



# Safe Streets and Roads for All Standard Forms (SF)

The Safe Streets and Roads for All (SS4A) discretionary grant program requires applicants to submit [Standard Form \(SF\) 424 family forms](#) to detail proposed funding, project, and lobbying information. See Section D Application and Submission Information in the [SS4A Notice of Funding Opportunity](#) (NOFO) for complete application submission instructions. SF instructions accompany each form on [Grants.gov](#). To assist in completing the SFs required for SS4A, please consider these questions:

## Overall Requirements

- What Standard Forms (SF) are applicants required to submit?
  - Applications for Action Plan, supplemental Action Plan activities, behavioral, and operational grants must submit:
    - **SF-424** Application for Federal Assistance
    - **SF-424A** Budget Information for Non-Construction Programs
    - **SF-424B** Assurances for Non-Construction Programs
    - **SF-LLL** Disclosure of Lobbying Activities
  - Applications for **infrastructure** grants must submit:
    - **SF-424** Application for Federal Assistance
    - **SF-424C** Budget Information for Construction Programs
    - **SF-424D** Assurances for Construction Programs
    - **SF-LLL** Disclosure of Lobbying Activities

## SF-424\_4\_0-V4.0

- **Question 4** asks for an Applicant Identifier. What should I put?
  - You may leave this **blank**.
- **Question 5** asks for a federal entity identifier; what should I put? **Question 8c** asks for a UEI; what should I put?
  - You will receive a Unique Entity Identifier (UEI) when you register in [SAM.gov](#). You must register in advance of submitting your application in order to prepare your budget. You should **put your UEI** in Question 5 and Question 8c.
- **Questions 6 and 7** – You may leave these **blank**.
- **Question 15** asks for a “Descriptive Title of Applicant’s Project” and allows for adding attachments. Should I include my project narrative or other supporting information here?
  - **No**. This is only asking for the title of the application. E.g., “SS4A Implementation Grant to X Community in Y State.”

- **Question 19** asks, “Is application subject to review by State under Executive Order 12372 process?” Is it?
  - **No.** Select “c. Program is not covered by E.O. 12372.”

## SF-424A-V1.0

### Section A Page 1 – Budget Summary

- Is only one line sufficient for the application? Do we need to fill in the other three lines?
  - Only one line is needed. Do not complete 2., 3., and 4. on page 1. Section B provides an opportunity to break out the information.
- What do I put in line 1a. and 1b.?
  - For 1.a. Grant Program Function or Activity, insert Safe Streets and Roads for All Discretionary Grant Opportunity.
  - For 1.b Catalog of Federal Domestic Assistance Number, insert 20.939.
- In Section A, row 1, columns e and f, should the Federal amount be no more than 80 percent of the total amount listed, and the non-federal amount at least 20 percent?
  - Yes, the Federal amount should be no more than 80 percent of the total amount listed.

### Section B Page 2 – Budget Category

- Can you provide a definition for what is included in each object class category?
  - Personnel [2 CFR 200.430](#)
  - Fringe Benefits [2 CFR 200.431](#)
  - Travel [2 CFR 200.475](#)
  - Equipment [2 CFR 200.313](#)
  - Supplies [2 CFR 200.314](#)
  - Contractual [2 CFR 200.320](#), [200.321](#), [200.324](#), [200.327](#), [200.331](#), [200.451](#)
  - Construction [2 CFR 200.439](#)
  - Other
- For a supplemental planning grant to support an existing Action Plan, do the budget items for Object Class Categories need to be broken down?
  - Yes. Object Class Categories need to be broken down for all Federal awards.

### Section C – Page 3 Non-Federal Resources

- What if we have more than four non-Federal resources contributing? The form includes only four rows (8-11).
  - Attach another page and also provide any additional information on non-Federal resources contribution in the application’s Budget narrative section separate from SF-424A-V1.0.

