the application phase are shown below for all respondents:

	Local Public Agencies and other eligible SS4A applicants
Average Wage Rate (incl. benefits)	\$76/hour
Hours	48,000
<b>Total</b>	<b>\$3,648,000</b>

Grant Agreement Phase:

We estimate that it takes approximately 1 person-hour to respond to OST requests for more information in negotiating the grant agreements. Based on other grant programs, OST estimates that there will likely be 500 grant agreements negotiated per additional appropriation. The total hours required are estimated to be 500 (1 hr. x 500 agreements = 500 hours) on a one-time basis, per appropriation. Although various personnel are involved in the negotiation of a grant agreement, the average salary/benefits cost is estimated to be \$76 per hour (based on the figures provided above).

The total annual hourly burden and costs for the grant agreement phase are shown below for all grant recipients:

	Local Public Agencies and other SS4A recipients
Average Wage Rate (incl. benefits)	\$76/hour
Hours	500
<b>Total</b>	<b>\$38,000</b>

Project Management Phase:

<sup>1</sup> Bureau of Labor Statistics, [Employer Costs for Employee Compensation](#), Dec. 2022

We estimate that it takes approximately 2 person-hours to develop and submit a quarterly project progress report to OST/FHWA for review. Based on other grant programs and the expected number of awards, OST expects to receive 2,000 quarterly project progress reports per year, i.e., 4 per year for a total of 500 awards. The total hours required are estimated to be 4,000 (2 hours x 2,000 reports = 4,000 hours). Although various personnel are involved in the development of a quarterly progress report, the average salary/benefits cost is estimated to be \$76 per hour.

The total annual hourly burden and costs for the project management phase are shown below for all grant recipients:

	Local Public Agencies and other SS4A recipients
Average Wage Rate (incl. benefits)	\$76/hour
Hours	4,000
<b>Total</b>	<b>\$304,000</b>

Project Evaluation Phase:

For an Action Plan or Implementation grant, we estimate that it takes approximately 2 person-hours to develop and submit an annual performance measures report to OST for review. Since OST expects to receive 500 final performance measures reports per year (i.e., one per year from 420 action plan projects and 80 per year for implementation projects), the total hours required are estimated to be 1,000 (2 hours x 500 reports = 1,000 hours). Although various personnel are involved in the development of a report, the average salary/benefits cost is estimated to be \$76 per hour.

The annual hourly burden and costs for the project evaluation phase (annual performance measures report) are shown below for all grant recipients:

	Local Public Agencies and other SS4A recipients
Average Wage Rate (incl. benefits)	\$76/hour
Hours	1,000
<b>Total</b>	<b>\$76,000</b>

As part of measuring outcomes for Implementation grants only, grantees will be required to submit annual traffic crash data to measure before and after safety outcomes. The data will be at the aggregate level and are already under collection by law enforcement. We estimate that it takes approximately 10 person-hours to develop and submit an Annual Traffic Crash Data Submission to OST for review. Since OST expects to receive 80 final performance measures reports per year (i.e., one per year from 80 Implementation projects), the total hours required are

estimated to be 800 (10 hours x 80 reports = 800 hours). Although various personnel are involved in the development of a report, the average salary/benefits cost is estimated to be \$76 per hour.

The total annual hourly burden and costs for the project evaluation phase (Annual Traffic Crash Data Submission) are shown below for recipients of Implementation grants only:

	Local Public Agencies and other SS4A recipients— Implementation projects only
Average Wage Rate (incl. benefits)	\$76/hour
Hours	800
<b>Total</b>	<b>\$60,000</b>

**The grand total annual cost to respondents for the application, grant negotiation, program management and evaluation phases is \$4,126,000.**

13. Estimate of total annual costs to respondents:

There is no additional cost beyond that shown in items 12 and 14.

14. Estimate of cost to the Federal government:

The cost is calculated as follows:

Application Phase:

OST will review the applications to assess project eligibility and merit and to provide information for the discretionary decision-making process prior to the award of any future Safe Streets and Roads for All grants.

We estimate that the average grade level of the reviewers is GS-12/step 5, paid at approximately \$51 per hour<sup>2</sup>. Each project (800 total) will require approximately 3 person-hours of review as an overall average, with greater time required for Implementation projects and less time required for Action Plans.

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<sup>2</sup> All hourly rates based on OPM Salary Table 2023 - DCB. [SALARY TABLE 2023-DCB \(opm.gov\)](https://www.opm.gov/policy-data-oversight/salary/)

The total annual hourly burden and costs per appropriation to the Federal government for the application phase are shown below:

	Federal government employees
Average Wage Rate (incl. benefits)	\$51/hour
Hours	2,400
<b>Total</b>	<b>\$122,400</b>

Grant Agreement Phase—**Implementation Grants Only:**

Information may be requested from higher-cost Implementation grant recipients to negotiate the agreements under which the Safe Streets and Roads for All funds will be distributed. OST/FHWA does not expect to request much information from grantees, since most of the information required was submitted along with the grant applications. No such additional information will be required from the lower-cost Action Plan grant recipients.

