



# 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. **The required forms are available via the application submission software platform, Valid Evaluation (Valid Eval).** See Section D Application and Submission Information in the [SS4A Notice of Funding Opportunity \(NOFO\)](#) for complete application submission instructions. To assist in completing required SF forms, please consider these questions; please consider these questions:

## Overall Requirements

### What Standard Forms (SF) are applicants required to submit?

*Note that the OMB Number and Expiration Date for the correct form version are provided below. Please confirm that the forms that you use have the same information in the top right corner of the form.*

- Applications for **Planning and Demonstration Grants** must submit:
  - **SF-424** Application for Federal Assistance
    - OMB Number: 4040-0004
    - Expiration Date: 11/30/2025
  - **SF-424A** Budget Information for Non-Construction Programs
    - In FY 2024, Sections D and E on page 3 of this form are no longer required.
    - OMB Number: 4040-0006
    - Expiration Date: 02/28/2025
  - **SF-424B** Assurances for Non-Construction Programs
    - OMB Number: 4040-0007
    - Expiration Date: 02/28/2025
  - **SF-LLL** Disclosure of Lobbying Activities
    - OMB Number: 4040-0013
    - Expiration Date: 02/28/2025
- Applications for **Implementation Grants**, including ones with supplemental planning and demonstration activities, must submit:
  - **SF-424** Application for Federal Assistance
    - OMB Number: 4040-0004
    - Expiration Date: 11/30/2025
  - **SF-424C** Budget Information for Construction Programs
    - OMB Number: 4040-0008

- Expiration Date: 02/28/2025
- **SF-424D** Assurances for Construction Programs
  - OMB Number: 4040-0009
  - Expiration Date: 02/28/2025
- **SF-LLL** Disclosure of Lobbying Activities
  - OMB Number: 4040-0013
  - Expiration Date: 02/28/2025

## What else do I need to know about completing these forms?

- It is important to keep the information in these forms consistent with one another and with the information provided in Valid Eval. For example, the budget information for Federal and non-Federal match should be the same amounts as entered in the SF-424, SF-424A or SF-424C, and Valid Eval.
- **We recommend using the version of the forms available via Valid Eval** to ensure that you have the correct version of the form.
- For forms requiring a signature (SF-424, SF-424B, SF-424D, and SF-424LLL, if your local guidance requires a wet signature, submitting a scanned version of the forms is also allowable.

## SF-424

- **Please ensure that at least one of the names on this form matches the primary or secondary contact listed in Valid Eval.** If a contractor completes this form, they should list contact(s) within the local entity and ensure that the form is signed by someone within the local entity.
- **Question 3** asks for Date Received. What should I put?
  - You may enter the date of your application submission.
- **Questions 4-7** ask 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 should **enter your Unique Entity Identifier (UEI)**. You will receive a UEI when you register in [SAM.gov](https://sam.gov). You must register in advance of submitting your application to ensure that your UEI is active prior to the application deadline.
- **Question 12** asks for Funding Opportunity Number and Title; what should I put?
  - Funding Opportunity Number: **DOT-SS4A-FY24-01**
  - Title: 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 asking for the title of the application (e.g., "SS4A Implementation Grant for the Market Street Corridor in X Community in Y State."). This should match the Project Title in Valid Eval.

- **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:** What should I attach?
  - Only attach documents 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 Section A? Do we need to fill in the other three lines?
  - **Only one line is needed.** Do not complete 2, 3, or 4 in Section A. Section B provides an opportunity to break out the amounts by expenditure type.
- What do I put in lines 1a and 1b.?
  - 1.a Grant Program Function or Activity: **Safe Streets and Roads for All Discretionary Grant Opportunity.**
  - 1.b Catalog of Federal Domestic Assistance Number: **20.939.**
- Must applicants for Planning and Demonstration Grants provide four separate documents with budget information: (1) Form SF-424, (2) Form SF-424A, (3) Planning and Demonstration Grant Estimated Budget, and (4) budget information in Valid Eval?
  - **Yes.** You must provide all four, and it is important to ensure that budget information is consistent across all four documents. If there is a discrepancy in the numbers, the SS4A team will use the amounts in the SF-424 as the federal share, non-federal match, and total project cost for the purposes of review and award.
  - Note that a [Planning and Demonstration Grant Estimated Budget template](#) based on NOFO Table 3 is posted on the SS4A website and provided in Valid Eval. Applicants are encouraged to use this template for consistency with NOFO requirements.
- 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 project cost.
  - Please keep in mind that match is calculated as a percent of the total project cost, and not by adding 20 percent to the federal share.

### 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](#)
- For supplemental planning activities 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

- The form includes only four rows (8-11). What if we have more than four non-Federal contributions?
  - Attach another page and provide any additional information on non-Federal resources. In the [Planning and Demonstration Grant Estimated Budget](#) (a separate application requirement uploaded to Valid Eval), you may provide additional details on non-Federal sources.
- Do we 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 supplemental information in the [Planning and Demonstration Grant Estimated Budget](#).

## Sections D and E (Page 3) – Forecasted Cash Needs and Budget Estimates of Federal Funds Needed for Balance of the Project

- Do these fields need to be completed?
  - These sections should be left blank.

## Section F (Page 3) – Other Budget Information

- Do these fields need to be completed?
  - These fields only need to be completed if applicable. 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.

- This form 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 four separate documents with budget information: (1) Form SF-424, (2) Form SF-424C, (3) Implementation Grant Estimated Budget, and (4) budget information in Valid Eval?
  - **Yes.** You must provide all four, and it is important to ensure that budget information is consistent across all four documents. If there is a discrepancy in the numbers, the SS4A team will use the amounts in your SF-424 as the federal share, non-federal match, and total project cost for the purposes of review and award.
  - Note that a [Implementation Grant Estimated Budget template](#) based on NOFO Table 4 is posted on the SS4A website and provided in Valid Eval. 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 includes the total amount of SF-424 Line 15, broken down by eligible activity.

## SF-424D

- 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-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 will be 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.”**