

1. Award No.

2. Effective Date  
See No. 17 Below

3. Assistance  
Listings No.  
20.940

4. Award To

5. Sponsoring Office  
U.S. Department of Transportation  
Federal Highway Administration  
Office of Acquisition & Grants Management  
1200 New Jersey Avenue, SE  
HCFA-32, Mail Drop E62-204  
Washington, DC 20590

Unique Entity Id.:

TIN No.:

6. Period of Performance  
Effective Date of Award – [insert  
period of performance end date]

7. Total Amount  
Federal Share: \$0  
Recipient Share: \$0  
Total: \$0

8. Type of Agreement  
Grant

9. Authority  
Inflation Reduction Act (IRA), § 60501; 23  
U.S.C. 177, enacted as Pub. L. 117-169 (Aug.  
16, 2022)

10. Procurement Request No.

11. Federal Funds Obligated  
\$0

12. Submit Payment Requests To  
See Article 13 of the General Terms and  
Conditions.

13. Payment Office  
See Article 13 of the General Terms and  
Conditions.

14. Accounting and Appropriations Data

15. Description of Project

RECIPIENT

16. Signature of Person Authorized to Sign

FEDERAL HIGHWAY ADMINISTRATION

17. Signature of Agreement Officer

\_\_\_\_\_  
Signature Date  
Name:  
Title:

\_\_\_\_\_  
Signature Date  
Name:  
Title: Agreement Officer

**U.S. DEPARTMENT OF TRANSPORTATION**

**GRANT AGREEMENT UNDER THE  
FISCAL YEAR 2023 NEIGHBORHOOD ACCESS AND EQUITY PROGRAM**

This agreement is between the United States Department of Transportation (the “USDOT”) and the [insert full name of applicant] (the “Recipient”).

This agreement reflects the selection of the Recipient to receive an NAE Grant for the [insert project name].

If schedule A to this agreement identifies a Designated Subrecipient, that Designated Subrecipient is also a party to this agreement, and the parties want the Designated Subrecipient to carry out the project with the Recipient’s assistance and oversight.

The parties therefore agree to the following:

**ARTICLE 1  
GENERAL TERMS AND CONDITIONS.**

**1.1 General Terms and Conditions.**

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2023 Neighborhood Access and Equity (NAE) Notice of Funding Opportunity: FHWA Projects,” dated September 8, 2025, which is available on the RCN [website](#). The General Terms and Conditions reference the information contained in the schedules to this agreement. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions.
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, terminating of the NAE Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the USDOT the NAE Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2  
SPECIAL TERMS AND CONDITIONS.**

[Choose the appropriate one of these two alternatives.]  
[**Alternative #1:** If there are no special terms and conditions, then use the following:]

There are no special terms for this award.

[**Alternative #2:** If there are special terms and conditions, repeat and modify the following as needed:]

**2.1 [Special Term Title].**

[special term text]

**SCHEDULE A  
ADMINISTRATIVE INFORMATION**

**1. Application.**

Application Title: [insert full title of submitted application]

Application Date: [insert the date in box 3 of the SF-424]

**2. Recipient's Unique Entity Identifier.**

See section 24.3 of the General Terms and Conditions; also see page 1, item 4.

**3. Recipient Contact(s).**

Name  
Title  
Agency  
Mailing Address  
Phone Number  
Email Address

**4. Recipient Key Personnel.**

Name	Title or Position
[insert name]	[insert title]

**5. USDOT Project Contact(s).**

[enter name]  
Agreement Officer (AO)  
Federal Highway Administration  
Office of Acquisition and Grants Management  
HCFA-32, Mail Stop E62-310  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
[enter telephone]  
[enter email address]

and

[enter name]  
Agreement Specialist (AS)  
Office of Acquisition and Grants Management  
HCFA-32, Mail Stop E62-204  
1200 New Jersey Avenue, S.E.