We estimate that the average grade level of the reviewers is GS-12/step 5, paid at \$51 per hour. We expect to negotiate 80 Implementation grant agreements and for one employee to spend about two hours requesting the information and using it to draft the grant agreements for each.

The total annual hourly burden and costs per appropriation to the Federal government for the grant agreement phase are shown below:

	Federal government employees
Average Wage Rate (incl. benefits)	\$51/hour
Hours	160
<b>Total</b>	<b>\$8,160</b>

Project Management Phase:

Individuals managing projects throughout OST and the Modal Administrations vary from GS-9 to GS-14; however, in looking at the averages it can take a GS-12/step 5 (average salary, \$51 per hour) about ½ hour per report to review it. There are approximately 500 projects requiring reports annually, and a total of 4 reports per project, or 2,000 submissions, annually.

The total annual hourly burden and costs per appropriation to the Federal government for the project management phase are shown below:

	Federal government employees
Average Wage Rate (incl. benefits)	\$51/hour
Hours	1,000
<b>Total</b>	<b>\$51,000</b>

Project Evaluation Phase:

Grantee performance and traffic crash data information is submitted electronically annually to OST via email. This information will be summarized and analyzed by OST staff or a contractor and posted for the public. OST estimates that one staff person at the GS-12/step 5 level will devote approximately 2 hours to this task, per project, per year, totaling approximately 1,160 hours (2 hours x 580 projects).

The total annual hourly burden and costs per appropriation to the Federal government for the project evaluation phase are shown below:

	Federal government employees
Average Wage Rate (incl. benefits)	\$51/hour
Hours	1,160
<b>Total</b>	<b>\$59,160</b>

**The grand total annual cost to the Federal Government for the application, grant negotiation, program management and evaluation phase is \$240,720 as shown in the table below:**

<b>Project Phases</b>	<b>Cost to the Federal Government</b>
Application Phase	\$122,400
Grant Agreement Phase	\$8,160
Project Management Phase	\$51,000
Project Evaluation Phase	\$59,160
<b>The grand total</b>	<b>\$240,720</b>

15. Explanation of program changes or adjustments:

This is a new collection.

16. Publication of results of data collection:

OST plans to publish the results of the information collected for statistical use and use by grantees on the program website.

17. Approval for not displaying the expiration date of OMB approval:

There is no reason not to display the expiration date of OMB approval.

18. Exceptions to certification statement:

No exceptions are stated.

**EXHIBIT A**

**SEC. 24112. SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM.**

(a) DEFINITIONS.—In this section:

(1) COMPREHENSIVE SAFETY ACTION PLAN.—The term “comprehensive safety action plan” means a plan aimed at preventing transportation-related fatalities and serious injuries in a locality, commonly referred to as a “Vision Zero” or “Toward Zero Deaths” plan, that may include—

- (A) a goal and timeline for eliminating fatalities and serious injuries;
- (B) an analysis of the location and severity of vehicle-involved crashes in a locality;
- (C) an analysis of community input, gathered through public outreach and education;
- (D) a data-driven approach to identify projects or strategies to prevent fatalities and serious injuries in a locality, such as those involving—

- (i) education and community outreach;
- (ii) effective methods to enforce traffic laws and regulations;
- (iii) new vehicle or other transportation-related technologies; and
- (iv) roadway planning and design; and

(E) mechanisms for evaluating the outcomes and effectiveness of the comprehensive safety action plan, including the means by which that effectiveness will be reported to residents in a locality.

(2) ELIGIBLE ENTITY.—The term “eligible entity” means—

- (A) a metropolitan planning organization;
- (B) a political subdivision of a State;
- (C) a federally recognized Tribal government; and
- (D) a multijurisdictional group of entities described in any of subparagraphs (A) through (C).

(3) ELIGIBLE PROJECT.—The term “eligible project” means a project—

- (A) to develop a comprehensive safety action plan;
- (B) to conduct planning, design, and development activities for projects and strategies identified in a comprehensive safety action plan; or
- (C) to carry out projects and strategies identified in a comprehensive safety action plan.

(4) PROGRAM.—The term “program” means the Safe Streets and Roads for All program established under subsection (b).

(b) ESTABLISHMENT.—The Secretary shall establish and carry out a program, to be known as the Safe Streets and Roads for All program, that supports local initiatives to prevent death and serious injury on roads and streets, commonly referred to as “Vision Zero” or “Toward Zero Deaths” initiatives.

(c) GRANTS.—

(1) IN GENERAL.—In carrying out the program, the Secretary may make grants to eligible entities, on a competitive basis, in accordance with this section.

(2) LIMITATIONS.—

(A) IN GENERAL.—Not more than 15 percent of the funds made available to carry out the program for a fiscal year may be awarded to eligible projects in a single State during that fiscal year.

