

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EAST RIDGE**

**AGENDA
April 23, 2026
6:00 pm**

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Consent Agenda
 - A. Approval of Minutes April 9, 2026
 - B. Declaration of Surplus Property
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from Interim City Manager
8. Old Business

NONE
9. New Business
 - A. **RESOLUTION NO. 3811** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL ESTABLISHING THE RULES AND REGULATIONS FOR A TENT LOTTERY RELATIVE TO THE 2026 PRIMARY ELECTION TO BE HELD ON MAY 5, 2026
 - B. **RESOLUTION NO. 3812** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE INTERIM CITY MANAGER TO ADVERTISE FOR BIDS FOR THE REPLACEMENT OF THE EAST RIDGE COMMUNITY CENTER CONCESSION CABINETS AND COUNTERTOPS
 - C. **RESOLUTION NO. 3813** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A SERVICE AGREEMENT WITH MCS FACILITY SERVICES FOR JANITORIAL AND FACILITY SERVICES AT VENUE 1921 AT EAST RIDGE
 - D. Discussion of Safe Streets and Road for All Federal Grant Program
 - E. Discussion of Tentative Agenda for **May 14, 2026** City Council Meeting (Attachment A)
10. Adjournment

ATTACHMENT A
TENTATIVE AGENDA
May 14, 2026

8. Old Business

NONE

9. New Business

- A. **PUBLIC HEARING FOR ORDINANCE NO. _____** - Rezoning of 1502 Swope Drive from R-2 Residential Duplex District to C-2 General Commercial District
- B. **ORDINANCE NO. _____** - Rezoning of 1502 Swope Drive from R-2 Residential Duplex District to C-2 General Commercial District (1st Reading)
- C. **PUBLIC HEARING FOR ORDINANCE NO. _____** - Mobile Food Vending Ordinance
- D. **ORDINANCE NO. _____** - Mobile Food Vending Ordinance (1st Reading)

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EAST RIDGE**

**April 9, 2026
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on April 9, 2026, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order.

City Attorney Litchford gave the invocation. All present joined in for the Pledge of Allegiance.

Present: Mayor Brian Williams, Vice Mayor David Tyler, Councilmember Jacky Cagle, Councilmember Jeff Ezell, Councilmember Andrea Witt, Interim City Manager Mike Williams, City Attorney Mark Litchford, Finance Director Diane Qualls, City Clerk Jennifer Deitrick

Attendance: Approximately 12 members of the public were present.

Milestone Awards

Mayor Williams recognized Megan Wilson for 10 years of service with the East Ridge Police Department.

Approval of Minutes March 26, 2026

Councilmember Ezell moved to approve the March 26, 2026 meeting minutes. Councilmember Witt seconded. There being no discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Communication from Citizens

Jane Sharp, 6112 Schofield Avenue, expressed appreciation for the recent road paving in the Lansdell Park area and remarked on the new sign at Lansdell Park.

Communication from Councilmembers

Councilmembers Cagle, Ezell and Witt reported no comments.

Vice Mayor Tyler complimented the new sign at Lansdell Park.

Mayor Williams shared information on upcoming East Ridge Library programs, Parks and Recreation events and programs, and highlighted the Animal Shelter dog walking program.

Communication from Interim City Manager

Interim City Manager Williams reported that no sales tax bills were passed this legislative session, a blessing for the Baby Box at Station 1 is being planned for late May, he met with CARTA regarding a Care-A-Van service price increase, and reviewed the Street Resurfacing Program, which began April 7.

Old Business

None.

New Business

RESOLUTION NO. 3806 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO RESCIND THE COUNCIL'S ACTION DENYING RESOLUTION NO. 3793 REGARDING A SHORT-TERM VACATION RENTAL CERTIFICATE APPLICATION FOR THE PROPERTY LOCATED AT 188 JOHN ARNOLD AVENUE, TAX MAP #169C-C-001.02C037

City Attorney Litchford read the resolution on caption and explained that an appeal of a Short-Term Vacation Rental Certificate requires a public hearing prior to Council action, which was not conducted for Resolution No. 3793.

Vice Mayor Tyler moved to approve Resolution No. 3806. Councilmember Ezell seconded. There being no discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

PUBLIC HEARING FOR RESOLUTION NO. 3807 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO APPROVE A SHORT-TERM VACATION RENTAL CERTIFICATE APPLICATION FOR THE PROPERTY LOCATED AT 188 JOHN ARNOLD AVENUE, TAX MAP #169C-C-001.02C037

City Attorney Litchford read the resolution on caption. Mayor Williams opened the public hearing.

Chief Building Official Howell reported that one objection was received regarding the Short-term Vacation Rental (STVR) Certificate application for 188 John Arnold Avenue and noted the property is located in an R-3 zoning district where STVRs are permitted, with one existing STVR in the neighborhood.

Sam Turnipseed, developer, spoke in support of the application, stating the City has approved an STVR within the same development, the property's proximity to Parkridge Hospital makes it suitable for traveling nurses and patient families, and there is no evidence that proximity to a school or church presents increased risk.

Mayor Williams closed the public hearing.

RESOLUTION NO. 3807 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO APPROVE A SHORT-TERM VACATION RENTAL CERTIFICATE APPLICATION FOR THE PROPERTY LOCATED AT 188 JOHN ARNOLD AVENUE, TAX MAP #169C-C-001.02C037

City Attorney Litchford read the resolution.

Councilmember Cagle moved to deny Resolution No. 3807. Councilmember Ezell seconded.

Following questions from Vice Mayor Tyler and Councilmember Ezell, Chief Building Official Howell stated that long-term rentals are not subject to background checks, the property could be used as a long-term rental under current zoning, and the other short-term vacation rental in the development was approved administratively due to no objection being filed.

There being no further discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – no; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – no; Mayor Williams – no. Motion failed.

Vice Mayor Tyler moved to approve Resolution No. 3807. Councilmember Witt seconded. There being no discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – no; Councilmember Ezell – no; Councilmember Witt – yes; Mayor Williams – yes. Motion carried.

RESOLUTION NO. 3808 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AGREEMENT WITH ART HOLDINGS TN, LLC, RELATING TO A PROJECT IN THE BORDER REGION RETAIL DEVELOPMENT DISTRICT AND AUTHORIZING CERTAIN ACTIONS RELATING THERETO

City Attorney Litchford read the resolution on caption and explained the proposed development includes a retail coffee shop with an additional retail unit. He reviewed the recommended revenue split and noted the Border Region payback period expires in 2047, after which the split would become 50/50 if extended.

Councilmember Witt moved to approve Resolution No. 3807. Vice Mayor Tyler seconded. Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3809 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE PURCHASE AND REPLACEMENT OF HVAC COMPONENTS FOR THE ARENA FACILITY BASED ON FINDINGS FROM TRANE'S ANNUAL INSPECTION

City Attorney Litchford read the resolution on caption. Parks and Recreation Director Skiles reported Trane’s annual HVAC inspection at the Arena identified repairs totaling \$12,094.00.

Councilmember Witt moved to approve Resolution No. 3809. Vice Mayor Tyler seconded. Following brief discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3810 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL TO APPROVE A BID FOR THE REPLACEMENT OF THE COMMUNITY CENTER LOWER ROOF

City Attorney Litchford read the resolution on caption. Parks and Recreation Director Skiles stated sealed bids were opened on March 25, 2026, with nine bids received and seven meeting specifications. Staff recommended awarding the bid to JDH Company, Inc.

Councilmember Ezell moved to approve Resolution No. 3810. Vice Mayor Tyler seconded. Following brief discussion, Mayor Williams called for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Discussion of Tentative Agenda for the April 23, 2026 City Council Meeting (See Attachment A)

**ATTACHMENT A
TENTATIVE AGENDA
April 23, 2026**

Old Business

None.

New Business

None.

Councilmember Ezell stated he received an inquiry regarding the City of Dalton’s limitation on vape shops and asked why East Ridge does not have a similar restriction. City Attorney Litchford stated he would research the issue and report back. Chief Building Official Howell noted he had previously begun drafting an ordinance related to vape shops and could resume work at Council’s direction. Finance Director Qualls added that the state legislature has passed legislation concerning vape shops.

Councilmember Cagle requested that Lazzar Street, between McBrien Road and Tombras Avenue, be added to the Street Resurfacing Program.

Adjournment

There being no further business, the April 9, 2026, Regular Meeting of the City Council of the City of East Ridge was adjourned at 6:42 p.m.

APPROVED:

MAYOR

CITY CLERK

RESOLUTION NO. 3811

AGENDA MEMORANDUM

TENT LOTTERY RULES – 2026 PRIMARY ELECTION

April 23, 2026

Submitted by: Mark Litchford, City Attorney

Consideration of Resolution No. 3811 Establishing Rules and Regulations for the Tent Lottery for the 2026 Primary Election

Ordinance No. 1016, adopted on September 8, 2016, established a lottery system for assigning locations for political tents on City property designated as an official polling location. The City Council adopted rules and regulations governing this lottery on September 22, 2016.

For the 2026 Primary Election only, the official East Ridge polling location has been temporarily relocated to Venue 1921 at East Ridge due to the expansion / renovation of the East Ridge Community Center. Due to this location change, staff recommends establishing specific tent lottery rules applicable solely to the May 5, 2026 Primary Election to address site layout, safety considerations, and logistical differences at Venue 1921.

Following the conclusion of the 2026 Primary Election, the official polling location will return to the East Ridge Community Center, and the previously adopted tent lottery rules and regulations will again govern future elections held at that location unless otherwise modified by City Council action.

RESOLUTION NO. 3811

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ESTABLISHING THE RULES AND REGULATIONS FOR A TENT LOTTERY RELATIVE TO THE 2026 PRIMARY ELECTION TO BE HELD ON MAY 5, 2026

WHEREAS, the City of East Ridge approved Ordinance No. 1016 on September 8, 2016 which established a lottery system to determine the locations of candidates' tents on City property designated as official poll location(s); and

WHEREAS, the rules and regulations of such lottery were determined by the City Council on September 22, 2016; and

WHEREAS, the official East Ridge polling location for the 2026 Primary Election has been moved to Venue 1921 at East Ridge; and

WHEREAS, with this location change, staff is recommending that the rules and regulations of the tent lottery be set for the aforementioned election as follows:

1. There shall be twelve (12) sites marked off (12 ft. x 12 ft.) in the designated area adjacent to City Hall/Community Center/Venue 1921 at East Ridge. Maximum tent size is 10 ft. x 10 ft.
2. There will be only one (1) tent site allowed per candidate.
3. All tents regardless of location **MUST** be erected a minimum of 6 feet from the curb.
4. A lottery shall be held seven (7) days prior to the election date at 12:00 Noon at City Hall, 1517 Tombras Avenue, East Ridge, TN. A candidate or a unique representative must be present for each candidate participating in the lottery. One person can only represent one candidate. No multiples. Once the drawing starts no other names will be allowed to be submitted.
5. The drawing shall be conducted by the City Recorder or designee in case of absence.
6. The first name drawn shall have the opportunity to select the site they desire to locate their tent; the second name drawn shall have the opportunity to select the site they desire to locate their tent; and so on until the last name is read.
7. The candidates shall be allowed to set up their tents on their designated location sites (determined by the lottery) **no more than 24 hours prior** to the opening of the polls on Election Day, and further, the tents must be removed within 24 hours following the election date.
8. Tents cannot come into contact with bushes or trees in a manner that causes damage. No cutting of branches or bushes, or any other type damage, will be allowed.
9. Tents may not be set up or tied/staked down on any paved areas (includes parking lot)
10. Candidates must use sandbags, or other similarly weighted items, to keep their tents in place. No tent stakes allowed in the ground.
11. If any candidate is found to be in violation of these rules, the Police Chief is authorized to remove the tent structure from City property immediately.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the rules and regulations listed above are the official rules and regulations for the tent lottery system to determine the locations of candidates' tents on City property designated as official poll location(s) for the 2026 Primary Election to be held on May 5, 2026.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2026

Brian W. Williams, Mayor

Attest:

Mike Williams, Interim City Manager

Approved as to Form:

Mark W. Litchford, City Attorney

RESOLUTION NO. 3812

AGENDA MEMORANDUM
COMMUNITY CENTER CONCESSION CASEWORK

APRIL 23RD, 2026

Submitted By:

Shawna Skiles

Shawna Skiles, Parks and Recreation Director

Subject: Request for Permission to Bid – East Ridge Community Center Concession Casework Project

Summary

I am requesting City Council approval to go out to bid for replacement of the concession casework (cabinets) and countertops at the East Ridge Community Center.

Background

The current concession cabinetry at the East Ridge Community Center is outdated and no longer meets the needs of day-to-day operations or special events. The cabinets have reached the end of their service life and need to be replaced to improve functionality and durability.

To better understand the scope and cost of the project, staff obtained a preliminary proposal from Pillar Construction. The estimated cost for demolition and replacement of the concession casework and countertops is **\$21,321.00**. This proposal was used strictly for budgeting and planning purposes and was not solicited through a formal bid process.

To move the project forward in line with City purchasing requirements, staff is requesting permission to solicit competitive bids for this work.

Attachment

SS

RESOLUTION NO. 3812

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE AUTHORIZING THE INTERIM CITY MANAGER TO ADVERTISE FOR BIDS FOR THE REPLACEMENT OF THE EAST RIDGE COMMUNITY CENTER CONCESSION CABINETS AND COUNTERTOPS

WHEREAS, the East Ridge Community Center concession cabinetry and countertops are outdated and have reached the end of their useful service life, no longer meeting the operational needs of day-to-day activities and special events; and

WHEREAS, the replacement of the existing concession casework and countertops is necessary to improve functionality, durability, and efficiency at the East Ridge Community Center; and

WHEREAS, City staff obtained a preliminary proposal from Pillar Construction in the estimated amount of \$21,321.00 for demolition and replacement of concessions cabinetry and countertops, which proposal was used solely for budgeting and planning purposes and was not solicited through a formal bid process; and

WHEREAS, the Parks and Recreation Director has requested authorization from City Council to solicit competitive bids for the East Ridge Community Center Concession Casework Project in order to move the project forward in compliance with City requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the Interim City Manager is hereby authorized to advertise for bids for the replacement of the concession casework and countertops at the East Ridge Community Center.

BE IT FURTHER AND FINALLY RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2026.

Brian W. Williams, Mayor

ATTEST:

Mike Williams, Interim City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney



April 10th, 2026

Shawna Skiles
East Ridge Community Center – Concession Casework
1517 Tombras Avenue
East Ridge, TN 37412

Shawna:

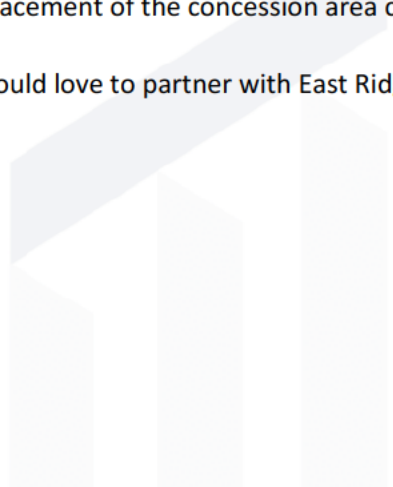
Pillar Construction is pleased to offer the following bid proposal for the East Ridge Community Center – Concession Casework in the amount of **\$21,321.00 (Twenty-One Thousand Three Hundred Twenty-One and 00/100 Dollars)**. The scope includes demo and replacement of the concession area casework and countertops.

Thank you again for this opportunity – we would love to partner with East Ridge to bring this project to fruition!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Siler".

Jeremy Siler
Project Manager



423.718.5394



www.pillarco.com



3800 St. Elmo Avenue Suite 233
Chattanooga, TN 37409





Project: ERCC Concession Casework

Location: East Ridge, TN

Date: 4/10/2026

Owner: City of East Ridge

BUDGET SUMMARY

DESCRIPTION	UNITS	COST	COST/UNIT
1 Cost of Work:	- SF	\$17,768	#DIV/0! /SF
SUBTOTAL CONSTRUCTION COSTS		\$17,768	
OVERHEAD AND PROFIT		\$3,554	20%
TOTAL CONSTRUCTION PROPOSAL		\$21,321	

QUALIFICATIONS

- 1 This price is valid for 30 days from date of submission. Payment terms are net 30 from project completion.
- 2 We have included new 50-mil PVC Duro-last roof system over the existing low roof R-panels. This includes flute fill, 1" polyiso, and mechanically fastened 50-mil Duro-last PVC in the Terra-cotta color to match high roof.
- 3 P&P bond not included. If P&P bond is required for this work, please add \$2500 to project cost.
- 4 This includes a Duro-last 20-year no dollar limit roof warranty.

EXCLUSIONS

- 1 Building permit, builders risk insurance and payment/performance bonds.

ACCEPTANCE OF PROPOSAL

City of East Ridge: _____

Date: _____

Pillar Construction: _____

Date: _____



4212 Cross St
 Chattanooga, TN 37416
 Phone: 423-589-0179
 Web: www.crest-hs.com

AR Inquiries: accounting@crest-hs.com

PILLAR CONSTRUCTION 3800 ST ELMO AVENUE SUITE 217 CHATTANOOGA, TN 37409	Proposal	1-002198
	Today's Date	4/09/2026 1:18 PM
	Quote Date	4/07/2026
	Salesperson Name	CAITLIN SMITH

Notes and Special Instructions	Ship To
	PILLARCO / 0000 PILLAR CONSTRUCTION P 423-718-5394 1515 TOMBRAS AVENUE CABS - ERCC CHATTANOOGA, TN 37412

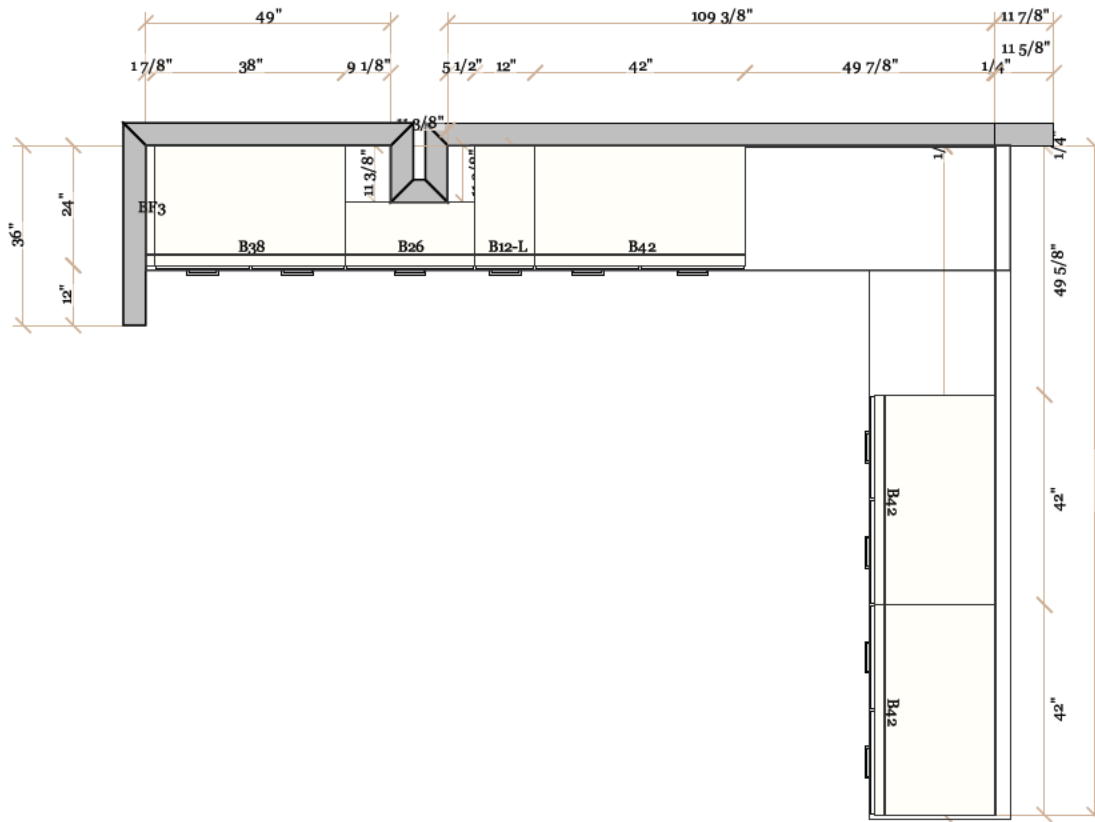
Description	Quantity	Unit Price	Amount
CABINET DEMO			
CABINET DEMO PER BOX - CABINET DEMO PER BOX	1.00	\$900.00	\$900.00
			CABINET DEMO Total: \$900.00
CABINET HARDWARE			
MISC - HARDWARE - MISC - HARDWARE	21.00 EACH	\$3.99	\$83.79
			CABINET HARDWARE Total: \$83.79
CABINET INSTALLATION			
CABINET INSTALLATION PER BOX - CABINET INSTALLATION PER BOX	1.00	\$1,000.00	\$1,000.00
			CABINET INSTALLATION Total: \$1,000.00
CABINETS			
MISC - CABINET - MISC - CABINET	1.00 EACH	\$9,700.00	\$9,700.00
			CABINETS Total: \$9,700.00
SOLID SURFACE QUARTZ			
MISC - COUNTERTOP - MISC - COUNTERTOP	1.00 EACH	\$4,500.00	\$4,500.00
			SOLID SURFACE QUARTZ Total: \$4,500.00

Taxable	\$14,283.79
Non-Taxable	\$1,900.00
Sales Tax	\$1,321.26
Grand Total	\$17,505.05
Deposit	\$0.00
Balance	\$17,505.05

All special order materials are sold "as-is" and are non-returnable and non-refundable.
 Orders require 100% prepayment of material or approved credit terms established through our Accounts Receivable department.
 This quote is valid for 15 days from the date of issue, after which pricing is subject to change.
 We accept all major credit cards.

Customer Signature: _____





All dimensions and size designations must be verified on the site to fit job conditions. Client accepts these drawings as is and can use them on its own risk.

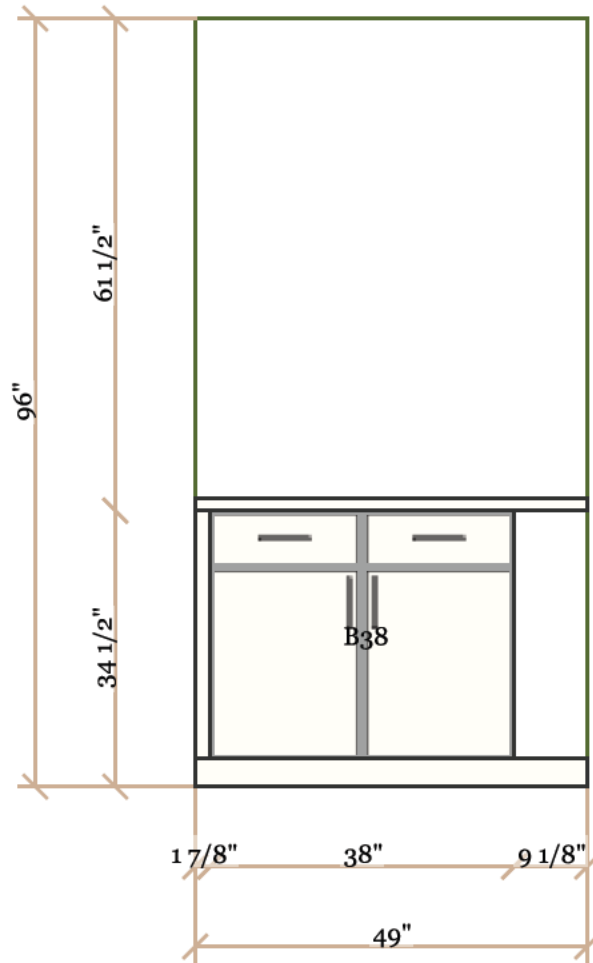


Design drawings are provided for the fair use by the client or his agent in completing the project as listed within this contract.

Designed: 04.09.26
Printed: 04.09.26

Design: East Ridge Community Center

Drawing #: 1



All dimensions and size designations must be verified on the site to fit job conditions. Client accepts these drawings as is and can use them on its own risk.

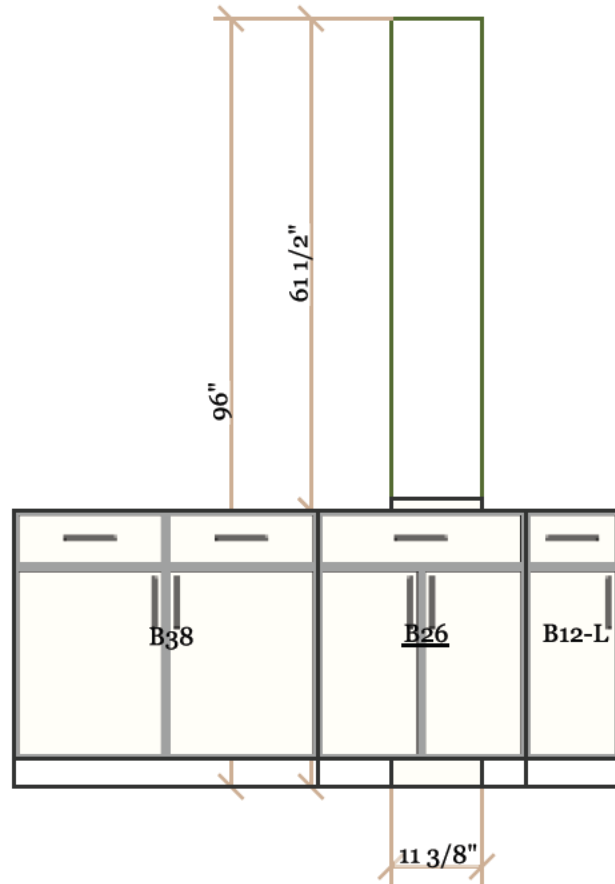


Design drawings are provided for the fair use by the client or his agent in completing the project as listed within this contract.

Designed:04.09.26
Printed:04.09.26

Design:East Ridge Community Center

Drawing #:2



All dimensions and size designations must be verified on the site to fit job conditions. Client accepts these drawings as is and can use them on its own risk.

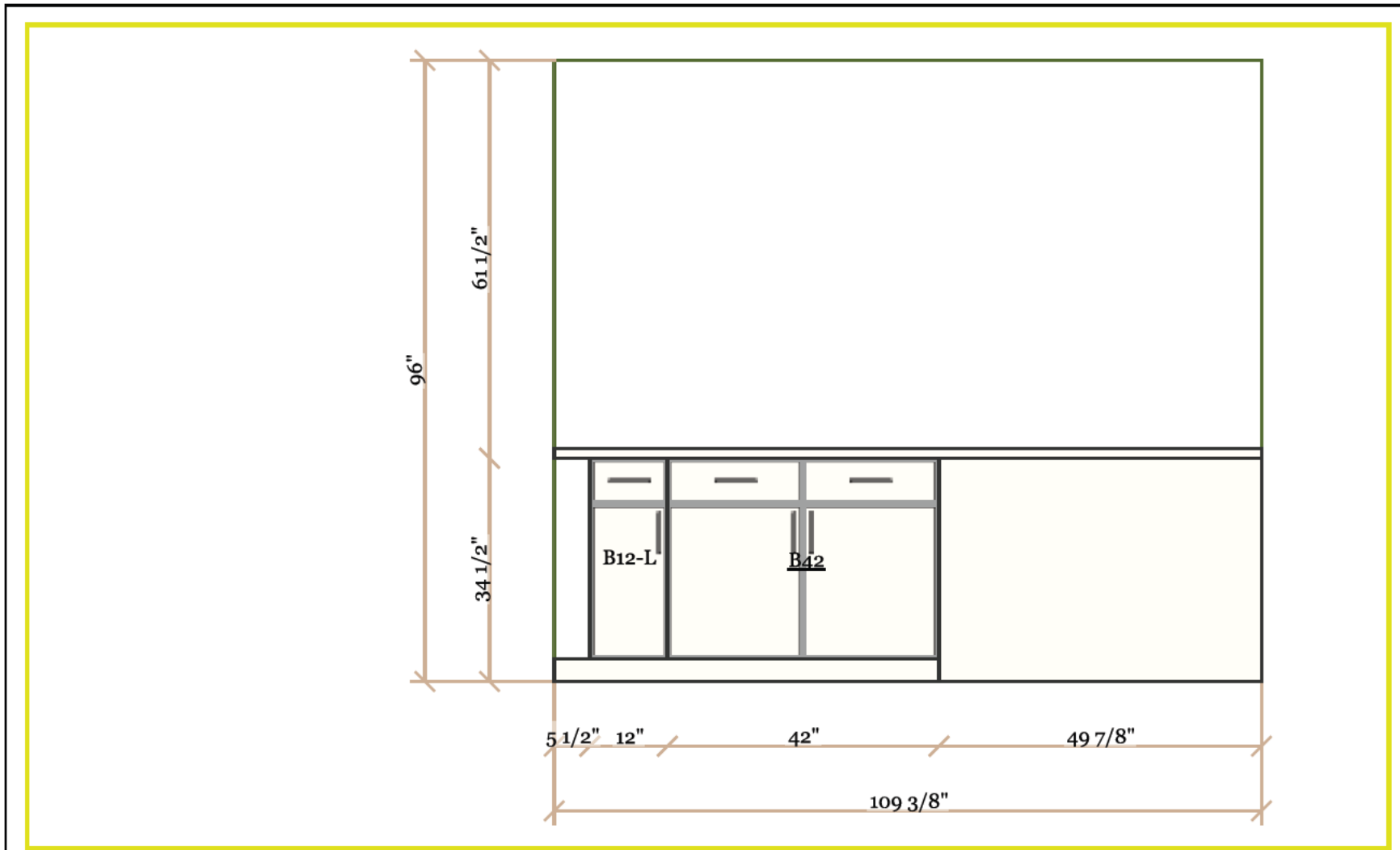


Design drawings are provided for the fair use by the client or his agent in completing the project as listed within this contract.

