



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

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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 **Planning and Demonstration** grants, including ones with supplemental planning and demonstration activities, 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 **Implementation** grants, including ones with supplemental planning and demonstration activities, 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
- Anything else I should keep in mind?
  - It is important to keep the information in these forms consistent with one another and with the information provided in the Valid Evaluation application. For example, the budget information for federal and match should match what is entered in the SF-424, SF-424A or SF-424C, and Valid Eval.

## SF-424

- **Questions 4-7** asks for applicant identifier, federal entity identifier, federal award identifier, date received by State, and State application identifier. What should I put?
  - You may leave these **blank**.
- **Question 8.c** asks for a UEI; what should I put?

- You will receive a Unique Entity Identifier (UEI) when you register in [SAM.gov](https://sam.gov). You must register in advance of submitting your application in order to prepare your budget. You should **put your UEI** in Question 7.c.
- **Question 12** asks for Funding Opportunity Number and Title; what should I put?
  - The funding opportunity number is DOT-SS4A-FY23-01
  - The Title is Safe Streets and Roads for All
- **Question 15** asks for a "Descriptive Title of Applicant's Project." 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 for the Market Street Corridor in X Community in Y State.")
- **Question 19** asks if application is "subject to review by State under Executive Order 12372 process?" Is it?
  - **No.** Select "c. Program is not covered by E.O. 12372."
- **Attachments:** Only attach things that are applicable to this form (e.g., explanation of debt delinquency). **Do not attach other required application materials here.**

## SF-424A

### 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, or 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 provide any additional information on non-Federal resources contribution in the application's Budget narrative section separate from SF-424A.
- 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.
  - You may provide such supplemental information in the application's Budget section separate from the SF-424A.

## Section D Page 3 – Forecasted Cash Needs

- Should Line 14 be all non-Federal resources (i.e., the 20 percent) or something else?
  - **Yes.** This would be the total amount of the non-Federal sources.

## Sections E and F Page 3 – Budget Estimates of Federal Funds Needed for Balance of the Project and Other Budget Information

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

## SF-424B

- 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

- The SF-424C form includes a note regarding contingency percentage. What is this?
  - 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 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 4 separate items for the Budget section (1) Form SF-424C, (2) NOFO Table 4, (3) a brief budget summary, and (4) budget information for Valid Evaluation?
  - **Yes.** You must provide all four, and it is important to ensure that budget information is consistent across all four items.
  - Note that a [supplemental budget template](#) based on NOFO Table 4 is posted on the SS4A website. Applicants are encouraged to use this template for consistency with NOFO requirements.
- What is the difference between NOFO Table 4 and the SF-424C? Is NOFO Table 4 meant to be a more detailed breakdown of SF-424C?
  - NOFO Table 4 (pages 21-22) includes the total amount of SF-424 Line 15, broken down by eligible activity.
- What information is required in the brief budget summary that will not be provided NOFO Table 4, Form SF-424C, and Valid Evaluation?
  - 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 4 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.

## SF-LLL

- What is the definition of a lobbying registrant and what needs to be filled out on Form SF-LLL, Line 10.a?
  - 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 SF-LLL and note that there are no lobbyist efforts. Applications with a missing SF-LLL are considered incomplete.
- Do we need to fill this out if we are applying for **an award less than \$100K**?
  - **Yes.** Submit SF-LLL regardless of award amount.
- 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 included, whether they are specifically for SS4A or not.
- Section 10 – Name and Address of Lobbying Registrant – what do we put if we do not have a lobbyist?
  - Put “N/A” or “No lobbyists to report.”