(B) PLANNING GRANTS.—Of the total amount made available to carry out the program for each fiscal year, not less than 40 percent shall be awarded to eligible projects described in subsection (a)(3)

(A).

(d) SELECTION OF ELIGIBLE PROJECTS.—

(1) SOLICITATION.—Not later than 180 days after the date on which amounts are made available to provide grants under the program for a fiscal year, the Secretary shall solicit from eligible entities grant applications for eligible projects in accordance with this section.

(2) APPLICATIONS.—

(A) IN GENERAL.—To be eligible to receive a grant under the program, an eligible entity shall submit to the Secretary an application in such form and containing such information as the Secretary considers to be appropriate.

(B) REQUIREMENT.—An application for a grant under this paragraph shall include mechanisms for evaluating the success of applicable eligible projects and strategies.

(3) CONSIDERATIONS.—In awarding a grant under the program, the Secretary shall take into consideration the extent to which an eligible entity, and each eligible project proposed to be carried out by the eligible entity, as applicable—

(A) is likely to significantly reduce or eliminate transportation-related fatalities and serious injuries involving various road users, including pedestrians, bicyclists, public transportation users, motorists, and commercial operators, within the timeframe proposed by the eligible entity;

(B) demonstrates engagement with a variety of public and private stakeholders;

(C) seeks to adopt innovative technologies or strategies to promote safety;

(D) employs low-cost, high-impact strategies that can improve safety over a wider geographical area;

(E) ensures, or will ensure, equitable investment in the safety needs of underserved communities in preventing transportation-related fatalities and injuries;

(F) includes evidence-based projects or strategies; and

(G) achieves such other conditions as the Secretary considers to be necessary.

(4) TRANSPARENCY.—

(A) IN GENERAL.—The Secretary shall evaluate, through a methodology that is discernible and transparent to the public, the means by, and extent to, which each application under the program addresses any applicable merit criteria established by the Secretary.

(B) PUBLICATION.—The methodology under subparagraph (A) shall be published by the Secretary as part of the notice of funding opportunity under the program.

(e) FEDERAL SHARE.—The Federal share of the cost of an eligible project carried out using a grant provided under the program shall not exceed 80 percent.

(f) FUNDING.—

(1) AUTHORIZATION OF APPROPRIATIONS.— There is authorized to be appropriated to carry out this section \$200,000,000 for each of fiscal years 2022 through 2026, to remain available for a period of fiscal years following the fiscal year for which the amounts are appropriated.

(2) ADMINISTRATIVE EXPENSES.—Of the amounts made available to carry out the program for a fiscal year, the Secretary may retain not more than 2 percent for the administrative expenses of the program.

(3) AVAILABILITY TO ELIGIBLE ENTITIES.— Amounts made available under a grant under the program shall remain available for use by the applicable eligible entity until the date that is 5 years after the date on which the grant is provided.

(g) DATA SUBMISSION.—

(1) IN GENERAL.—As a condition of receiving a grant under this program, an eligible entity shall submit to the Secretary, on a regular basis as established by the Secretary, data, information, or analyses collected or conducted in accordance with subsection (d)(3).

(2) FORM.—The data, information, and analyses under paragraph (1) shall be submitted in such form such manner as may be prescribed by the Secretary.

(h) REPORTS.—Not later than 120 days after the end of the period of performance for a grant under the program, the eligible entity shall submit to the Secretary a report that describes—

(1) the costs of each eligible project carried out using the grant;

(2) the outcomes and benefits that each such eligible project has generated, as—

(A) identified in the grant application of the eligible entity; and

- (B) measured by data, to the maximum extent practicable; and
- (3) the lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

(i) BEST PRACTICES.—Based on the information submitted by eligible entities under subsection (g), the Secretary shall—

- (1) periodically post on a publicly available website best practices and lessons learned for preventing transportation-related fatalities and serious injuries pursuant to strategies or interventions implemented under the program; and
- (2) evaluate and incorporate, as appropriate, the effectiveness of strategies and interventions implemented under the program for the purpose of enriching revisions to the document entitled “Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, Ninth Edition” and numbered DOT HS 812 478 (or any successor document).

## DIVISION J SAFE STREETS AND ROADS FOR ALL GRANTS

For an additional amount for “Safe Streets and Roads for All Grants”, \$5,000,000,000, to remain available until expended, for competitive grants, as authorized under section 24112 of division B of this Act: Provided, That \$1,000,000,000, to remain available until expended, shall be made available for fiscal year 2022, \$1,000,000,000, to remain available until expended, shall be made available for fiscal year 2023, \$1,000,000,000, to remain available until expended, shall be made available for fiscal year 2024, \$1,000,000,000, to remain available until expended, shall be made available for fiscal year 2025, and \$1,000,000,000, to remain available until expended, shall be made available for fiscal year 2026: Provided further, That the Secretary shall issue a notice of funding opportunity not later than 180 days after each date upon which funds are made available under the preceding proviso: Provided further, That the Secretary shall make awards not later than 270 days after issuing the notices of funding opportunity required under the preceding proviso: Provided further, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 4112(a) of H. Con. Res.71 (115th Congress), the concurrent resolution on the budget for fiscal year 2018, and to section 251(b) of the Balanced Budget and Emergency Deficit Control Act of 1985.