Designed:04.09.26
Printed:04.09.26

Design:East Ridge Community Center

Drawing #:3



All dimensions and size designations must be verified on the site to fit job conditions. Client accepts these drawings as is and can use them on its own risk.

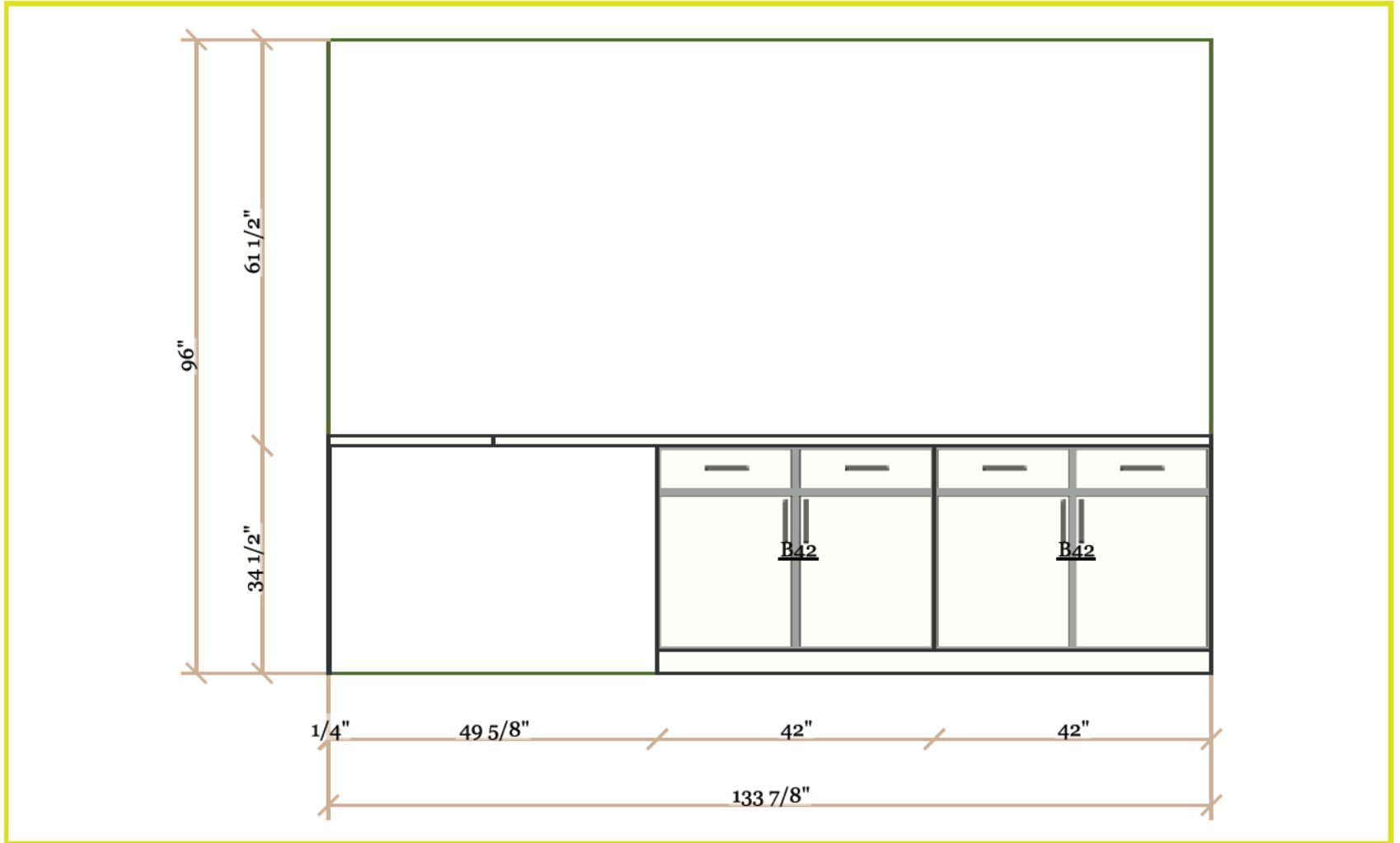


Design drawings are provided for the fair use by the client or his agent in completing the project as listed within this contract

Designed:04.09.26
Printed:04.09.26

Design:East Ridge Community Center

Drawing #:4



All dimensions and size designations must be verified on the site to fit job conditions. Client accepts these drawings as is and can use them on its own risk.



Design drawings are provided for the fair use by the client or his agent in completing the project as listed within this contract.

Designed:04.09.26
Printed:04.09.26

Design:East Ridge Community Center

Drawing #:5

RESOLUTION NO. 3813

AGENDA MEMORANDUM

**SERVICE AGREEMENT WITH MCS FACILITY SERVICES
FOR VENUE 1921**

APRIL 23, 2026

Submitted by:

Tara Viland

Tara Viland, Venue Manager

Subject: Approval of Service Agreement with MCS Facility Services for Venue 1921

Venue 1921 at East Ridge is requesting approval to enter into a service agreement with MCS Facility Services to provide janitorial and specialty services as needed for Venue 1921, located at 1529 Tombras Avenue.

This agreement establishes a professional services relationship between the City of East Ridge, Venue 1921 at East Ridge and MCS as an independent contractor to support the ongoing cleanliness, and operational readiness of the venue.

Key Terms of the Agreement include:

- **Term:** April 17, 2026 through October 17, 2026, with either party able to terminate with 30 days written notice. Renewal available at six months.
- **Services Provided:**
 - Janitorial, porter, and laundry services
 - Window cleaning (standard and lift-required services)
 - Specialty services including painting and bio-hazard cleaning upon request
- **Rates:**
 - \$23.00/hour per staff member (3-hour minimum per visit) during initial 90-day period
 - Potential adjustment to \$25.00/hour upon mutual agreement after trial period
 - Seasonal high bay full building window cleaning services priced at \$975 per full-service visit or hourly for limited access cleaning
- **Operational Responsibilities:**
 - MCS provides all labor, equipment, and cleaning supplies
 - City provides consumable items (paper goods, soap, liners, etc.)
- **Staffing & Compliance:**
 - MCS responsible for hiring, training, background checks, and supervision of employees
 - Must comply with all applicable labor laws and safety regulations

- **Invoicing:**
 - One invoice per event or service request
 - Payment due within 30 days

This contract is essential to ensure consistent facility cleanliness, support event operations/venue staff, and maintain the overall quality and reputation of Venue 1921 as a premier public event space.

Funding for these services will be allocated within the Venue 1921 operational budget and expended on an as-needed basis based on event scheduling and service requests. Such services are presently structured as additional, pass-through costs and are billed to venue renters separate from the established rental fees. Specialty services specific to the building, i.e. full window cleanings are handled as independent operational expenses.

RESOLUTION NO. 3813

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING A SERVICE AGREEMENT WITH MCS FACILITY SERVICES FOR JANITORIAL AND FACILITY SERVICES AT VENUE 1921 AT EAST RIDGE

WHEREAS, the City of East Ridge owns and operates a special events venue known as Venue 1921 at East Ridge, located at 1529 Tombras Avenue 1; and

WHEREAS, maintaining consistent cleanliness, safety, and operational readiness is essential to the successful operation and public use of Venue 1921; and

WHEREAS, the proposed agreement establishes MCS Facility Services as an independent contractor responsible for providing all labor, equipment, and cleaning supplies, as well as employee hiring, training, background checks, and supervision in compliance with applicable labor and safety regulations; and

WHEREAS, the proposed service agreement establishes a term from April 17, 2026 through October 17, 2026, and provides for service rates of \$23.00 per hour per staff member with a three-hour minimum per visit during the initial ninety (90) day period, with the potential for rate adjustment by mutual agreement; and

WHEREAS, funding for these services will be provided within the Venue 1921 operational budget and expended on an as-needed basis, with certain services structured as pass-through costs billed to venue renters.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of East Ridge, Tennessee that the Mayor or his designee is authorized to enter into negotiations with MCS Facility Services for a professional services agreement to provide comprehensive event-based cleaning services for Venue 1921 at East Ridge.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this the _____ of _____ 2026.

Brian W. Williams, Mayor

ATTEST:

Mike Williams, Interim City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney



MCS SERVICE AGREEMENT City of East Ridge | Venue 1921

Job Location: 1529 Tombras Avenue, East Ridge, TN 37412

This agreement (“Agreement”) is made and entered into on **April 17th, 2026** (the “Effective Date”) by and between **City of East Ridge | Venue 1921** (“Client”) and **MCS** (“Contractor”), and their successors and assigns (collectively “the Parties”).

WHEREAS, Client wishes to obtain the professional services offered by an independent contractor; and

WHEREAS, MCS represents that it is an independent contractor who wishes to provide professional services to Client under the terms and conditions set forth in this Agreement;

NOW, THEREFORE in consideration of the mutual promises and covenants herein contained, the parties agree as follows:

- 1. Term:** This Agreement shall become effective as of **April 17th, 2026** (the “Effective Date”). Unless earlier terminated as provided herein, this Agreement shall remain in full force and full effect through **October 17th, 2026**. Either party may terminate this Agreement for any reason with at least thirty (30) days’ written notice, in accordance with the notice provision below.
- 2. Scope of Work:** MCS shall provide those duties detailed in the Scope of Work attached hereto as Appendix A (Qualifications Package dated March 2026), as may be amended or altered by mutual written agreement from time to time based on the business needs of Client. MCS acknowledges that the services to be performed for Client are those which it generally performs, in the independent established profession in which it is customarily engaged.
- 3. Independent Contractor Status:** Client and MCS agree that while Client contracts with MCS to perform certain duties, Client, through its owners and agents, will not set the manner and method for the performance of such duties. Except as specified in the Scope of Work, nor shall Client furnish equipment for the performance of such duties.

Additionally, MCS is not an agent of Client and may not bind Client to any agreements or contracts. Nothing herein shall create, expressly or impliedly, an employment relationship, partnership, joint venture or other legal association between MCS and Client or its affiliates. MCS agrees and acknowledges that the independent status of the parties is a



material term of this Agreement. MCS agrees that any claim, brought by it or on its behalf alleging an employment relationship with the Client or any of its affiliates, will constitute a material breach of this Agreement.

MCS represents and warrants:

- a. It shall recruit, screen, interview, and assign its employees to Client to provide the services herein. Before assigning an employee to Client, MCS shall perform a background check of the employee after obtaining the proper permissions by the employee to do so to confirm the employee's reasonable suitability to have access to confidential information of Client. Additionally, should such background check reveal a prior criminal history involving theft or dishonesty, MCS shall notify Client prior to assigning the employee to perform the services and Client may withhold, at Client's sole discretion, permission for the employee to be assigned to perform services for Client.
- b. Its employees are legally authorized to work, possess the skills and qualifications to perform the services herein, and all such services will be performed in a workmanlike manner. MCS shall pay all of its employees' wages, fees, and benefits and pay, withhold, and transmit payroll taxes, legally required benefits (unemployment, workers' compensation, etc.) in an amount no less than required by law, and handle benefits claims involving such employees.
- c. MCS further acknowledges and represents: (a) it is solely responsible for all required training of its employees under all applicable laws, including those regarding anti-harassment, anti-retaliation, anti-discrimination, workplace safety training, and any other applicable laws; (b) it has, and during the term of this Agreement shall maintain, anti-harassment, anti-retaliation and anti-discrimination policies, and appropriate complaint procedures in place; (c) it is solely responsible for all pre-employment screening and testing of its employees, as may be required or allowed by law, including employment eligibility verification, criminal background checks, and related recordkeeping; (d) it is solely responsible for all statutory and regulatory requirements for employee sick leave and/or leaves of absence as may be required by applicable law; (e) it is responsible for performance managing its employees; and (f) it is solely responsible for disciplining and terminating its employees.

4. Rates and Pricing Structure:

- a. Janitorial, Porter and Laundry services shall be billed at a rate of **\$23.00 per hour per staff member**, with a **minimum charge of three (3) hours (\$69.00) per staff member per visit/request.**

This minimum applies per staff member per visit, not per task. Multiple services



performed by the same staff member during a single visit will be billed under the same hourly structure without additional minimums.

MCS will honor the \$23.00 per hour fee during this initial ninety (90) day trial period. After this period, the rate may be adjusted to meet Venue 1921's proposed \$25.00 per hour, subject to mutual written agreement between both parties.

- b. Window cleaning:** Window cleaning services, including interior and exterior cleaning utilizing a lift, are quoted at \$975.00 per service. MCS can perform window cleaning for **ground level and hand-reach windows only** at an hourly rate of \$25.00 per staff member.

Window cleaning that requires a lift falls under the proposed \$975.00 per service that includes all the building, ground level and high-level windows, inside and outside.

- c. Additional services:** Painting, Bio-hazard Cleaning and Specialty Cleaning Services may be provided upon request and will be quoted on a per-job basis.

- 5. Equipment & Supplies:** MCS shall provide all necessary labor, equipment and cleaning chemicals required to perform the services.

Client shall be responsible for supplying consumable items, including but not limited to paper products, soap, trash liners and similar consumables.

- 6. Building Access & Security:** Regarding Keys, Access Codes, and Alarm Responsibility, MCS will make reasonable efforts to secure the building, including locking doors and setting alarms when instructions and access are provided. The Client agrees to provide clear written instructions for alarm operation and building security procedures. MCS is not responsible for building security unless negligence by MCS staff is proven.

- 7. Indemnification:** Each party shall at its own expense protect, defend, and hold harmless the other party and its respective employees, agents, licensors, successors and assigns (the "Indemnified Party") from and against any claim, demand, action, suit or proceeding brought by a third party, including, but not limited to, guests, patients, business invitees, employees of either Party or any and all others (a "Claim"), arising from or related to:

- a.** Any alleged or actual breach by the Indemnifying Party of any of its obligations, representations or warranties under this Agreement, and its Appendices (if applicable), or violation of Applicable Law,



- b. the alleged or actual negligence or willful misconduct of the Indemnifying Party in performing its obligations under this Agreement,
 - c. alleged or actual disputes between the Indemnifying Party and its Representatives.
8. **Notice:** With respect to rights and obligations of each party, notice shall be provided as follows:
- a. If to CLIENT, to:
 - i. City of East Ridge
Attn: Venue 1921
1517 Tombras Avenue
East Ridge, TN 37412
tviland@eastridgetn.gov
 - b. If to MCS, to
 - i. 1100 Market St. Suite 600
Attn: Erwin Ovalle
Chattanooga, TN 37402
 - ii. or by electronic mail to erwin@mcschatt.com
9. **Supervision:** MCS agrees that it shall be solely responsible for supervising its employees to ensure quality service, that it shall comply with all rules, regulations, orders, standards and interpretations promulgated pursuant to the Occupational Safety and Health Act of 1970 as amended, including but not limited to training, provision of personal protective equipment, immunizations against Hepatitis B, screening for tuberculosis and any other communicable diseases, and providing all notices, material safety data sheets, labels, etc., required by the right-to-know standard. MCS shall abide by all Client rules and requirements regarding control or mitigation of communicable diseases.
10. **Invoices:** MCS shall issue one invoice per event or service request, based on actual hours worked and services performed, payable within thirty (30) days of receipt by Client at the physical address set forth above or via email to dqualls@eastridgetn.gov.
11. **No Conflict of Interest:** MCS affirms that there exists no actual, potential or appearance of conflict between Client and its business or financial interests (including, without limitation, those of immediate family members), and MCS's performance of the Scope of Work set forth in Appendix A.



- 12. Governing Law:** This Agreement shall be governed by and interpreted in accordance with Tennessee law, without regard to conflicts of law principles. The parties hereto submit to jurisdiction in Hamilton County, Tennessee. All actions brought pursuant to this contract shall be brought in Hamilton County, Tennessee. The parties further agree to service of any action filed in Hamilton County, Tennessee, via certified mail.
- 13. Integration:** Appendix A, concerning the agreed to Scope of Work, is hereby incorporated as part of this Agreement, as if set forth in full in the body hereof. This Agreement is the final and entire agreement between the parties with respect to the subject matter set forth herein, and supersedes all prior agreements, understandings, representations, and statements, whether oral or written.
- 14. Severability:** If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability. All other terms hereof shall remain in full force and effect: and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

 - a. This Agreement may be executed in counterparts, which shall be taken together as the entire agreement of the Parties hereto.
 - b. This Agreement may also be exchanged by the Parties via electronic mail for the purposes of securing signatures and will be fully enforceable as an original document.



15. Assignment or Subcontract: This Agreement may not be assigned nor shall any portion of the Agreement be subcontracted without the prior written approval of Client and MCS. Client may not assign or subcontract any part of its duties, obligations, or rights without the prior written consent of MCS and vice versa.

By MCS

Printed Name: _____

Title: _____

Signature: Erwin Ovalle

Date: _____

By Client

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Submitted by:



Appendix A:

QUALIFICATIONS PACKAGE FOR CLEANING SERVICES

Venue 1921 at East Ridge

1517 Tombras Avenue

East Ridge, TN 37412

sskiles@eastridgetn.gov

Proposal date: 03/03/2026



COMPANY OVERVIEW

MCS is a Chattanooga-based company that has been providing Facility Services since the year 2003. We believe in strong customer service and ensuring that the service provided by our staff consistently meets the standards our clients expect and pay for each day.

MCS provides custodial, maintenance, construction and **event-based** cleaning services for facilities of all sizes, including industrial locations, retail environments, entertainment venues, office buildings and municipal facilities. We have extensive experience delivering reliable cleaning services for high-traffic, time-sensitive environments, including theaters, public venues, and special events.

Some of our current customers include **Kenco**, the iconic **Chattanooga Choo Choo**, the **Tivoli Theater**, as well as the **Volkswagen** plant in Chattanooga. This experience has prepared MCS to respond efficiently to variable schedules, fast turnarounds, and elevated cleanliness standards required for public-facing and event-driven facilities.

MCS takes pride in consistent staffing, professional conduct and **immediate response** to client needs. Our goal is to serve as a dependable primary vendor capable of supporting a wide range of event sizes and operational requirements while maintaining compliance with all applicable safety and regulatory standards.

STAFFING & LABOR APPROACH

MCS will provide adequately trained staff to complete all required cleaning tasks within the allotted time. Typical staffing guidelines include:

- Small to midsize events: 1-2 staff members
- Large or high-impact events: 2-3 staff members

Staffing levels may be adjusted following trial events based on actual labor requirements and coordination with Venue 1921 staff.

SCOPE OF WORK

Standard Post-Event Cleaning Scope (Baseline)

After each scheduled event, MCS will perform comprehensive post-event cleaning services to restore the facility to its baseline condition, as mutually agreed upon with Venue staff.

General Spaces (Ballroom, Meeting Rooms, Pre-function Areas)

- Remove all trash and replace liners
- Sweep, vacuum, and/or mop all floors
- Clean and disinfect tables, counters and hard surfaces
- Spot-clean walls, doors, glass and entryways
- Collect and dispose of all general waste
- Reset rooms to baseline condition



Restrooms

- Clean and sanitize toilets, sinks, counters, mirrors and fixtures
- Sweep and mop restroom floors
- Empty and disinfect trash receptacles
- Restock restroom consumables (provided by the City)
- Report any maintenance concerns to City staff

Kitchen / Prep Areas (if used)

- Wipe down countertops, prep tables, sinks, fixtures and appliance exteriors
- Sweep and mop floors
- Remove trash and replace liners

Waste Handling

- Bag and transport all waste to designated disposal areas
- Ensure no trash, food or debris remains inside the venue

OPTIONAL & AS-NEEDED SERVICES

Upon request and subject to scheduling and agreed pricing, MCS can provide additional services for high-impact or special events, including:

- Pre-event light cleaning
- Mid-event restroom checks and refresh services
- Machine scrubbing or polishing of floors
- Carpet extraction
- High-volume or overflow trash management
- Large-scale window cleaning (quarterly or as needed)

PRICING STRUCTURE

MCS understands and aligns with the Venue's preferred flexible pricing approach. Proposed starting structures include:

Flat Event Fee

- **\$300 per event** for small to midsize events
- Subject to evaluation and adjustment following the trial period

Hourly Rate Structure

- **\$23 per hour per staff member**
- **\$69 minimum per request**
- May be used when event size, staffing, or scope varies significantly
- A not-to-exceed cap may be applied as determined by the City

Large or High-Impact Events

Based on industry experience, large-scale events such as weddings, corporate galas, or community-wide functions may require expanded staffing and extended cleaning time.

- **Recommended cleaning fee: up to \$450 per event**, depending on labor hours, space usage, and turnaround requirements

Final pricing structures will be evaluated collaboratively during the trial period.

EMPLOYEE TRAINING & SAFETY COMPLIANCE

At MCS, we follow OSHA safety standards and we take training very seriously. Each employee is trained on topics such as chemical, workplace and ladder safety, as well as many other topics. Along with this training, employees will receive on-the-job training to ensure they are knowledgeable of the job site and the duties that they are performing. If the site has specific training that pertains to the location, MCS will conduct it as well throughout the year alongside our regular employee programs.

TRANSITION PLAN & TRIAL PERIOD APPROACH

MCS Facility Services has extensive experience transitioning into new facilities and establishing successful vendor partnerships. We understand that a smooth startup process is critical to ensuring operational continuity and maintaining high service standards from day one.

Transition Process

Prior to the first scheduled service or event, MCS will:

- Conduct a detailed review of the scope of work
- Train assigned staff on venue layout, cleaning specifications and safety protocols
- Review access procedures, security requirements and communication channels
- Coordinate directly with Venue representatives to align expectations



Upon commencement of services, our team will perform an initial site assessment to identify and prioritize any outstanding cleaning needs. A structured cleaning plan will then be implemented to address immediate concerns while establishing ongoing maintenance standards.

Throughout the transition phase, MCS leadership will maintain consistent communication with venue staff, providing updates and proactively addressing any necessary adjustments to ensure alignment and satisfaction.

Trial Period Approach

During the initial service period, MCS will work collaboratively with venue staff to evaluate operational effectiveness, including:

- Appropriate staffing levels
- Time allocation and workflow efficiency
- Scope of work performance and coverage
- Pricing structure alignment with service demands

Based on these evaluations, adjustments will be implemented as needed to ensure consistent, high-quality performance and long-term sustainability.

Our goal is to establish a dependable, transparent and performance driven partnership that supports Venue 1921's success from the outset.



QUALIFICATIONS & COMPLIANCE

MCS has been providing outstanding professional cleaning services since the year 2003, and has provided reliable and quality experience to event venues and public facilities for years, like the iconic Chattanooga Choo Choo and the Tivoli Theater on a consistent basis.

This experience has made us exceptional at handling events of all different sizes, from a couple porters to dozens of them to ensure quick turnarounds for venues, making sure they are ready for the next event. Due to the nature of theaters and shows, our staff is fully prepared to work in different types of schedules, whether they are after hours (midnight) or any time during the day.

MCS fully complies with local, state and federal safety regulations. All of our staff members are background checked, as we service several financial institutions and other secured facilities, so this is a standard requirement for us. Additionally, MCS has a fully valid business license and insurance. A completely ready Certificate of Insurance for Venue 1921 is included as an attached exhibit to this Qualifications Package.

CLIENT REFERENCES & RELEVANT EXPERIENCE

TIVOLI THEATER FOUNDATION

MCS Facility Services provides fast-turnaround cleaning services for multiple weekly performances at the Tivoli Theatre, Memorial Auditorium, and Walker Theatre. These venues regularly host Broadway productions and large-scale performances, often operating up to three shows per day.

Our scope includes pre-event preparation, during-event porter support, and rapid post-event turnover to ensure theaters are reset and performance-ready within tight timeframes. Staffing levels are strategically optimized to meet compressed schedules without compromising quality.

Given the fast-paced nature of live events, MCS provides detailed timesheets for transparency and expedited invoicing for each performance. This high-pressure environment has strengthened our ability to deliver consistent results under strict timing demands.

Contact Person: Courtney Keene - Co-COO Events & Operations

Phone: (423) 757.5580

Email: courtney@tivolichattanooga.com

"I am writing to recommend MCS Facility Services for your organization. The Tivoli Theatre Foundation has worked with MCS for the past five years and have been impressed with the quality of their work and the professionalism of their team. MCS completes all cleaning



MCS FACILITY SERVICES

and housekeeping including laundry, kitchen services, after event cleanups, show porter services, and any special cleaning projects needed.

MCS Facility Services is a skilled and experienced team of professionals who are reliable, trustworthy, and dependable. We have never had any problems with their work or with their team members. I would highly recommend MCS Facility Services for your organization. They are a top-quality team, and I am confident that they will provide superior service."



CHATTANOOGA CHOO CHOO

MCS Facility Services currently supports operations and event programming at the Chattanooga Choo Choo, a high-traffic hospitality and public event venue. Our services include daily facility cleaning, weekend and peak-season event porter staffing, and rapid-response restroom support during high-attendance events such as Christmas and fall programming. We provide 24/7/365 on-call availability to address emergency cleaning needs and unexpected attendance surges.

Contact Person: Jill Allen - Chief Operating Officer

Phone: (423) 682.8241

Email: jill.allen@svn.com

"I'm writing on behalf of the team at SVN | Second Story Real Estate Management and The Chattanooga Choo Choo. We have had a long, successful partnership with MCS for our cleaning needs. They are responsive and thorough. They have crews that tackle commercial spaces and new construction cleans professionally.

I've worked with them for years (since 2016) and have always been able to reach them whenever I need something. I hope you consider partnering with MCS for your needs and find out for yourself what a great job they do."



CHATTANOOGA GOLF & COUNTRY CLUB

MCS has provided comprehensive janitorial support to the Chattanooga Golf & Country Club for several years, maintaining the high standards expected by its members and guests.

Our services include daily facility cleaning, venue and gym maintenance, and extensive support of outdoor amenities. During peak pool season and high-traffic events, we deploy additional weekday and weekend porters to maintain restrooms, restock supplies, replenish towels, and service pool areas, outdoor restaurants, and bar spaces.

Beyond cleaning, MCS partners closely with management to support operational needs, including laundry coordination to ensure continuous towel availability. Our proactive staffing and service approach ensure the Club consistently meets the expectations of its high-profile clientele.

Contact Person: Mark Shadrick - Facilities Manager

Phone: (423) 803.9369

Email: mshadrick@chattanoogagcc.org

"MCS management and crew consistently demonstrate professionalism, reliability, and purpose in their work. They are prompt, responsive, and attentive to the unique needs of our club.

MCS has become our go-to service provider for virtually any janitorial need that arises. Their dedication, flexibility, and attention to detail set them apart.

I highly recommend MCS Facility Services for their commitment to quality and exceptional service."



CHATTANOOGA FC FOUNDATION

MCS Services provides ongoing janitorial and field support services for the Chattanooga FC Foundation. Our team performs multiple weekly cleanings to ensure field conditions meet cleanliness, health, and player safety standards at all times. We support pre-game, post-game, and tournament operations, as well as special projects throughout the year. During high-attendance events and private tournaments, MCS deploys dedicated day and night porters to maintain restrooms, spectator areas, and surrounding park facilities. Our structured event support and proactive maintenance approach ensure the park remains event-ready, safe, and aligned with community standards year-round.

