

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



U.S. Department of Transportation
Federal Highway Administration

Safe Streets and Roads for All Quarterly Reporting Overview

Federal Highway Administration (FHWA)
Office of Safety, Safe Streets and Roads for All (SS4A) Team



U.S. Department
of Transportation
**Federal Highway
Administration**

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Disclaimer

Except for any statutes and regulations cited, the contents of this presentation do not have the force and effect of law and are not meant to bind the States or the public in any way. This presentation is intended only to provide information regarding existing requirements under the law or agency policies.

Webinar Purpose

- Review the quarterly reporting requirements for SS4A grant recipients.



Presenters

FHWA Office of Safety

- Jason Broehm
- Christie Dawson
- Elliott Moore



Overview



- Introductions
- Reporting Requirements
- Reporting Schedule
- Review of Performance Progress Report (PPR)
- Review of Federal Financial Report (SF-FFR)
- Next Steps and Processes
- Questions and Answers (Q&A)

Reporting Requirements



- Progress reporting responsibilities on grant activities include quarterly program performance reports using the Performance Progress Report (PPR) and quarterly financial status reports using the SF-425 (also known as the Federal Financial Report or SF-FFR).
- Per 2 CFR 200.329(a), the recipient “must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity.”
- If the total value of a selected applicant’s currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the applicant during that period of time must maintain the currency of information reported in SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Pub. L. No.110–417, as amended (41 U.S.C. § 2313).

Reporting Schedule



- The quarterly reporting begins once the grant agreement is executed and continues until project closeout.
- The due date is the 20th following each calendar year quarter.
- The initial quarterly report is due following a full quarter of grant activities.

Report Quarter	Due Date
Quarter 1 (Q1)	April 20
Quarter 2 (Q2)	July 20
Quarter 3 (Q3)	October 20
Quarter 4 (Q4)	January 20 (following year)

Review of Quarterly Reports

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Next Steps and Processes



- Each FHWA Division Office lead point of contact (POC) will provide the required PPR and SF-FFR forms and reporting schedule to all SS4A grant recipients in their State.
- On a quarterly basis, each grant recipient will complete and submit the PPR and SF-FFR forms to its FHWA Division Office lead POC by the reporting deadline.
- Each FHWA Division Office lead POC will upload the submitted quarterly report forms to the SS4A grants management site for grant tracking and record keeping purposes.

Questions?

For any questions following the webinar, we encourage you to contact the FHWA Division Office lead point of contact assigned to your SS4A grant.