## Exhibit B (APPLICATION PROCESS): APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

All grant application materials can be accessed at grants.gov under the Notice of Funding Opportunity Number **XXXXXXX**. Applicants must submit their applications via U.S. DOT's automated proposal website **(Insert URL when established)**. Potential applicants may also request paper copies of materials at:

Telephone: (202)-366-4114  
 Mail: U.S. Department of Transportation  
 1200 New Jersey Avenue SE  
 W84-322  
 Washington, DC 20590

### 1. Content and Form of Application Submission

The application must include the following: Standard Forms; Key Information Questions; Project Narrative and Summary Budget Narrative. This information must be submitted via the U.S. DOT's automated proposal website **(Insert URL when established)**. More detailed information about each application material is provided below.

- i. **Standard Forms:** All applicants must submit the following Standard Forms (SF): Standard Form 424 (Application for Federal Assistance), Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), Disclosure of Lobbying Activities (SF-LLL), Project Narrative, Map, and Budget.
- ii. **Key Information Questions:** This is a preview list of the questions that are asked on U.S. DOT's automated proposal website (Insert URL when established). After registering in the system, the applicant will be prompted to answer these questions on the website.

#### Key Applicant Information

Title	Instructions
Application Name	Enter a concise, descriptive title for the project. This should be the same title used in the Grants.gov SF-424 submission and the application narrative.
Lead Applicant	Provide the name of the applicant jurisdiction.
If Multijurisdictional, additional eligible entities jointly applying	Provide a list of the joint applicants for this application. (if you need more space you can submit an attachment with the full list.)  _____  _____  _____

	_____
Eligible Entity Type	Indicate the eligible entity type for your application. <ul style="list-style-type: none"> <li>• County government</li> <li>• City or township government</li> <li>• Metropolitan planning organization (MPO)</li> <li>• Federally recognized tribal government</li> <li>• Other subdivision of a state (e.g., special district, local or State educational district, or transit agency)</li> <li>• Multijurisdictional group of entities</li> </ul>
Have you applied for a similar grant (in this program or another DOT program), or will you do so this year?	If applicable, indicate which programs applied or planning to apply to in the year.
Have you received, or is your jurisdiction covered by, previous year funding for an SS4A Action Plan?	<ul style="list-style-type: none"> <li>• Received FY22 grant to develop or complete an Action Plan</li> <li>• Received FY22 funding for supplemental planning activities</li> <li>• Jurisdiction included in a regional or multijurisdictional Action Plan effort that received FY22 funding</li> </ul>
Action Plan Type	Check one of the three available boxes to the right of the column with the three Action Plan types: <ul style="list-style-type: none"> <li>• New Action Plan</li> <li>• Expand on or update an existing Action Plan</li> <li>• Supplemental action plan activities</li> </ul>

Project Location Information

State(s) in which project and strategies are located	Provide a list of the State(s) where the project is located.
Project Location Primary Census Tract(s)	Identify the anticipated Census tract number(s) of the planned project.
Total Jurisdiction Population	Total jurisdiction population is based on 2020 U.S. Census data and includes the total population of all Census tracts where the applicant operates or performs their safety responsibilities.
Percent Population in Underserved Communities	The population in underserved communities should be a percentage obtained by dividing the population living in Census tracts with an Underserved Community designation divided by the total population living in the jurisdiction. For multi-jurisdictional groups, provide this information in aggregate as well as for each jurisdiction in the group. The population must be based on <b>2020 Census Data</b> .
<b>Project Costs</b>	
Costs by State (if project spans more than one State)	Allocate Federal funding request amounts by State based on where the funds are expected to be spent. If the planning activity will take place in only one State, put the full Federal

	funding request amount.
Applicant Match	Provide the funding match that the applicant(s) will provide.
Total Project Cost	Total eligible costs are the Federal share plus the local matching share. The Federal share of the SS4A grant may <i>not</i> exceed 80% of total eligible costs.
<b>Project Specific Questions</b>	
Please describe the problem to be solved with this project	Provide a 2-3 sentence summary of the safety concern(s) this project will address. Duplicating the narrative summary is not necessary.
Count of motor-vehicle-involved roadway fatalities from 2017 to 2021	The total count of roadway fatalities from 2017 to 2021 in the jurisdiction based on DOT's Fatality Analysis Reporting System (FARS) data, an alternative traffic fatality dataset, or a comparable data set with roadway fatality information. This should be a whole number. Cite the source, if using a dataset different from FARS, with a link to the data if publicly available.
Fatality rate per 100,000 persons	The fatality rate calculated using the 5-year annual average from the total count of fatalities from 2017 to 2021 based on FARS data, an alternative traffic fatality dataset, or a comparable data set with roadway fatality information, which is divided by the population of the applicant's jurisdiction based on 2020 U.S. Census population data. The fatality rate should be divided by 100,000 so that it is normalized to per 100,000 persons.