Contact Person: Tony Garibaldi - Facility Director

Phone: (423) 380.8052

Email: tony@chattanooga.fcfdn.org

"Outstanding work - MCS team has provided a great job at Montague Park. The improvement in cleanliness has been significant, and the difference is clearly noticeable.

We truly appreciate MCS's continued support and the important role your team plays in helping maintain Montague Park as one of Chattanooga's parks of choice. Thank you for your dedication and commitment to excellence."

ATTACHMENTS

- Exhibit A: Certificate of Insurance (COI)

DISCUSSION ITEM

AGENDA MEMORANDUM

SAFE STREETS FOR ALL (SS4A) FEDERAL GRANT OPPORTUNITY

APRIL 23, 2026

BACKGROUND:

The Safe Streets and Roads for All (SS4A) program is a competitive federal grant program administered by the U.S. Department of Transportation and focused on reducing roadway fatalities and serious injuries through data-driven safety planning and implementation.

The current SS4A Notice of Funding Opportunity has an application deadline of May 26, 2026, providing the City with a limited window to determine whether to pursue an application and submit all required materials.

The City of East Ridge is included in the Chattanooga-Hamilton County/North Georgia MPO's Comprehensive Safety Action Plan developed through a prior SS4A award; however, the City does not currently have its own standalone Safety Action Plan. This may present potential eligibility considerations for either a Planning or Implementation application, subject to further review.

PROGRAM OVERVIEW:

The SS4A program offers two primary application tracks:

- Planning and Demonstration Grant: Supports development of a comprehensive local Safety Action Plan (SAP).
- Implementation Grant: Funds construction or execution of safety projects but requires an existing, qualifying Safety Action Plan that meets federal criteria.

Eligible activities under SS4A must be directly tied to safety outcomes, such as intersection improvements, pedestrian and bicycle safety enhancements, traffic operations improvements, and certain public safety-related infrastructure. General roadway resurfacing or routine maintenance projects are not eligible under this program.

KEY CONSIDERATIONS:

- Commitment of the required 20% local funding match
- Availability of internal staff capacity to support grant development and administration
- Whether to pursue:
 - Planning and Demonstration Grant,
 - Implementation Grant, or
 - Further develop a local Safety Action Plan prior to applying
- Need for external assistance (consultant or SETDD) due to the technical and compliance-heavy nature of the program

ATTACHMENTS:

- SS4A Notice of Funding Opportunity
- SS4A Application Guidance and Standard Forms

DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

Docket Number: DOT-OST-2026-0050

DOT FY 2026 Safe Streets and Roads for All Funding

ISSUED: March 27, 2026

AGENCY: Office of the Secretary of Transportation, U.S. Department of Transportation (DOT or the Department)

ACTION: Notice of Funding Opportunity (NOFO or Notice), Assistance Listing # 20.939

Each section of this Notice contains information and instructions relevant to the application process for Safe Streets and Roads for All (SS4A) grants, and all applicants should read this Notice in its entirety to have the information they need to submit eligible and competitive applications.

Section	Content
A	Basic Information
B	Definitions
C	Eligibility Information
D	Program Description
E	Application Contents and Format
F	Submission Requirements and Deadlines
G	Application Review Information
H	Federal Award Notices
I	Post-Award Requirements and Administration
J	Other Information

A. Basic Information

Federal Agency Name	Office of the Secretary of Transportation, U.S. Department of Transportation
Announcement Type	Notice of Funding Opportunity
Funding Opportunity Number	DOT-SS4A-FY26-01 (Grants.gov)
Assistance Listing Number	20.939
Executive Summary	Funds for the fiscal year (FY) 2026 SS4A grant program are to be awarded on a competitive basis to support planning, infrastructure, and behavioral and operational initiatives to prevent fatalities and serious injuries on roads and streets involving all roadway users, including pedestrians, bicyclists, public transportation, motorists, and commercial vehicle operators.
Objective	The purpose of this notice is to solicit applications for SS4A.
Eligible Applicants	<ul style="list-style-type: none"> • Metropolitan planning organizations; • Political subdivisions of a State or territory (e.g., cities, towns, counties); • Federally recognized Tribal governments; and • A multijurisdictional group of entities described in any of the aforementioned three types of entities.
Eligible Project Types	<ul style="list-style-type: none"> • Develop a comprehensive safety action plan (Action Plan). • Conduct supplemental safety planning to enhance an Action Plan. • Carry out demonstration activities to inform the development of, or an update to, an Action Plan. • Perform planning, design, and development activities for projects and strategies identified in an Action Plan. • Implement projects and strategies identified in an Action Plan that address roadway safety problems.
Funding Details	<p>This Notice makes available up to \$993,488,194 for FY 2026 grants:</p> <p><u>\$687,809,874</u> is available for Implementation Grants</p> <ul style="list-style-type: none"> ○ Expected number of awards: 40 to 70 ○ Expected funding range: \$2,500,000 to \$25,000,000 <p><u>\$305,678,320</u> is available for Planning and Demonstration Grants</p> <ul style="list-style-type: none"> ○ Expected number of awards: 400 to 700 ○ Expected funding range: \$100,000 to \$5,000,000 <p>DOT reserves the right to make more, or fewer, awards. DOT reserves the discretion to alter minimum and maximum award sizes upon receiving the full pool of applications and assessing the needs of the program in relation to the SS4A grant priorities in Section D.vi: Grant Priorities. DOT may increase the overall amount of funding if additional funds become available.</p>

Funding Restrictions	<p>Not more than 15 percent of the \$1 billion in FY 2026 funds made available to carry out the SS4A program may be awarded to eligible applicants in a single State.¹</p> <p>A minimum of 30 percent of the total funds made available in FY 2026 must be awarded for developing an Action Plan, including supplemental planning to update an existing Action Plan, or demonstration activities to inform the development or update of an Action Plan.</p>
Key Dates	<p>Planning and Demonstration Grant and Implementation Grant applications must be submitted by 5:00 PM (EDT) on May 26, 2026.</p> <p>Technical questions must be submitted by 5:00 PM (EDT) on April 24, 2026.</p> <p>Pre-application eligibility review requests must be submitted for Implementation Grants by 5:00 PM (EDT) on April 24, 2026.</p>
Application Links	<p>Applications must be submitted via Valid Eval, an online application submission system used by DOT</p> <ul style="list-style-type: none"> • Implementation Grant Application: https://usg.valideval.com/teams/usdot_ss4a_2026_implementation/signup • Planning and Demonstration Grant Application: https://usg.valideval.com/teams/usdot_ss4a_2026_planning_demo/signup <p>Customer support for Valid Eval can be reached at support@valideval.com.</p>
Agency Contact Information	<p>Email: SS4A@dot.gov</p> <p>Website: https://www.transportation.gov/grants/SS4A</p> <p>DOT will regularly post answers to common questions and requests for clarification, as well as schedule information for webinars providing additional guidance on the SS4A website.</p>

1. Changes in the FY 2026 NOFO

The FY 2026 NOFO substantively differs from the FY 2025 NOFO in the following ways:

- DOT is placing a priority on Public Safety Infrastructure.
- Section B. Definitions. Clarifying information is added regarding Public Safety Infrastructure for post-crash care, emergency response coordination, and prehospital blood transfusion activities.

¹ Funding for Tribal lands will be treated as their own State and will not count toward a State’s 15% limit.

- Section G. Application Review Information has been updated to include clearer information regarding how SS4A applications will be assessed.
- Section G. Application Review Information. Added language noting that if DOT does not receive enough merit-worthy applications for Planning and Demonstration Grants to award the 30 percent set aside requirement, surplus funds may be redirected toward merit-worthy Implementation Grants.
- Added language highlighting new Executive Orders and DOT Orders.

B. Definitions

Term	Definition
Applicant’s Jurisdiction(s)	The U.S. Census tract(s) where the applicant operates or performs their safety responsibilities. If an applicant is seeking funding for multiple jurisdictions, they should include all relevant Census tracts for the jurisdictions covered by the application.
Comprehensive Safety Action Plan	A comprehensive safety action plan (referred to as an “Action Plan”) is a plan to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land. This can be either an Action Plan developed with a Planning and Demonstration Grant, or a previously developed plan (e.g., a Vision Zero plan or similar plan) that is substantially similar to and meets the eligibility requirements of an Action Plan. See Table 1 for a detailed description.
Fatal or Serious Injury Crash	A fatal or serious injury crash involves a motor vehicle traveling on a roadway customarily open to the public. To be considered a motor vehicle related fatal injury, the crash must involve a motor vehicle traveling on a trafficway customarily open to the public and must result in the death of a vehicle occupant or a nonoccupant within 30 days of the crash. This definition aligns with the definition of a fatal crash in the Fatality Analysis Reporting System (FARS).
High-Injury Network	Identifies the highest concentrations of motor vehicle related crashes resulting in serious injuries and fatalities within a given roadway network or jurisdiction.
Political Subdivision of a State	A unit of government created under the authority of State law. This includes cities, towns, counties, special districts, certain transit agencies, and similar units of local government. A transit district, authority, or public benefit corporation is eligible if it was created under State law, including transit authorities operated by political subdivisions of a State.
Public Safety Infrastructure	Physical and digital hardware, software, systems, technologies, equipment, protocols, facilities, and coordination models used by public safety agencies such as 9-1-1, emergency medical services (EMS), fire services, law enforcement, and trauma system partners to either prevent, respond to, or reduce the severity of roadway crashes. Public safety infrastructure may be permanent, modular, configurable, or interoperable, and may include temporary, pilot, or limited-scale deployments.

Term	Definition
Rural	For the purposes of this NOFO, jurisdictions outside an Urban Area (UA) or located within UAs with populations fewer than 200,000, based on the 2020 Census, will be considered rural. Lists of UAs are available on the U.S. Census Bureau website at https://www2.census.gov/geo/docs/reference/ua/2020_Census_ua_list_all.xlsx
Safe System Approach	A guiding principle to address the safety of all road users. It involves a paradigm shift to improve safety culture, increase collaboration across all safety stakeholders, and refocus transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives. ²
Areas of Persistent Poverty and Underserved Community	<p>Areas of Persistent Poverty (APP)³ are defined as:</p> <ul style="list-style-type: none"> • Any county that has consistently had greater than or equal to 20 percent of the population living in poverty during the 30-year period preceding November 15, 2021, as measured by the 1990 and 2000 decennial census and the most recent annual Small Area Income Poverty Estimates as estimated by the Bureau of the Census • Any census tract with a poverty rate of at least 20 percent as measured by the 2014 – 2018 5-year data series available from the American Community Survey of the Bureau of the Census • Any territory or possession of the United States <p>Underserved Community will use the same definition as APP for purposes of this NOFO.</p>

C. Eligibility Information

1. Eligible Applicants

Section 24112(a)(2) of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117–58, provides statutory eligibility criteria for the SS4A grants. Eligible applicants for SS4A grants are:

²For additional information, visit: <https://www.transportation.gov/safe-system-approach>

³ See 49 U.S.C. § 6702(a)(1).

1. a metropolitan planning organization (MPO);
2. a political subdivision of a State or territory;
3. a federally recognized Tribal government; and
4. a multijurisdictional group of entities made up of any of the aforementioned three types of entities.

A multijurisdictional group of entities should identify a lead applicant as the primary point of contact. Non-profits are not eligible applicants unless created under State law with roadway safety and/or planning responsibilities equivalent to a political subdivision of a State. States and territories are not eligible applicants.

SS4A award recipients from all previous years are eligible to apply in FY 2026. FY 2026 Projects of Merit, which are Implementation Grant or Planning and Demonstration Grant applications that received a Highly Recommended rating, may automatically be carried forward for consideration under a future SS4A NOFO, subject to availability of appropriations and specific funding requirements which will be explained in future NOFOs. Applicants would be responsible for updating an application should the future SS4A NOFO include program or policy changes from this FY 2026 NOFO.

Additional Eligibility Requirements for Implementation Grant Applicants

An eligible applicant for an Implementation Grant must also meet at least one of the following conditions:

- have ownership and/or maintenance responsibilities over a roadway network;
- have safety responsibilities that affect roadways; or

- have an agreement in the form of a signed letter, MOU, or other documentation from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction.

2. Number of Applications

Eligible applicants may submit one application only to the FY 2026 funding opportunity. If multiple applications are received from the same political subdivision of a State and/or applicant, the last application submitted will be reviewed. If an applicant is eligible for both a Planning and Demonstration Grant and an Implementation Grant, the applicant must choose between applying for a Planning and Demonstration Grant or an Implementation Grant.

Implementation Grant applicants may request funds to bundle supplemental planning and demonstration activities as described in Section D.8.i, alongside a request for funds to implement projects and strategies.

3. Planning and Demonstration Grant Eligibility Requirements

Eligible activities for a Planning and Demonstration Grant include: develop a new Action Plan, conduct supplemental safety planning to update an existing Action Plan, or carry out safety demonstration activities to inform the development of or update to an Action Plan.

These activities may be bundled in any combination, provided that the requirements in this Notice are met. DOT encourages complementary but distinct activities, including but not limited to safety demonstration activities that will help inform the development of an Action Plan.

Any applicant that meets the eligibility requirements described below may apply for a Planning and Demonstration Grant to develop an Action Plan.

i. Developing an Action Plan

The development of an Action Plan must include all relevant road users and be at a broad, systemwide geography (i.e., the eligible applicant's entire jurisdiction, not a few road segments within a jurisdiction). Corridor-level or site-specific studies are considered to be supplemental planning and not an Action Plan. Applicants with an existing Action Plan may also apply to update their Action Plan.

ii. Supplemental Planning and Demonstration Activities

Supplemental planning broadly refers to an activity that informs the development of a new or existing Action Plan. Eligible supplemental planning activities include, but are not limited to, the following:

- Action plan updates
- Action plan consolidation including combining different jurisdiction's action plans or integrating topical safety activities into an action plan
- Complementary or topical safety plan development
- Road safety audits
- Follow-up data collection and safety analysis
- Progress reporting
- Stakeholder engagement and collaboration
- Roadway safety planning

Demonstration activities are temporary safety improvements that inform the Action Plan by testing proposed project and strategy approaches to determine future benefits and future scope.

Eligible demonstration activities include, but are not limited to the following:

- Feasibility studies

- MUTCD engineering studies
- Behavioral or operational activity pilot programs
- New technology pilot programs

Examples of eligible supplemental planning and demonstration activities are provided at [Planning and Demonstration Activities - SS4A | US Department of Transportation](#) .

iii. Action Plan Requirement

Applicants requesting Federal funding to conduct supplemental planning and/or demonstration activities **only**, without developing or updating an Action Plan must either a) have an existing Action Plan, which is demonstrated through meeting the Action Plan requirements outlined in the [Self-Certification Eligibility Worksheet](#)⁴ and described in Table 1: Action Plan Components, b) have received SS4A funding in a previous round to develop or update an Action Plan and are in the process of completing or updating an Action Plan, as described in Table 1: Action Plan Components, or c) use a higher-level jurisdiction’s Action Plan as described below.

If a higher-level jurisdiction (e.g., an MPO or county would be a higher-level jurisdiction for a city or town) has an eligible and finalized Action Plan, or is in the process of completing or updating an SS4A-funded Action Plan from a previous grant round, an eligible applicant can apply for supplemental planning and/or demonstration activities without its own plan only if: 1) the geographic boundaries of the higher-level jurisdiction’s Action Plan cover the eligible applicant’s jurisdiction; 2) the proposed activities are coordinated with the higher-level jurisdiction and the application demonstrates such coordination; and 3) the activities will inform the Action Plan of the higher-level jurisdiction.

⁴ <https://www.transportation.gov/grants/ss4a/self-certification-worksheet>.

iv. Duplicative Action Plans

An application may be deemed duplicative, and therefore ineligible, if it requests funds to develop a new Action Plan when another jurisdiction is already preparing an Action Plan in the same area using SS4A funding and/or requests funds to develop a new Action Plan in the same area as another FY26 application. Duplicative funding requests to develop a new Action Plan will be identified and assessed for merit within the context of other jurisdictions and their planning activities and will result in an eligibility determination.

4. Implementation Grant Eligibility Requirements

i. Action Plan Requirement

To apply for an Implementation Grant, the applicant must certify that they have an existing plan that is substantially similar to an Action Plan as defined in Section B and Table 1: Action Plan Components and has been finalized and/or last updated between 2021 and May 26, 2026. The components required for an existing plan to be substantially similar to an Action Plan may be found in up to three plans (*e.g.*, a regional transportation safety plan and a local Vision Zero plan may be used together to meet all component requirements).

If another jurisdiction (*e.g.*, an MPO or county) has an existing plan in place that meets Action Plan eligibility requirements, an eligible applicant covered within the Action Plan's geographic boundaries could apply without its own plan as long as the existing plan is focused, at least in part, on the roadway network within the applicant's jurisdiction, the plans include the applicant's projects and strategies, and all other eligibility requirements are met.

If an applicant does not have an existing Action Plan or is not located in a jurisdiction which has an existing Action Plan, they should apply for a Planning and Demonstration Grant to develop one. They should **NOT** apply for an Implementation Grant.

The plan, or a combination of up to three plans, must be uploaded as an attachment to the application or provided as web links to publicly available sites. Applicants should use the [Self-Certification Eligibility Worksheet](#) to determine eligibility and upload the completed worksheet with their application.⁵

Ineligible Plans

State-level Action Plans (*e.g.*, a Strategic Highway Safety Plan required under 23 U.S.C. § 148, State Highway Safety Plans required under 23 U.S.C. § 402, Commercial Vehicle Safety Plans required under 49 U.S.C. § 31102, or Public Transportation Agency Safety Plans required under 49 U.S.C. § 5329) cannot be used as an established plan to apply for an Implementation Grant.

Alignment With All Action Plan Components

Implementation Grant applicants who meet any of the following conditions must update their Action Plan during the period of performance for the grant agreement to align with all Action Plan components in Table 1: Action Plan Components as a condition of receiving SS4A funds:

- Self-Certification Eligibility Worksheet areas that include a “no” response; or
- Safety focus in the qualifying Action Plan does not include all road users.

Implementation Grant applicants are encouraged to request supplemental planning funding in their application to complete any missing components of an existing plan but may choose to complete such activities without Federal funding.

5. Cost Sharing or Matching

The Federal share of an SS4A grant may not exceed 80 percent of total eligible SS4A project costs. Recipients are required to contribute a local matching share of no less than 20 percent of total eligible project costs. Matching funds may include funding from the applicant or other eligible non-Federal sources. Unless otherwise authorized by statute, all matching contributions must be from non-Federal sources. Applicants that intend to combine SS4A funds with Federal-Aid funds provided under Title 23 U.S.C. could experience a significant delay in the programming of funding and the execution of a grant agreement.

i. Exceptions to Non-Federal Match Requirements

In the following situations, the non-federal match requirement may be met with Federal funds or may be waived:

- For eligible applicants on federally recognized American Indian and Alaska Native tribes, nations, bands, communities and affiliated groups, Tribal Transportation Program and Tribal Transportation Program Safety Funds are Federal funding programs, and these programs may be used as non-Federal match.
- For eligible applicants located in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, when the required local match is less than \$200,000, SS4A will apply a 100 percent Federal share and waive local match requirements per 48 U.S.C. § 1469a and Pub. L. 96-205, Title VI, § 601, as amended, and consistent with OMB Controller Alert CA-23-04, Waiving Matching Fund Requirements for Insular Areas.

ii. Types of Non-Federal Match

In accordance with 2 CFR § 200.306, grant recipients may use in-kind or cash contributions toward local match requirements so long as those contributions meet the requirements under 2 CFR § 200.306(b). Any in-kind contributions used to fulfill the cost-share requirement for both Planning and Demonstration Grants and Implementation Grants must:

- Be in accordance with the cost principles in 2 CFR Part 200, Subpart E;
- Include documented evidence of completion within the period of performance; and
- Support the execution of the eligible activities in Section D.10: Eligible Activities and Costs

Additional information about match requirements and costs that can be considered match are available at <https://www.transportation.gov/grants/SS4A>.

D. Program Description

1. Overview

The Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117–58, authorized and appropriated \$1,000,000,000 to be awarded by DOT for FY 2026 for the SS4A grant program.⁶ This Notice solicits applications for activities to be funded under the SS4A grant program.

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through the development, refinement, and implementation of Action Plans focused on all users, including pedestrians, bicyclists, public transportation users, motorists, and commercial vehicle operators. The Action Plans include

⁶ See IIJA, Pub. L. 117-58, 135 Stat. 429, 815, Div. B, Title IV, § 24112; *id.*, 135 Stat at 1413, Div. J, Title VIII.

strategies to implement the Safe System Approach. The program provides funding to develop tools to strengthen a community's approach to roadway safety and is designed to meet the needs of local, Tribal, and regional communities that differ dramatically in size, location, and experience administering Federal funding.

2. Total Funding Available

IIJA established the SS4A program with \$5,000,000,000 in advanced appropriations in Division J, including \$1,000,000,000 for FY 2026. DOT has retained not more than 2 percent, or **\$20,000,000**, for administrative expenses.⁷ In addition, DOT has \$13,488,194 in carryover funds. Therefore, this Notice makes available up to \$993,488,194 for FY 2026 grants under the SS4A program. Refer to Section G for greater detail on additional funding considerations and Section A. Basic Information for funding restrictions.

3. Start Dates and Period of Performance

DOT expects to obligate SS4A award funding via signed grant agreements between DOT and recipients, as flexibly and expeditiously as possible, within 12 months of award announcement. Because award recipients under this program may be first-time recipients of Federal funding, DOT is committed to providing assistance to help them through the process of securing a grant agreement and delivering grant projects and strategies through the SS4A Technical Assistance Center⁸. Applicants who have never received Federal funding from DOT are also encouraged to partner with eligible applicants within the same region, such as an MPO, that have established

⁷ IIJA § 24112(f)(2)

⁸ For additional information about the SS4A Technical Assistance Center, visit: <https://www.ss4aclearinghouse.org/TechnicalAssistance>

financial relationships with DOT and knowledge of Federal grant administration requirements. While States are not eligible applicants and cannot be a co-applicant (which includes State Departments of Transportation and similar State-level entities), eligible applicants are encouraged to seek guidance on project delivery and processes from States and other entities experienced with administering Federal grants, outside of the SS4A grant award process, to ensure effective administration of a grant award. The expected period of performance for Planning and Demonstration and Implementation Grant agreements is between 24 months and five years, depending on the scope and extent of the grant activities. The period of performance for Planning and Demonstration Grant and Implementation Grant agreements may not exceed five years.

4. Data Collection Requirements

Pursuant to section 24112(i)(1) of IIJA, DOT must post on a publicly available website best practices and lessons learned for preventing roadway fatalities and serious injuries pursuant to strategies or interventions implemented under SS4A. In addition, DOT must evaluate and incorporate, as appropriate, the effectiveness of strategies and interventions implemented under the SS4A grant program into the publicly available website on best practices and lessons learned.⁹ The best practices and lessons learned collected thus far are available on the [SS4A Clearinghouse website](#). DOT intends to measure safety outcomes through a combination of grant agreement activities and data collections, including DOT data collections already underway and program evaluations separate from the individual grant agreements. The grant data-collection

⁹ IIJA specifically cites *Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, Eleventh Edition*, or any successor document.

requirements reflect the need to build evidence of noteworthy strategies and best practices. DOT expects to use the data and outcome information collected before and after evaluations. See Section I for more information about post-award reporting requirements.

5. Grant Options and Deliverables

The SS4A program provides funding for two main types of grants: **Planning and Demonstration Grants** and **Implementation Grants**. Planning and Demonstration Grants are used to develop, complete, or supplement an Action Plan, as well as carry out safety demonstration activities that inform an Action Plan. Implementation Grants are used to implement strategies or projects that are consistent with an existing Action Plan. In addition, applicants may bundle funding requests for supplemental planning and demonstration activities that inform the Action Plan into an Implementation Grant application.

i. Planning and Demonstration Grants

Action Plan

An Action Plan is the foundation of the SS4A grant program and supports the implementation of projects and strategies that will help achieve local, data-driven transportation safety goals. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, region, or on Tribal Lands. Grants for Action Plans provide Federal funds to eligible applicants to develop, complete, or enhance an Action Plan for broad, systemwide geography covering the applicant's entire jurisdiction.

The primary deliverable is a publicly available Action Plan. For the purposes of the SS4A grant program, an Action Plan includes the components in Table 1. DOT considers the process of

developing an Action Plan to be critical for success and the components reflect a process-oriented set of activities. For applications involving a multi-jurisdictional group, applicants may propose the development of a single Action Plan covering all jurisdictions, several plans for individual jurisdictions, or a system to administer sub-awards to entities within its jurisdiction.

Table 1: Action Plan Components

Component	Description
Leadership Commitment and Goal Setting	<p>An official public commitment (<i>e.g.</i>, resolution, policy, ordinance) by a high-ranking official and/or governing body (<i>e.g.</i>, Mayor, City Council, Tribal Council, MPO Policy Board) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:</p> <p>(1) the target date for achieving zero roadway fatalities and serious injuries, or</p> <p>(2) a percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.</p>
Planning Structure	<p>A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.</p>
Safety Analysis	<p>Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of crash locations and crash severity, as well as contributing factors and crash types by relevant road users (<i>e.g.</i>, motorists, pedestrians, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (<i>e.g.</i>, high-risk road features, specific safety needs of relevant road users, analysis of the built environment, demographics, and structural issues). The safety analysis can consider factors that influence the severity of outcomes when crashes occur, including the availability and coordination of emergency response and post-crash care systems. To the extent practical, the analysis should include all roadways within the jurisdiction, without regard to ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a high-injury network or equivalent).</p>

Component	Description
Engagement and Collaboration	Robust engagement with the public and relevant stakeholders and partners, including the private sector, and community groups allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practicable.
Policy and Process Changes	Assessment of current local policies, plans, guidelines, and/or standards (<i>e.g.</i> , manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new local policies, guidelines, and/or standards, as appropriate.
Strategy and Project Selections	<p>Identification of a comprehensive set of projects and strategies informed by data, the best available evidence and noteworthy practices, and stakeholder input that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations are identified and mitigated.</p> <p>Once identified, the projects and strategies are prioritized in a list that provides time ranges for when the strategies and countermeasures are expected to be deployed (<i>e.g.</i>, short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explain prioritization criteria used. The list should contain interventions focused on infrastructure and behavioral and operational safety.</p>
Progress and Transparency	Method to measure progress over time after an Action Plan is developed or updated, including outcome data. A means to ensure ongoing transparency is established with residents and other relevant stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.

Supplemental Planning Activities

Supplemental planning activities support or enhance an existing Action Plan. Examples of eligible supplemental planning activities are provided at

<https://www.transportation.gov/grants/ss4a/planning-and-demonstration-activities>.

The final deliverable for supplemental planning is a written product that connects to, and enhances, an Action Plan. Final products shall be made publicly available.

Demonstration Activities

Demonstration activities inform an Action Plan by testing proposed project and strategy approaches to determine their potential benefits and future scope. Demonstration activities are temporary and small in scale. Demonstration activities must measure potential benefits through data collection and evaluation (*e.g.*, before and after studies) and inform an Action Plan's list of selected projects and strategies and their future implementation.

Demonstration activities and pilot programs must inform Action Plans through small-scale tests with finite trial periods intended to gauge potential project and strategy effectiveness that will lead to project and strategy selection at a systemic level. DOT generally expects demonstration activities to be initiated within 18 months of executing a grant agreement (*e.g.*, quick-builds on the roadway; pilot project established) and the benefits of the demonstration activity to be evaluated during the period of performance for the grant agreement.

The final deliverable is an assessment of the demonstration activities and an updated Action Plan that incorporates the information gathered from the demonstration activities into the Action Plan's list of projects or strategies and/or informs another part of the Action Plan.

ii. Implementation Grants

Implementation Grants fund projects and strategies identified in an Action Plan that address roadway safety problems. Implementation Grants may also fund supplemental planning and demonstration activities as described above, as well as project-level planning, design, and development activities for projects and strategies identified in an Action Plan (*e.g.*, project-level

National Environmental Policy Act (NEPA) compliance, associated environmental review activities, permits and approvals, construction design, etc.).

