

**To:** Transportation Committee  
**From:** CRCOG's BIL/IIJA Coordination Team  
**Date:** April 19, 2023  
**Subject:** SS4A Round 2 - Grant Application Submission Strategy

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The U.S. Department of Transportation (U.S. DOT) issued the [Notice of Funding Opportunity](#) (NOFO) for Round 2 of the Safe Streets and Roads for All discretionary grant program (SS4A) on March 30, 2023. A summary of the NOFO is available on [CRCOG's BIL Webpage](#). Over \$1 billion is available for safety plans and projects that will significantly reduce or eliminate roadway fatalities and serious injuries for all users on the nation's roads.

The purpose of this memo is to refine an approach and strategy to guide completion of competitive applications for SS4A Round 2.

Similar to Round 1, there are two types of grants available, but applicants may only apply for one:

- Planning and Demonstration Grant (formerly, Action Plan Grant) – to develop, update, or supplement a comprehensive safety action plan (Action Plan) that complies with specific components defined in the NOFO; or
- Implementation Grant – to implement projects and strategies consistent with an existing Action Plan. Implementation Grant applications may include Planning and Demonstration projects.

SS4A applications are due on **July 10, 2023**, and must be submitted online through [ValidEval](#). To ensure a timely submission we suggest adhering to the following timeline:

- **May 5** – Decide what project/strategy you will apply for and submit the Intent to Apply form to CRCOG staff. If your project is not currently included in the existing [Regional Transportation Safety Plan \(RTSP\)](#), then you must also submit a proposal to update the RTSP to CRCOG staff by this date.
- Coordinate with CRCOG staff as soon as possible to discuss what you need to prepare a compelling application (for example, maps, data collection, writing assistance, or other)
- Attend CRCOG's workshop to review application requirements and recommended next steps in greater detail. **Date TBD.**
- **May 30** – Deadline to submit requests for a Letter of Support from CTDOT. CRCOG can submit requests, but please provide the following information in advance of the deadline to expedite the State's review:
  - Name of Municipality
  - Point of Contact/Contact Information
  - Project Description, Total Cost, Amount of SS4A Funding Request, and Source of Match
  - Type of Grant: Planning and Demonstration Grant? Or Implementation Grant?
  - State or Local Road?
- Obtain the necessary local approval(s) required in your municipality related to the request for funding.
- **July 10** - Last day to submit application materials through ValidEval (by 5 pm)

Based on feedback received during a debrief session with U.S. DOT on Monday, March 6, we propose the following next steps:

1. Identify eligible project(s) and/or strategies.
  - a. To be eligible, projects and strategies must be identified in an existing Action Plan, as defined in the NOFO, such as the [Regional Transportation Safety Plan \(RTSP\)](#).
    - i. The RTSP includes the following documents that may make selecting an application easier:
      1. List of Top Crash Intersections, Table 5.2.1 (p. 14-18)
      2. List of Top Crash Corridors, Table 5.2.2 (p. 19-25)
      3. Individual reports for each municipality, listed in alphabetical order in Appendix A (p. 46-236).
    - ii. CRCOG plans to update the RTSP to include data and findings from the recent Roundabout Screening Study. There is a short window of opportunity to also update the individual municipal reports contained within Appendix A to reflect requests from Member Towns.
      1. If your municipality would like to update your individual report to include proposed countermeasures that address roadway safety, then please submit a written request with a description of the proposed new or revised language to [Roger Krahn](#) by **Friday, May 5**.