Washington, DC 20590  
[enter telephone]  
[enter email]

and

[enter name]  
Agreement Officer Representative (AOR)  
[enter job title]  
[enter office]  
[enter address]  
[enter telephone]  
[email address]

and

Capital Construction/Regional Partnership - Capital  
Director, Office of Project Development and Environmental Review  
Federal Highway Administration  
Office of Planning, Environment, and Realty  
1200 New Jersey Ave, SE,  
Washington, DC 20590

or

Planning/Regional Partnership - Planning  
Director, Office of Planning  
Federal Highway Administration  
Office of Planning, Environment, and Realty  
1200 New Jersey Avenue SE  
Room E72-330  
Washington, DC 20590

**6. Payment System.**

USDOT Payment System: DELPHI eInvoicing

**7. Office for Subaward and Contract Authorization.**

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition  
and Grants Management

**8. Federal Award Identification Number.**

See section 24.2 of the General Terms and Conditions; also see page 1, item 1.

**9. Designated Subrecipient.**

Designated Subrecipient: [None] [insert full name of applicant]

**SCHEDULE B  
PROJECT ACTIVITIES**

**1. General Project Description.** 

[Insert text from OST award letter with any necessary corrections.]

**2. Statement of Work.** 

[Insert statement of work.]

**SCHEDULE C  
AWARD DATES AND PROJECT SCHEDULE**

**1. Award Dates.**

Budget Period End Date: [insert date]

Period of Performance End Date: See section 4.5 of the General Terms and Conditions; also see page 1, item 6.

**2. Estimated Project Schedule.**

[Choose the appropriate one of these two alternatives.]

[Alternative #1: if this designated a Capital Construction project at section 1 of schedule F:]

Milestone	Schedule Date
Planned Construction Substantial Completion and Open to Traffic Date:	[insert date]

[Alternative #2: if this designated a Planning project at section 1 of schedule F:]

Milestone	Schedule Date
Planned Project Completion Date:	[insert date]

**3. Special Milestone Deadlines.**

[Choose the appropriate one of these two alternatives.]

[Alternative #1: If the only critical dates are completion dates, then use the following:]

None.

[Alternative #2: If there are additional critical dates, use this table and insert a row for each date. The milestone must be described in enough detail that there is no ambiguity about when it is met. Each of these milestones is intended to establish a clear trigger for USDOT to terminate the award or amend the terms of this agreement.

If railroad coordination agreements need to be executed, add a milestone for each, prefixed with "Railroad Coordination Agreement: " See section 23.6 of the General Terms and Conditions.





If additional activities are required under schedules H, I, or J, milestones are required here for those activities.]

Milestone	Deadline Date
[Insert milestone]	[insert date]


**4. Prerequisite Dates.**

[Choose the appropriate one of these two alternatives.]

[**Alternative #1:** Required if this designated a Capital Construction project at section 1 of schedule F:]

Milestone 	Date
Added to Metropolitan Long-Range Plan	 [insert date]
Added to Metropolitan Transportation Improvement Program (TIP)	[insert date]
Added to Statewide Transportation Improvement Program (STIP)	[insert date]
Added to Tribal Transportation Improvement Program (TTIP)	[insert date]

[**Alternative #2:** **Recommended** if this designated a Planning project at section 1 of schedule F:]

Milestone 	Date
Added to Unified Planning Work Program (UPWP)	[insert date]
Added to Statewide Planning Work Program	[insert date]

**SCHEDULE D  
AWARD AND PROJECT FINANCIAL INFORMATION**

**1. Award Amount**

NAE Grant Amount: [\$XXX]

**2. Federal Obligation Information.**

[Choose the appropriate one of these two alternatives.]

[**Alternative #1:** If all funds are being obligated at once:]

Federal Obligation Type: Single

[**Alternative #2:** If funds are to be obligated in multiple project phases:]

Federal Obligation Type: Multiple

Obligation Condition Table		
Phase and Scope of the Project	Phase of the NAE Grant	Obligation Condition
[insert name of first phase (e.g., "Phase 1: Preliminary Engineering")]	[\$XXX]	

Obligation Condition Table		
Phase and Scope of the Project	Phase of the NAE Grant	Obligation Condition
[insert name of second phase (e.g., “Phase 2: Right-of-Way”)]	[\$XXX]	<p>The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of an Implementation Project unless and until:</p> <ol style="list-style-type: none"> <li>(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) (“NEPA”), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) (“NHPA”), and any other applicable environmental laws and regulations have been met; and</li> <li>(2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and</li> <li>(3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA’s notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement.</li> </ol> <p>Extent of activities that are permissible before NEPA is complete are those activities constituting “preliminary design” as specified in FHWA Order 6640.1A.</p>