6. SS4A Grant Priorities

This section discusses priorities specific to SS4A and NOFO requirements. Successful grant applications will:

- Promote safety to prevent fatal and serious injuries on public roadways;
- Employ low-cost, high-impact strategies that can improve safety over a wide geographic area;
- Ensure equitable investment in the safety needs of underserved communities, which includes both underserved urban and rural communities;
- Beautifying transportation infrastructure with context-appropriate design and/or child-friendly elements;
- Advance eligible truck parking with a clear roadway safety nexus;
- Incorporate evidence-based projects and strategies and adopt innovative technologies and strategies; and
- Demonstrate engagement with a variety of public and private stakeholders.¹⁰

Additionally, applications will be more competitive if they

- Beautify transportation infrastructure with context-appropriate design and/or child-friendly elements;
- Advance eligible truck parking with a clear roadway safety nexus;

¹⁰ See IJJA, Pub. L. 117-58, 135 Stat. 429, 816, § 24112(d)(3)(A)–(E).

- Modernize public safety infrastructure, including prehospital blood transfusion capabilities and improve post-crash care.

In accordance with the Americans with Disabilities Act of 1990 (ADA), awards focused on infrastructure and demonstration activities must ensure that newly constructed facilities in the public right-of-way are accessible to, and usable by, individuals with disabilities to the extent that it is not structurally impracticable to do so. The ADA also requires that, when an existing facility is altered, the altered facility be made accessible to and usable by individuals with disabilities to the maximum extent feasible.¹¹

DOT intends to use the SS4A program to support the creation of good-paying jobs through union participation or project labor agreements which promote cost-effectiveness and open competition, registered apprenticeship programs, and other training and placement programs.

DOT intends to apply principles from [DOT Order 2100.7, \(Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities\)](#) and DOT Order 2100.9, ([Ensuring Nondiscrimination and Equal Opportunity in Department of Transportation Policies, Programs, and Activities](#)) when evaluating applications and making award selections. To the maximum extent permitted by law, DOT will prioritize projects that are in alignment with the principles outlined in DOT Order 2100.7 and DOT Order 2100.9.

DOT seeks to fund projects that advance the priorities of this Administration as described in DOT's mission statement and across executive orders.

¹¹ See 28 CFR § 35.151.

7. Eligible Activities and Costs

Broadly, eligible activity costs must comply with the cost principles set forth in 2 CFR Part 200, Subpart E. DOT reserves the right to make cost eligibility determinations on a case-by-case basis.

i. Eligible Activities

Eligible activities for grant funding include the following three elements:

- A. Developing or updating an Action Plan (*i.e.*, the activities described in Section C.3.i: Developing an Action Plan);
- B. Conducting planning, design, and development activities for projects and strategies identified in an Action Plan; and
- C. Carrying out projects and strategies identified in an Action Plan.

For Implementation Grants, activities *must* include element (C) and *may* include element (B).

Implementation Grant applications *may also* include element (A) such as supplemental planning or demonstration activities. Projects and strategies identified in element (C) must be either infrastructure, behavioral, operational, or post-crash care activities identified in the Action Plan, including prehospital blood transfusion programs and other public safety system improvements, and must be directly related to addressing the safety problem(s) identified in the application and Action Plan. Applicants may “bundle” different projects, strategies, supplemental planning, and/or demonstration activities into one Implementation Grant application, even if they address different safety problems or are located in different areas. For “bundled” funding requests, element (B) planning, design, and development activities must be directly connected to the completion of the element (C) projects and strategies funded through the Implementation Grant

application. Public safety infrastructure activities are eligible for Implementation Grants such as Field Blood Delivery, Public Safety Dispatch, Digital Alert System, and Education Campaigns; these activities could also be eligible as a safety demonstration activity provided they meet the demonstration activity eligibility requirements described in Section D.5.i: Demonstration Activities. Truck parking activities contained in an Action Plan may be eligible under an Action Plan Grant or as part of an Implementation Grant if such activities demonstrates a clear roadway safety nexus and are not among the ineligible activities listed below in Section D.7.ii. Examples of eligible Implementation Grant activities are listed on the SS4A website (<https://www.transportation.gov/grants/ss4a/implementation-grants>).

ii. Ineligible Activities and Costs

The following activities are **not** eligible for element (C) “projects and strategies” nor demonstration activity funding:

- Projects and strategies whose primary purpose is not roadway safety.
- Projects and strategies exclusively focused on non-roadway modes of transportation, including air, rail, marine, and pipeline. Note, however, roadway intersections with other modes of transportation (*e.g.*, at-grade highway rail crossings) are eligible activities.
- Capital projects to construct new roadways used for motor vehicles. A new roadway facility exclusively for non-motorists (*e.g.*, a pedestrian bridge) is an eligible activity if the primary purpose is safety related.
- Infrastructure projects primarily intended to expand capacity to improve Levels of Service for motorists on an existing roadway, such as the creation of additional through lanes (*i.e.* without a clear safety nexus).

- Maintenance activities for an existing roadway primarily to maintain a state of good repair. However, roadway modifications on an existing roadway in support of specific safety-related projects identified in an Action Plan are eligible activities.
- Development or implementation of a Public Transportation Agency Safety Plan (PTASP) required by 49 U.S.C. § 5329. However, a PTASP that identifies and addresses risks to pedestrians, bicyclists, personal conveyance and micromobility users, transit riders, and others may inform Action Plan development.

E. Application Contents and Format

The Planning and Demonstration Grant and the Implementation Grant, respectively, have different application submission and supporting document requirements. The SS4A website (<https://www.transportation.gov/grants/SS4A>) provides many resources to help complete the required submission materials.

1. Implementation Grant Pre-Application Submissions

Prior to submitting an application, a potential Implementation Grant applicant is encouraged to submit a [Self-Certification Eligibility Worksheet](#) and links or attachments to any referenced plan(s) to determine whether the applicant has an existing plan or plans that are substantially similar to an Action Plan, which is required for Implementation Grant eligibility. A pre-application eligibility review request must contain all required materials, including relevant documentation, to receive an eligibility determination by DOT.

Pre-application submissions must be received at or before 5:00 PM (EDT) on April 24, 2026, by emailing SS4A@dot.gov with the subject “Implementation Grant Eligibility Review: *Applicant*

Name, State.” DOT expects to provide an affirmative response or details as to why the plan(s) do not meet eligibility requirements to the applicant within three weeks of receipt. Each applicant may request only one pre-application submission review. DOT will not perform pre-application reviews of full application materials nor provide feedback on the quality of the overall application.

If a potential applicant has an Action Plan covering their jurisdiction that was developed using prior SS4A funds that has been accepted by DOT, they should not submit those plans for pre-application eligibility review. DOT will confirm eligibility for these applicants upon application submittal.

Planning and Demonstration Grant applicants are not eligible for pre-application submission reviews.

2. Planning and Demonstration Grant Application Submissions

The application must include the application materials as described below. The necessary file formats for each application component will be displayed on the Valid Eval application portal.

Standard Forms

All applicants must submit the following Standard Forms:

- Application for Federal Assistance (SF-424),
- Budget Information for Non-Construction Programs (SF-424A),
- Assurances for Non-Construction Programs (SF-424B), and
- Disclosure of Lobbying Activities (SF-LLL).

The SF-424 requests applicants provide information on “Estimated Funds” (box 18). This budget must list the amount and percent of both the total Federal funding requested and any additional non-Federal funds, if any, that will be used to pay for the project. If the SS4A Federal funding amounts requested differ between forms and/or other application materials, the amount in the SF-424 will be used to determine funding. Funding requests must be in whole numbers (no cents). For the SF-424A form, Section D and Section E are optional as described in the SF-424A instructions.

Key Information Questions

The following questions are asked in the SS4A application on Valid Eval at https://usg.valideval.com/teams/usdot_ss4a_2026_planning_demo/signup.

Table 2: Example Planning and Demonstration Application Key Information Table

Title	Instructions
Lead Applicant Name	This should be consistent with Q. 8.a. of the SF-424.
Lead Applicant Unique Entity Identifier (UEI)	See Section F.2 for more information about obtaining a UEI from SAM.gov.
Eligible Entity Type	See Section C.1
Application Type (select one)	<ul style="list-style-type: none"> • Develop a new Action Plan; • Update/add to an existing local safety plan to meet the requirements of an SS4A Action Plan as described in Table 1 Action Plan Components; • Develop or update an Action Plan and conduct Demonstration or Supplemental Planning activities; or • Conduct Demonstration or Supplemental Planning activities only.
Project Title	A concise, descriptive title for the project. This should be the same title used in the SF-424 form and the application narrative.

Title	Instructions
Project Goal/Description	A short description of the proposed activities and how they will address the safety problem(s) in the applicant’s jurisdiction.
Total Applicant Jurisdiction Population	Source: 2020 U.S. Census data.
Total Count Motor Vehicle-Involved Roadway Fatalities that includes the last 5 years of data made available in the Fatality Analysis Reporting System (FARS) during the NOFO period	From the Fatality Analysis Reporting System (FARS) for the applicant jurisdiction. Use 2019-2023 data.
Total Average Annual Fatality Rate (per 100,000 population)	The fatality rate calculated using the 5-year annual average from the <i>total count of fatalities</i> based on FARS data from 2019-2023, divided by the population of the applicant’s jurisdiction based on 2020 U.S. Census population data.
Inclusion of Underserved Communities Census Tract(s)	Whether the jurisdiction(s) covered by this application are, or include, underserved communities.
Description of Supplemental Planning and Demonstration Activities (if relevant)	See Section D.5.i: Planning and Demonstration Grants
Total SS4A Funding Request	Must be a whole number (no cents).
Total SS4A Non-Federal Share	Must be equal to, or greater than, 20% of total project cost.
Total SS4A Project Cost	Sum of Total Federal Funding Request and Total Local Share/Match.
Total Other Federal Funds Used	Must be a whole number (no cents). Other Federal funds may include funds directly received from a Federal agency or funds received through a pass-through agency (e.g., State governmental agency) that originated as Federal funds.
Coordination	For applications that include Action Plan development or updates, the applicant agency must affirm that they will coordinate with any jurisdictions that geographically overlap with the applicant jurisdiction and have received SS4A funding to develop or update an Action Plan or have submitted an FY26 application requesting funds to develop or update an Action Plan.

Title	Instructions
	Proof of coordination (<i>e.g.</i> , letter, email) from ALL such geographically overlapping entities affirming they are aware of your application and the need for coordination to avoid duplication of efforts must be provided as an attachment to the application.

Narrative

The narrative should include a brief description of the proposed activities. The narrative should also respond to the Planning and Demonstration Grant **Safety Context** merit criteria described in Section G.1.i: Planning and Demonstration Grant Merit Criteria to affirm the proposal’s alignment with SS4A safety considerations and address the criteria. The applicant does not need to address the Safety Impact or Underserved Communities merit criteria in the narrative; these are based on nationally available data.

Applicants requesting less than \$100,000 in funding must explain how the scope of activities will be completed with the funding amount proposed.

Applicants requesting funding for demonstration activities to inform an Action Plan must provide a brief schedule showing when the activities will occur (*e.g.*, temporary materials installed, when the pilot would begin), and the start/end dates of the pilot. If anticipated to be a schedule constraint, applicants should include in the narrative any potential timeline implications of meeting administration requirements in Section I such as domestic preference and any required waivers, NEPA requirements, and any applicable permitting and approval timeframes.

Narrative Requirements:

- The narrative should be in PDF format, with font size no less than 12-point Times New Roman, margins a minimum of one inch on all sides, and include page numbers.

- The narrative should be no longer than two pages if requesting less than \$1,000,000 in Federal funds. If requesting \$1,000,000 or more in Federal funds, the narrative must be no longer than three pages.

Self-Certification Eligibility Worksheet

If only applying for supplemental planning and/or demonstration activities that will inform the update of an existing Action Plan, applicants must either demonstrate that their existing plan is eligible by attaching a completed [Self-Certification Eligibility Worksheet](#), or be in the process of developing or updating an SS4A-funded Action Plan from a previous grant round, as described in Section C.3.i.

If applying to develop a new Action Plan, applicants do not need to include the Self-Certification Eligibility Worksheet even if supplemental planning and/or demonstration activities are included.

Map

The applicant must submit a map in both PDF and spatial format (*e.g.*, Shapefile, .KML) that shows the location of the jurisdiction and highlights the roadway network under the applicant's jurisdiction. Applicants requesting funding for demonstration activities must include the locations of any proposed demonstration pilots if known.

Estimated Budget

Applicants are required to show how different funding sources will contribute to each activity and present the data in whole dollars in a table similar to [Table 3: Planning and Demonstration Grant Supplemental Estimated Budget](#), below. A template is available at <https://www.transportation.gov/grants/ss4a/planning-and-demo-grant-budget-template>. The Planning and Demonstration Grant Supplemental Estimated Budget should summarize the

amount of funding going toward each of the three eligible activities for a Planning and Demonstration Grant as applicable (developing a new Action Plan, conducting supplemental planning to update an existing plan, and carrying out demonstration activities to inform the development or update of an Action Plan). Funding sources should be grouped into four categories: SS4A funding request, SS4A non-Federal match, total SS4A project cost, and other Federal funds (if applicable), with specific amounts for each funding source. Estimated costs or value of in-kind matches should also be provided. The budget should show how each source of funds will be spent. This budget should not include any previously incurred expenses, or costs to be incurred before the time of award and obligation because these expenses are not eligible for reimbursement or cost-sharing. This table should be completed in a manner consistent with the Federal funding amount, non-Federal share, and total project cost in the SF-424 form.

Table 3: Planning and Demonstration Grant Supplemental Estimated Budget

Activities	SS4A Federal Funding Request	SS4A Non-Federal Match	Total SS4A Project Cost	Other Federal Funds (if applicable)
Itemized Estimated Costs to Develop or Update an Action Plan (if applicable)				
New or Updated Action Plan	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Budget for New or Updated Action Plan	\$0.00	\$0.00	\$0.00	\$0.00
Itemized Estimated Costs of Supplemental Planning Activities (if applicable)				
Supplemental Planning Activity #1	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Supplemental Planning Activity #2	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Supplemental Planning Activity #3	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00

Subtotal Budget for Supplemental Planning	\$0.00	\$0.00	\$0.00	\$0.00
Itemized Estimated Costs of Demonstration Activities (if applicable)				
Demonstration/Pilot Activity #1	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Demonstration/Pilot Activity #2	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Budget for Demonstration Activities	\$0.00	\$0.00	\$0.00	\$0.00
Total Budget for Planning and Demonstration Activities	\$0.00	\$0.00	\$0.00	\$0.00

3. Implementation Grant Application Submissions

The application must include the application materials as described below. The necessary file formats for each application component will be displayed on the Valid Eval application portal.

Standard Forms

All applicants must submit the following Standard Forms:

- Application for Federal Assistance (SF-424),
- Budget Information for Construction Programs (SF-424C),
- Assurances for Construction Programs (SF-424D), and

- Disclosure of Lobbying Activities (SF-LLL).

The SF-424 requests applicants provide information on “Estimated Funds” (box 18). This budget must list the amount and percent of both the total Federal funding requested and any additional non-Federal funds, if any, that will be used to pay for the project. If the SS4A Federal funding amounts requested differ between forms and/or other application materials, the amount in the SF-424 will be used to determine funding. Funding requests must be in whole numbers (no cents).

Key Information Questions

The following questions are asked in the SS4A application on Valid Eval at

https://usg.valideval.com/teams/usdot_ss4a_2026_implementation/signup.

Table 4: Example Implementation Grant Application Key Information Table

Title	Instructions
Lead Applicant Name	This should be consistent with Q. 8.a. of the SF-424.
Lead Applicant Unique Entity Identifier (UEI)	See Section F.2 for more information about obtaining a UEI from SAM.gov.
Eligible Entity Type	See Section C.1.
Project Title	A concise, descriptive title for the project. This should be the same title used in the SF-424 form and the application narrative.
Project Goal/Description	A short description of the proposed activities and how they will address the safety problem(s) in the applicant’s jurisdiction.
Primary Project Purpose (select one)	<ul style="list-style-type: none"> • Infrastructure Strategies: Build physical transportation improvements; goal is to create safer facilities (e.g., constructing roundabouts, sidewalks, and traffic calming measures) • Behavioral Strategies: Focus on altering road user behavior and/or reinforcing roadway habits for all users (e.g., performing High Visibility Enforcement or safety outreach campaigns) • Operational or Technology Strategies: Focus on enhancing the safety and efficacy of existing transportation infrastructure

Title	Instructions
	<p>(e.g., updating signal phasing to protect turning movements or address conflict points at intersections)</p> <ul style="list-style-type: none"> Public Safety Infrastructure Strategies: Focus on programs or technologies used by public safety agencies (e.g., field blood distribution or improved emergency communications) to prevent, respond to, and/or reduce the severity of roadway crashes.
Total Applicant Jurisdiction Population	Source: 2020 U.S. Census data.
Total Count Motor Vehicle-Involved Roadway Fatalities in the Applicant Jurisdiction that includes the last 5 years of data made available in the Fatality Analysis Reporting System (FARS) during the NOFO period	From the Fatality Analysis Reporting System (FARS) for the applicant jurisdiction. Use 2019-2023 data.
Total Average Annual Fatality Rate (per 100,000 population) for the Applicant Jurisdiction	The fatality rate calculated using the 5-year annual average from the <i>total count of fatalities</i> based on FARS data from 2019-2023, divided by the population of the applicant’s jurisdiction based on 2020 U.S. Census population data.
Inclusion of Underserved Communities in Jurisdiction(s)	Whether the jurisdiction(s) covered by this application are or include underserved communities.
Inclusion of Underserved Communities in Project Area(s)	Whether the project area(s) covered by this application are or include underserved communities.
Project Area Fatalities	<p>Count of fatalities in the project area(s). May use source other than FARS, provided the data source is included in the application.</p> <p>2019-2023 data is recommended, but applicants may use the most recent five-year data available.</p>
Project Area Serious Injuries OR Project Area Injuries Severity Unknown	<p>Count of serious injuries in the project area(s). Applicants without reliable serious injury data may use suspected serious injury figures. The data source must be included in the application.</p> <p>2019-2023 data is recommended, but applicants may use the most recent five-year data available.</p>

Title	Instructions
Applicant roadway safety responsibility (may select multiple)	<ul style="list-style-type: none"> • Ownership and/or maintenance responsibilities over a roadway network; • Safety responsibilities that affect roadways; • Have an agreement with the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant’s jurisdiction
Does your project include Supplemental Planning and/or Demonstration activities?	See Section D.5.i
Would you consider accepting funding for only Supplemental Planning and/or Demonstration activities?	Yes, no, n/a.
Total SS4A Federal Funds Requested	Must be a whole number (no cents).
Total SS4A Non-Federal Share	Must be equal to, or greater than, 20% of total project cost.
Total SS4A Project Cost	Sum of Total SS4A Federal Funding Request and Total SS4A Non-Federal Share/Match.
Total Other Federal Funds Used (if applicable)	Must be a whole number (no cents). Other federal funds may include funds directly received from a federal agency or funds received through a pass-through agency (e.g., State governmental agency) that originated as federal funds.
SS4A Funding Request for Supplemental Planning and/or Demonstration Activities (A)	Must be consistent with Implementation Grant Supplemental Budget
SS4A Funding Request for Planning, Design, and Development Activities for Projects/Strategies (B)	Must be consistent with Implementation Grant Supplemental Budget
SS4A Funding Request for Carrying Out Projects and Strategies (C)	Must be consistent with Implementation Grant Supplemental Budget
Existing Comprehensive Safety Action Plan (or equivalent)	Link to or attachment

Narrative

In narrative form, the applicant must respond to the Implementation Grant merit criteria described in Section G.1.ii to affirm its alignment with SS4A safety considerations and to address the criteria.

a) Narrative Requirements

- The narrative should be in PDF format, with font size no less than 12-point Times New Roman, margins a minimum of one inch on all sides, and include page numbers.
- The narrative may not exceed 12 pages in length, excluding cover page and the table of contents.
- Implementation Grant applications that include supplemental planning and demonstration activities may submit up to two additional pages – 14 pages total – if they are focused solely on responding to the Supplemental Planning and Demonstration Activities merit criterion (see Section G.1.ii).
- The following application elements do not count toward the page limit:
 - [Self-Certification Eligibility Worksheet](#)
 - Budget
 - Appendices, which may include additional maps and documents supporting assertions or conclusions made in the narrative.
- If possible, website links to supporting documentation should be provided rather than copies of these supporting materials.
- If supporting documents are submitted, applicants should clearly identify within the narrative the relevance of each supporting document.

- Letters of support are encouraged, especially from relevant stakeholders and Public Safety Agencies and associated Labor Unions representing First Responders. Letters of support should be submitted with the application as one consolidated set in one supporting attachment on Valid Eval.

b) Recommended Narrative Outline

Applicants are not required to follow a specific narrative format, but the structure should clearly identify the narrative portions associated with each merit criterion. DOT recommends that the narrative follows the outline below to address the program requirements and assist evaluators in locating relevant information.

Overview	See below
Location	See below
Response to Merit Criteria	See Section G.1
Project Readiness	See Section G.1.ii

1. Overview

This section should provide an introduction and describe the proposed activities, safety context, jurisdiction, and any high-level background information that would be useful to understand the rest of the application.

2. Location

This section of the application should describe the jurisdiction’s location, the jurisdiction’s high-injury network or equivalent geospatial identification (*i.e.*, geographic or locational data using maps) of higher risk locations, and potential locations (*e.g.*, corridors or intersections) of the projects and strategies they plan to implement based on their Action Plan.

Note that the applicant is not required to provide exact locations for each project or strategy if they are not yet defined. In this case, the application should identify which geographic locations are under consideration for projects and strategies to be implemented and what analysis will be used in a final determination.

3. Response to Merit Criteria

This section should respond to the criteria for evaluation and selection in Section G.1 of this notice and include a compelling narrative to highlight how the application aligns with four required merit criteria: #1 Safety Need; #2 Safety Impact; #3 Implementation Costs; and #4 Engagement and Collaboration. If the application is bundling supplemental planning and/or demonstration activities, it also must include narrative responding to criterion #5 Supplemental Planning and Demonstration Activities.

4. Project Readiness

The applicant must provide information to demonstrate the applicant's ability to complete the full scope of work in the application proposal within five years of when the grant agreement is executed, with a particular focus on environmental permitting, design, and construction, as well as right of way acquisition, and utility relocation, if applicable. Applicants should indicate if they will be seeking permission to use roadway design standards that are different from those generally applied by the State in which the project is located. As part of this portion of the narrative, the applicant must include a detailed activity schedule that identifies all major project and strategy milestones. Examples of such milestones include State and local planning approvals; start and completion of the NEPA process and other Federal environmental reviews and approvals including permitting; design completion; right of way acquisition; utility

relocation; approval of plans, specifications, and estimates; procurement; public involvement; partnership and implementation agreements; and construction. Environmental review documentation should describe in detail known project impacts and possible mitigation for those impacts. When a project will result in impacts, an award recipient must take steps to engage the public. At a minimum, the project readiness narrative and detailed project activity schedule must include the applicability and disposition of: NEPA and Federal environment reviews and approvals; utility relocation; and right-of-way acquisition. For additional guidance and resources, visit <https://www.transportation.gov/grants/SS4A>.

Self-Certification Eligibility Worksheet

Submit a completed [Self-Certification Eligibility Worksheet](#) demonstrating that the jurisdiction has an Action Plan that meets the requirements described in [Table 1: Action Plan Components](#).

Map

The applicant must submit a map in both PDF and spatial format (*e.g.*, Shapefile, .KML) that shows the location of the jurisdiction and highlights the roadway network under the applicant's jurisdiction. The map should show the jurisdiction's high-injury network and potential locations of the projects and strategies.

Estimated Budget

This section of the application should describe the budget for the SS4A proposal. Applicants are required to submit an Implementation Grant Supplemental Estimated Budget that provides an overview of estimated activity costs, organized by all major cost elements. The budget should provide itemized estimates of the costs by separating different locations and/or different sets of proposed projects and strategies that address a similar safety problem and provide a breakdown of the major individual components that contribute to each of the line items. This information

should include capital costs for infrastructure safety improvements and/or costs associated with behavioral and operational safety projects and strategies. The section should also distinguish between the three eligible activity elements: (A) supplemental planning and demonstration activities in support of an existing Action Plan; (B) conducting planning, design, and development activities for projects and strategies identified in an Action Plan; and (C) carrying out projects and strategies identified in an Action Plan. See Section C.3 for more information on eligible activities.

Implementation Grant Supplemental Estimated Budgets should show how different funding sources will contribute to each activity and present the data in whole dollars. A template for the supplemental budget is available at <https://www.transportation.gov/grants/ss4a/implementation-grant-budget-template>. Funding sources should be grouped into four categories: SS4A funding request, SS4A non-Federal match, total SS4A project cost, and other Federal funds (if applicable), with specific amounts for each funding source. Estimated costs or value of in-kind matches should also be provided. The budget should show how each source of funds will be spent. This budget should not include any previously incurred expenses, or costs to be incurred before the time of award and obligation because these expenses are not eligible for reimbursement or cost-sharing. This table should be completed in a manner consistent with the Federal funding amount, non-Federal share, and total project cost in the SF-424 form. This table should be completed in a manner consistent with the SF-424 in terms of total project cost, SS4A Federal share, and SS4A cost sharing/match.

Table 5: Implementation Grant Supplemental Estimated Budget

Activities	SS4A Federal Funding Request	SS4A Non-Federal Match	Total SS4A Project Cost	Other Federal Funds (if applicable)
Itemized Estimated Costs of the (A) Supplemental Action Plan Activities (if applicable)				
Supplemental Planning or Demonstration Activity #1	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Supplemental Planning or Demonstration Activity #2	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Component</i>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Budget for (A) Supplemental Action Plan Activities	\$0.00	\$0.00	\$0.00	\$0.00
Itemized Estimated Costs of the (B) Planning, Design, and Development Activities				
Planning, Design, and Development - Location or Project #1	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #1</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #1</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #1</i>	\$0.00	\$0.00	\$0.00	\$0.00
Planning, Design, and Development - Location or Project #2	\$0.00	\$0.00	\$0.00	\$0.00

Activities	SS4A Federal Funding Request	SS4A Non-Federal Match	Total SS4A Project Cost	Other Federal Funds (if applicable)
<i>Individual Component for Location or Project #2</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #2</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #2</i>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Budget for (B) Conducting Planning, Design, and Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
Itemized Estimated Costs of the (C) Proposed Projects and Strategies				
Implementation - Location or Project #1	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #1</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #1</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #1</i>	\$0.00	\$0.00	\$0.00	\$0.00
Implementation - Location or Project #2	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #2</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #2</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Individual Component for Location or Project #2</i>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Budget for (C) Carrying Out Projects and Strategies	\$0.00	\$0.00	\$0.00	\$0.00
Total Budget for Activities (A), (B), and (C)	\$0.00	\$0.00	\$0.00	\$0.00

F. Submission Requirements and Deadlines

1. Address to Request Application Package

All grant application materials can be accessed at grants.gov under opportunity number DOT-SS4A-FY26-01. Potential applicants may also request paper copies of materials at:

Email: SS4A@dot.gov

Phone: 202-948-3466 (Telecommunication Relay Service: 7-1-1)

Mail: U.S. Department of Transportation

1200 New Jersey Avenue SE

W84-237

Washington, DC 20590

2. Unique Entity Identifier and the System for Award Management (SAM)

Each applicant is required to:

- a. Be registered in SAM (<https://sam.gov/content/home>) before submitting its application;
- b. Provide an active unique entity identifier in its application; and
- c. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

DOT may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully

complied with the requirements by the time DOT is ready to make an award, DOT may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

3. Submission Instructions

Applicants must submit their applications electronically via Valid Eval at:

https://usg.valideval.com/teams/usdot_ss4a_2026_planning_demo/signup for Planning and Demonstration Grant applicants

https://usg.valideval.com/teams/usdot_ss4a_2026_implementation/signup for Implementation Grant applicants

For technical assistance with Valid Eval, applicants should contact Valid Eval at support@valideval.com.

4. Submission Dates and Times

This NOFO has a single application deadline for both Planning and Demonstration and Implementation Grant applicants. All applications must be submitted by 5:00 PM (EDT) on Tuesday, May 26, 2026. Applications cannot be submitted to Valid Eval after the deadline. Late applications will not be considered unless there is a technical issue directly caused by the online proposal submission system (Valid Eval), and the applicant contacts Valid Eval at support@valideval.com describing the technical issue no later than 1:00 PM (EDT) on Tuesday, May 26, 2026.

Pre-application submissions to review an applicant's [Self-Certification Eligibility Worksheet](#) must be received via email at or before 5:00 PM (EDT) on April 24, 2026.

5. Intergovernmental Review

This program is not subject to intergovernmental review and applicants should select "c" on Box 19 of the SF-424 form.