- Is there a need to distinguish cash and in-kind contributions for non-federal sources? What documentation is needed for the matching funds?
  - No, you do not need to distinguish the non-Federal sources on the SF-424A-V1.0.
  - You may provide such supplemental information in the application's Budget section separate from the SF-424A-V1.0.

## Section D Page 3 – Forecasted Cash Needs

- On line #14, should this amount be all of the non-Federal resources (i.e., the 20 percent) or something else?
  - Yes, this would be the total amount of the non-Federal sources.

## Section F Page 3 – Other Budget Information

- Do these fields only have to be completed if applicable?
  - **Yes.** If not applicable, you may leave blank.

## SF-424B-V1.1

- Who should be the **Authority Certifying Official** for this form?
  - An official with the authority to submit the application on behalf of the organization and enter into cooperative agreements.

## SF-424C\_2\_0

- The SF424C form includes a note regarding contingency percentage.
  - The NOFO does not specify a preferred percentage. The applicant should use their historical contingency percentage for the same or similar projects (taking into account current market condition) as a guide to the appropriate contingency percentage for the project they propose.
- The budget information sheet (SF424C\_2\_0-V2.0 pdf) is labeled Budget Information – Construction Programs. Should I include funds for non-infrastructure programming (e.g., a driver awareness program and safe routes to school programming) on line 11. Miscellaneous? Or do you want to see the non-infrastructure budget separately?
  - Yes, include non-infrastructure elements on line 11.
- Must applicants for Implementation Grants provide 3 separate items for the Budget section (1) Form SF-424C, (2) NOFO Table 3 and (3) a brief budget summary?
  - Yes, you must provide all three.
- What is the difference between NOFO Table 3 and the SF-424C? Is NOFO Table 3 meant to be a more detailed breakdown of SF-424C?
  - The NOFO Table 3 (pages 22-23) includes the total amount of SF-424 Line 18 g), broken down by eligible activity.

- What information is required in the brief budget summary that will not be provided Table 3 and Form SF-424C?
  - The budget section should be supplemental narrative connected to the cost information provided on the Budget Information for Construction Programs form SF-424C to add in any details left out of that Standard Form. The budget section should provide a high-level cost description to complement the costs included in an SF-424C. The section must also include Table 3 to delineate the estimated costs by (A), (B), and (C) eligible activity categories, as well as the amount of funds to underserved communities. Applicants do not need to repeat information already found in the SF-424C form.
- Where do we show the grouping of the two funding sources (Federal share versus non-Federal share funds)?
  - You can provide this summary information on the SF-424\_4\_0-V4.0.
- Will the budgets in Table 3 and Form SF-424C sum to the total estimated budget with no consideration of the non-Federal share funds (project matching funds)?
  - The SF-424C shows the total project amount on Line 16 and the total Federal assistance requested on Line 17. The SF-424C Line 16 should equal the amount listed on the SF-424 Line 18g. The budget total of Table 3, including subtotals for A, B and C, should include the requisite amount of cost share and equal the amounts on the SF-424A Line 18g and SF-424C Line 16.

## SF-424LLL

- What is the definition of a lobbying registrant and what needs to be filled out on Form SFLLL, Item #10a?
  - Include any efforts to influence Federal actions through lobbying.
- Do we need to fill this out if we **do not have a Federal lobbyist**?
  - **Yes.** Submit the SF-424LLL form and note that there are no lobbyist efforts. Applications with a missing SF-424LLL are considered incomplete.
- Do we need to fill this out if we are applying for **an award less than \$100K**?
  - Yes. Submit the SF-424LLL form.
- Do we need to fill this out if we **do have a Federal lobbyist**, but they are **not advocating for an SS4A grant** specifically?
  - Yes, any Federal lobbying efforts should be documented irrespective if it was specifically for SS4A or not.
- Section 10 – Name and Address of Lobbying Registrant – what do we put here if we do not have a lobbyist?
  - Put “N/A” or “No lobbyists to report.”