3. Approved Project Budget

Eligible Project Costs			
	[Component 1]	[Component 2]	Total
NAE Funds:	[\$XXX]	[\$XXX]	[\$XXX]
Other Federal Funds:	[\$XXX]	[\$XXX]	[\$XXX]
Non-Federal Funds:	[\$XXX]	[\$XXX]	[\$XXX]
Total:	[\$XXX]	[\$XXX]	[\$XXX]

4. Approved Pre-award Costs

[Choose the appropriate one of these two alternatives.]  
 [If FHWA did not approve pre-award costs:]

**None.** The USDOT has not approved under this award any pre-award costs under 2 C.F.R. 200.458.

[If FHWA approved pre-award costs]

On [insert date], [Recipient] sent a written request to the FHWA for pre-award approval under 2 C.F.R. 200.458 for costs to [insert activity]. The pre-award approval request would allow the recipient to [describe the reason for pre-award authority]. [Recipient] requested pre-award approval for \$XXX in NAE Grant funds or non-Federal funds for match.

The FHWA Office of Acquisition and Grants Management determined that the pre-award costs were incurred directly pursuant to the negotiation and in anticipation of the Federal award and were necessary for efficient and timely performance of the scope of work. That office issued a notice to proceed with pre-award costs on [insert date].

**SCHEDULE E  
 CHANGES FROM APPLICATION**

**INSTRUCTIONS FOR COMPLETING SCHEDULE E:** Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, budget described in schedules B–D. The purpose of this schedule E is to clearly and accurately document the differences in scope, schedule, and budget to establish the parties’ knowledge and acceptance of those differences. If there are notable changes in aspects of the Project other than scope, schedule, and budget (*e.g.*, recipient changes), those changes should also be described. See section 3.1 of the General Terms and Conditions.

**Scope:**

**Schedule:**

**Budget:**

The table below provides a summary comparison of the Project budget.

[If there are no changes to the budget between the application and the grant agreement budget, then state, “No changes” and delete this table.]

Fund Source	Application		Schedule D	
	\$	%	\$	%
<b>Previously Incurred Costs</b>				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
<b>Future Eligible Project Costs</b>				
NAE Funds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

**Other:**

**SCHEDULE F  
NAE PROGRAM DESIGNATIONS**

**1. Capital Construction or Planning Designation.**

Capital-Planning Designation: [Capital Construction] [Planning]

**2. Regional Partnership Challenge Grant**

Regional Partnership Designation: [Yes] [No]

**3. Economically Disadvantaged Community Designation.**

Economically Disadvantaged Community Designation: [Yes] [No]

**4. Funding Source.**

Funding Source: [General Fund] 

**5. Security Risk Designation: [Low] [Elevated]**

**SCHEDULE G**  
**NAE PERFORMANCE MEASUREMENT INFORMATION**


[Choose the appropriate one of these two alternatives.]

[Alternative #1, if this designated a Capital Construction project or Regional Partnership Construction at section 1 of schedule F:]


**Measure #1** 

Name:

[insert descriptive performance measure name]

Description: 

[describe the measure, including unit of measure]

Merit Criterion: 


Equity and Environmental Justice] [Access] [Facility Suitability] [Community Engagement and Community-Based Stewardship, Management, and Partnerships] [Equitable Development] [Climate and Environment] [Workforce Development and Economic Opportunity] [None]

Measurement Frequency:

[Quarterly] [Annual]

Measurement Location(s): 

[describe measurement location(s)]

Projected Outcome: 

[insert projected value of measure in final measurement period or projected change relative to baseline measurement]

[Alternative #2, if this designated a Planning project or a Regional Partnership Planning project at section 1 of schedule F:]

**Reserved.** 


**SCHEDULE H  
RESERVED**



**SCHEDULE I  
RESERVED**

**SCHEDULE J**  
**LABOR AND WORKFORCE**

**1. Efforts to Support Good-Paying Jobs and Strong Labor Standards**

The Recipient states that rows marked with “X” in the following table are accurate 

	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i>
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i>
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i>
	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in schedule B. <i>(Identify the relevant actions from schedule B in the supporting narrative below.)</i>

	The Recipient has not taken actions related to the Project to improving good-paying jobs and strong labor standards and will not take those actions under this award.
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**2. Supporting Narrative.**

 Insert supporting text, as described in the table above. ]