G. Application Review Information

1. Merit Criteria

This section specifies the criteria DOT will use to evaluate and select applications for SS4A grant awards. All complete applications from eligible applicants will be reviewed against the merit criteria. Planning and Demonstration Grants and Implementation Grants, respectively, each have their own set of application review and merit criteria.

i. Planning and Demonstration Grant Merit Criteria

For Planning and Demonstration Grants, DOT will use three merit criteria to evaluate proposals. DOT will evaluate each application narrative against merit criteria #1 Safety Context using the rubric table provided below. Individual ratings of **High, Medium, Low, or Non-Responsive** will be assigned to each Planning and Demonstration Grant component included in the proposal – developing a new Action Plan, conducting supplemental planning to update an existing plan, and/or carrying out demonstration activities to inform the development or update of an Action Plan. Together, the individual component ratings will roll up into an overall rating for the Safety Context merit criterion.

DOT will also evaluate quantitative data in two criteria: #2 Safety Impact; and #3 Underserved Communities. The adequacy and reasonableness of costs will also be considered.

Merit Criterion #1: Safety Context Rubric Table

Merit Criteria	Non-Responsive	Low	Medium	High
New/Updated Action Plan	The project is not connected to an Action Plan; the narrative indicates the proposal is expected to negatively affect roadway safety; or the narrative does not contain sufficient information.	<p>The project is expected to make a very limited advancement in safety planning. The proposal is weakly tied to safety planning.</p> <p>The narrative <u>is missing two or more</u> of the components below, and/or contains insufficient information to assess the project’s impact:</p> <ul style="list-style-type: none"> • A clear description of the Action Plan scope of work to be performed; • A clear description of the roadway safety issues that necessitate Action Plan development; • A clear and detailed approach to developing an Action Plan that contains all required components as described in Table 1 of the NOFO, with a clear goal to engage with a variety of stakeholders to identify evidence-based, high-impact, 	<p>The project is expected to moderately advance safety planning, however the narrative <u>is missing</u> clear or detailed descriptions of one of the following components:</p> <ul style="list-style-type: none"> • A clear description of the Action Plan scope of work to be performed; • A clear description of the roadway safety issues that necessitate Action Plan development; • A clear and detailed approach to developing an Action Plan that contains all required components as described in Table 1 of the NOFO, with a clear goal to engage with a variety of stakeholders to identify evidence-based, high-impact, low-cost, and innovative strategies for all road users. 	<p>The project is expected to strongly advance safety planning.</p> <p>The narrative includes <u>ALL of the following components</u>:</p> <ul style="list-style-type: none"> • A very clear and detailed description of the Action Plan scope of work to be performed; • A very clear and detailed description of the specific local roadway safety issues that necessitate Action Plan development; • A very clear and detailed approach to developing an Action Plan that contains all required components as described in Table 1 of the NOFO, with a clear goal to engage with a variety of stakeholders to identify evidence-based, high-impact, low-cost, and innovative strategies for all road users.

Merit Criteria	Non-Responsive	Low	Medium	High
		low-cost, and innovative strategies for all road users.		
Supplemental Planning	The project is not connected to Supplemental Planning activities; the narrative indicates the proposal is expected to negatively affect roadway safety; or the narrative does not contain sufficient information.	<p>The project is expected to make a very limited advancement in safety planning. The proposal is weakly tied to safety planning.</p> <p>The narrative is missing two or more of the components below, and/or contains insufficient information to assess the project's impact:</p> <ul style="list-style-type: none"> • A clear description of the Supplemental Planning scope of work to be performed; • A clear description of the roadway safety issues that necessitate the Supplemental Planning activities; • A clear description of how the funded Supplemental Planning activities will inform an Action Plan and identify evidence-based, high-impact, low-cost, and innovative strategies for all road users. 	<p>The project is expected to moderately advance safety planning, however the narrative is missing clear or detailed descriptions of one of the following components:</p> <ul style="list-style-type: none"> • A clear description of the Supplemental Planning scope of work to be performed; • A clear description of the roadway safety issues that necessitate the Supplemental Planning activities; • A clear description of how the funded Supplemental Planning activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO. 	<p>The project is expected to strongly advance safety planning.</p> <p>The narrative includes <u>ALL of the following components</u>:</p> <ul style="list-style-type: none"> • A very clear description of the Supplemental Planning scope of work to be performed; • A very clear description of the roadway safety issues that necessitate the Supplemental Planning activities; • A very clear description of how the funded Supplemental Planning activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO.

Merit Criteria	Non-Responsive	Low	Medium	High
Demonstration Activities	The project is not connected to Demonstration Activities; the narrative indicates the proposal is expected to negatively affect roadway safety; or the narrative does not contain sufficient information.	<p>The project is expected to make a very limited advancement in safety planning. The proposal is weakly tied to safety planning.</p> <p>The narrative <u>is missing two or more</u> of the components below, and/or contains insufficient information to assess the project's impact:</p> <ul style="list-style-type: none"> • A clear description of the scope of work for the Demonstration Activities to be performed; • A schedule showing when the Demonstration Activities will occur and the start/end dates of the work; • A clear description of the roadway safety issues that necessitate the Demonstration Activities; • A clear description of how the funded Demonstration Activities will inform an Action Plan that contains all required 	<p>The project is expected to moderately advance safety planning, however the narrative <u>is missing one</u> of the following components:</p> <ul style="list-style-type: none"> • A clear description of the scope of work for the Demonstration Activities to be performed; • A schedule showing when the Demonstration Activities will occur and the start/end dates of the work; • A clear description of the roadway safety issues that necessitate the Demonstration Activities; • A clear description of how the funded Demonstration Activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO, and help to identify evidence-based, high-impact strategies for all road users; 	<p>The project is expected to strongly advance safety planning.</p> <p>The narrative includes <u>ALL of the following components</u>:</p> <ul style="list-style-type: none"> • A very clear description of the scope of work for Demonstration Activities to be performed; • A detailed schedule showing when the Demonstration Activities will occur and the start/end dates of the work; • A very clear description of the roadway safety issues that necessitate the Demonstration Activities; • A very clear description of how the funded Demonstration Activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO, and help to identify evidence-based,

Merit Criteria	Non-Responsive	Low	Medium	High
		<p>components as described in Table 1 of the NOFO, and help to identify evidence-based, high-impact strategies for all road users;</p> <ul style="list-style-type: none"> • A clear description of an approach to measuring the potential safety benefits of the Demonstration Activities through data collection and evaluation. 	<ul style="list-style-type: none"> • A clear description of an approach to measuring the potential safety benefits of the Demonstration Activities through data collection and evaluation. 	<p>high-impact strategies for all road users;</p> <ul style="list-style-type: none"> • A very clear description of an approach to measuring the potential safety benefits of the Demonstration Activities through data collection and evaluation.

Merit Criterion #2: Safety Impact

DOT will assess the proposal's Safety Impact using two quantitative ratings that DOT will calculate based on materials provided in the Key Information Table, map, and nationally available data:

- The count of roadway fatalities from 2019-2023 data based on DOT's FARS data, an alternative traffic crash dataset, or a comparable data set with roadway fatality information.¹²
- The fatality rate, which is calculated using a 5-year annual average from the total count of fatalities (based on FARS data or an alternative traffic crash dataset from 2019-2023) divided by the population of the applicant's jurisdiction based on 2020 population data from the U.S. Census. The rate should be normalized per 100,000 persons.¹³

Merit Criterion #3: Underserved Communities

DOT will assess the Underserved Communities merit criterion using one quantitative rating that DOT will calculate using the definition of Underserved Community in this NOFO and the mapped jurisdictions included in the application:

- The percentage of the population in the applicant's jurisdiction that resides in an Underserved Community Census tract.¹⁴
- Population of a Census tract, either a tract that is an Underserved Community or not, must be based on 2020 U.S. Census data.

¹² <https://cdan.dot.gov/query>

¹³ <https://www.transportation.gov/grants/ss4a/calculating-average-annual-fatality-rate-ss4a>

¹⁴ [List of Areas of Persistent Poverty and Historically Disadvantaged Communities | US Department of Transportation](#)

Selection Consideration: Budget Costs

DOT will assess the extent to which the budget and costs to perform the proposed activities are reasonable, necessary, and allocable based on 2 CFR § 200.404 and 405, and the extent to which the application delineates the breakdown of Federal funds requested between developing an Action Plan, conducting supplemental planning to update an existing plan, and/or carrying out demonstration activities to inform the development or update of an Action Plan. DOT also will review whether costs are reasonable and adequate if the amount requested is under \$100,000.

Selection Consideration: High Fatality Rates

To prioritize areas with the highest fatality rates, DOT may prioritize SS4A Planning and Demonstration Grant applications with a quantitative fatality rate of 17.5 fatalities per 100,000 persons or greater.¹⁵

Selection Consideration: No Prior SS4A Funding

DOT may prioritize SS4A Planning and Demonstration Grant applicants that have not received SS4A funding previously.

ii. Implementation Grant Merit Criteria

Implementation Grants have four required merit criteria: #1 Safety Need; #2 Safety Impact; #3 Implementation Costs, and #4 Engagement and Collaboration. An additional optional merit criterion #5 Supplemental Planning and Demonstration Activities is only required for Implementation Grant applicants requesting funds to conduct supplemental planning and/or carry out demonstration activities.

¹⁵ The 90th percentile threshold value of 17.46 was derived from the 5-year average (2018-2022) fatality rate for all counties with a population of 50,000+, and all cities with a population of 5,000+

DOT will evaluate application narratives against each of the merit criteria using the rubric table provided below. Individual ratings of **High, Medium, Low, or Non-Responsive** will be assigned to each merit criteria. Together, the individual merit criterion ratings will roll up into an overall application rating of Highly Recommended, Recommended, Acceptable, or Not Recommended.

Two additional factors will be used in the selection process: Project Readiness and Award Considerations. The response to each criterion, to the extent practicable, should be aligned with the applicant's Action Plan.

Implementation Grant Merit Criteria Rubric Table

Merit Criteria	Non-Responsive	Low	Medium	High
Safety Need	<p>The narrative does not address a safety problem</p> <p>OR</p> <p>Project negatively affects safety</p>	<p>The narrative is missing two of the components below, and/or contains insufficient information to assess the project’s safety need:</p> <ul style="list-style-type: none"> • The safety problem to be addressed is well-articulated and is clearly supported by strong data and analysis, including historical trends, fatal and serious injury crash locations, contributing factors, and crash types by category of road user; • The locations of crashes and/or crash risk associated with the specific safety problem are clearly described and displayed on a High Injury Network or equivalent map; • Safety risk is summarized from risk models, hazard analysis, the identification of high-risk roadway features, road safety 	<p>The narrative demonstrates the proposal is addressing an existing safety problem, however the narrative is missing one of the following components:</p> <ul style="list-style-type: none"> • The safety problem to be addressed is well-articulated and is clearly supported by strong data and analysis, including historical trends, fatal and serious injury crash locations, contributing factors, and crash types by category of road user; • The locations of crashes and/or crash risk associated with the specific safety problem are clearly described and displayed on a High Injury Network or equivalent map; • Safety risk is summarized from risk models, hazard analysis, the identification of high-risk roadway features, road safety 	<p>The narrative demonstrates the proposal is addressing a substantial and documented safety problem.</p> <p>The narrative addresses ALL of the following components:</p> <ul style="list-style-type: none"> • The safety problem to be addressed is well-articulated and is clearly supported by strong data and analysis, including historical trends, fatal and serious injury crash locations, contributing factors, and crash types by category of road user; • The locations of crashes and/or crash risk associated with the specific safety problem are clearly described and displayed on a High Injury Network or equivalent map; • Safety risk is summarized from risk models, hazard analysis, the identification of high-

Merit Criteria	Non-Responsive	Low	Medium	High
		audits/assessments, near miss data, and/or other proactive safety analyses.	audits/assessments, near miss data, and/or other proactive safety analyses.	risk roadway features, road safety audits/assessments, near miss data, and/or other proactive safety analyses.
Safety Impact	<p>The projects and strategies do not address the safety problem</p> <p>OR</p> <p>Project negatively affects safety</p>	<p>The proposed projects and strategies are missing more than four of the components below and/or the narrative contains insufficient information to assess the project’s safety need:</p> <ul style="list-style-type: none"> • Are primarily on a High Injury Network or address high-risk roadway features correlated with severe crash types; • Significantly reduce or eliminate roadway fatalities and serious injuries involving various road users; • Use low-cost, high-impact strategies and projects over a wide geographical area; • Use evidence-based, FHWA Proven Safety Countermeasures and/or NHTSA’s Countermeasures that Work, and/or other documented highly effective safety 	<p>The proposed projects and strategies align with and address an identified safety problem, however the projects and strategies are missing <u>three or four</u> of the following components:</p> <ul style="list-style-type: none"> • Are primarily on a High Injury Network or address high-risk roadway features correlated with severe crash types; • Significantly reduce or eliminate roadway fatalities and serious injuries involving various road users; • Use low-cost, high-impact strategies and projects over a wide geographical area; • Use evidence-based, FHWA Proven Safety Countermeasures and/or NHTSA’s Countermeasures that Work, and/or other documented highly 	<p>The proposed projects and strategies align with and comprehensively address the safety problem and provide significant, documented, and data-driven safety benefits.</p> <p>The proposed projects and strategies meet at least five of the following components and are addressed in the narrative:</p> <ul style="list-style-type: none"> • Are primarily on a High Injury Network or address high-risk roadway features correlated with severe crash types; • Significantly reduce or eliminate roadway fatalities and serious injuries involving various road users; • Use low-cost, high-impact strategies and projects over a wide geographical area; • Use evidence-based, FHWA Proven Safety Countermeasures

Merit Criteria	Non-Responsive	Low	Medium	High
		<p>countermeasures to significantly improve existing roadways;</p> <ul style="list-style-type: none"> • Measure safety through models, studies, reports, proven noteworthy practices, or Crash Modification Factors (CMF); • Will have safety benefits that persist over time; • Incorporate technologies that promote safety. 	<p>effective safety countermeasures to significantly improve existing roadways;</p> <ul style="list-style-type: none"> • Measure safety through models, studies, reports, proven noteworthy practices, or Crash Modification Factors (CMF); • Will have safety benefits that persist over time; • Incorporate technologies that promote safety. 	<p>and/or NHTSA's Countermeasures that Work, and/or other documented highly effective safety countermeasures to significantly improve existing roadways;</p> <ul style="list-style-type: none"> • Measure safety through models, studies, reports, proven noteworthy practices, or Crash Modification Factors (CMF); • Will have safety benefits that persist over time; • Incorporate technologies that promote safety.
Implementation Costs	Cost information and/or fatality and serious injury information are not provided .	<p>The costs for the implementation of the projects and strategies are missing more than one of the components below and/or insufficient information is provided to assess the reasonableness of costs for implementation of projects and strategies.</p> <ul style="list-style-type: none"> • Costs are clearly itemized and summarized in a logical manner; 	<p>The costs for the implementation of the projects and strategies are summarized in the supplemental budget and narrative and are reasonable based on the projects/strategies being proposed, but the application is missing one of the following components:</p> <ul style="list-style-type: none"> • Costs are clearly itemized and summarized in a logical manner; 	<p>The costs for the implementation of the projects and strategies are summarized in the supplemental budget and narrative.</p> <p>The applications addresses ALL of the following components:</p> <ul style="list-style-type: none"> • Costs are clearly itemized and summarized in a logical manner in the supplemental budget and narrative

Merit Criteria	Non-Responsive	Low	Medium	High
		<ul style="list-style-type: none"> • Costs are reasonable based on the projects/strategies being proposed; • The projects and strategies make effective use of Federal funds to address locations with high fatalities proportionate to the amount of funding requested. 	<ul style="list-style-type: none"> • Costs are reasonable based on the projects/strategies being proposed; • The projects and strategies make effective use of Federal funds to address locations with high fatalities proportionate to the amount of funding requested. 	<ul style="list-style-type: none"> • Costs are reasonable and necessary based on the projects/strategies being proposed; • The projects and strategies make effective use of Federal funds to address locations with high fatalities proportionate to the amount of funding requested.
Engagement and Collaboration	The narrative does not address the engagement and collaboration criterion or there is a demonstrated lack of support for the project	The narrative is missing more than two of the following components and/or contains insufficient information to assess the engagement and collaboration benefits: <ul style="list-style-type: none"> • Ensures investment in preventing roadway fatalities and serious injuries in underserved communities including rural communities; • Includes demographic analysis, both qualitative and quantitative, and stakeholder engagement as part of the project development and implementation process; • Includes or will include meaningful engagement with the public during all 	General engagement is described that is not specific to the planning and implementation of the proposed projects/strategies. The narrative is missing one or two of the following components: <ul style="list-style-type: none"> • Ensures investment in preventing roadway fatalities and serious injuries in underserved communities including rural communities; • Includes demographic analysis, both qualitative and quantitative, and stakeholder engagement as part of the project development and implementation process; • Includes or will include meaningful engagement 	The narrative clearly demonstrates plans to ensure investment in the safety needs of underserved communities, as well as engagement with a variety of public and private stakeholders. The narrative has clear and direct evidence of engagement and collaboration in relation to the implementation of the proposed projects and strategies. The narrative addresses ALL of the following components : <ul style="list-style-type: none"> • Ensures investment in preventing roadway fatalities and serious injuries in underserved communities including rural communities; • Includes demographic analysis, both qualitative

Merit Criteria	Non-Responsive	Low	Medium	High
		<p>phases of the project such as planning, design, construction, and implementation;</p> <ul style="list-style-type: none"> • Leverages partnerships within the applicant jurisdiction, with other government entities, non-governmental organizations, the private sector, academic institutions, or other relevant stakeholders to achieve safety benefits while avoiding negative consequences for the community. 	<p>with the public during all phases of the project such as planning, design, construction, and implementation;</p> <ul style="list-style-type: none"> • Leverages partnerships within the applicant jurisdiction, with other government entities, non-governmental organizations, the private sector, academic institutions, or other relevant stakeholders to achieve safety benefits while avoiding negative consequences for the community. 	<p>and quantitative, and stakeholder engagement as part of the project development and implementation process;</p> <ul style="list-style-type: none"> • Includes or will include meaningful engagement with the public during all phases of the project such as planning, design, construction, and implementation; • Leverages partnerships within the applicant jurisdiction, with other government entities, non-governmental organizations, the private sector, academic institutions, or other relevant stakeholders to achieve safety benefits while avoiding negative consequences for the community.

Merit Criterion #5: Supplemental Planning and Demonstration Activities

Merit Criteria	Non-Responsive	Low	Medium	High
Supplemental Planning	The project is not connected to Supplemental Planning activities; the narrative indicates the proposal is expected to negatively affect roadway safety; or the narrative does not contain sufficient information.	<p>The project is expected to make a very limited advancement in safety planning. The proposal is weakly tied to safety planning.</p> <p>The narrative is missing two or more of the components below, and/or contains insufficient information to assess the project's impact:</p> <ul style="list-style-type: none"> • A clear description of the Supplemental Planning scope of work to be performed; • A clear description of the roadway safety issues that necessitate the Supplemental Planning activities; • A clear description of how the funded Supplemental Planning activities will inform an Action Plan and identify evidence-based, high-impact, low-cost, and innovative strategies for all road users. 	<p>The project is expected to moderately advance safety planning, however the narrative is missing clear or detailed descriptions of one of the following components:</p> <ul style="list-style-type: none"> • A clear description of the Supplemental Planning scope of work to be performed; • A clear description of the roadway safety issues that necessitate the Supplemental Planning activities; • A clear description of how the funded Supplemental Planning activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO. 	<p>The project is expected to strongly advance safety planning.</p> <p>The narrative includes <u>ALL of the following components</u>:</p> <ul style="list-style-type: none"> • A very clear description of the Supplemental Planning scope of work to be performed; • A very clear description of the roadway safety issues that necessitate the Supplemental Planning activities; • A very clear description of how the funded Supplemental Planning activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO.

Merit Criteria	Non-Responsive	Low	Medium	High
Demonstration Activities	The project is not connected to Demonstration Activities; the narrative indicates the proposal is expected to negatively affect roadway safety; or the narrative does not contain sufficient information.	<p>The project is expected to make a very limited advancement in safety planning. The proposal is weakly tied to safety planning.</p> <p>The narrative is missing two or more of the components below, and/or contains insufficient information to assess the project's impact:</p> <ul style="list-style-type: none"> • A clear description of the scope of work for the Demonstration Activities to be performed; • A schedule showing when the Demonstration Activities will occur and the start/end dates of the work; • A clear description of the roadway safety issues that necessitate the Demonstration Activities; • A clear description of how the funded Demonstration Activities will inform an Action Plan that contains all required 	<p>The project is expected to moderately advance safety planning, however the narrative is missing one of the following components:</p> <ul style="list-style-type: none"> • A clear description of the scope of work for the Demonstration Activities to be performed; • A schedule showing when the Demonstration Activities will occur and the start/end dates of the work; • A clear description of the roadway safety issues that necessitate the Demonstration Activities; • A clear description of how the funded Demonstration Activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO, and help to identify evidence-based, high-impact 	<p>The project is expected to strongly advance safety planning.</p> <p>The narrative includes <u>ALL of the following components</u>:</p> <ul style="list-style-type: none"> • A very clear description of the scope of work for Demonstration Activities to be performed; • A detailed schedule showing when the Demonstration Activities will occur and the start/end dates of the work; • A very clear description of the roadway safety issues that necessitate the Demonstration Activities; • A very clear description of how the funded Demonstration Activities will inform an Action Plan that contains all required components as described in Table 1 of the NOFO, and help to

Merit Criteria	Non-Responsive	Low	Medium	High
		<p>components as described in Table 1 of the NOFO, and help to identify evidence-based, high-impact strategies for all road users;</p> <ul style="list-style-type: none"> • A clear description of an approach to measuring the potential safety benefits of the Demonstration Activities through data collection and evaluation. 	<p>strategies for all road users;</p> <ul style="list-style-type: none"> • A clear description of an approach to measuring the potential safety benefits of the Demonstration Activities through data collection and evaluation. 	<p>identify evidence-based, high-impact strategies for all road users;</p> <ul style="list-style-type: none"> • A very clear description of an approach to measuring the potential safety benefits of the Demonstration Activities through data collection and evaluation.

Selection Consideration: Project Readiness

DOT will review and consider Project Readiness in application selection. Project Readiness focuses on the extent to which the applicant will be able to complete the full scope of work in the Implementation Grant application within five years of when the grant agreement is executed. This includes information related to required design and construction standards, as well as environmental, permitting, and approval processes. DOT also will review and consider how soon the applicant expects to be able to execute a grant agreement based on the project's readiness. DOT will evaluate the extent to which the application:

- Documents all applicable local, State, and Federal requirements;
- Includes information on activity schedule, required permits and approvals, the NEPA class of action and status, State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) status (if applicable), public involvement, right-of-way acquisition plans, procurement schedules, multi-party agreements, utility relocation plans, and risk and mitigation strategies, as appropriate; and
- Is reasonably expected to begin any construction-related projects in a timely manner consistent with all applicable local, State, and Federal requirements.

2. Review and Selection Process

This section addresses the IJA requirement to publish the methodology for evaluation in the NOFO,¹⁶ including how applications advance through the evaluation process and the other considerations made during selection. DOT may utilize reviewers from within DOT or other

¹⁶ See IJA, Pub. L. 117-58, 135 Stat. 429, 816–17, § 24112(d)(4).

Federal agencies. The SS4A grant program review and selection process consists of eligibility reviews, merit criteria review, Senior Review Team consideration and a final selection by the Secretary.

i. Eligibility Review

Teams of Department and contractor support staff will review all applications to determine eligibility based on the Eligibility Information in Section C. This process includes confirmation that the applicant is an eligible entity and has an active UEI. Applications will also be reviewed for completeness.

If DOT cannot confirm eligibility based on the above considerations, the applicant will be contacted and given an opportunity to provide clarifications and/or updated materials.

Eligible applications will be reviewed for merit based on the merit criteria in Section G.1.

The review teams will examine the locations of the applicants to identify if an applicant is requesting funds to develop an Action Plan in a geographic area that previously received SS4A funds to develop an Action Plan, as well as any potential overlap in geographic boundaries in funding requests for FY 2026. DOT will assess the extent to which the application to develop an Action Plan is duplicative of existing or proposed activities and reserves the right to advise applicants with duplicative funding requests to consolidate their efforts as one multijurisdictional group prior to receiving an award. DOT may decline to fund duplicative applications irrespective of their individual merits. Planning and Demonstration Grant Review and Selection Process

ii. Planning and Demonstration Grant Review and Selection Process

Overall Selection Process and Ratings

All eligible SS4A Planning and Demonstration Grant applications receive a Merit Criteria Review to see how well the project described in the application aligns with the Safety Context

merit criterion listed in Section G.1.i. DOT staff will evaluate the significance of the benefits and the extent to which the proposal is likely to achieve the benefits described in the application.

For Merit Criteria #1 Safety Context, each eligible Planning and Demonstration Grant application narrative will be reviewed for its merit based on the Safety Context merit criteria in Section G.1.i. Each application narrative will be reviewed and assessed, and then receive a rating of **Highly Recommended, Recommended, Acceptable, or Not Recommended**. Applications that do not address Merit Criteria #1 Safety Context are deemed “not qualified” and will not be considered for award.

For Merit Criteria #2 Safety Impact and #3 Underserved Communities, the review team will rate eligible applications numerically based on information provided in the application materials and nationally available data.

Safety Context Criterion Rating Methodology

Each Planning and Demonstration Grant application is reviewed to determine which eligible activities are included in the proposal – developing a new Action Plan, conducting supplemental planning to update an existing plan, and carrying out demonstration activities to inform the development or update of an Action Plan.

Each component is assigned a rating of High, Medium, Low, or Non-Responsive, according to the rubric table in Section G.1.i. The individual ratings are tallied to calculate an overall merit rating of: **Highly Recommended, Recommended, Acceptable, or Not Recommended** based on the table below.

Safety Context Component Ratings (Update/New Action Plan, Supplemental Planning, Demonstration Activities)	Overall Criteria #1 Safety Context Rating	Justification
All "High"	Highly Recommended	Consistent excellence across all proposed activities.
Mixed "High" and "Medium"	Highly Recommended	The application shows strong merit; minor weaknesses in some activities do not outweigh primary goals. If more than 1 element is rated "Medium", then the overall rating is "Recommended."
"High" and "Low"	Recommended	A "Low" in any activity (like Demonstration Activities) suggests a lack of readiness that prevents a "High" overall rating. If more than 1 element is rated "Low", then the overall rating is "Acceptable."
All "Medium"	Recommended	Solid application that meets all basic requirements.
Two or more "Low"	Acceptable	A "Low" in more than one category demonstrates a lack of readiness/clarity about the project being proposed.
All "Low"	Acceptable	Insufficient information is provided.
Any "Not Responsive"	Not Recommended	Fails to meet the basic requirements of the NOFO.

iii. Implementation Grant Review and Selection Process

Overall Selection Process and Ratings

All eligible Implementation Grant applications receive a Merit Criteria Review to see how well the project described in the application aligns with the merit criteria listed in Section G.1.ii: #1 Safety Need; #2 Safety Impact; #3 Implementation Costs; and #4 Engagement and Collaboration. Based on the individual merit criterion ratings, DOT will assign an overall application rating of **Highly Recommended, Recommended, Acceptable, or Not Recommended** based on the evaluation team consensus discussion, and using the rubric table below. The merit criteria are weighted according to importance.

Implementation Grant applications that include supplemental planning or demonstration activities will also be reviewed for criterion #5 Supplemental Planning and Demonstration Activities, but it will not affect the overall Implementation Grant rating. Instead, DOT will use the information to determine whether the supplemental planning and/or demonstration activities should be funded as part of the overall project. DOT is more likely to fund, as part of an overall implementation project, supplemental planning and demonstration activities that rate well on criterion #5. Alternatively, DOT may award an Implementation Grant but exclude proposed supplemental planning or demonstration activities from the scope of the award if those activities were not rated well under criterion #5.

Implementation Grant Application Rating Methodology

Overall Merit Rating	Criteria Ratings
Highly Recommended	At least 3 of the 4 merit criteria ratings are “High”. The Safety Impact rating must be “High.” None of the merit criteria ratings are “Low” or “Non-Responsive”
Recommended	At least 2 of the 4 merit criteria ratings are “High” None of the merit criteria ratings are “Low” or “Non-Responsive”
Acceptable	Any combination of “High” and “Medium” not described above, and no more than 2 “Low” merit criteria ratings. None of the merit criteria ratings are “Non-Responsive.” Safety Impact is not “Low.”
Not Recommended	Ratings that do not fit the definitions of Highly Recommended, Recommended, or Acceptable.

