

RESOLUTION 25-101

A RESOLUTION TO AUTHORIZE A GRANT SUBMISSION FOR TRAFFIC MESSAGE BOARDS AND PROTECTION BARRIERS

WHEREAS, the City of Spring Hill is committed to providing traffic safety and enforcement for the health and benefit of the City's citizens; and

WHEREAS, the City's Public Works Department and the Police Department recognize the need for replacement of existing and additional traffic message boards to assist with mass communication as needed; and

WHEREAS, staff requests authorization from the Board of Mayor and Aldermen to prepare and submit a grant application to the DOT Safe Streets and Roads Grant in the amount of \$100,000 funding to purchase four (4) new traffic message boards and protection barriers; and

WHEREAS, the grant is an 80/20 match, for which the City would be responsible for \$20,000 to be split between the Public Works Department and the Police Department, with funding expensed from existing budgeted funds.

NOW THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

1. Authorizes for City staff to prepare and submit a grant application to the DOT Safe Streets and Roads Grant in the amount of \$100,000 to purchase four (4) traffic message boards and protection barriers for the Public Works Department and the Police Department.
2. Commits to fund the 20% match with City funds as required by the grant guidelines.

Passed and adopted by the Spring Hill Board of Mayor and Aldermen this 21st day of April, 2025.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 25-101*

SUBMITTED BY: Missy Stahl, CIP Director

DATE: April 21, 2025

RE: **To authorize a grant submission for Traffic Message Boards
and Protection Barriers**

PURPOSE:

The purpose of this memo is to request authorization to submit a grant application to the U.S. Department of Transportation's Safe Streets and Roads Grant Program to enhance public safety through improved traffic message boards.

BACKGROUND:

The City of Spring Hill Public Works and Police Departments have identified the need for updated and additional traffic message boards and protection barriers. These tools are essential for public communication, traffic management, and safety during special events, emergencies, and routine operations. Staff has identified a grant through the DOJ that would assist with the costs to acquire 4 new message boards. The grant is an 80/20 split with the City committing to fund the 20% to be split between the Police Department and the Public Works department utilizing FY 25 budgeted funds.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 25-101, authorizing the grant submission and committing to the required local match of \$20,000 to be split between the two departments.



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DOT-SS4A-FY25-01

Safe Streets and Roads for All Funding Opportunity

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69A345 Office of the Under Secretary for Policy

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Version History



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Synopsis History:

Version	Modification Description	Updated Date
Synopsis 8		Mar 28, 2025

DISPLAYING: Synopsis 8

General Information

Document Type:	Grants Notice	Version:	Synopsis 8
Funding Opportunity Number:	DOT-SS4A-FY25-01	Posted Date:	Mar 28, 2025
Funding Opportunity Title:	Safe Streets and Roads for All Funding Opportunity	Last Updated Date:	Mar 28, 2025
		Original Closing Date for Applications:	Jun 26, 2025 All Safe Streets and Roads for (SS4A) applications be submitted on

Opportunity Category:	Discretionary	Current Closing Date for Applications:	Thursday, June 26th, 2025 by 5:00 PM (EDT).
Opportunity Category Explanation:		Current Closing Date for Applications:	Jun 26, 2025 All Safe Streets and Roads for All (SS4A) applications must be submitted on Thursday, June 26th, 2025 by 5:00 PM (EDT).
Funding Instrument Type:	Grant	Archive Date:	Jul 26, 2025
Category of Funding Activity:	Infrastructure Investment and Jobs Act (IIJA)	Estimated Total Program Funding:	\$982,260,493
Category Explanation:		Award Ceiling:	\$25,000,000
Expected Number of Awards:	500	Award Floor:	\$100,000
Assistance Listings:	20.939 -- Safe Streets and Roads for All		
Cost Sharing or Matching Requirement:	Yes		

Eligibility

Eligible Applicants:	Native American tribal governments (Federally recognized) County governments City or township governments Special district governments Public and State controlled institutions of higher education Independent school districts
Additional Information on Eligibility:	Eligible applicants include a metropolitan planning organization (MPO); a political subdivision of a State or territory; a federally recognized Tribal government; and a multijurisdictional group of entities described in any of the aforementioned three types of entities.

Additional Information

Agency Name: 69A345 Office of the Under Secretary for Policy

Description: The purpose of this notice is to solicit applications for Safe Streets and Roads for All (SS4A) grants. Funds for the fiscal year (FY) 2025 SS4A grant program are to be awarded on a competitive basis to support planning and demonstration activities, as well as projects and strategies to prevent death and serious injury on roads and streets involving all roadway users.

Applicants must submit their applications via Valid Eval at:

Planning and Demonstration Grants:

https://usg.valideval.com/teams/usdot_ss4a_2025_planning_demo/signup

Implementation Grants:

https://usg.valideval.com/teams/usdot_ss4a_2025_implementation/signup

DO NOT SUBMIT APPLICATIONS THROUGH GRANTS.GOV

All applications must be submitted by **5:00 PM EDT on Thursday, June 26, 2025**. Applications cannot be submitted into 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 ET on Thursday, June 26, 2025.