## 2. Project Narrative:

In narrative form, the applicant should respond to the Action Plan Grant selection criteria described in Section E.1.i to affirm whether the applicant has considered certain activities that will enhance the implementation of an Action Plan once developed or updated. The narrative for applications for new or updated/expanded Action Plans must be no longer than 300 words. The narrative for Supplemental Action Planning applications should be no longer than 2 pages and describe the following:

- Extent of supplemental planning activities;
- Connection to needs identified in the existing Action Plan; and
- Purpose and goals for supplemental planning activities, including evaluation where applicable.

The Narrative should be 12-point Times New Roman, single spaced, 1-inch margins on all sides.-

**b. Self-Certification Checklist:** Applicants for Supplemental Planning Activities must either have an established Action Plan with all components described in the NOFO or an existing plan that is substantially similar and meets the eligibility requirements. The checklist below provides instructions to determine eligibility for applicants that have a substantially similar plan. The components required for an established plan to be substantially similar to an Action Plan may be found in multiple plans. State-level action plans (e.g., a Strategic Highway Safety Plan required in 23 U.S. Code (U.S.C.) § 148, State

Highway Safety Plans required in 23 U.S.C. § 402, etc.) or Public Transportation Agency Safety Plans in 49 U.S.C. § 5329 cannot be used as an established plan. Applicants must this eligibility worksheet as part of their narrative submission.

Self-Certification Eligibility Worksheet

**Worksheet instructions:** The purpose of the worksheet is to determine whether an applicant’s existing plan is substantially similar to an Action Plan, or not. For each question below, answer yes or no. For each yes, cite the specific page in your existing Action Plan or other plan/plans that corroborate your response, provide supporting documentation, or provide other evidence. Refer to Table 1 in the NOFO for further details on each component. *Note:* The term Action Plan is used in this worksheet; it covers either a stand-alone Action Plan or components of other plans that combined comprise an Action Plan.

**Instructions to affirm eligibility:** Based on the questions in this eligibility worksheet, an applicant is eligible to apply for an Action Plan Grant that funds supplemental action plan activities, or an Implementation Grant, if the following two conditions are met:

- Questions 3, 7, and 9 are answered “yes.” If Question 3, 7, or 9 is answered “no,” the plan is not substantially similar and ineligible to apply for Action Plan funds specifically for a supplemental action plan activity, nor an Implementation Grant.
- At least four of the six remaining Questions are answered “yes” (Questions 1, 2, 4, 5, 6, or 8).

If both conditions are met, an applicant has a substantially similar plan.

Question	Response, Document and Page Number
1. Are both of the following true: <ul style="list-style-type: none"> <li>• Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?</li> <li>• Did the commitment include either setting a target date to reach zero, OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date?</li> </ul>	
2. To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan’s development, implementation, and monitoring?	

Question	Response, Document and Page Number
3. Does the Action Plan include all of the	

<p>following?</p> <ul style="list-style-type: none"> <li>• Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;</li> <li>• Analysis of the location(s) where there are crashes, the severity, as well as contributing factors and crash types;</li> <li>• Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users; and</li> <li>• A geospatial identification (geographic or locational data using maps) of higher risk locations.</li> </ul>	
<p>4. Did the Action Plan development include all of the following activities?</p> <ul style="list-style-type: none"> <li>• Engagement with the public and relevant stakeholders, including the private sector and community groups;</li> <li>• Incorporation of information received from the engagement and collaboration into the plan; and</li> <li>• Coordination that included inter- and intra- governmental cooperation and collaboration, as appropriate.</li> </ul>	
<p>5. Did the Action Plan development include all of the following?</p> <ul style="list-style-type: none"> <li>• Considerations of equity using inclusive and representative processes;</li> <li>• The identification of underserved communities through data; and</li> <li>• Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.</li> </ul>	

Question	Response, Document and Page Number
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<p>6. Are both of the following true?</p> <ul style="list-style-type: none"> <li>• The plan development included an assessment of current policies,</li> </ul>	
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<p>plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and</p> <ul style="list-style-type: none"> <li>• The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.</li> </ul>	
<p>7. Does the plan identify a comprehensive set of projects and strategies to address the safety problems identified in the Action Plan, time ranges when the strategies and projects will be deployed, and explain project prioritization criteria?</p>	
<p>8. Does the plan include all of the following?</p> <ul style="list-style-type: none"> <li>• A description of how progress will be measured over time that includes, at a minimum, outcome data</li> <li>• The plan is posted publicly online.</li> </ul>	
<p>9. Was the plan finalized and/or last updated between 2017 and 2022?</p>	

