SS4A Applications to Develop or Update a Comprehensive Safety Action Plan

☐ Check the status of your Unique Entity ID (UEI); it should be listed as "active" on sam.gov. Register for a UEI on sam.gov if you do not already have one. Note that it can take up to 30 days to receive a UEI.

☐ Sign up for an account using the Valid Eval Planning and Demonstration Grant Application.

☐ Gather key application data for the **applicant jurisdiction(s)**, including:

- The total 2020 Census **population** for the applicant jurisdiction(s).
- The total **count of motor vehicle-involved roadway fatalities from 2018-2022** in the applicant jurisdiction(s).
  - o   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) **from 2018-2022** in the applicant jurisdiction(s).
  - o   Review the SS4A Fact Sheet for information on how to calculate.
- Identify any **Underserved Communities** in the applicant jurisdiction(s).
  - o   Review the SS4A Fact Sheet for information on how to identify.

☐ Complete the following **Standard Forms** (download forms within the 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 guidance 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. The narrative must respond to the Additional Safety Context selection criterion described in Section G.1.i.c in the NOFO and meet the other requirements described in Section F.3.ii.c in the NOFO.

☐ Create a **map** that shows the location of the applicant jurisdiction(s) and highlights the roadway network. Upload the file in PDF format to your application in Valid Eval.

☐ Prepare a **spatial file** that shows the location of the applicant's jurisdiction(s) and highlights the roadway network under the jurisdiction(s).

- Review the [SS4A Fact Sheet](#) for information on how to prepare a spatial file.

☐ Create a **Planning and Demonstration Grant Supplemental Estimated Budget**. We recommend using [this template](#).

☐ Check the [SS4A cumulative awards map](#) to see if you are located in an area that has previously received a 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 proposal to Develop a New Action Plan differs from or complements previously funded SS4A planning efforts in your area. Proof of coordination – for example, a letter or email from the entity or entities in your area that have previously received funding to Develop a New Action Plan affirming they are aware of your application – should be included under the "Proof of Coordination" upload field in Valid Eval.

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."

- Applicants requesting funding for demonstration activities must also:

  ☐ Provide a brief schedule showing when the activities will occur (e.g., hardware installed, when the pilot would begin), and the start/end dates of the work;

  ☐ Describe how demonstration activities will be measured and evaluated;

  ☐ Address how the supplemental planning and/or demonstration activities will be used to update or inform an Action Plan; and

  ☐ Include the locations of demonstration activities (if known) in your map and spatial data.

☐ Complete **[Self-Certification Eligibility Worksheet](#)** and provide an **Action Plan** (required if applying to "Conduct Demonstration or Other Supplemental Planning Activities (ONLY)).

- *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 a finalized Action Plan that meets the SS4A Action Plan requirements, **OR** 2) be in the process of completing an SS4A-funded Action Plan that will meet SS4A Action Plan requirements by the end of the grant period. If you do not have an existing Action Plan or have an Action Plan in-progress that is not being funded

by SS4A, you likely are not eligible to apply to "Conduct Demonstration or Other Supplemental Planning Activities (ONLY)."

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 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.