Project Readiness Criterion Rating Methodology

All Implementation Grant applications will also receive a Project Readiness evaluation, as described below. The reviewers will use the application materials to assess the applicant’s Project Readiness and will provide a rating of either “Likely” or “Unlikely” based on the table below.

Likely	Unlikely
Based on the information provided in the application and the proposed scope of the projects and strategies, it is likely the applicant can execute a grant agreement within 1 year and complete all projects and strategies within 5 years of grant agreement execution. Application provides information on NEPA status, utility relocation, right-of-way acquisition, and other project implementation requirements.	Based on the information provided in the application and the proposed scope of the projects and strategies, it is uncertain whether the applicant can execute a grant agreement within 1 year and complete all projects and strategies within 5 years of grant agreement execution. Application is missing information on NEPA status, and whether utility relocation and/or right-of-way acquisition is required.

iv. Senior Review Team Phase

The Senior Review Team (SRT), comprised of senior DOT officials, determines which highly rated Implementation Grant and Planning and Demonstration Grant applications will be advanced for selection by the Secretary. The SRT may consider the following when determining which applications to advance.

Favorable Considerations:

- Whether previous SS4A funding was awarded to the applicant to develop or update an Action Plan;
- Letters of support, especially from relevant stakeholders and Public Safety Agencies and associated Labor Unions representing First Responders;
- Higher percentage of Implementation Grant funds that will be spent in, and provide safety benefits to, locations in Census tracts designated as underserved communities as defined by this NOFO;¹⁷

¹⁷ See the definition of Underserved Community in Section B, which includes U.S. Census tracts identified as Areas of Persistent Poverty.

- Applicants in a rural area;
- Geographic diversity of Implementation Grant award recipients;
- Principles from the DOT Order, Ensuring Reliance Upon Sound Economic Analysis in DOT’s Policies, Programs and Activities;
- Beautifying transportation infrastructure with context-appropriate design and/or child-friendly elements;
- At-grade highway rail crossing safety improvements (including railroad and rail transit);
- Truck Parking safety improvements with a clear roadway safety nexus;
- Applicants that best reflect the prioritization of reducing vagrancy as detailed in Executive Order 14321 “Ending Crime and Disorder on America’s Streets.”; and
- Whether an applicant has a Killed and Serious Injuries per \$1 million in Federal funding rate that is high compared to other Highly Rated applications.

Less Favorable Considerations:

- Inclusion of infrastructure reducing level of service for vehicles or reducing access for emergency vehicles, delivery vehicles, and vehicles serving the disabled;
- Inclusion of automated traffic enforcement, except in work zones, school zones, or cameras affixed to school buses; and
- Inclusion of new dedicated bicycle lanes that reduce vehicular capacity or impair movements.

Among well-rated applications, the SRT may prioritize Planning and Demonstration Grant applicants and jurisdictions that have not received prior SS4A funding, as described in Section

G.1.i: Selection Consideration; the SRT may also prioritize Implementation Grant applicants and jurisdictions that did not receive an SS4A Implementation Grant in previous funding rounds.

For each grant type, the SRT will present the list of Applications for Consideration to the Secretary, either collectively or through a representative of the SRT. The SRT may advise the Secretary on any application on the list of Applications for Consideration, including options for reduced awards. The Secretary makes final selections of applications that best address program requirements and are most worthy of funding.

If insufficient merit-worthy applications for Planning and Demonstration Grants are received for DOT to award the full 30 percent of funding set aside for the planning and demonstration grants, the SRT may redirect any such surplus funding toward merit-worthy Implementation Grants.

FY 2026 SS4A applications advanced by the SRT to the Highly Rated List, but that are not awarded, are automatically designated as “Projects of Merit.” Projects with this designation will be carried over into future potential SS4A rounds, subject to authorization and appropriations, and considered by the SRT for advancement to the Highly Rated List, along with other applications eligible for advancement to the Highly Rated List.

Planning and Demonstration Grant Senior Review Team Phase

Once every Planning and Demonstration Grant application has been reviewed based on the methodology above, all applications with a **Highly Recommended** or **Recommended** Safety Context rating will be included in a list of Applications for Consideration by the SRT. If the total funding request for Planning and Demonstration Grants exceeds the funding available, the SRT will consider quantitative merit criteria ratings for **#2 Safety Impact** and **#3 Underserved Communities** as well as applicants that meet the criteria for Award Considerations.

Implementation Grant Senior Review Team Phase

Once every Implementation Grant application has been assigned an overall rating based on the methodology above, all “Highly Recommended” applications will be included in a list of Applications for Consideration by the Secretary. The SRT will review all “Highly Recommended” applications that received an “Unlikely” project readiness rating, and either remove those applicants from the Applications for Consideration or recommend a reduced scope to remove components that reduced the project’s readiness, so that if awarded the applicant would be likely to execute a grant agreement within one year and complete the scope of work within five years of the grant agreement execution. The Secretary will consider the applications with a reduced scope due to the “Unlikely” project readiness rating in the same way as applications with a “Likely” rating.

In addition, to ensure the funding awards align to the extent practicable with the program goals, the SRT may review and call up “Recommended” applications for substantial safety benefits. SRT-identified “Recommended” applications with substantial safety benefits that would otherwise be added to the Applications for Consideration will also receive a SRT project readiness review similar to all “Highly Recommended” applications.

For applications that would not otherwise be included on the list of Applications for Consideration, the SRT may include applications with supplemental planning and demonstration activity funding that received a “High” or “Medium” rating for merit criterion #5 Supplemental Planning and Demonstration Activities. The SRT may recommend to the Secretary that DOT fund a reduced scope of only the supplemental planning and demonstration activities for these applications.

Risk Review

Pursuant to federal statute and regulation, DOT is required to review eligibility and financial integrity information for applicants, available in databases designated by the Office of Management and Budget (OMB), prior to making a Federal award.¹⁸

DOT is required to review the responsibility and qualification records available in the non-public segment of SAM prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, defined at [41 U.S.C. § 134](#), over the period of performance.

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.

When assessing risk, DOT will consider:

- ***Financial stability.*** The applicant's record of effectively managing financial risks, assets, and resources;
- ***Management systems and standards.*** Quality of management systems and ability to meet the management standards prescribed in this part;
- ***History of performance.*** The applicant's record of managing previous and current Federal awards, including compliance with reporting requirements and conformance to the terms and conditions of Federal awards, if applicable;
- ***Audit reports and findings.*** Reports and findings from audits performed under subpart F or the reports and findings of any other available audits, if applicable; and

¹⁸ See Payment Integrity Information Act of 2019, Pub. L. 116-117, 134 Stat. 113; 31 U.S.C. § 3354 (the “Do Not Pay Initiative”); 41 U.S.C. § 2313; and 2 CFR § 200.206.

- ***Ability to effectively implement requirements.*** The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients of Federal awards.

Before making decisions in the risk review required by [§ 200.206](#), DOT will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

H. Federal Award Notices

The Secretary will announce awards no later than 270 days after issuing the NOFO. Following the evaluation outlined in Section G, the Secretary will announce awarded applications by posting a list of selected recipients at <https://www.transportation.gov/grants/SS4A>. The posting of the list of selected award recipients will not constitute an authorization to begin performance. Following the announcement, DOT will contact the point of contact listed in the SF-424 to initiate negotiation of a grant agreement unless the applicant notifies DOT of a changed contact via SS4A@dot.gov.

1. Availability of Funds

Grant funding obligation occurs when a selected applicant and DOT enter into a written grant agreement after the applicant has satisfied applicable administrative requirements. Unless authorized by DOT in writing after DOT's announcement of FY 2026 SS4A grant awards, any costs incurred prior to DOT's obligation of funds for activities ("pre-award costs") are ineligible for reimbursement and may not be used as matching funds. If authorized by DOT in writing, Implementation Grant award recipients may incur pre-award costs for NEPA and design

activities, and these expenses may count toward match or cost share. Applicants who expect to request pre-award authority must clearly articulate such request in the application. DOT will determine whether such pre-award costs may be counted toward match or cost share on a case-by-case basis. All SS4A funds must be expended within five years after the grant agreement is executed.

SS4A funds will reimburse recipients only after a grant agreement has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted. Grant agreements are expected to be administered on a reimbursement basis; and at DOT's discretion alternative funding arrangements may be established on a case-by-case basis.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, nondiscrimination requirements, and other assurances made applicable to the award of funds in accordance with applicable executive orders and the regulations of DOT; and applicable Federal financial assistance and contracting principles promulgated by the OMB. In complying with these requirements, recipients must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If DOT determines that a recipient has failed to comply with applicable Federal requirements, DOT may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

I. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

i. Compliance with Federal Law and Policies

Except where prohibited by court order, the applicant assures and certifies, with respect to any application and awarded Project under this NOFO, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds.

ii. Federal Anti-Discrimination

Except where prohibited by court order, pursuant to Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, as a condition of grant award, each Recipient must agree that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of Title 31, United States Code.

Except where prohibited by court order, pursuant to Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, as a condition of grant award, each Recipient must certify that it does not operate any programs promoting diversity, equity, and inclusion (DEI) initiatives that violate any applicable Federal anti-discrimination laws.

iii. Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR Part 21), the ADA, and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community

Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and the applicable Operating Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.

iv. National Environmental Policy Act of 1969 (NEPA)

Funding recipients must comply with NEPA under 42 U.S.C. § 4321. Obligation of Federal funds for final design, right-of-way acquisition, utility relocation, and/or construction will not occur until NEPA approval is received. In these cases, the grant agreement will require a partial obligation of Federal funding until NEPA approval is obtained and a grant agreement amendment to obligate additional funding after NEPA approval is received and documented.

v. Domestic Preference Requirements

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Infrastructure projects and demonstration activities are subject to the Build America, Buy America Act as clarified in OMB Memorandum M-24-02.¹⁹ Projects under this notice are subject to the domestic preference requirement at section 70914 of the Build America, Buy America Act. DOT expects all recipients to comply with this requirement.

¹⁹ See IJJA, Pub. L. No. 117-58, Div. G, Title IX, Subtitle A, 135 Stat. 429, 1298, § 70914 (2021). For additional information and guidance on section 70914, see OMB-24-02, available at: <https://www.whitehouse.gov/wp-content/uploads/2023/10/M-24-02-Buy-America-Implementation-Guidance-Update.pdf>.

vi. Labor and Workforce

Each applicant selected for SS4A grant funding must demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with a free and fair choice to join a union in project construction and in on-going operations and maintenance, and promote cost-effectiveness and open competition through union participation and the use of project labor agreements, registered apprenticeship programs, and other joint labor-management training programs.

vii. Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber threats, consistent with the National Security Memorandum (NSM-22) on Critical Infrastructure Security and Resilience, and the National Security Memorandum on Critical Infrastructure Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for SS4A grant funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Award recipients that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by DOT and the Department of Homeland Security, will be required to do so before receiving Implementation Grant funds.

viii. Other Administrative and Policy Requirements

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200 as adopted by DOT at 2 CFR Part 1201. In addition, as permitted under the requirements described above,

applicable Federal laws, rules, and regulations of the relevant operating administration (*e.g.*, the Federal Highway Administration) administering the activities will apply to the activities that receive SS4A grants, including planning requirements, Stakeholder Agreements, and other requirements under DOT's other highway and transit grant programs. DOT anticipates grant recipients to have varying levels of experience administering Federal funding agreements and complying with Federal requirements, and DOT will take a risk-based approach to SS4A program grant administration to ensure compliance with all applicable laws and regulations. Because award recipients under this program may be first-time recipients of Federal funding, DOT is committed to implementing the program as flexibly as permitted by statute and to assisting award recipients through the process of securing a grant agreement and delivering both Planning and Demonstration Grant activities and Implementation Grant projects and strategies. Award recipients are encouraged to identify any needs for assistance in delivering the Implementation Grant projects and strategies so that DOT can provide directly, or through a third party, sufficient support and technical assistance to mitigate potential execution risks.

2. Reporting

i. Progress Reporting on Grant Activity

Reporting responsibilities for award recipients include quarterly program performance reports using the Performance Progress Report (PPR) and quarterly financial status using the SF-425 (also known as the Federal Financial Report or SF-FFR).²⁰

²⁰ <https://www.grants.gov/forms/post-award-reporting-forms.html>

Budget and recipient performance information will be gathered on a quarterly basis in PPR. To fulfill the data collection requirements and in accordance with the DOT Public Access Plan, award recipients must consider, budget for, and implement appropriate data management, for data and information outputs acquired or generated during the course of the grant.²¹ Federally recognized Tribal governments receiving grants may request alternative data collection requirements during grant agreement formulation, as appropriate. Applicants are expected to account for data and performance reporting in their budget submission.

ii. Post Award Reporting Requirements/Reporting of Matters Related to Integrity and Performance

All award recipients shall submit a final report not later than 120 days after the end of the period of performance. A link to submit this report electronically will be provided by the Operating Administration (FHWA, FTA, or NHTSA) administering your grant. The content of the final report includes:

- The costs of each eligible project and strategy carried out using the grant;
- The lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

Recipients of Implementation Grants or Planning and Demonstration Grants with demonstration activities must also provide:

- Safety performance data, including total fatalities and serious injuries, and fatalities by road user category, and other outcomes and benefits in the project location(s);
- Information about project location(s).

²¹ <https://doi.org/10.21949/1520559>

Award recipients that develop, complete, or enhance an Action Plan must provide information to support that the Action Plan satisfies each of the required Action Plan components listed in Table 1: Action Plan Components.

Award recipients carrying out demonstration activities must also:

- Measure potential benefits through data collection and evaluative activities, and
- Report to DOT how the demonstration activities informed an Action Plan's list of projects and strategies and future implementation.

iii. General Reporting Requirement (Federal Share of SS4A Funds Over \$500,000)

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, the applicant during that period of time must maintain the currency of information reported in SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in Section I.2.iv: "Proceedings About Which Recipients Must Report" of this award term and condition. This is a statutory requirement under section 872 of Pub. L. No.110-417, as amended (41 U.S.C. § 2313). As required by section 3010 of Pub. L. No. 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. In addition, if applicable, funding recipients must be in compliance with the audit requirements in 2 CFR Part 200, Subpart F.

iv. Proceedings About Which Recipients Must Report

Recipients must submit the required information about each proceeding that:

- Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- Reached its final disposition during the most recent five-year period; and
- Is one of the following—
 - A criminal proceeding that resulted in a conviction;
 - A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - An administrative proceeding that resulted in a finding of fault and liability and payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - Any other criminal, civil, or administrative proceeding if—
 - It could have led to an outcome described in one of the three examples cited above;
 - It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the recipient’s part; and
 - The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
- **Reporting Procedures.** Enter the required information in SAM for each proceeding described in paragraph (b) of this award term. Recipients do not need to submit the information a second time under grants and cooperative agreements that the recipient received if already provided the information in SAM because the recipient were required to do so under Federal procurement contracts that the recipient was awarded.

- **Reporting Frequency.** During any period of time when the recipient is subject to the general reporting requirement, the recipient must report proceedings information in *SAM.gov* for the most recent five-year period, either to report new information about a proceeding that the recipient has not reported previously or affirm that there is no new information to report. If the recipient has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the recipient must disclose semiannually any information about the criminal, civil, and administrative proceedings.
- **Definitions.** For purposes of this Notice—
 - Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

3. Program Evaluation

DOT intends to measure safety outcomes through a combination of grant agreement activities and data collections, including DOT data collections already underway and program evaluations separate from the individual grant agreements in accordance with Section D.4. Pursuant to 5 U.S.C. § 311, Program Evaluation is “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Recipients and subrecipients are encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress. Allowable data and evaluation costs are specified in 2 CFR § 200.455(c). As a condition of grant award, SS4A grant recipients may be required to participate in an evaluation undertaken by DOT, or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation and/or use information available through other reporting. Grant recipients must agree to: (1) make records available to the evaluation contractor or DOT agency staff; (2) facilitate and provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT agency staff.

J. Other Information

1. Publication of Application Information

Following the completion of the selection process and announcement of awards, DOT intends to publish a list of all applications received along with the names of the applicant organizations and a few relevant data fields from the application. DOT may share application information within DOT or with other Federal agencies if DOT determines the applicant could benefit from Federal technical assistance programs, or that sharing is relevant to the respective program's objectives.

2. Department Feedback on Applications

DOT strives to provide as much information as possible to assist applicants with the application process. Unsuccessful applicants may request a debrief up to 30 days after the selected funding recipients are publicly announced on <https://www.transportation.gov/grants/SS4A>.

3. Grant Application Resources

DOT will provide resources to help interested applicants understand the different DOT competitive grant programs through webinars, frequently asked questions, templates, and other materials provided on the SS4A program website <https://www.transportation.gov/grants/SS4A>. Additional grant applications resources for this and other Departmental grant programs can be found on the DOT Navigator at www.transportation.gov/dot-navigator. User-friendly information and resources regarding DOT's competitive grant programs relevant to rural applicants can be found on the Rural Opportunities to Use Transportation for Economic Success (ROUTES) website at www.transportation.gov/rural.



Safe Streets and Roads for All

How to Complete Standard Forms

The Safe Streets and Roads for All (SS4A) grant program requires applicants to submit Standard Form (SF) 424 family forms to detail proposed funding, project, and lobbying information. **The required forms are available via the application submission software platform, Valid Evaluation (Valid Eval), and on [the SS4A website](#).** See Section F: Submission Requirements and Deadlines in the SS4A [Notice of Funding Opportunity \(NOFO\)](#) for complete application submission instructions. To assist in completing the required SF forms, please consider the following recommendations.

Overall Requirements

What Standard Forms are applicants required to submit?

The OMB Number and Expiration Date for the most up-to-date form versions are provided below. Please confirm that the forms you use have the same information in the top right corner of the form.

The form titles below are linked to the relevant sections of this document.

- Applicants for **Planning and Demonstration Grants** must submit:
 - **SF-424 General Application for Federal Assistance**
 - OMB Number: 4040-0004; Expiration Date: 03/31/2029
 - **SF-424A Budget Information for Non-Construction Programs**
 - OMB Number: 4040-0006; Expiration Date: 06/30/2028
 - **SF-424B Assurances for Non-Construction Programs**
 - OMB Number: 4040-0007; Expiration Date: 07/31/2028
 - **SF-LLL Disclosure of Lobbying Activities**
 - OMB Number: 4040-0013; Expiration Date: 06/30/2028
- Applicants for **Implementation Grants**, including applications with supplemental planning and demonstration activities, must submit:
 - **SF-424 General Application for Federal Assistance**
 - OMB Number: 4040-0004; Expiration Date: 03/31/2029
 - **SF-424C Budget Information for Construction Programs**
 - OMB Number: 4040-0008; Expiration Date: 06/30/2028
 - **SF-424D Assurances for Construction Programs**
 - OMB Number: 4040-0009; Expiration Date: 06/30/2028
 - **SF-LLL Disclosure of Lobbying Activities**
 - OMB Number: 4040-0013; Expiration Date: 06/30/2028

Individual Form Information

The following sections provide information on how to fill out each component of the SF form in greater detail.

SF-424 General

- This form is required for all SS4A applicants.
- Please ensure this form is the most current version. Up to date forms can be found on [the SS4A website](#).

Recommendations to Complete Form Fields for SF-424 General

View Burden Statement		Please ensure this form is the most current version. Up to date forms can be found on the SS4A website.	
Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/> Date of application submission		4. Applicant Identifier: <input type="text"/> Leave Blank	
5a. Federal Entity Identifier: <input type="text"/> Leave Blank		5b. Federal Award Identifier: <input type="text"/> Leave Blank	
State Use Only:			
6. Date Received by State: <input type="text"/> Leave Blank		7. State Application Identifier: <input type="text"/> Leave Blank	

- **1: Type of Submission:** Select "Application".
- **2: Type of Application:** Select "New".
- **3: Date Received:** Enter date of application submission.
- **4: Applicant Identifier:** Leave blank.
- **5a through 7:** Leave blank.

8. APPLICANT INFORMATION:	
* a. Legal Name:	Enter legal name of applicant that will undertake the assistance activity. This is the same entity registered in sam.gov, and should be a political subdivision of a state.
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. UEI: Register or check entity status in sam.gov to receive an active UEI
d. Address:	
* Street1:	Enter address information for applicant that will undertake the assistance activity.
Street2:	
* City:	
County/Parish:	
* State:	
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	
e. Organizational Unit:	
Department Name:	Division Name:
Leave Blank	Leave Blank
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix:	* First Name:
Middle Name:	Enter contact information. This should be consistent with the primary contact listed in Valid Eval.
* Last Name:	
Suffix:	
Title:	
Organizational Affiliation:	
Enter organizational affiliation if affiliated with an organization other than that in 8.a	
* Telephone Number:	Fax Number:
* Email:	

- **8: Applicant Information:**
 - **8a. Legal Name:** Enter legal name of applicant that will undertake the assistance activity. This is the same entity registered in sam.gov and should be a political subdivision of a state.
 - **8b. EIN/TIN:** Enter Employer/Taxpayer Identification Number (EIN/TIN).
 - **8c. UEI:** Enter applicant UEI. Register or check entity status in sam.gov to receive an active UEI.
 - **8d: Address:** Enter address information for the applicant that will undertake the assistance activity.
 - **8e: Organizational Unit:** Leave blank.
 - **8f: Name and contact information of person to be contacted on matters involving this application:** Enter contact information. This contact should be consistent with the primary contact listed in Valid Eval.
 - **8f: Organizational affiliation:** Enter organizational affiliation if contact listed is affiliated with an organization other than that listed in 8a. Legal Name.

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Assistance Listing Number:

Assistance Listing Title:

* 12. Funding Opportunity Number:

* Title:

- **9: Type of applicant 1: Select Applicant Type:** Select the appropriate applicant type from the dropdown menu.
- **10: Name of Federal Agency:** Enter "U.S. Department of Transportation".
- **11: Assistance Listing Number:** Enter "20.939".
- **11: Assistance Listing Title:** Enter "Safe Streets and Roads for All".
- **12: Funding Opportunity Number:** Enter "DOT-SS4A-FY26-01".
- **12: Title:** Enter "Safe Streets and Roads for All".

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

- **13: Competition Identification Number:** Leave Blank.
- **14: Areas Affected by Project (Cities, Counties, States, etc.):** Leave Blank. This information is collected in Valid Eval.
- **15: Descriptive Title of Applicant's Project:** Enter Project Title as it appears in Valid Eval. Do not enter project narrative.
- **Supporting documentation:** Do not attach additional documents to this form.

Application for Federal Assistance SF-424

16. Congressional Districts Of:
 * a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
 * a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	Federal Request from SS4A Program. Must match amount in SF-424A or SF-424C, Supp. Budget & ValidEval.
* b. Applicant	Non-Federal Applicant Match. Must match amount in SF-424A or SF-424C, Supp. Budget & ValidEval.
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	Total Project Cost. Must reflect total in SF-424A or SF-424C, Supp. Budget & ValidEval

- **16a: Congressional Districts of Applicant:** Information Required. Enter the relevant Congressional Districts of the applicant. For additional information on what to enter in this form field, refer to: https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf

- **16b: Congressional Districts of Project:** Information Required. Enter the relevant Congressional Districts for the proposed project. For additional information on what to enter in this form field, refer to [instructions on Grants.gov](http://instructions.on.Grants.gov).
- **17a: Proposed Project Start Date:** Information Required. Enter your project's estimated start date.
- **17b: Proposed Project End Date:** Information Required. Enter the project's estimated end date.
- **18: Estimated Federal Funding**
 - **18a: Federal:** Enter Federal request amount from SS4A Program. This amount must match the amount found in the SF-424A or SF-424C, Supplemental Budget, and Valid Eval.
 - **18b: Applicant:** Enter non-Federal applicant match. This amount must match the amount found in the SF-424A or SF-424C, Supplemental Budget, and Valid Eval.
 - **18c: State:** Enter amount of State funded match if applicable.
 - **18d: Local:** Enter amount of other local match if applicable.
 - **18e: Other:** Enter amount of any other match if applicable.
 - **18f: Program Income:** Enter if applicable.
 - **18g: Total:** Enter total project cost. This amount must match the amount found in the SF-424A or SF-424C, Supplemental Budget, and Valid Eval.
 - *Please note all funding estimates should be whole dollar amounts.
- For additional instructions on how to complete the SF-424, refer to [instructions on Grants.gov](http://instructions.on.Grants.gov).

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	<input type="text"/>
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	No, this program is not covered by E.O. 12372.
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="button" value="Yes/No Required"/>	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/>
<input type="button" value="Do not attach additional documentation in this form."/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	<input type="button" value="Required"/>
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	Required. Authorized Representative section should be filled and signed by someone within the local entity.
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>
Please sign with an Adobe digital signature OR with a wet signature. Simply typing your name in the box will NOT be accepted	

- **19: Is Application Subject to Review by State Under Executive Order 12372 Process?** Select “c. Program is not covered by EO 12372”.
- **20: Is the Applicant Delinquent On Any Federal Debt?** Select “Yes” or “No” as applicable.
- **21:** Select “I agree”.
- **21: Authorized Representative:** This contact information is required. The authorized representative section should be filled and signed by someone from the applicant entity. Please make sure to sign with an Adobe digital signature OR with a wet signature. Simply typing your name into the box will NOT be accepted.

SF-424A

- The SF-424A is required for SS4A Planning and Demonstration Grant applicants only.
- Please ensure this form is the most current version. Up to date forms can be found on the [SS4A website](#).

Recommendations to Complete Form Fields for SF-424A

View Burden Statement		BUDGET INFORMATION - Non-Construction Programs					Please ensure this form is the most current version. Up to date forms can be found on the SS4A website.
SECTION A - BUDGET SUMMARY							
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget			
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)	
1. "Safe Streets and Roads for All"	"20.939"	\$ Leave Blank	\$ Leave Blank	\$ []	\$ []	\$ []	Total Project Cost [1.(e) + 1.(f)]
2.							
3.	Leave additional grant program function or activity boxes blank. If your entity is planning to use additional federal funding for this project that does not come from the SS4A program, it does not need to be documented in this form. The amounts listed on this form should match section 18 of the SF424 General.						
4.							
5. Totals		\$ Leave Blank	\$ Leave Blank	\$ Same as 1.(e)	\$ Same as 1.(f)	\$ Same as 1.(g)	

- **Section A: Budget Summary**
- **Row 1:** Complete based on project budget.
 - **1(a): Grant Program Function or Activity:** Enter “Safe Streets and Roads for All”.
 - **1(b): Catalog of Federal Domestic Assistance Number:** Enter: “20.939”.
 - **1(c): Estimated Unobligated Funds – Federal:** Leave blank.

- **1(d): Estimated Unobligated Funds – Non-Federal:** Leave blank.
- **1(e): New or Revised Budget – Federal:** Federal share is equal to 1(g) minus 1(f).
- **1(f) New or Revised Budget – Non-Federal:** Non-Federal match must be at least 20% of total project cost in 1(g).
- **1(g) Total:** Enter total project cost.
- **Rows 2-4:** Leave additional grant program function or activity boxes blank. If your entity is planning to use additional Federal funding for this project that does not come from the SS4A program, it does not need to be documented in this form. The amounts listed on this form should match section 18 of the SF-424 General.
- **Row 5: Totals:** These boxes should auto-populate based on previously entered amounts.
 - **5(c):** Leave blank.
 - **5(d):** Leave blank.
 - **5(e):** Same as 1(e).
 - **5(f):** Same as 1(f).
 - **5(g):** Same as 1(g).

SECTION B - BUDGET CATEGORIES							
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)		
	(1)	(2)	(3)	(4)			
	"Safe Streets and Roads for All"	Leave additional grant program function or activity boxes blank. If your entity is planning to use additional federal funding for this project that does not come from the SS4A program, it does not need to be documented in this form. The amounts listed on this form should match section 18 of the SF424 General.					
a. Personnel	\$ <input type="text"/>				\$	\$	\$
b. Fringe Benefits	<input type="text"/>						
c. Travel	<input type="text"/>						
d. Equipment	<input type="text"/>						
e. Supplies	<input type="text"/>						
f. Contractual	<input type="text"/>						
g. Construction	<input type="text"/>						
h. Other	<input type="text"/>						
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>						\$
j. Indirect Charges	<input type="text"/>						\$
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>				Budget Total must equal 5(g) from the first page of this document.		
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>		

- **Section B: Budget Categories**
 - For more information on these categories, see pages 4-9 of [instructions on Grants.gov](#).
- **Column (1) Grant Program, Function or Activity:** Enter "Safe Streets and Roads for All"
 - **1(a) – 1(j):** Enter amounts as applicable for your project.
 - **1(k) Totals:** Budget Total must equal 5(g) from the first page of this document.