## Exhibit B (APPLICATION PROCESS): APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

All grant application materials can be accessed at grants.gov under the Notice of Funding Opportunity Number **XXXXXXX**. Applicants must submit their applications via U.S. DOT's automated proposal website **(Insert URL when established)**. Potential applicants may also request paper copies of materials at:

Telephone: (202)-366-4114  
 Mail: U.S. Department of Transportation  
 1200 New Jersey Avenue SE  
 W84-322  
 Washington, DC 20590

### 2. Content and Form of Application Submission

The application must include the following: Standard Forms; Key Information Questions; Project Narrative and Summary Budget Narrative. This information must be submitted via the U.S. DOT's automated proposal website **(Insert URL when established)**. More detailed information about each application material is provided below.

- iii. **Standard Forms:** All applicants must submit the following Standard Forms (SF): Standard Form 424 (Application for Federal Assistance), Budget Information for Construction Programs (SF-424C), Assurances for Construction Programs (SF-424D), Disclosure of Lobbying Activities (SF-LLL), Project Narrative, Map, and Detailed Budget.
- iv. **Key Information Questions:** This is a preview list of the questions that are asked on U.S. DOT's automated proposal website **(Insert URL when established)**. After registering in the system, the applicant will be prompted to answer these questions on the website.

#### Key Applicant Information

Title	Instructions
Application Name	Enter a concise, descriptive title for the project. This should be the same title used in the Grants.gov SF-424 submission and the application narrative.
Lead Applicant	Provide the name of the applicant agency.
If Multijurisdictional, additional eligible entities jointly applying	Provide a list of the joint applicants for this application. (if you need more space you can submit an attachment with the full list.)  _____  _____  _____  _____

Eligible Entity Type	<p>Indicate the eligible entity type for your application.</p> <ul style="list-style-type: none"> <li>• County government</li> <li>• City or township government</li> <li>• Metropolitan planning organization (MPO)</li> <li>• Federally recognized tribal government</li> <li>• Other subdivision of a state (e.g., special district, local or State educational district, or transit agency)</li> <li>• Multijurisdictional group of entities</li> </ul>
Roadway safety responsibility	<p>The roadway safety responsibility response should check one of the three answers to meet eligibility conditions:</p> <ul style="list-style-type: none"> <li>• Ownership and/or maintenance responsibilities over a roadway network</li> <li>• Safety responsibilities that affect roadways</li> <li>• Have an agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction</li> </ul>
Have you applied for a similar grant <b>for this project</b> (in this program or another DOT program), or will you do so this year?	<p>If applicable, indicate which programs applied or planning to apply to in the year.</p>
Have you ever received, or is your jurisdiction covered by, previous year funding for an SS4A Action Plan or Implementation Grant?	<ul style="list-style-type: none"> <li>• Received FY22 grant to develop or complete an Action Plan</li> <li>• Received FY22 funding for supplemental planning activities</li> <li>• Jurisdiction included in a joint or multijurisdictional Action Plan effort that received FY22 funding</li> <li>• Received FY22 funding for an Implementation Grant</li> </ul>
Action Plan or Established Plan Link	<p>Provide a weblink to the plan that serves as the Action Plan or established plan that is substantially similar. This may be attached as a supporting PDF document instead; if so please write "See Supporting Documents."</p>

Project Location Information

State(s) in which project and strategies are located	Provide a list of the State(s) where the project is located.
Specific Project Location	Provide the project limits – <ul style="list-style-type: none"> <li>• Names of corridors/intersections</li> <li>• Lat/long coordinates</li> <li>• Other (please describe project limits)</li> </ul>
Project Location Primary Census Tract(s)	Identify the anticipated Census tract number(s) of the planned project(s).
Other Jurisdiction Census Tracts	Identify census tract information for the remainder of the jurisdiction.
Total Jurisdiction Population	Total jurisdiction population is based on 2020 U.S. Census American Community Survey (ACS) data and includes the total population of all Census tracts where the applicant operates or performs their safety responsibilities.
Percent Population in Underserved Communities	The population in underserved communities should be a percentage obtained by dividing the population living in Census tracts with an Underserved Community designation divided by the total population living in the jurisdiction. For multi-jurisdictional groups, provide this information in aggregate as well as for each jurisdiction in the group. The population must be based on 2020 Census data.