Link to Additional Information: [Safe Streets and Roads for All Website](#)

Grantor Contact Information: If you have difficulty accessing the full announcement electronically, please contact:

Andrew Emanuele
Grantor
Phone 202-948-3466
[SS4A Inbox](#)

In This Section



Contact Us

Office of Infrastructure Finance and Innovation (TIGER/NIJ)
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590
United States
Email: SS4A@dot.gov

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Matching Funds for SS4A Grants

Note: Resources and guidance on this page were developed for the FY24 SS4A NOFO and may change in relation to the FY2025 NOFO. Please check back to this website for updates following the release of the FY25 NOFO.

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Overview of Match

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

Up to \$200,000 in matching funds is waived for applicants located in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. This change was included in the [amended NOFO](#).

Federally recognized Tribal governments that apply for SS4A can use Tribal Transportation Funds for non-Federal match.

There is no advantage or preference for applications that provide *more* than the required 20 percent share as part of an SS4A application. Applicants that include additional match are accountable to that match in the event of an audit.

For more information on cost-sharing in DOT grant programs, see [Understanding Non-Federal Match Requirements](#) in the [DOT Navigator](#).

General Parameters for SS4A Match

General parameters regarding match and cost share as they relate to the SS4A program are as follows:

Eligible Expenses

Applicants should first determine whether an expense (including intended local cost share or match) is eligible under the grant. An "eligible expense" is a non-Federal expenditure that directly facilitates the execution of a grant agreement and its activities and must be "reasonable," "necessary," and "allocable" ([2 CFR Part 200.403\(a\)](#), [404](#), and [405](#)).

Eligible expenses comprise the total project cost for the grant. SS4A will provide grant funds up to 80 percent of the total project cost.

A match that is an eligible expense for SS4A grants may not be eligible in all instances across all Federal grant programs.

Reimbursement

SS4A funds are expected to be administered on a reimbursement basis. USDOT may establish alternative funding arrangements with recipients on a case-by-case basis.

Timing of Match or Cost Share

SS4A's 20 percent match requirement must be met by the end of the period of performance. The Recipient must clearly document eligible costs and/or in-kind contributions toward the non-Federal share. For each reimbursement request, Recipients should show that at least 20 percent of the Incurred costs count toward the match.

Alternatively, recipients may vary the non-Federal match percentage for reimbursement requests over the life of the project. However, if a recipient chooses this option, it must communicate its plan to USDOT and track match according to the plan.

Cash and In-Kind Contributions

Local match and cost share may include both cash (e.g., non-Federal funds from the applicant or other non-Federal entity) and in-kind match from other non-Federal sources. Either source of funds should be utilized to complete activities outlined in the grant application.

In-kind contributions are typically in the form of the value of personnel, goods, services, space, and utilities contributed by a non-Federal third party, such as a private business or nonprofit, specifically for the program.

Routine operations and attendance at events are not eligible expenses and therefore do not count as in-kind contributions.

Direct and Indirect Costs

The value of personnel, goods, services, space, and utilities provided by the grant recipient that directly facilitates the grant may count toward local match and may be billed as direct or indirect costs ([2 CFR Part 200.412](#), [413](#), and [415](#)).

Local Match

Local match may be used only once and may not be used as match for multiple Federal awards.

The following sources of funding or match cannot be used in an SS4A application to meet the local match requirement:

- Most Federal aid funds to States and Tribal governments;
- Federal Metropolitan Planning Funds to metropolitan planning organizations (MPOs);
- Other Federal funds such as from the American Relief Plan;
- Toll credits; and
- Staff time derived from staff whose salaries and expenses are paid for by Federal funding sources.

Eligible Planning and Demonstration Grant Expenses

The following are illustrative examples of match and cost share for Planning and Demonstration Grants:

Cash

- Cash provided by the local entity (e.g., City, County, Tribe, MPO) that received or is a partner to the recipient of the award.
- Cash provided by a State organization, as long as the original source was not Federal funding.
- Cash from private-sector, nonprofit, or other partner organizations.

Personnel

- Staff member hired to execute the grant full time.
- Staff hours spent in the direct execution of the grant agreement, including completing the required Action Plan components such as performing safety analysis, facilitating engagement and collaboration, and assessing policy and process changes.

- Staff time managing contractors and partners who are developing the Action Plan and directly working on one or more of the required Action Plan components.
- Staff hours associated with the financial and administrative management of the grant that are not being directly billed to the grant but are supporting the project with portions of their time and not included as part of an indirect rate.
- The total staff and volunteer time spent as part of the committee or task force that is directly engaged in the oversight of the Action Plan development, implementation, and monitoring. The rate billed as match for volunteer time may be associated with those volunteers' typical hourly wage or a local approved volunteer rate.

