1 SS4A BACKGROUND & CoP PURPOSE

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary grant program, with $5 billion in appropriated funds over five years, FY2022-FY2026. The SS4A program, which supports the U.S. Department of Transportation's National Roadway Safety Strategy, funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The Federal Highway Administration (FHWA) is creating a Safe Streets and Roads for All Technical Assistance Center (TAC) to help provide technical assistance and support to SS4A grant recipients. One component of this technical assistance is the SS4A community of practice (CoP), designed to advance roadway safety efforts by providing a forum for grant recipients to learn from and share solutions with each other. The CoP aims to facilitate the exchange of insights and experiences to empower SS4A grant recipients as they develop high-quality Action Plans and carry out projects and strategies to address their community's safety needs. SS4A grant recipients include: 1) counties, cities, towns, transit agencies, and other special districts that are political subdivisions of a State, 2) metropolitan planning organizations (MPOs), and 3) Federally recognized Tribal governments.
Participation in the SS4A CoP is voluntary, and membership is limited to SS4A grant recipients. FHWA chairs the CoP (e.g., sets agenda items, handles meeting logistics, establishes the goals and objectives of the CoP), and CoP members will share their expertise and input.

The purpose of this charter is to define the scope, project team, roles and responsibilities, project schedule, and assumptions of the SS4A CoP.

2 AUTHORITIES

- Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58)
- Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200

3 SCOPE OF ACTIVITIES

The CoP will provide multi-sector input and perspective to the SS4A Program with the intent of facilitating roadway safety efforts across the country.

Below is an outline of roles and responsibilities for FHWA:
- *Manage and share content for CoP meetings*, including agendas, meeting materials, calendar invitations, speakers, action items, and meeting minutes.
- *Document and maintain* CoP-related materials in an internal database.
- *Respond to inquiries* from the CoP members.
- *Maintain a project plan* to reflect accomplishments and track remaining work.
- *Share resources* from other community-related sites or content sources.
- *Request assistance* from CoP members, as needed.

- *Maintain the CoP roster* on a monthly basis.

While FWHA can guide the CoP, the members drive its success. By engaging with the CoP through the roles and responsibilities below, CoP members will benefit from ensuring sufficient access to noteworthy practices, lessons learned, and insights that will improve roadway safety outcomes for all.

Below is an outline of roles and responsibilities for CoP members:

- *Attend and participate* (as needed) in SS4A meetings.
  - FHWA may ask the CoP members to help drive certain agenda items or deliver presentations at specific meetings. Members' experiences can help inform realistic, unbiased, and critical views to improve program resource development and overall program outcomes.
- *Review SS4A CoP documents* and provide input and feedback, as needed.
- *Identify and share* obstacles with the CoP and potential solutions to other members' roadblocks.
- *Share roadway safety success stories*, noteworthy practices, case studies, lessons learned, etc. with FHWA and the CoP.
- *Further distribute SS4A communications and materials* to partner networks, when applicable.
- *Help expand SS4A's network* by connecting additional relevant partners to FHWA points of contact and other CoP members.
- *Provide feedback* to improve CoP operations.

4   SS4A CoP Leadership Structure

The SS4A CoP leadership consists of FHWA staff members, whose name, title, and role within the CoP are listed in the table below. The SS4A program office can be contacted via SS4A.FHWA@dot.gov.

Name and Title	Role
Meg Miller, SS4A Team, Office of Safety	*SS4A Program Manager*
Christie Dawson, SS4A Team, Office of Safety	*SS4A Program Manager*
Elliott Moore, Senior Safety Engineer, FHWA Resource Center/SS4A Team, Office of Safety	*Subject Matter Expert*
Jason Broehm, Team Leader, SS4A Team, Office of Safety	*FHWA Leadership*

5   2023-2024 CoP Schedule

This section outlines major CoP activities. Per year, FHWA will convene approximately four CoP webinar meetings, three peer exchange meetings, and one annual conference to promote the goals and objectives detailed above. Descriptions of the various meetings are below:

- Quarterly CoP speaker meetings (virtual): FHWA-led meeting with a guest speaker to learn about a targeted SS4A topic from an industry subject matter expert.
  - Quarterly meetings will be open to all CoP members.
- Peer exchange meetings (virtual): FHWA-facilitated discussion for CoP members to share challenges and insights, identify opportunities for collaboration, and request feedback from CoP members. Each peer exchange meeting will target a specific topic (e.g., coalition building) or SS4A grant recipient demographic (e.g., rural action plan grant recipients).
  - Peer exchange meetings will include approximately 40 members to promote active and equitable engagement. These intended audience members will be invited to participate based on the meeting's topic or demographic.
- Mid-Year CoP meeting (in-person; tentative): An annual convening of the CoP to discuss SS4A's progress toward stated goals and SS4A's plans and objectives for the coming year. The mid-year meeting will also include a peer exchange for all CoP participants and other stakeholders.

A tentative schedule of activities for 2023-2024 is listed below. The quarterly CoP meetings are in blue text, the CoP peer exchange meetings are in green text, the mid-year meeting is in purple text, and funding opportunities are in orange text.

Date	*Task*
Nov. 29, 2023	Quarterly CoP Kick-off Meeting (Virtual)
Winter 2023/2024	CoP Peer Exchange Meeting (Virtual)
Winter 2023/2024	Quarterly CoP Speaker Meeting (Virtual)
Spring 2024	Fiscal Year 24 SS4A Notice of Funding Opportunity (NOFO)
Spring 2024	Quarterly CoP Speaker Meeting (Virtual)
Spring 2024	CoP Peer Exchange Meeting (Virtual)
Summer 2024	CoP Mid-Year Meeting + Peer Exchange (In-person; tentative)
Fall 2024	Quarterly CoP Speaker Meeting (Virtual)
Fall 2024	CoP Peer Exchange Meeting (Virtual)