Project Costs

Costs by State (if project spans more than one State)	Allocate funding request amounts by State based on where the funds are expected to be spent. If the projects and strategies are located in only one State, put the full funding request amount.
Funds to Underserved Communities	The total amount of funds to underserved communities is the amount of spent in, and provide safety benefits to, locations in census tracts designated as underserved communities.
Cost total for eligible activity (A) supplemental action plan activities in support of an existing Action Plan	Provide the total requested funding amount for supplemental action planning activities. Federal Funding Request for A Total Project Cost for A
Cost total for eligible activity (B) conducting planning, design, and development activities for projects and strategies identified in an Action Plan	Provide the total requested funding amount for planning, design, and development activities.  Federal Funding Request for B Total Project Cost for B
Cost total for eligible	Provide the total requested funding amount for carrying out

activity (C) carrying out projects and strategies identified in an Action Plan	projects.  Federal Funding Request for C Total Project Cost for C
Applicant Match	Provide the funding match that the applicant(s) will provide.
Total Project Cost	Total eligible costs are the Federal share plus the local matching share. The Federal share of the SS4A grant may <i>not</i> exceed 80% of total eligible costs.

### Project Specific Questions

Please describe the problem to be solved with this project	Provide a concise 1-paragraph summary of the safety problem(s) this project will address.
Count of motor-vehicle-involved roadway fatalities from 2017 to 2021	The count of roadway fatalities from 2017 to 2021 in the jurisdiction based on DOT's Fatality Analysis Reporting System (FARS) data, an alternative traffic fatality dataset, or a comparable data set with roadway fatality information. This should be a whole number. Cite the source, if using a dataset different from FARS, with a link to the data if publicly available.
Fatality rate per 100,000 persons	The fatality rate calculated using the 5-year annual average from the total count of fatalities from 2017 to 2021 based on FARS data, an alternative traffic fatality dataset, or a comparable data set with roadway fatality information, which is divided by the population of the applicant's jurisdiction based on 2020 U.S. Census ACS population data. The rate should be normalized to per 100,000 persons.
Count of motor-vehicle crashes from 2017 to 2021 [OPTIONAL FIELD]	The count of total roadway crashes from 2017 to 2021 in the jurisdiction based on State or local data. This should be a whole number. Cite the source, with a link to the data if publicly available.
Project Type	Is the project primarily focused on (check only one): <ul style="list-style-type: none"> <li>• Infrastructure Strategies</li> <li>• Behavioral Strategies</li> <li>• Operational Strategies</li> </ul>
Affected Users	Does the project convey benefits to (check all that apply): <ul style="list-style-type: none"> <li>• Pedestrians</li> <li>• Bicyclists</li> <li>• Micromobility (e.g., scooters, etc.)</li> <li>• Transit Users</li> <li>• Motorcyclists</li> <li>• Commercial motor vehicles</li> <li>• Automobiles</li> <li>• Emergency medical services</li> </ul>

	<ul style="list-style-type: none"> <li>• Other (please specify)</li> </ul>
Major vs. Minor Construction	<ul style="list-style-type: none"> <li>• Major</li> <li>• Minor</li> <li>• Both</li> </ul>

c. **Self-Certification Checklist:** Applicants for Implementation Grants to fund supplemental action plan activities must either have an established Action Plan with all components described in the NOFO or an existing plan that is substantially similar and meets the eligibility requirements. The checklist below provides instructions to determine eligibility for applicants that have a substantially similar plan. The components required for an established plan to be substantially similar to an Action Plan may be found in multiple plans. State-level action plans (e.g., a Strategic Highway Safety Plan required in 23 U.S. Code (U.S.C.) § 148, State Highway Safety Plans required in 23 U.S.C. § 402, etc.) or Public Transportation Agency Safety Plans in 49 U.S.C. § 5329 cannot be used as an established plan. Applicants must this eligibility worksheet as part of their narrative submission.

Self-Certification Eligibility Worksheet

**Worksheet instructions:** The purpose of the worksheet is to determine whether an applicant’s existing plan is substantially similar to an Action Plan, or not. For each question below, answer yes or no. For each yes, cite the specific page in your existing Action Plan or other plan/plans that corroborate your response, provide supporting documentation, or provide other evidence. Refer to Table 1 in the NOFO for further details on each component. *Note:* The term Action Plan is used in this worksheet; it covers either a stand-alone Action Plan or components of other plans that combined comprise an Action Plan.

**Instructions to affirm eligibility:** Based on the questions in this eligibility worksheet, an applicant is eligible to apply for an Action Plan Grant that funds supplemental action plan activities, or an Implementation Grant, if the following two conditions are met:

- Questions 3, 7, and 9 are answered “yes.” If Question 3, 7, or 9 is answered “no,” the plan is not substantially similar and ineligible to apply for Action Plan funds specifically for a supplemental action plan activity, nor an Implementation Grant.
- At least four of the six remaining Questions are answered “yes” (Questions 1, 2, 4, 5, 6, or 8).

If both conditions are met, an applicant has a substantially similar plan.

Question	Response, Document and Page Number
2. Are both of the following true: <ul style="list-style-type: none"> <li>• Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?</li> <li>• Did the commitment include either setting a target date to reach zero, OR setting one or more targets</li> </ul>	

to achieve significant declines in roadway fatalities and serious injuries by a specific date?	
3. To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan's development, implementation, and monitoring?	