Goods

- Purchased or donated goods such as office supplies, IT equipment, flyers, and banners (if office supplies and IT equipment are not included in the indirect cost calculations). Examples:
 - Materials for engagement activities with relevant stakeholders.
 - Goods used as part of outreach efforts for underserved communities.

Services

- Purchased or donated services of third-party organizations (if donated, valued at the employee's regular rate of pay and may include fringe and indirect costs), such as:
 - Preparing graphics, formatting, and printing for Action Plans;
 - Performing safety analysis; and
 - Developing and coding of a website to post the Action Plan online.

Space

- Costs of space, such as office rental (charged relative to the scale of the award). For example, if the Action Plan grant award amounts to 5 percent of an organization's budget for the year, then 5 percent of space costs may be counted toward local match if they are not part of an indirect rate.
- Fair market cost of space that is specifically associated with developing the Action Plan, but is not charged to the grant, such as the cost to rent a meeting room to meet with stakeholders.

Utilities

- Costs of utilities, such as phone and internet service (charged relative to the scale of the award).
 - For example, if the Action Plan grant award amounts to 5 percent of an organization's budget for the year, then 5 percent of utility costs may be used as match.

Eligible Implementation Grant Expenses

The following are illustrative examples of match and cost share for Implementation Grants:

Cash

- Cash provided by the local entity (e.g., City, County, Tribe, MPO) that received the award.
- Cash provided by a State organization, as long as the original source was not Federal funding.
- Cash from private-sector, nonprofit, or other partner organizations.

Personnel

- Staff member hired to execute the grant full time.
- Staff hours spent in the direct execution of the grant agreement, including:
 - Implementing the projects and strategies;
 - Managing of the project and strategy implementation;
 - Conducting any project or strategy level planning, design, and development required to execute the grant agreement; and
 - Performing work associated with the supplemental Action Plan activities identified in one or more of the projects and strategies.
- Staff time managing and overseeing contractors and partners who are implementing one or more of the projects and strategies.
- Staff hours associated with the financial and administrative management of the grant that are not being directly billed to the grant but are supporting the project with parts of their time and are not part of an indirect rate.

Goods

- Purchased or donated goods such as office supplies, IT equipment, flyers, and banners that support the implementation of the projects and strategies.
- Purchase of materials to execute the projects and strategies, such as the following:
 - Infrastructure safety and roadway devices like speed feedback signs, rapid-flashing beacons, and audible pedestrian signals.
 - Safety vests and clipboards for community members to participate in activities to gather community feedback.

Services

- Purchased or donated services of third-party organizations for the implementation of the projects and strategies. Examples of services may include the following:
 - Contracts for services that directly support the implementation of the projects and strategies.
 - Costs associated with establishing an education and outreach campaign.

Space

- Costs of space, such as office and facility rental and equipment storage, may be used if they are charged relative to the scale of the award. For example, if the Implementation Grant amounts to 15 percent of an organization's budget for the year, then 15 percent of space costs may be used as match if it is not already included in the indirect rate.
- Fair market costs of space that is specifically for carrying out an Implementation Grant, but is not charged to the grant, may count toward local match, such as the cost to rent a meeting room to meet with stakeholders.

Utilities

- Costs of utilities, such as phone and internet service, if it is charged relative to the scale of the award. For example, if the Implementation Grant award amounts to 15 percent of an organization's budget for the year, then 15 percent of utility costs may be used as match.

Costs Not Eligible

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

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

Guide to Calculating Match

To calculate match, you need to first determine the total project cost (federal share plus match).

Cost Considerations

When determining the total project cost at the local level, consider the following:

- Will you hire an outside organization or conduct the work in-house? If you're working with an outside organization, can they provide in-kind support or services? If so, you can count the value of the outside organization's contributions towards the matching

requirement.

- Build in a contingency factor in case costs go up between application and award. Executing a grant agreement can take up to a year, so costs may go up. Factor that in.
- Do some research to figure out what the work will cost. For example, you could put out a request for information (RFI) to get a sense of what this will cost for your community based on what you want to do.

Calculating Match

Once you determine the total project cost, multiply that number by 80 percent. For example:

- Total project cost: \$200,000
- $\$200,000 \times .80 = \$160,000$ (Federal Share)
- $\$200,000 - \$160,000 = \$40,000$ (Local Share/Match)

Applicants must calculate the entire cost of the project, not just the amount needed from outside sources to complete it, to determine the necessary local match amount. Adding 20 percent to the Federal share will not result in the necessary match.

As outlined in the example above, match is based off of the total project cost, not the Federal share.

See "[How Can I Meet My Match Requirement?](#)" in the [DOT Navigator](#) for more information on local match.

Last updated: Friday, March 28, 2025



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