CRCOG staff will review the materials and transmit recommended updates to the Transportation Committee for their review and endorsement at the May meeting. RTSP updates will then need to be reviewed and adopted by the Policy Board. The RTSP must be adopted by the Policy Board by June 2023 to be considered as the Self-Certified Action Plan for Implementation Grant applications.
  - b. Municipalities will be responsible for providing the **local cost share**, which is 20% of eligible activity costs.
    - i. For example, a project estimated to cost \$2 million could require a local match (non-Federal share) of \$400,000.
    - ii. In-Kind, non-cash contributions may be used to meet local match requirements. See the attached [SS4A Match and Cost Share Examples](#) fact sheet for more information and examples.
2. Complete the attached **Intent to Apply Form** and submit it to [Elizabeth Sanderson](#) by **Friday, May 5**.
  - a. CRCOG will review the forms and consider which applications may be eligible for bundling into a multi-jurisdictional Joint Application.
  - b. It may be determined that separate applications, submitted by one or more municipalities with MPO as partner, may be best to ensure a compelling application (considering the 10-page limit to adequately respond to the merit criteria and additional considerations for the selection process).

**Selection Criteria** (obtained from Section E of the NOFO)

**Planning and Demonstration Grants:**

- 1) #1 Safety Impact
- 2) #2 Equity
- 3) #3 Additional Safety Context
- 4) Additional Consideration: Budget Costs

**Implementation Grants:**

- 1) #1 Safety Impact
- 2) #2 Equity, Engagement, and Collaboration
- 3) #3 Effective Practices and Strategies

- 4) #4 Other DOT Strategic Goals (such as climate and sustainability considerations, workforce development, and economic competitiveness)
  - 5) #5 Additional Safety Context (for supplemental planning and/or demonstration activities only)
  - 6) Consideration: Project Readiness
  - 7) Additional Considerations may also be considered, such as:
    - i. the percentage of funds spent in, and provide safety benefits to, designated underserved communities defined by the NOFO
    - ii. application's location in a rural area
    - iii. applicant's status as a "priority community" within the Federal Thriving Communities Network
    - iv. if the applicant would enhance the geographic diversity of recipients
    - v. federal funding requests under \$10 million.
3. After reviewing the Intent to Apply Forms, CRCOG will host a **workshop** with Member Towns to review Application Requirements, Selection Criteria, and Questions.
  4. CRCOG is prepared to offer the following services and support to applications that are being prepared by Member Towns:
    - a. Complete the mandatory **Self-Certification Eligibility Worksheet** certifying the RTSP as a qualifying Action Plan.
    - b. Obtain data and prepare calculations for inclusion in the application, such as:
      - i. Calculating Percentage of Population in Underserved Communities
      - ii. Calculating Average Annual Fatality Rate(s)
    - c. Prepare locational and site-specific maps of project area(s)
    - d. Assist with writing and/or reviewing applications
    - e. Prepare and/or coordinate preparation of the following **Letters of Support** from:
      - i. CRCOG
      - ii. Connecticut Department of Transportation (CTDOT), required if the project or strategy involves a state right-of-way.
      - iii. Connecticut Bipartisan Infrastructure Law Team (CTBILT)

**List of Attachments:**

1. CRCOG Intent to Apply Form - A Word Version is Available [HERE](#)
2. [U.S. DOT SS4A Action Plan Self-Certification Eligibility Worksheet](#)
3. [U.S. DOT SS4A Match and Cost Share Examples](#)

## Safe Streets and Roads for All (SS4A) Grant Program Intent to Apply Form

Please complete and submit to [esanderson@crcog.org](mailto:esanderson@crcog.org) by **May 5, 2023**.

1. Municipality:
2. Contact Person (Name, Email, Phone):
3. Anticipated Project Cost:
  - a. Do you have the funds to meet the 20% Local Match required for the program?
4. Type of Application (Planning and Demonstration Grant (formerly Action Plan Grant) or Implementation Grant):
5. Project Name/Location:
6. Roadway Ownership (State/Municipal/Both):
7. Because projects must be included in an existing Safety Action Plan, identify the page number where this project appears within [CRCOG's Regional Transportation Safety Plan](#) or indicate that you will be self-certifying a different plan wherein this project is included:
8. Briefly describe the project, including its major components, the proven safety countermeasure(s) being proposed, and whether any preliminary work has been completed. Feel free to attach additional information if available:



# Safe Streets and Roads for All Self-Certification Eligibility Worksheet

Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the [SS4A website](#) for more information.

