

## SS4A Applications to Develop or Update a Comprehensive Safety Action Plan

- Sign up for an account using the [Valid Eval Planning and Demonstration Grant Application](#).
- Gather key application data, including:
  - The total 2020 Census **population** for the applicant jurisdiction(s).
  - The total **count of motor vehicle-involved roadway fatalities from 2017-2021** in the applicant jurisdiction(s).
    - Review the [SS4A Fact Sheet](#) for information on how to identify this information.
    - If using data other than FARS, gather information on alternative fatality data.
  - The total **average annual fatality rate** (per 100,000 population) for the applicant jurisdiction(s).
    - Review the [SS4A Fact Sheet](#) for information on how to calculate.
  - The total **percent of population in Underserved Communities** in the applicant jurisdiction(s).
    - Review the [SS4A Fact Sheet](#) for information on how to calculate.
    - Take a screenshot of Percent Population in Underserved Communities (from the USDOT ETC Explorer or CEJST tool).
- Complete the following **Standard Forms** (download forms within Valid Eval Application):
  - 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
  - Review the [SS4A Fact Sheet](#) for information on how to complete required SF forms
- Write an **application narrative** no longer than 2 pages if your Federal funding request is less than \$1,000,000. If you are requesting \$1,000,000 or more in Federal funds, your narrative must be no longer than 3 pages.
- Create a **map** that shows the location of the applicant jurisdiction and highlights the roadway network.
- Create a **Planning and Demonstration Grant Supplemental Estimated Budget**. We recommend using [this template](#).
- Check the [SS4A cumulative awards map](#) to see if a jurisdiction near you has previously received an SS4A Planning and Demonstration Grant award if you are applying to Develop or Update an Action Plan.

- If applicable, gather information on **regional coordination** explaining how your proposed activities differ from or complement previously funded SS4A planning efforts in your area. Proof of coordination should be uploaded as a “Letter of Support” attachment.

## SS4A Applications to Conduct Supplemental Planning and/or Demonstration Activities

- Complete all the information outlined above for “SS4A Applications to Develop or Update a Comprehensive Safety Action Plan”.
  - Ensure that the application narrative addresses how the supplemental planning and/or demonstration activities will be used to update or inform an Action Plan.
- Complete [Self-Certification Eligibility Worksheet](#) and provide **Action Plan** (optional).
  - *Note on Self-Certification Eligibility Worksheet:* If you are requesting funding to “Conduct Demonstration or Other Supplemental Planning Activities (only)” you must **EITHER** 1) have an Action Plan in place that meets the SS4A Action Plan requirements, **OR** 2) be in the process of completing an Action Plan that will meet SS4A Action Plan requirements. If you have an Action Plan in place, you must submit a Self-Certification Eligibility Worksheet to demonstrate compliance with the SS4A Action Plan requirements. If you are still working on your Action Plan, select the relevant option in Valid Eval; no Self-Certification Eligibility Worksheet is necessary.

**A note about who can complete an SS4A application:** While a contractor may prepare and submit the application materials, a staff person from the applicant agency must be listed as the primary point of contact and alternate point of contact on the application. Staff from the applicant agency are responsible for signing all applicable forms and responding to any questions the SS4A team may have about application content.

Please refer to the [transportation.gov/grants/ss4a](https://www.transportation.gov/grants/ss4a) and the [NOFO](#) for more information on eligible activities and projects. [Subscribe to email updates](#) to be notified when additional information is available.