Page Break

Question	Response, Document and Page Number
<p>4. Does the Action Plan include all of the following?</p> <ul style="list-style-type: none"> <li>• Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;</li> <li>• Analysis of the location(s) where there are crashes, the severity, as well as contributing factors and crash types;</li> <li>• Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users; and</li> <li>• A geospatial identification (geographic or locational data using maps) of higher risk locations.</li> </ul>	
<p>5. Did the Action Plan development include all of the following activities?</p> <ul style="list-style-type: none"> <li>• Engagement with the public and relevant stakeholders, including the private sector and community groups;</li> <li>• Incorporation of information received from the engagement and collaboration into the plan; and</li> <li>• Coordination that included inter- and intra- governmental cooperation and collaboration, as appropriate.</li> </ul>	
<p>6. Did the Action Plan development include all of the following?</p> <ul style="list-style-type: none"> <li>• Considerations of equity using inclusive and representative processes;</li> <li>• The identification of underserved communities through data; and</li> </ul>	

<ul style="list-style-type: none"> <li>Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.</li> </ul>	
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Question	Response, Document and Page Number
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<p>7. Are both of the following true?</p> <ul style="list-style-type: none"> <li>The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and</li> <li>The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.</li> </ul>	
<p>8. Does the plan identify a comprehensive set of projects and strategies to address the safety problems identified in the Action Plan, time ranges when the strategies and projects will be deployed, and explain project prioritization criteria?</p>	
<p>9. Does the plan include all of the following?</p> <ul style="list-style-type: none"> <li>A description of how progress will be measured over time that includes, at a minimum, outcome data</li> <li>The plan is posted publicly online.</li> </ul>	
<p>10. Was the plan finalized and/or last updated in the last 5 years (since 2018)?</p>	<p>Must be adopted/updated by date of application.</p>

### 3. Project Narrative:

The Department recommends that the narrative follows the outline below to address the program requirements and assist evaluators in locating relevant information. The narrative may not exceed 10 pages in length, excluding cover pages and the table of contents. Key information, the Self-Certification Eligibility Worksheet, and Budget sections do not count towards the 10-page limit. Appendices may include documents supporting assertions or conclusions made in the 10-page narrative and also do not count towards the 10-page limit. If possible, website links to supporting documentation should be provided rather than copies of these supporting materials. If supporting documents are submitted, applicants should clearly identify within the narrative the relevance of each supporting document.

#### a. Overview

This section should provide an introduction, describe the safety context, jurisdiction, and any high-level background information that would be useful to understand the rest of the application.

b. Location

This section of the application should describe the jurisdiction's location, the jurisdiction's High Injury Network or equivalent geospatial identification (geographic or locational data using maps) of higher risk locations, and potential locations and corridors of the projects and strategies. Note that the applicant is not required to provide exact locations for each project or strategy; rather, the application should identify which geographic locations are under consideration for projects and strategies to be implemented and what analysis will be used in a final determination.

c. Response to Selection Criteria

This section should respond to the criteria for evaluation and selection in Section E.1.ii of this Notice and include compelling narrative to highlight how the application aligns with criteria #1 Safety Impact; #2 Equity, Engagement, and Collaboration; #3 Effective Practices and Strategies; and #4 Climate Change and Sustainability, and Economic Competitiveness. Note, criterion #1 Safety Impact assesses "implementation cost" information, which will be described in SF-424C and the d) Budget of the narrative and does not need to be duplicated in this portion of the narrative. The applicant must respond to each of the four criteria. Applicants are not required to follow a specific format, but the organization provided, which addresses each criterion separately, promotes a clear discussion that assists evaluators. To minimize redundant information in the application, the Department encourages applicants to cross-reference from this section of their application to relevant substantive information in other sections of the application. To the extent practical, DOT encourages applicants to use and reference existing content from their Action Plan/established plan(s) to demonstrate their comprehensive, evidence-based approach to improving safety.

d. Project Readiness

The project must be completed within five years of when the grant is executed, with a particular focus on design and construction, as well as environmental, permitting, and approval processes. Applicants should indicate if they will be seeking permission to use roadway design standards that are different from those generally applied by the State in which the project is located. As part of this portion of the narrative, the applicant must include a detailed activity schedule that identifies all major project and strategy milestones. Examples of such milestones include: State and local planning approvals; start and completion of National Environmental Policy Act and other Federal environmental reviews and approvals including permitting; design completion; right of way acquisition; approval of plans, specifications, and estimates; procurement; State and local approvals; public involvement; partnership and implementation agreements; and construction. Environmental review documentation should describe in detail known project impacts, and possible mitigation for those impacts. When a project results in impacts, it is expected an award recipient will take steps to engage the public. For additional guidance and resources, visit [www.transportation.gov/SS4A](http://www.transportation.gov/SS4A).