

SS4A Grant Agreement Execution Process



Frequently Asked Questions

Per 2 CFR § 200.211, each project requires a Grant Agreement between FHWA and the recipient to authorize the recipient to proceed. This resource provides answers to common inquiries related to grant agreement execution.

1. What information does FHWA need from us to execute a grant agreement?

You will receive more information about this from your FHWA point of contact (POC) during a grant recipient kick-off meeting.

2. When will the grant agreement template be shared with grant recipients?

The grant agreement template is available to your FHWA POC and will be shared with grant recipients during or prior to the kick-off meeting. Other resources are available publicly on the SS4A website such as [The Terms and Conditions and Exhibits](#) and recordings of informational webinars at [SS4A Grant Recipient Resources | US Department of Transportation](#).

3. I have not been contacted by my FHWA POC; who can I contact?

Please send an email to the Safe Streets and Roads for All Team at SS4A.FHWA@dot.gov, so that we can connect you with the appropriate point of contact.

4. Is there any flexibility to update funding, budgets, or scope of work before the contract process starts? Will this be possible during the grant agreement process?

Yes. The grant agreement template includes Attachment B (Changes from Application), which would be completed to reflect any deviations from the grant application. SS4A grant recipients should provide a brief narrative for any changes, and they may be asked to revise and re-submit application forms like the SF-424 or SF-424A. All changes must conform with the SS4A Terms and Conditions. Significant changes in the scope of work will require approval.

5. How long does the grant agreement execution process take?

Individual timelines may vary but grant recipients should target to execute their grant agreements within the first 12 months of award notification. Typically, grant agreements to develop a new comprehensive safety action plan or for supplemental planning will take less time than grant agreements for demonstration activities or implementation projects.

6. Can I make changes to the project schedule or period of performance listed on my grant agreement if my timelines change once I start carrying out activities?

If the schedule changes for milestones included in the grant agreement do not exceed six months or change the period of performance end date, your FHWA POC would document it using their standard procedures. Otherwise, a grant agreement amendment will be required, and your FHWA POC will coordinate with FHWA grants management staff to process the amendment. The request would include a redline version of the original grant agreement and a short description of the changes requested.

7. Given the five-year limit to expend grant funds, when does this period begin?

The five-year clock starts on the date the grant agreement is fully executed, which means it has been signed by both the grant recipient and the FHWA Agreement Officer.

8. Can recipients begin to procure their consultants before the grant agreement is executed?

Any costs incurred (including those costs to procure a consultant) prior to an executed grant agreement are not eligible costs for reimbursement and cannot be used toward non-Federal match.