**Instructions:** The purpose of this worksheet is to determine whether an applicant's existing plan(s) is substantially similar to an Action Plan for purposes of applying for an Implementation Grant or to conduct Supplemental Planning/Demonstration Activities only. Use of this worksheet is required. Applicants should not adjust the formatting or headings of the worksheet.

For each question below, answer "yes" or "no." If "yes," cite the specific page in your existing Action Plan or other plan(s) that corroborate your response, or cite and provide other supporting documentation separately.

An applicant is eligible to apply for an Action Plan Grant that funds supplemental action plan activities, or an Implementation Grant, only if the following two conditions are met:

- Answer "yes" to Questions **3** **7** **9**
- Answer "yes" to at least four of the six remaining Questions **1** **2** **4** **5** **6** **8**

If both conditions are *not met*, an applicant is still eligible to apply for an Action Plan Grant that funds creation of a new Action Plan.

Lead Applicant:

UEI:

**1 Are both of the following true?**

YES  NO  
If yes, provide documentation:

- Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?
- Did the commitment include either setting a target date to reach zero, OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date?

**2 To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan's development, implementation, and monitoring?**

YES  NO  
If yes, provide documentation:

**3 Does the Action Plan include all of the following?**

YES  NO  
If yes, provide documentation:

- Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;
- Analysis of the location where there are crashes, the severity, as well as contributing factors and crash types;
- Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users; and,
- A geospatial identification (geographic or locational data using maps) of higher risk locations.



**4 Did the Action Plan development include all of the following activities?**

YES  NO

If yes, provide documentation:

- Engagement with the public and relevant stakeholders, including the private sector and community groups;
- Incorporation of information received from the engagement and collaboration into the plan; and
- Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.

**5 Did the Action Plan development include all of the following?**

YES  NO

If yes, provide documentation:

- Considerations of equity using inclusive and representative processes;
- The identification of underserved communities through data; and
- Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.

**6 Are both of the following true?**

YES  NO

If yes, provide documentation:

- The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and
- The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.

**7 Does the plan identify a comprehensive set of projects and strategies to address the safety problems in the Action Plan, time ranges when projects and strategies will be deployed, and explain project prioritization criteria?**

YES  NO

If yes, provide documentation:

**8 Does the plan include all of the following?**

YES  NO

If yes, provide documentation:

- A description of how progress will be measured over time that includes, at a minimum, outcome data.
- The plan is posted publicly online.

**9 Was the plan finalized and/or last updated between 2018 and June 2023?**

YES  NO

If yes, provide documentation:



The Safe Streets and Roads for All (SS4A) grant program requires at least 20% of the total project funding to come from non-Federal sources. Match, also known as cost-sharing, is the portion of the total project that is not paid for with Federal funds.

Some general parameters regarding match and cost share as they relate to the SS4A program:

- The first question is whether an expense (including intended local cost share or match) is eligible under the grant. An “**eligible expense**” is a non-Federal expenditure that directly facilitates the execution of a grant agreement and its activities and must be “reasonable,” “necessary,” and “allocable” (2 CFR Part 200.403[a], 404, and 405). Eligible expenses comprise the total project cost for the grant. SS4A will provide grant funds up to 80% of the total project cost.
- Individual eligible expenses incurred by the recipient may either be reimbursed with Federal SS4A grant funding at 80% (meaning 20% of the cost will count toward local match), or alternatively, not reimbursed and may count 100% toward local match, so long as the total overall grant agreement has at least 20% local match or cost share.
- Local match and cost share may include both **cash** (e.g., funds from the applicant or other non-Federal entity) or **in-kind** match from other non-Federal sources.
- The value of **personnel, goods, services, space, and utilities** provided by the grant recipient that directly facilitates the grant may count toward local match and may be billed as direct or indirect costs (2 CFR Part 200.412, 413, and 415), as appropriate, toward the grant and reimbursed with SS4A funding.
  - Indirect costs may be billed at a 10% de minimis rate or a federally negotiated indirect cost rate.
- **In-kind contributions** are typically in the form of the value of personnel, goods, services, space, and utilities contributed by a non-Federal third party, such as a private business or nonprofit, specifically for the program. Routine operations and attendance at events are not eligible expenses and therefore do not count as in-kind match.
- **Local match** may be used only once and may not be used as match for multiple Federal awards. Other Federal funds cannot be used toward a recipient’s local match requirement. This includes Federal aid funds to States and Tribal governments.
- A match that is an eligible expense for one grant may not be eligible in all instances across all grants.
- An eligible expense to be counted toward local match must be documented appropriately in order to be considered.



Table A below provides illustrative match and cost share examples for Action Plan Grants, and Table B provides examples for Implementation Grants. The last section of this document provides examples that are typically not eligible for match or cost share.

**Table A: SS4A Action Plan Grant Eligible Expense Match and Cost Share Illustrative Examples**

Category	Eligible Match and Cost Share Examples for SS4A Action Plan Grants
<b>Cash</b>	<ul style="list-style-type: none"> <li>• Cash provided by the local entity (e.g., City, County, Tribe, MPO) that received the award.</li> <li>• Cash provided by a State organization, as long as the original source was not Federal funding.</li> <li>• Cash from private sector, non-profit, or other partner organizations.</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• Staff member hired to execute the grant full-time.</li> <li>• Staff hours spent in the direct execution of the grant agreement, including completing the required Action Plan components such as performing safety analysis; facilitating engagement and collaboration; addressing equity considerations; and assessing policy and process changes.</li> <li>• Staff time managing contractors and partners who are developing the Action Plan and directly working on one or more of the required Action Plan components.</li> <li>• Staff hours associated with the financial and administrative management of the grant that are not being directly billed to the grant but are supporting the project with portions of their time and not included as part of an indirect rate.</li> <li>• The total staff and volunteer time spent as part of the committee or task force that is directly engaged in the oversight of the Action Plan development, implementation, and monitoring. The rate billed as match for volunteer time may be associated with those volunteers' typical hourly wage or a local approved volunteer rate.</li> </ul>
<b>Goods</b>	<ul style="list-style-type: none"> <li>• Purchased or donated goods such as office supplies, IT equipment, flyers, and banners. Examples:               <ul style="list-style-type: none"> <li>○ Materials for engagement activities with relevant stakeholders; and</li> <li>○ Goods used as part of outreach efforts for underserved communities.</li> </ul> </li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>• Purchased or donated services of third-party organizations (if donated, valued at the employee's regular rate of pay and may include fringe and indirect costs), such as:               <ul style="list-style-type: none"> <li>○ Preparing graphics, formatting, and printing for Action Plans;</li> <li>○ Performing safety analysis;</li> <li>○ Conducting equity analysis, focused on equity impact assessments of proposed projects and strategies; and</li> <li>○ Developing and coding of a website to post the Action Plan online.</li> </ul> </li> </ul>
<b>Space</b>	<ul style="list-style-type: none"> <li>• Costs of space, such as office rental (charged relative to the scale of the award). For example, if the Action Plan grant award amounts to 5% of an organization's budget for the year, then 5% of space costs may be counted toward local match if they are not part of an indirect rate.</li> <li>• Fair market cost of space that is specifically associated with developing the Action Plan, but is not charged to the grant, such as the cost to rent a meeting room to meet with stakeholders.</li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>• Costs of utilities, such as phone and internet service (charged relative to the scale of the award).               <ul style="list-style-type: none"> <li>○ For example, if the Action Plan grant award amounts to 5% of an organization's budget for the year, then 5% of utility costs may be used as match.</li> </ul> </li> </ul>



**Table B: SS4A Implementation Grant Eligible Expense Match and Cost Share Illustrative Examples**

<b>Category</b>	<b>Eligible Match and Cost Share Examples for SS4A Implementation Grants</b>
<b>Cash</b>	<ul style="list-style-type: none"> <li>• Cash provided by the local entity (e.g., City, County, Tribe, MPO) that received the award.</li> <li>• Cash provided by a State organization, as long as the original source was not Federal funding.</li> <li>• Cash from private-sector, non-profit, or other partner organizations.</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• Staff member hired to execute the grant full-time.</li> <li>• Staff hours spent in the direct execution of the grant agreement, including:               <ul style="list-style-type: none"> <li>○ Implementing the projects and strategies;</li> <li>○ Managing of the project and strategy implementation;</li> <li>○ Conducting any project or strategy level planning, design, and development required to execute the grant agreement; and</li> <li>○ Performing work associated with the supplemental Action Plan activities identified in one or more of the projects and strategies.</li> </ul> </li> <li>• Staff time managing and overseeing contractors and partners who are implementing one or more of the projects and strategies.</li> <li>• Staff hours associated with the financial and administrative management of the grant that are not being directly billed to the grant but are supporting the project with parts of their time and are not part of an indirect rate.</li> </ul>
<b>Goods</b>	<ul style="list-style-type: none"> <li>• Purchased or donated goods such as office supplies, IT equipment, flyers, and banners that support the implementation of the projects and strategies.</li> <li>• Purchase of materials to execute the projects and strategies, such as:               <ul style="list-style-type: none"> <li>○ Infrastructure safety and roadway devices like speed feedback signs, rapid-flashing beacons, audible pedestrian signals, etc.</li> <li>○ Safety vests and clipboards for community members to participate in activities to gather community feedback</li> </ul> </li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>• Purchased or donated services of third-party organizations for the implementation of the projects and strategies. Examples of services may include:               <ul style="list-style-type: none"> <li>○ Contracts for services that directly support the implementation of the projects and strategies.</li> <li>○ Costs associated with establishing an education and outreach campaign.</li> </ul> </li> </ul>
<b>Space</b>	<ul style="list-style-type: none"> <li>• Costs of space, such as office and facility rental and equipment storage, may be used if it is charged relative to the scale of the award. For example, if the Implementation Grant amounts to 15% of an organization’s budget for the year, then 15% of space costs may be used as match if it is not already included in the indirect rate.</li> <li>• Fair market costs of space that is specifically for carrying out an Implementation Grant, but is not charged to the grant, may count toward local match, such as the cost to rent a meeting room to meet with stakeholders.</li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>• Costs of utilities, such as phone and internet service, if it is charged relative to the scale of the award. For example, if the Implementation Grant award amounts to 15% of an organization’s budget for the year, then 15% of utility costs may be used as match.</li> </ul>

## Examples of Costs Likely to be Ineligible Expenses for SS4A

The following are examples of costs that are typically **not eligible** for match or cost share:

- The time that members of the public spend to learn more about activities associated with the execution of the grant.
- The time that members of the public spend participating in any engagement or collaboration activity such as a public meeting.
- Expenses not directly necessary for the facilitation of the grant agreement, including providing food, beverages, and childcare services.
- Promotional materials (e.g., t-shirts, mugs, hats) to give out at public outreach events or to staff and/or volunteers working on the grant.
- Lobbying, including costs to influence on policy decisions or elections. (See 2 CFR 200.450 for further information on lobbying.)
- General costs of government outside the scope of implementing the grant (e.g., salaries and expenses for City Council, Mayor, Tribal executive). (See 2 CFR 200.444 for further information on general costs of government.)
- Entertainment (e.g., band, DJ, performers) to entice participation in events.
- Time and costs associated with developing grant application and other pre-award costs.
- Fundraising costs (e.g., financial campaigns, endowment drives, solicitation of gifts) associated with grant recipient or partnership organizations to raise capital or obtain contributions.
- Fines, penalties, and fees resulting from violations or failure to comply with Federal, State, or local laws and regulations.