- **Columns (2) – (4):** Leave additional grant program function or activity boxes blank. If your entity is planning to use additional Federal funding for this project that does not come from the SS4A program, it does not need to be documented in this form. The amounts listed on this form should match section 18 of the SF-424 General.

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/> Equal to 5.(f)

- **Section C: Non-Federal Resources:** Describe the sources of your non-Federal match. The total in 12(e) must equal the total from 5(f) on the first page of this document.

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Non-Federal	\$ <input type="text"/>	Leave Section D Blank			
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. <input type="text"/>	Leave Section E Blank			
17. <input type="text"/>	Leave Section E Blank			
18. <input type="text"/>	Leave Section E Blank			
19. <input type="text"/>	Leave Section E Blank			
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

- **Section D: Forecasted Cash Needs:** Leave blank
- **Section E: Budget Estimates of Federal Funds Needed for Balance of the Project:** Leave blank.
- **Section F: Other Budget Information:** Only fill out if you are using an indirect rate.

SF-424B

- This form is required for SS4A Planning and Demonstration Grant applicants only.
- Ensure this form is the most current version. Up to date forms can be found on the SS4A website.
- Sign with an Adobe digital signature OR with a wet signature. Simply typing your name in the box will NOT be accepted.
- The authorized certifying official who signs the form needs to be from the applicant entity, not from a contractor/consultant assisting with the application.

SF-424C

- This form is required for SS4A Implementation Grant applicants only.
- Please ensure this form is the most current version. Up to date forms can be found on the [SS4A website](#).

Recommendations to Complete Form Fields for SF-424C

BUDGET INFORMATION - Construction Programs			
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	Line 11 can list Supplemental Planning and/or non-construction demonstration projects, if applicable.		
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <input type="text" value="80% or less"/>		\$ <input type="text" value="Total Federal share requested"/>

- **Column (a) Total Cost:** Include dollar amounts for expenses under each cost classification. For additional information on what is included in these categories, refer to [instructions on Grants.gov](#).
 - **Line 11: Miscellaneous:** Enter budget for supplemental planning and/or non-construction demonstration projects, if applicable.
- **Column (b) Cost Not Allowable for Participation:** Optional, only include dollar amounts for expenses that will NOT be covered by the SS4A Federal grant request amount OR applicant provided match.
- **Column (c) Total Allowable Costs:** Column (c) should auto-calculate by subtracting Column (b) from Column (a).
- **16(c) Total Project Cost:** The amount should be equal to the Total Project Cost in section 18 of the SF-424 General.
- **17. Federal assistance requested:**
 - Enter the percentage share of the total project cost that is being requested (cannot exceed 80%).

- Multiply the total project cost in 16(c) by the Federal percentage share to calculate total Federal assistance requested. Note that the form will auto-calculate this amount, rounding down to the nearest dollar to meet program requirements that the Federal request amount must be a whole dollar amount. If needed, you can type an alternate number into this box, but you will need to confirm that you are choosing to ignore the calculated value.

SF-424D

- This form is required for SS4A Implementation Grant applicants only.
- Ensure this form is the most current version. Up to date forms can be found on the [SS4A website](#).
- Sign with an Adobe digital signature OR with a wet signature. Simply typing your name in the box will NOT be accepted.
- The authorized certifying official who signs the form needs to be from the applicant entity, not from a contractor/consultant assisting with the application.

SF-LLL

- This form is required for all SS4A applicants.
- Please ensure this form is the most current version. Up to date forms can be found on the [SS4A website](#).

Recommendations to Complete Form Fields for SF-LLL

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text" value="Enter Applicant name and address"/> * Street 1 <input type="text" value="Enter Applicant name and address"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>					
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:					
6. * Federal Department/Agency: <input type="text" value="Office of the Secretary of Transportation"/>			7. * Federal Program Name/Description: <input type="text" value="Safe Streets and Roads for All"/> CFDA Number, if applicable: <input type="text" value="20.939"/>		
8. Federal Action Number, if known: <input type="text" value="Leave blank"/>			9. Award Amount, if known: \$ <input type="text" value="Leave blank"/>		

- **Boxes 1 – 3** should be filled in already.
- **4. Name and Address of Reporting Entity:** Enter applicant name and address.
- **5. If reporting entity in No. 4 is Subawardee, enter Name and Address of Prime:** Enter if applicable.
- **6. Federal Department/Agency:** Enter "Office of the Secretary of Transportation".
- **7. Federal Program Name/Description:** Enter "Safe Streets and Roads for All".
 - CFDA Number: Enter "20.939".
- **8. Federal Action Number:** Leave blank.
- **9. Award Amount:** Leave blank.

10. a. Name and Address of Lobbying Registrant:

Prefix Enter Lobbying registrant name and address if applicable Middle Name
 * Last Name Suffix
 * Street 1 Enter N/A if your entity does not have a Federal lobbyist. Form should be completed
 * City regardless of whether entity has a lobbyist or not.

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name
 * Last Name Suffix
 * Street 1 Street 2
 * City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature: Please sign using a digital signature or wet signature. Do not simply type your name in the box.

* Name: Prefix * First Name Middle Name
 * Last Name Suffix
 Title: Telephone No.: Date:

Federal Use Only: Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

Note the signature in section 11 needs to be from the applicant entity, not from a contractor/consultant assisting with the application.

- **10. a. Name and Address of Lobbying Registrant:** Enter Lobbying registrant name and address if applicable. Enter N/A if your entity does not have a Federal lobbyist. This form should be completed *regardless* of whether the entity has a lobbyist or not.
- **10. b. Individual Performing Services:** Enter name and address if different than 10.a. Enter N/A if your entity does not have a federal lobbyist.
- **11. Signature:** Please sign with an Adobe digital signature OR with a wet signature. Simply typing your name in the box will NOT be accepted. Also note that the authorized certifying official needs to be from the applicant entity, not from a contractor/consultant assisting with the application.

ORDINANCE NO. _____

AGENDA MEMORANDUM

Rezone

Date: May 14th, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

On April 6th, 2026, Bill Chandler submitted a petition to the East Ridge Planning Commission to rezone the parcel located at 1502 Swope Drive (Tax Map 169K-B-003) from R-2 Residential Duplex District to C-2 General Commercial District.

The East Ridge Planning Commission recommended the approval of the rezoning with conditions.

1. 6 ft privacy fence installed on the southern property line.
2. Limit building height, currently the C-2 district allows a maximum height of 72 feet with a 4-foot parapet. The max height in the R-1 district is 35 feet.
3. Exterior lighting to control light spill over into residential subdivisions.
4. Use conditions: such as automobile service stations, car washes, and repair garages; ambulance service; miniature golf courses, drive-in theaters, and similar outdoor amusements; and recreational vehicle camps and other camping facilities to limit potential nuisances to adjacent residential properties.

Rezone Application

Applicant

Primary Location

RZON-26-1

 Ben Chandler

1502 SWOPE DR
East Ridge, TN 37412

Submitted On: Feb 25, 2026

@ ben@eapowersports.com

Applicant Information

Applicant Name

Easy Auto Powersports, Inc

Applicant Address

1800 Mount Vernon Drive Cleveland, TN 37311

Applicant Phone Number(s)



Date of Application

02/25/2026

Property Information

Property Address

1502 Swope Drive

Tax Parcel Number

169K B 003

Current Property Zoning

R-2 Residential Duplex District

Requested Zoning

C-2 General Commercial District

Requested Rezone Purpose

The property was previously C-2, as is all the neighboring property. Reversing requested for spot zone commercial retail use in BRDA region. It's currently a small duplex and will become a small commercial building after rezoning.

Additional Information

A map showing location of property, all adjacent streets and/or right-of-way, property boundaries, and frontages should be included with this application. Such information is obtainable at <https://gismaps.hamiltontn.gov/>

Proof of ownership of the property must be included with application.

Use an additional sheet to attach any comments on case background or information that are pertinent to this application, then upload.

Acknowledgement

I hereby certify that the information contained herein is true and accurate to the best of my knowledge.

Signature

true

true



Zoning Change Application Form

CASE NUMBER: 2026-0076		Date Submitted: 3/16/2026	
<i>Sections 1-9 below to be filled out by Applicant- RPA staff will assist if needed</i>			
1 Applicant Request			
Rezone From: R-2	Rezone To: C-2	Total acres in request area: 0.22	
2 Applicant Requested Conditions		Yes:	No: <input checked="" type="checkbox"/>
3 Proposed Conditions – Attach a separate page if conditions won't fit in this box			
None			
4 Property Information			
Property Address: 1502 Swope Dr		Property Tax Map Number: 169K-B-003	
5 Proposed Development			
Reason for request/Project description:	Small Commercial Building		
6 Site Characteristics			
Current Use:	Converted Duplex		
Adjacent Uses:	Residential and Commercial		
7 Applicant Information			
Name: Ben Chandler Easy Auto Powersports, Inc			
Address (street, city, state, zip): 1800 Mt Vernon Dr NW , Cleveland, TN 37311			
Phone: [REDACTED]	Email: ben@eapowersports.com		
Primary Contact (if different than applicant information):			
Address (street, city, state, zip):			
Phone:	Email:		
<input checked="" type="checkbox"/>	← If the Applicants Information is the same as the Property Owners, please check the box to the left.		
8 Property Owner Information <i>Only fill out this section if applicant is <u>not</u> the property owner. RPA requires a signed Owner Authorization form from the property owner. Property Owner Authorization Forms are available through the RPA.</i>			
Name:			
Address (street, city, state, zip):			
Phone:	Email:		
9 Applicant Signature and Consent			
By signing below, I verify that am the property owner, or have been authorized to act as an agent on behalf of the applicant or owner. I have read and understand the information provided in the RPA Application Policy, and agree to adhere to the policies of the RPA and responsibilities of the applicant as outlined.			
Signature: <u>See Submitted Application</u>		Date: _____	
Checklist			
<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Ownership Authorization	
<input checked="" type="checkbox"/> Property Cards	<input checked="" type="checkbox"/> Deeds	<input checked="" type="checkbox"/> Plats	
<input checked="" type="checkbox"/> Application Fee: \$635	<input type="checkbox"/> Cash	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Check
<input checked="" type="checkbox"/> Notice signs	Number of notice signs: 1		
Municipality: East Ridge	Planning District: 6	Neighborhood: None	
County Commission District: 8	City Council District: 0		
PC meeting date: East Ridge	Application processed by: Jennifer ware		
<u>Staff Recommendation :</u>	<u>PC Action/Date:</u>	<u>Legislative Action/Date/Ordinance:</u>	

Explanation of the Purpose of Rezoning

The purpose of this application is to restore the previous C-2 zoning designation of this parcel, tax map ID 169K B 003. The property is surrounded on all sides by C-2-zoned parcels. A prior owner rezoned it to R-2 to allow operation of a residential duplex rental.

We at Easy Auto Powersports, Inc. have since purchased the property and plan to construct a commercial building that complements our recently completed (2025) EA Powersports facility on the adjacent lot. The new structure will be designed by the same architect and built by the same contractor as last year's project and is intended to mirror the style and act as a non-adjoining addition to our current operation. This expansion is needed to accommodate increased inventory storage due to the growing popularity of side-by-side UTVs, as well as to provide space for detailing and accessory storage.

We do not plan to conduct direct retail operations in the new building. Instead, it will support our current showroom by relocating back-of-house activities such as product preparation and storage. This will allow the existing building to be dedicated more fully to retail display and customer service. Ideally, the new building will be situated as close as possible to the lot line of 5594 Ringgold Road (the adjoining EA Powersports parcel), and we are exploring the possibility of removing the lot line entirely to allow construction closer to the existing curb and parking area.

Parking needs for this facility will be minimal. We plan to include four to five exterior spaces in the area currently used as the residential driveway. The building will not be open to the general public, and most parking will be housed inside the facility itself.

**Chattanooga-Hamilton County Regional Planning Agency
PLANNING COMMISSION STAFF REPORT**

CASE NUMBER: 2026-0076 **APPLICANT:** Ben Chandler, Easy Auto Powersports Inc **PROPERTY OWNER:** Ben Chandler, Easy Auto Powersports Inc
PROPERTY ADDRESS: 1502 Swope Drive **TAX MAP PARCEL ID:** 169K-B-003 **JURISDICTION:** East Ridge
SIZE OF PROPERTY: 0.22 acres **REQUEST:** Rezone from R-2 Residential Duplex District to C-2 General Commercial District for a commercial building.

PROPERTY DESCRIPTION

EXISTING LAND USE Single-Unit Detached Residential	SURROUNDING LAND USES <u>North:</u> Commercial <u>East:</u> Single-Unit Detached Residential <u>South:</u> Single-Unit Detached Residential <u>West:</u> Commercial	ACCESS Swope Drive
--	--	------------------------------

ZONING

- ZONING HISTORY**
- Case 2003-0206 rezoned the site from R-1 to R-2 (Ordinance #766). The application narrative notes the property was previously zoned C-2 prior to the R-2 zoning. This is incorrect. The property was zoned R-1 previously as noted in the ordinance.
 - Case 1995-0101 rezoned 1504 Swope Drive (south of the site) from R-1 to C-2 (Ordinance #592).
 - Case 2003-0042 rezoned 1509 Maxwell Road (west of site) from R-1 to O-1 with a condition of a 6’ tall privacy fence to be installed along the southern lot line adjacent to the R-1 property and across the rear lot line. (Ordinance #745).
 - Case 2014-0053 rezoned 1511 Maxwell Road (west of site) from R-1 to O-1 (Ordinance #977).

DISCUSSION OF STAFF RECOMMENDATION

Yes No See Comments

COMPATIBILITY WITH ADJACENT LAND USES

The site is surrounded by a mix of uses including residential, commercial, and office. The property to the south is zoned C-2; however, the Tax Assessor’s Office lists the use as residential.

Staff recommends use conditions prohibiting automobile service stations, car washes, and repair garages; ambulance service; miniature golf courses, drive-in theaters, and similar outdoor amusements; and recreational vehicle camps and other camping facilities to limit potential nuisances to adjacent residential properties.

Yes No See Comments

COMPATABILITY WITH DEVELOPMENT FORM

The site is located along an edge between an R-1 single-family area to the south and east and a commercial area fronting Ringgold Road to the north and west.

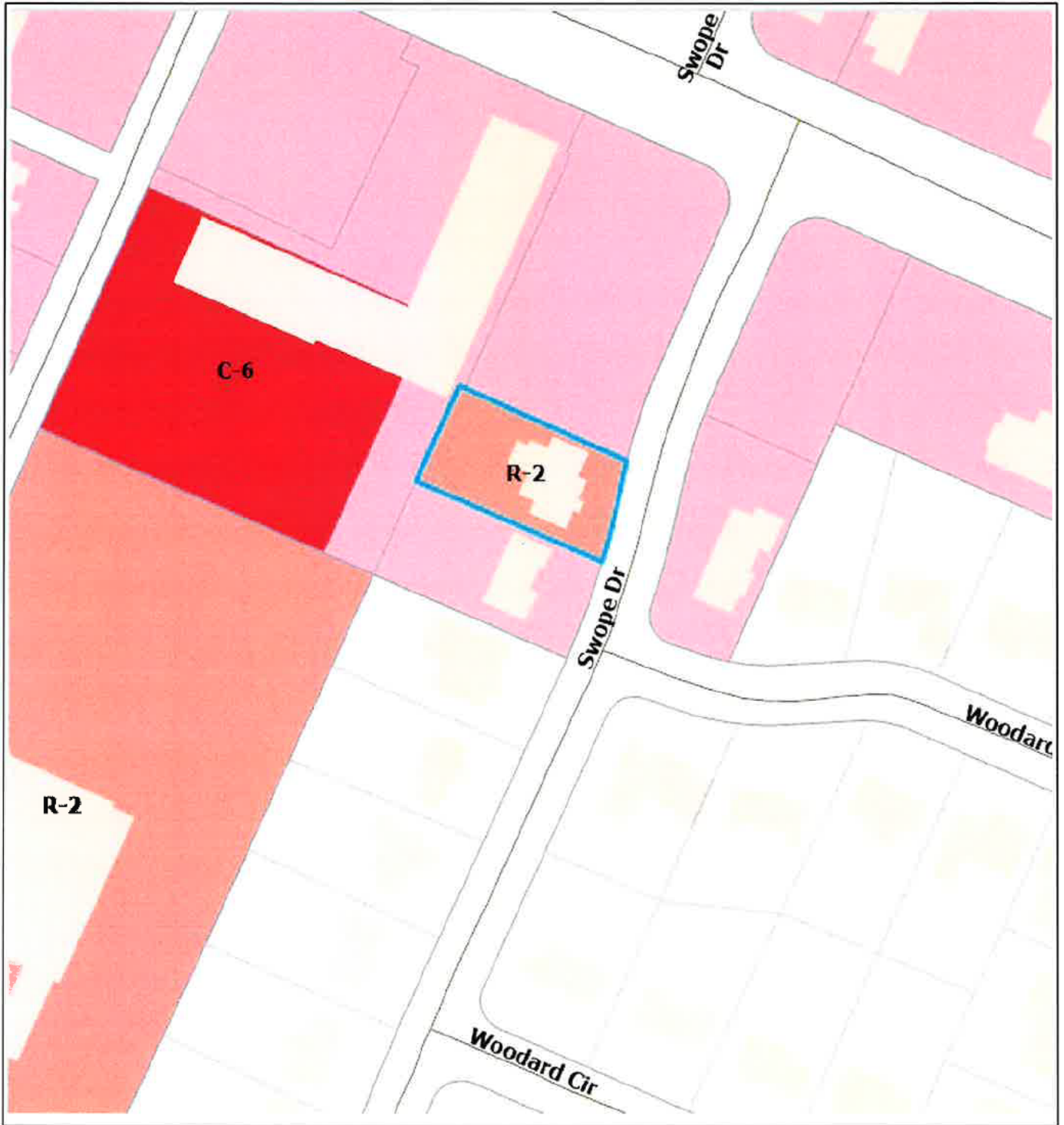
Staff recommends a condition requiring a 6’ tall privacy fence to be installed along the southern property line to buffer the commercial building from the adjacent residential dwellings. This is consistent with the condition listed in Ordinance #745 listed above.

Yes No See Comments

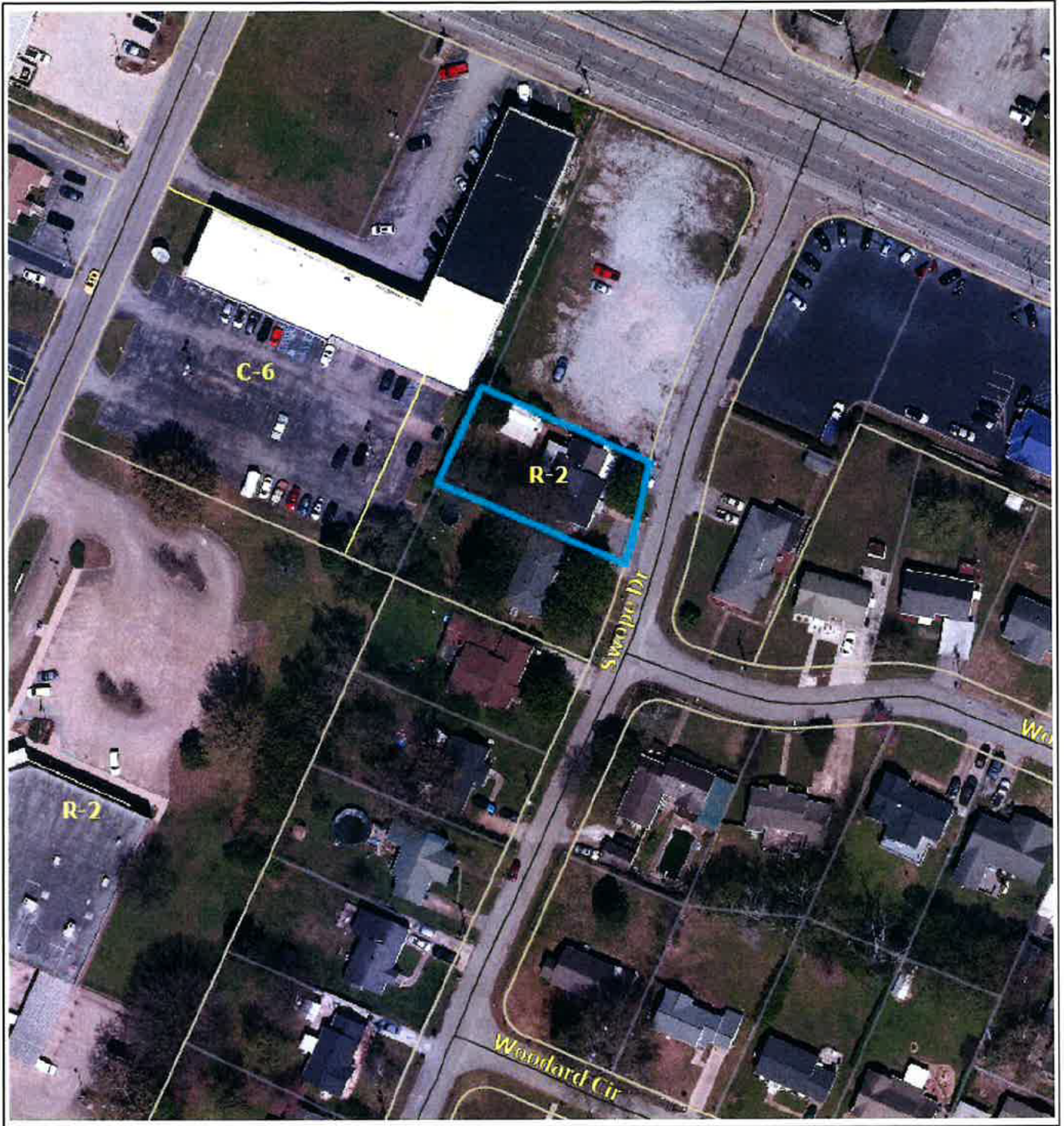
CONCERNS REGARDING LOCATION, LIGHTING, OR HEIGHT

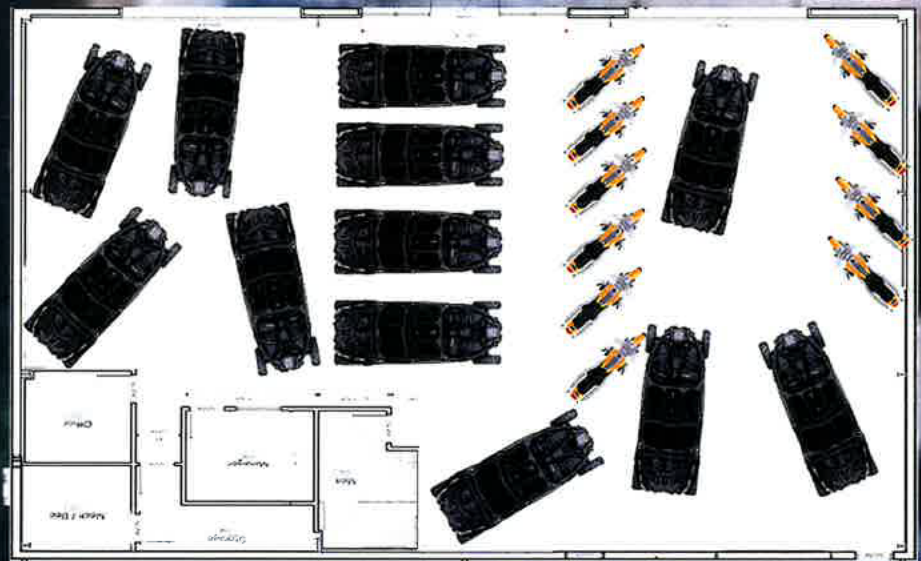
Staff recommends a building height condition to ensure compatibility with the adjacent residential dwellings.

2026-0076 Rezoning from R-2 to C-2



2026-0076 Rezoning from R-2 to C-2



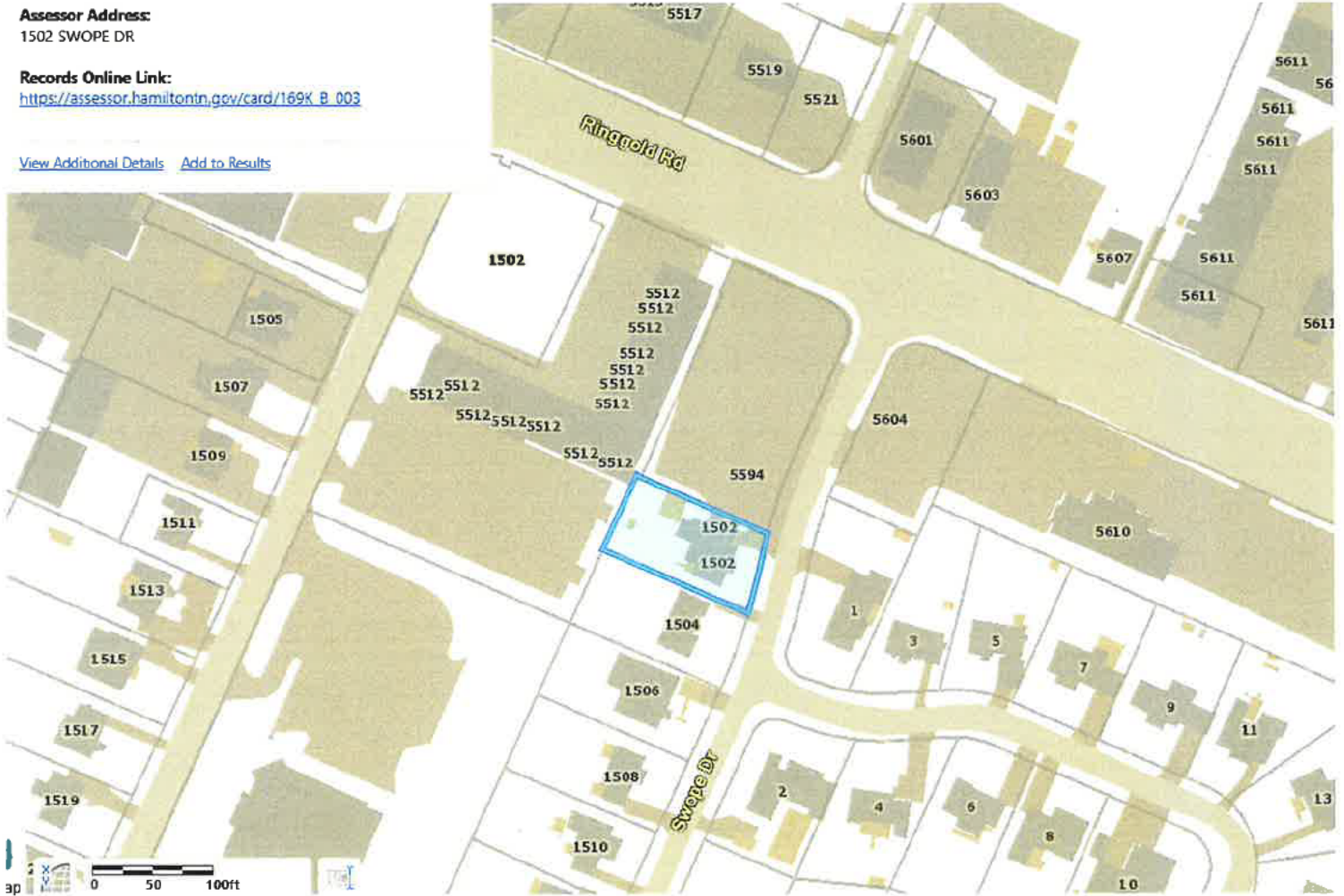


45x74
3330 Sq Ft

Assessor Address:
1502 SWOPE DR

Records Online Link:
https://assessor.hamiltonn.gov/card/169K_B_003

[View Additional Details](#) [Add to Results](#)



EA Powersports 1503 Swope Drive

From Ben Chandler <ben@easyautoonline.com>
Date Tue 4/7/2026 7:15 PM
To Michael Howell <mhowell@eastridgetn.gov>

CAUTION: This email originated from outside the organization and may contain unverified links. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Michael,

With the Planning commission having recommended the rezoning change, we would like to proceed with having the City Council review the request.

Let me know if there's anything else we need to do to get this on their agenda.

Sincerely,

Ben Chandler
EA Powersports

Sent from my iPhone

Secured by Paubox - HITRUST certified
<https://www.paubox.com>



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Department of Building and Codes

April 1, 2026

TO: Planning Commission Members

FROM: Building and Codes Department

SUBJECT: Rezone from R-2 to C-2

Applicant: William B Chandler c/o Easy Auto Powersport, Inc

Location: 1502 Swope Drive

Tax Map Number: 169K B 003

Consider the request of William B Chandler to have the property located at 1502 Swope Drive rezoned from R-2 Residential Duplex District to C-2 General Commercial District to expand EA Powersports.

Compatibility challenges are as follows:

1. The property is bordered by commercial uses, including a single-family dwelling to the south located at 1504 Swope Drive, which is currently zoned C-2 General Commercial District and is legally non-conforming to its district. This property was rezoned from R-1 to C-2 per Ordinance 592 with no conditions in place.
2. To the East, there is a commercial business and single-family structures. The single-family dwelling located at 1 Woodward Circle is zoned C-2 and is legally non-conforming.
3. To the North, is a commercial business zoned C-2 General Commercial District, in which the current business is seeking the rezoning of the 1502 Swope Drive parcel to expand their footprint.
4. To the West, there are mixed zones consisting of C-2 General District, C-6 Low Traffic Commercial District, R-2 Residential District (post office), and O-1 office district. The property at 1509 Maxwell Road was rezoned from R-1 to O-1, with the condition that a 6-foot privacy fence be installed on the southern lot line adjacent to the R-1 property and across the rear lot line, per Ordinance 745. The parcel located at 1511 Maxwell was rezoned from R-1 to O-1 per Ordinance 977 with no conditions, and 1513 Maxwell Road was rezoned from R-1 to O-1 with no conditions per Ordinance 810.
5. Rezoning the 1502 Swope Drive parcel to C-2 will remove the existing R-2 transitional zoning layer next to the single-family dwelling at 1504 Swope Drive, which is currently a legal non-conforming property as previously stated. It is important to note that 1504 Swope Drive was not blanket-rezoned; the rezoning occurred as a result of an application submitted by the property owner and approved.

Brian Williams
Mayor

David Tyler
Vice-Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

Mike Williams
Intern City Manager

6. Although buffer requirements between C-2 parcels are not mandatory, staff strongly recommend implementing buffer regulations along the southern boundary of the 1502 Swope Drive to protect the legal non-conforming single-family home at 1504 Swope Drive. It is suggested that a 6-foot-tall privacy fence be installed along the southern property line to create a buffer between the commercial building and the adjacent residential homes.
7. A building height condition should be in place; currently, the C-2 district allows for a structure to be 72 feet in height with a parapet not exceeding 48 inches above the roof deck.
8. Conditions for exterior light controls to avoid light spilling over in residential subdivisions.
9. Use conditions are highly recommended that would prohibit the following: automobile service stations, car washes, and repair garages; ambulance service; miniature golf courses, drive-in theaters, and similar outdoor amusements; and recreational vehicle camps and other camping facilities to limit potential nuisances to adjacent residential properties.

ORDINANCE NO. _____

AGENDA MEMORANDUM

Food Truck Ordinance

Date: May 14th, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

On April 6th, 2026, the East Ridge Planning Commission reviewed the proposed Mobile Food Ordinance and recommended approval.

The ordinance establishes the regulatory framework for mobile food vendors operating within the city, balancing economic opportunity with public safety, neighborhood compatibility, and the use of public and private spaces.

ORDINANCE NO. _____

**AN ORDINANCE TO CREATE A NEW
CHAPTER 11 UNDER TITLE 9 OF THE EAST
RIDGE MUNICIPAL CODE ESTABLISHING
REGULATIONS FOR OPERATING A
MOBILE FOOD VENDING BUSINESS
WITHIN THE CITY OF EAST RIDGE,
TENNESSEE**

WHEREAS, the number of mobile food vendors in the area has grown significantly, presenting both opportunities and challenges for local government; and

WHEREAS, the East Ridge Municipal Code doesn't currently address mobile food vending; and

WHEREAS, it is necessary and desirable to establish reasonable regulations to govern mobile food vending in the City of East Ridge, in an effort to provide reasonable opportunities for mobile food vendors to operate within the City; and

WHEREAS, the City further finds that such regulations are needed in order to protect the public health, safety, and welfare of the community.

NOW, THEREFORE,

SECTION 1: BE IT ORDAINED by the City Council for the City of East Ridge, Tennessee, that Title 9 of the East Ridge City Code is hereby amended by adding a new chapter, to be designated as Chapter 11 and to read as follows:

**CHAPTER 11
MOBILE FOOD VENDORS AND FOOD TRUCKS**

SECTION

- 9-1101. Purpose
- 9-1102. Definitions
- 9-1103. Mobile food vending—Compliance
- 9-1104. Requirements for a Mobile Food Vendor
- 9-1105. Operational Requirements of Mobile Food Vehicles Within the City
- 9-1106. Operation of Mobile Food Vehicle at Special Events
- 9-1107. Operation of Mobile Food Vehicle upon City Owned Property
- 9-1108. General Operating Requirements
- 9-1109. Compliance with Fire, Public Safety and Health Regulations
- 9-1110. Insurance
- 9-1111. Enforcement; Mechanisms for Complaints; Suspension or Revocation
- 9-1112. Appeals

9-1101. Purpose. The city finds that allowing new and existing mobile food vendors to operate, subject to practical regulations and limitations, is beneficial to individuals living and working within the city. This chapter recognizes the unique physical and operational characteristics of mobile food vending, establishes standards for mobile food vending operations and promotes practices that serve the health, safety and welfare of the public. It is further the intent of these regulations to establish reasonable guidelines and restrictions for mobile food vendors, including vehicles, in relationship to established restaurant businesses and encourage the safe and convenient use of the city's public right-of-way.

9-1102. Definitions. (a) For the purpose of this chapter, unless specifically defined below, words or phrases shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most effective application. Words in the singular shall include the plural, and words in the plural shall include the singular. Words used in the present tense shall include the future tense. The word "shall" connotes mandatory and not discretionary; the word "may" be permissive. The following definitions shall apply in the interpretation of this chapter, whether capitalized or not, and in any regulations promulgated hereunder, unless specifically stated otherwise.

(1) "City" means the municipal corporation organized and existing under the laws of the State of Tennessee, together with its departments, boards, commissions, officers, agents, and employees acting within the scope of their official authority.

(2) "City Council" means the duly elected governing body of the city, acting collectively in its legislative capacity, and includes any successor body authorized by law to exercise the powers of the city council.

(3) "Canteen Truck" means any vehicle or trailer that operates to provide food service to workers at locations where food is otherwise unavailable, from which vendors sell food that requires no on-site preparation or assembly, other than the heating of pre-cooked foods.

(4) "Trailer" means a detached trailer that is used in connection with any canteen truck or mobile food vehicle or is a detached trailer equipped with facilities for preparation, cooking and selling various types of food and/or drink products.

(5) "Mobile Food Vehicle Owner" or "Vendor" means any person or entity selling food or drinks from a mobile food vehicle, including, but not limited to, an enclosed unit, truck, or trailer.

(6) "Mobile Food Vehicle" means an enclosed unit, truck, or trailer that is roadworthy, has – if applicable – a valid motor vehicle title and registration, and has a mobile food vendor permit issued by the city that is properly displayed, and from which

food or a consumable product is prepared, cooked, assembled, or stored with the intent of selling such food or consumable product to the public. This definition does not include vehicles operating under a concession agreement with the city.

(7) “Mobile Food Vendor Permit” means a permit granted by the city to the owner or operator of a mobile food vehicle in accordance with this chapter.

(8) “Operator” means any person holding a mobile food vendor permit or any person who is engaged in the selling or offering for sale, of food, beverages, fruit or like consumable products from a mobile food vehicle.

(9) “Food vendor overlay district” or “overlay district” means the additional layer of standards applied to all areas within a defined overlay boundary for the operation of mobile food vehicles, regardless of the underlying base zoning district, as approved by the city council.

(10) “Permit administrator” means the person designated by the city to enforce the provisions of this chapter, including the code enforcement department through its chief building official.

(11) “Private property” means real property owned by an individual or individuals having exclusive rights to it and which is not owned by a public entity.

(12) “Public property” means real property owned by the city or Hamilton County, including public and private right-of-way/streets designed for motor vehicles.

(13) “Right-of-way” means an area owned or maintained by the city, county, the State of Tennessee, federal government, a public utility, a railroad, or a private concern for the placement of such utilities and/or facilities for the passage of vehicles or pedestrians, including roads, streets, pedestrian walkways, utilities, or railroads.

(14) “Special event” means any public gathering such as a block party, local special event, grand opening, parade, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on public or private property within the city.

(15) “Special event permit” means a permit that is approved and issued by the city in connection with a special event which authorizes the operation of a mobile food vehicle by a vendor.

9-1103. Mobile food vending—Compliance. It shall be a violation to engage in mobile food vending in the city of East Ridge, whether on public or private property, unless authorized and operated in accordance with this chapter.

9-1104. Requirements for a Mobile Food Vendor.

(a) Permit Title. The title of the permit required under this section shall be the “Mobile Food Vendor Permit.”

(b) Mobile Food Vendor Permit. No person shall sell, or offer to sale, any food, beverage, fruit or other consumable product from a mobile food vehicle unless:

(1) Prior to operating a mobile food vehicle as defined in this chapter, such person obtains approval for and the issuance of a mobile food vendor permit as set forth herein from the city permit administrator;

(2) Such sales are made from a mobile food vehicle under the control of a mobile food vehicle operator; and

(3) The mobile food vehicle has obtained written permission from the owner or lessee of the property within an overlay district or has obtained written permission from the organizer of a special event for the operation of a mobile food vehicle.

(c) Mobile Food Vendor Permit Application Contents. Applicants for a mobile food vendor permit under this chapter must file with the permit administrator a sworn written application containing the following:

(1) Name of applicant/vendor and contact telephone number.

(2) A valid government issued identification card for the owner and operator of the mobile food vehicle.

(3) Complete permanent home address and business address of the applicant, and email address.

(4) A brief description of the nature of the food or consumable products to be prepared, served, and sold from a mobile food vehicle .

(5) The vehicle registration number, make, model and description for any vehicle to be used including dimensions and color photographs (front, both sides, rear) of the mobile food unit or vehicle.

(6) Proof of insurance as required in this chapter for the mobile food vendor vehicle. Failure to maintain the required insurance will result in immediate revocation of the mobile food vendor permit.

(7) A copy of the business license, proof of State of Tennessee sales tax registration, and any health department license or certification required by Hamilton County Health Department or the State of Tennessee.

(8) Other cities or towns, if any, where within the past 12 months the applicant conducted business immediately preceding the date of application.

(9) Submittal of all applicable fees set forth in this chapter or by the building official.

(10) Such other relevant information as may be reasonably requested by the city after review of submission of the application in order to assure full review of the information needed to assess the impact of the proposed operation on the health, safety, and welfare of the public.

(c) Obligation to Update. Each mobile food vendor permit holder shall have an ongoing duty to provide the city with notice of any change to any of the information submitted with its permit application, including current photographs of the mobile food vehicle in the event of any change in the appearance of or signage on the vehicle.

(d) Misleading Information. Submission of false or misleading information will result in denial of the permit application or, upon subsequent discovery, revocation of the permit and a ban on receiving future permits.

(e) Non-Transferable. Mobile food vendor permits are non-transferable and non-assignable.

(f) Permit Expiration and Duty to Reapply or Renew.

(1) A mobile food vendor permit issued under this section shall expire December 31 of each year and shall be subject to annual renewal on or by January 1 of each year upon proper application and payment of the renewal permit fee. Applications for a mobile food vendor permit filed between January 1 and June 30 shall pay the full mobile food vendor permit fee as established by the city. Applications filed between July 1 through December 31 shall pay a prorated permit fee of one-half of the full permit fee as established by the city.

(2) A mobile food vendor permit shall be valid for only one mobile food vendor vehicle. Each operator and/or applicant shall file an additional application and pay an additional permit fee for each additional mobile food vendor vehicle. No refunds will be issued for renewed permits and no renewed permits for partial years will be issued.

(g) Revocation. The city may revoke a mobile food vendor permit upon a finding of noncompliance with this Code.

9-1105. Operational Requirements of Mobile Food Vehicles Within the City.

(a) Authorized Locations. Mobile food vehicles are prohibited from operating in the city except in the following circumstances:

section;
9-1106; or
1107.

- (1) Within an approved food vendor overlay district as set forth in this
- (2) Upon a property approved for a special event as set forth in section
- (3) Upon public property owned by the city as set forth in section 9-

(b) Establishment of a food vendor overlay district. A food vendor overlay district may be established only upon approval by the city council following submission of a complete application in accordance with this section. Overlay districts are defined as the Commercial districts: C-1, C-2, C-4, C-5 & C-6.

(1) Eligible Applicant. An application to establish a food vendor overlay district may be submitted by a property owner, a group of property owners, or an authorized agent acting on behalf of one or more property owners within the proposed overlay area.

(2) Application Contents. The sworn application shall be filed with the permit administrator, together with any applicable fees, and shall include, at a minimum:

- i. A written request describing the proposed food vendor overlay district and its purpose;
- ii. A map or survey clearly identifying the boundaries of the proposed overlay district;
- iii. A list of parcels included within the proposed overlay district, including parcel numbers and current zoning classifications;
- iv. Written consent from the owner(s) of each parcel proposed to be included in the overlay district;
- v. A narrative explaining how the proposed overlay district is consistent with the city's comprehensive plan and applicable zoning objectives;
- vi. A depiction identifying the number of and location for each mobile food vehicle and disclosure as to whether such vehicle or vehicles will be permanently staged or temporarily staged within the proposed overlay district; and
- vii. Any additional information reasonably required by the permit administrator to evaluate the application.

(3) Review Procedure. Upon determination that the application is complete, the application shall be referred to the city council for review and public hearing.

The city council may approve, approve with conditions, or deny the application by resolution. Conditions may include, but are not limited to the following:

- i. Vehicle staging and overnight storage;
- ii. Seating and table arrangements;
- iii. Restrictions on connection to utilities;
- iv. Signage;
- v. Limit on number of vehicles; and
- vi. Sale, serving and consumption of alcohol and beer;

(4) Effect of Approval. Approval of a mobile food vendor overlay district authorizes mobile food vendor uses within the overlay area only in accordance with the standards, regulations, and permitting requirements set forth elsewhere in this chapter and does not exempt vendors or property owners from compliance with any other applicable local, state, or federal regulations. The city may revoke authorization for any mobile food vehicle operating within a mobile food vendor overlay district upon a finding of noncompliance with this chapter or the conditions of the mobile food vendor overlay district.

(5) Expiration and Duty to Renew. A mobile food vendor overlay district approved under this section shall expire December 31 of each year and shall be subject to annual approval on or by January 1 of each year upon proper application and payment of the applicable renewal fee. Applications filed between January 1 and June 30 shall pay the full mobile food vendor overlay district application fee as established by the city. Applications filed between July 1 through December 31 shall pay a prorated permit fee of one-half of the full application fee as established by the city. All application fees are nonrefundable.

(6) Operation of Mobile Food Vehicles within Overlay District. Upon approval for the establishment of a mobile food vendor overlay district, a mobile food vendor is permitted to operate within the boundaries of the overlay district provided written permission from the property owner upon which the vehicle operates is obtained and the operator remains in compliance with all other applicable requirements of this chapter.

9-1106. Operation of Mobile Food Vehicle at Special Events.

(a) Authorization. Mobile Food Vehicles may operate on property approved by the city for a special event only during the dates and hours authorized for the special event and only in conjunction with such event.

(b) Special Event Permit Required.

(a) No mobile food vending may occur at a special event without an approved special event permit issued by the city to the property owner or event organizer.

(b) The property owner or event organizer must submit an application for a special event permit to the permit administrator at least thirty (30) days prior to the proposed event date or as otherwise specified by the city.

(c) Special Event Permit Application Contents. Applications for a special event permit shall include, at a minimum:

- (a) Name and contact information of the event organizer;
- (b) Location, dates, and hours of the proposed event;
- (c) Written consent of the property owner(s);
- (d) Description of anticipated attendance and public safety measures;
- (e) Any other information reasonably required by the city to evaluate the application.

(d) Review and Approval. The city manager, in consultation with the permit administrator, shall review the application for completeness and may require additional information prior to approval. The city manager has discretion to approve, approve with conditions, or deny a special event permit based on public safety, traffic, health, sanitation, and compliance with applicable laws and regulations. Approval of a special event permit authorizes operation of mobile food vehicles only as specified in the permit.

(e) Compliance with Laws. All mobile food vehicles operating at a special event shall comply with applicable local, state, and federal laws and regulations, including but not limited to health department requirements, fire safety standards, and traffic and parking regulations.

(f) Site Limitations. Mobile food vehicles shall be located only in areas designated by the event organizer or approved by the city manager and shall not obstruct fire lanes, pedestrian access, emergency access, or public rights-of-way unless expressly authorized.

(g) Duration of Operation. The presence and operation of mobile food vehicles shall be limited to the duration of the approved special event, including reasonable setup and breakdown periods as authorized by the city manager.

(h) Revocation. The city may revoke authorization for any mobile food vehicle operating under this section upon a finding of noncompliance with this chapter or the conditions of the special event permit.

9-1107. Operation of Mobile Food Vehicle upon City Owned Property. No mobile food vehicle shall operate upon property owned or controlled by the city unless expressly approved in advance by the city manager. Approval to operate on city-owned

property is a privilege and not a right and may be granted, denied, limited, or conditioned in the sole discretion of the city manager based upon considerations including, but not limited to, public safety, traffic, sanitation, compatibility with surrounding uses, and the intended use of the property. The city manager is authorized to establish, enforce, and amend reasonable rules, regulations, and conditions governing the operation of mobile food vehicles on city-owned property, including limitations on location, duration, hours of operation, number of vehicles, insurance requirements, and operational standards.

9-1108. General Operating Requirements. The following operational requirements shall apply to all permit holders issued under this chapter:

(a) Mobile food vehicles may operate only on properties within a mobile food vehicle overlay district or pursuant to a special permit.

(b) All vendors must have written permission from the property owner or lessee to operate a mobile food vehicle.

(c) Trash receptacle(s) and private waste disposal services shall be provided by the permit holder. No mobile food vehicle shall operate in a location or manner that impedes access to or from another business, or otherwise may interfere with access to emergency areas, paths, or facilities.

(d) Permanent connections to water, sanitary sewer, gas, or electrical service are prohibited.

(e) Mobile food vehicles shall not reduce the pedestrian clear path of travel on public or private sidewalks or multi-use paths to less than six feet (6'). Mobile food vehicles shall provide no less than six feet, eight inches (6'8") of clearance under awnings and canopies.

(f) A single property not located within an overlay district is limited to two (2) special event permits within a twelve (12) month consecutive period.

(g) There shall be a clearance of no less than twenty (20) feet between any portion of a mobile food vehicle and any structure. Ten (10) feet separation between mobile food vehicles.

(h) All mobile food vehicles shall be placed behind the front building line unless site constraints warrant modifications as determined solely by the East Ridge fire marshal's discretion.

(i) Mobile food vendors shall provide access to flushable restroom facilities for employees when the mobile food vehicle is open for business for three hours or greater in duration. Such flushable restroom facilities shall be within four hundred fifty (450) feet of the mobile food vehicle.

(j) All exterior bodywork and mechanical equipment of a mobile food vendor vehicle shall be maintained in good condition, free of excessive wear, tear or damage. All exterior paintwork shall be maintained in good condition, free of substantial scratches, chips, rust, dents and abrasions. All windshield and window glass of mobile food vendor vehicles shall be maintained free of cracks, scratches, pitting, abrasions and other conditions that may cause a hazard or reduce clarity of vision.

(k) All permits issued under this chapter shall be displayed inside the mobile food unit at all times during the operation of the mobile food vehicle. The permit shall be displayed in such a manner that it can be viewed from the outside.

(l) Mobile food vehicles shall not be parked within ten feet of a public right-of-way.

(m) Mobile food vehicles must be moved offsite when not open for business unless the vehicle is staged pursuant to a multi-day special events permit. Mobile food vehicles shall be "in operation" as defined meaning a mobile food vehicle that when arriving at an approved property or site is either preparing to open for business, open for business, or in the process of preparing to leave a site.

(n) Operators of canteen trucks must obtain a mobile food vendor permit as set forth in section 9-1104.

(o) Hours of Operation

- a. 8:00 a.m.–10:00 p.m. Sunday–Thursday
- b. 8:00 a.m.–11:00 p.m. Friday & Saturday

(p) No amplified music or public address system.

9-1109. Compliance with Fire, Public Safety and Health Regulations.

(a) Any mobile food vendor operating a mobile food vehicle in the city shall comply with requirements of the International Fire Code as adopted by the city, any other regulatory fire code as adopted by the city, and any additional rules and regulations adopted by the city fire department for the operation of mobile food vehicles. Prior to the issuance of a mobile food vendor permit and at all times while operating, mobile food vehicles shall be subject to inspection by the city fire marshal.

(b) Valid health inspection certifications acquired in accordance with the State of Tennessee shall serve as certification of inspection for operation in the city.

(c) All holders of a mobile food vendor permit are subject to the city's right to require the movement of any mobile food vehicle and any other associated structures or furnishings should the city determine that such presence is a threat to public safety.

9-1110. Insurance.

(a) Operators of mobile food vehicles shall provide with their application and annual renewal application proof of an insurance policy, issued by an insurance company licensed to do business in the state, with the city as a named insured, protecting the operator and the city from all claims or suits for damages to property or bodily injury, including death, which may arise from operations under or in connection with the permit.

(b) Minimum liability limits for such insurance policy shall be not less than the minimum limits specified by Tennessee Code Annotated Section 29-20-403.

(c) Such insurance shall show paid-up premiums for a minimum of one (1) year and shall provide that the policy will not terminate or be canceled prior to the expiration date without thirty (30) days' advance written notice to the mayor or his designee.

(d) Operators on public property must provide proof of insurance listing the city as a named insured. Coverage must meet Tennessee Code Annotated §29-20-403, with premiums paid for a minimum of one (1) year, and provide fifteen (15) days' advance notice to the city manager or designee before cancellation.

(e) The owner and operator of any mobile food vehicle operating on any city property or in a city park shall defend, indemnify and hold harmless the city and all its departments and employees from and against any and all claims, liabilities, loss, damages, costs and expenses, including reasonable attorneys' fees, court costs and other expenses of litigation or administrative proceedings, for personal injury, damage to real or tangible property arising out of the operator's use of the city's property for operation of a mobile food vehicle.

9-1111. Enforcement; Mechanisms for Complaints; Suspension or Revocation.

(a) Should the city observe a mobile food vendor in violation of this chapter, the city may seek resolution through the issuance of a citation and notice of violation to parties involved in the operation of the mobile food vehicle, including, but not limited to the operator or owner of the mobile food vehicle, as well as the property owner where the violation occurred.

(b) Citation. Each of the following circumstances constitute a violation of this chapter, for which a citation may be issued by a code enforcement officer, building official or police officer of the city.

(1) Operation of a mobile food vehicle without a current, valid permit, provided further that each day and each separate location at which a mobile food service vehicle is operated without a current, valid permit shall be considered a separate violation.

(2) Failure to comply with any other provision of this chapter.

(c) Responsibility for violations. The city codes enforcement officers, building official, and police officers may, at their discretion in consideration of the situation, cite any of the individuals or entities listed below for any violation of the provisions of this chapter:

- (1) The operator of a mobile food vehicle.
- (2) An employee working in or out of a mobile food vehicle.
- (3) The owner of the property on which a mobile food vehicle is operated.

(d) Suspension of permit. A mobile food vendor permit shall be suspended by the permit administrator if:

- (1) The applicant for the permit knowingly provided false information on the application.
- (2) Two violations of this chapter have occurred within a six (6) month period in conjunction with the mobile food vehicle for which the permit has been issued.
- (3) The operator of a mobile food vehicle fails to maintain a current, valid vehicle registration, health department permit, business license or proof of required motor vehicle insurance coverage.

(e) Revocation of permit. A mobile food vendor permit shall be revoked by the permit administrator if:

- (1) Three (3) Violations of this chapter have occurred within a twelve (12) month period.
- (2) A mobile food vehicle is operated in an unlawful manner so as to constitute a breach of the peace or otherwise threaten the health, safety or general welfare of the public.

(f) Reinstatement.

(1) An operator may reinstate a suspended mobile food vendor permit by taking such actions as may be necessary to correct a mobile food vehicle's noncompliance and paying a reinstatement fee as set forth in this chapter to offset the city's cost of enforcement measures, inspections and compliance. The permit holder shall receive written notice and opportunity to cure unless the violation poses an immediate threat to public safety.

(2) An operator whose mobile food vendor permit has been revoked may apply for permit after twelve (12) months from the date of revocation, provided the

operator has taken such actions as may be necessary to correct a mobile food vehicle's noncompliance. The operator shall pay a permit reinstatement fee as set forth in this chapter to offset the city's cost of enforcement measures, inspections and compliance

(3) No permit will be issued to any person who intends to operate the same mobile food vehicle for which the operator's permit is currently suspended or has been revoked within the preceding twelve (12) months.

(g) Notice. Notice of the suspension or revocation of a mobile food vendor permit shall be issued to the operator in writing by the permit administrator.

(h) Administrative Hearing Officer. Notwithstanding anything to the contrary herein, any violation of this chapter may, in addition to other ramifications permitted in this chapter, be cited and referred to the city's administrative hearing officer for adjudication of penalties and fines as set forth in T.C.A. § 6-54-1001 *et seq.* who shall have authority to levy penalties and fines in accordance with T.C.A. § 6-54 1009, as amended.

9-1112. Appeals.

(a) Filing. The denial, suspension or revocation of a mobile food vendor permit by the permit administrator may be appealed by filing a written notice of appeal, establishing the grounds for the appeal, with the mayor for ty review. The notice of appeal shall be filed no later than ten (10) business days following receipt of the notice of denial, suspension or revocation.

(b) City Council review. When an appeal is filed with the mayor for ty review as set forth herein, the city council may request such additional information from the operator and the permit administrator as may be deemed necessary. At the city council's discretion, the appeal may be decided based on the written information and documentation submitted, or a hearing may be scheduled with the operator and the permit administrator. The appeal shall be placed on the agenda of the next regularly scheduled Council meeting. The city council's decision on the appeal shall be issued in writing, based on a written summation of the pertinent facts, and shall be final. The city council may reverse the denial, suspension or revocation of a permit, or may reduce the waiting period required for reinstatement of a revoked permit if it is determined that the operator has taken reasonable steps to mitigate the violations leading to the revocation and to prevent future violations.

(c) Refunds. There shall be no refund of an application fee for a mobile food vendor permit that has been denied. There shall be no refund of a reinstatement fee for a suspended or revoked permit unless the city council determines on appeal that the permit administrator acted in error in suspending or revoking the permit.

9-1113. Schedule of Fees and Penalties. (a) Any operator of a mobile food vehicle or owner of property seeking to stage a mobile food vehicle upon private property shall be subject to the following fee schedule which may be reviewed and amended by the city council from time to time:

- (1) Temporary Mobile Food Vehicle Permit Application Fee: \$50/day, per vehicle or \$200 for up to 5 consecutive days, per vehicle.
- (2) Annual Mobile Food Vehicle Application Fee: \$200/property, per year
- (3) Fire Marshal Inspection Fee: \$50.00 per inspection, per vehicle
- (4) Two-Day Special Event Permit: \$50.00 for two (2) days or \$25.00 a day
- (5) Permit Reinstatement Fee: \$200
- (6) Civil Penalties: Up to \$500/offense, per day.

SECTION 2: BE IT FURTHER ORDAINED by the City Council for the City of East Ridge, Tennessee, that every section, sentence, clause, and phrase of this Ordinance is separate and severable. Should any section, sentence, clause, or phrase be declared unconstitutional or invalid by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect or impair any other section, sentence, clause, or phrase.

SECTION 3: BE IT FURTHER ORDAINED by the City Council for the City of East Ridge, Tennessee, that this ordinance shall take effect from and after its passage and any person or entity currently engaged in mobile food vending in the City of East Ridge may continue to operate provided the permit(s) as required by this ordinance are obtained on or before _____, the health, safety and welfare of the citizens of East Ridge requiring it.

Passed on First Reading _____, 202__

Passed on Second Reading _____, 202__

Brian W. Williams, Mayor

ATTEST:

Mike Williams, Interim City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney