Required Documents

1. SF 424A (non-construction projects) or 424C (construction projects) – attachment

2. Project Budget Form -within POWER portal

3. Matching Form -within POWER Portal

4. Budget Narrative - attachment

5. Match Commitment Letters - attachment

Construction Projects also need:

- Engineer or architect budget/report

- Basic Agency Letter
  - ARC does not administer construction grants post-award – done by federal or state agency
  - E.g. USDA-RD, EDA, registered state basic agency (RSBA)
  - Signed letter on agency letterhead, lists ARC grant and total budget amounts

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What Is Match?

- Matching funds are funds outside of ARC that contribute to overall project costs

- Match is required for all ARC projects

- Kinds of Match:
  - Cash
  - Loans
  - In-Kind – land, property, equipment, services, etc.

- Acceptable Match Sources
  - Applicant
  - Partners
  - Public sector
  - Foundations
  - Private Sector
- Match letters stating specific in-kind, cash or loan value/amount committed to the project must be provided as an attachment.

**View the detailed Video Guide for Match linked on arc.gov/POWER
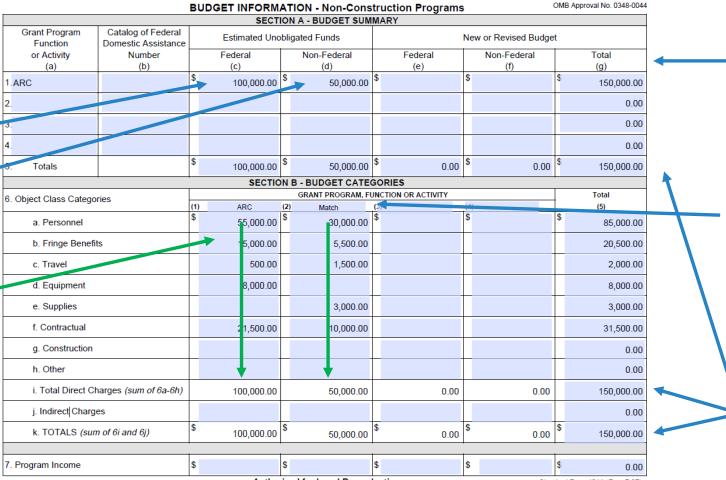The video references 2019 but is still applicable!**

SF 424A (Non-Construction)

BUDGET INFORMATION - Non-Construction Programs　　OMB Approval No. 0348-0044

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. ARC		$ 100,000.00	$ 50,000.00	$	$	$ 150,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 100,000.00	$ 50,000.00	$ 0.00	$ 0.00	$ 150,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) ARC	(2) Match	(3)	(4)	
a. Personnel	$ 55,000.00	$ 30,000.00	$	$	$ 85,000.00
b. Fringe Benefits	15,000.00	5,500.00			20,500.00
c. Travel	500.00	1,500.00			2,000.00
d. Equipment	8,000.00				8,000.00
e. Supplies		3,000.00			3,000.00
f. Contractual	21,500.00	10,000.00			31,500.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	100,000.00	50,000.00	0.00	0.00	150,000.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	$ 100,000.00	$ 50,000.00	$ 0.00	$ 0.00	$ 150,000.00
7. Program Income	$	$	$	$	$ 0.00

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Previous Edition Usable

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

1(a) Enter "ARC"

1(c) ARC amount

1(d) Total match

6(a-h) Fill in budget amounts by category for ARC and match

Total column (g) auto-populates

(1) Enter "ARC"
(2) Enter "Match"

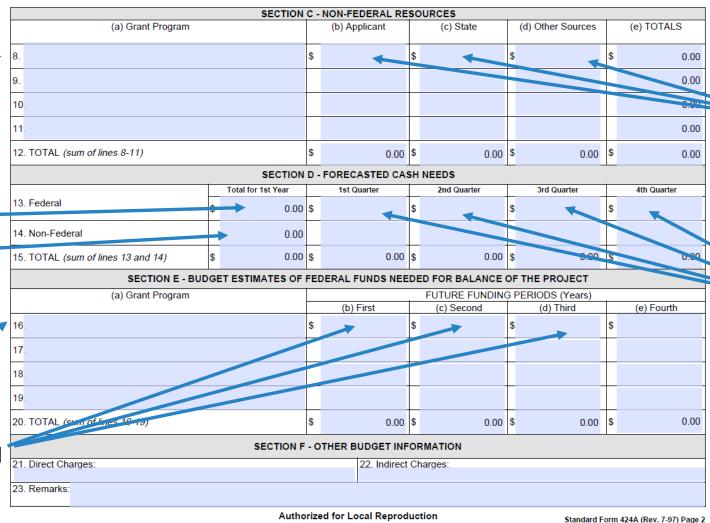Rows (5), (i) and (k) auto-populate

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SF 424A (Non-Construction)

8(a) Enter "ARC"

13 and 14, enter estimated spend for the first year for ARC funding and match respectively

16(a) Enter "ARC"

16(b), (c) and (d) enter estimated annual ARC funding spend

Total column (e) auto-populates

Enter match amount by category

Enter first year's estimated spend by quarter for ARC funding and match respectively
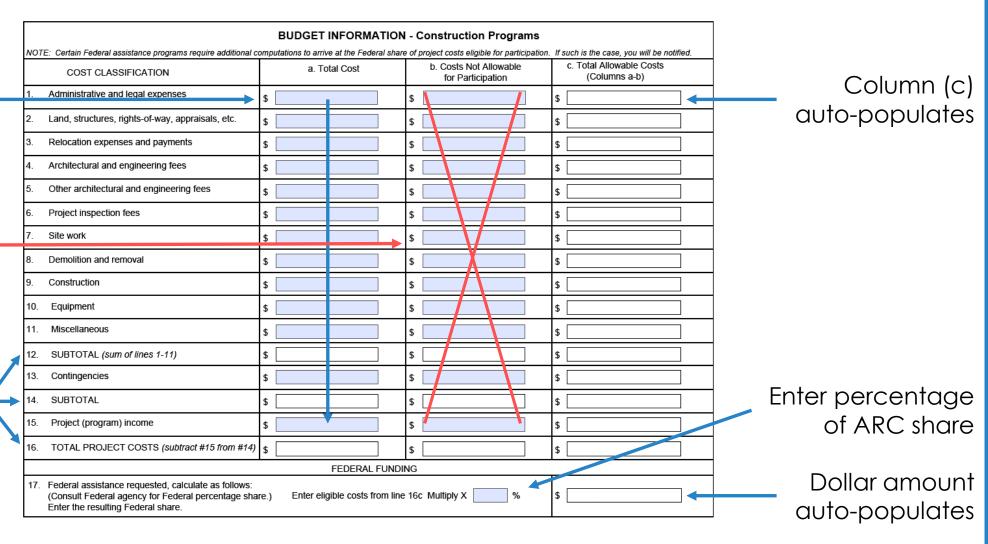
Rows (12), (15) and (20) auto-populate

Make sure your numbers align across all documents!

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL *(sum of lines 8-11)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS				
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

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.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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SF 424C (Construction)

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	$	$	$
2. Land, structures, rights-of-way, appraisals, etc.	$	$	$
3. Relocation expenses and payments	$	$	$
4. Architectural and engineering fees	$	$	$
5. Other architectural and engineering fees	$	$	$
6. Project inspection fees	$	$	$
7. Site work	$	$	$
8. Demolition and removal	$	$	$
9. Construction	$	$	$
10. Equipment	$	$	$
11. Miscellaneous	$	$	$
12. SUBTOTAL *(sum of lines 1-11)*	$	$	$
13. Contingencies	$	$	$
14. SUBTOTAL	$	$	$
15. Project (program) income	$	$	$
16. TOTAL PROJECT COSTS *(subtract #15 from #14)*	$	$	$

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 [   ] % $ [   ]

Annotations:

- 1(a)-11(a) Fill in budget totals by category
- Column (b) should be blank
- Rows 12, 14 and 16 auto-populate
- Column (c) auto-populates
- Enter percentage of ARC share
- Dollar amount auto-populates

Project Budget Form (in POWER Portal)

Press the **Add** button to add a new budget line item. This button can be pressed repeatedly to create as many rows of budget line items as needed.

Each row has a **Delete** button that allows you to delete one row at a time, if necessary. You must provide a unique budget line item name, identify a budget category, and provide a nonzero budget amount for each row created.

Press the **Save** button to save the data on all rows before leaving this screen. Navigating to another screen without saving first will result in the loss of any new data that has been entered.

	Budget Category*	Budget Line Item Name*	Budget Notes*	ARC	Other Federal	State	Local	Total	Add
1	Personnel ▼	Project Director	80% FTE x $50,000 salary, project oversight	$20,000.00	$0.00	$0.00	$20,000.00	$40,000.00	Delete
2	Fringe Benefits ▼	Medical and Dental	Approximately 30% of personnel costs	$12,000.00	$0.00	$0.00	$12,000.00	$24,000.00	Delete

Click here to view a sample non-construction budget.

Include calculation for how you determined cost for this line item

TIP: Text boxes with hash marks in the lower right corner can be expanded by clicking and dragging the hash marks to view more text.

Budget Category*	Budget Line Item Name*	Budget Notes*	ARC	Other Federal	State	Local	Total	Add
(No line item(s) exist(s) for this budget.)								

* required

Applicable ARC Cost Share: n/a
Maximum Allowable ARC Cost Share: n/a
Maximum Allowable ARC Amount: n/a
Minimum Additional Match Amount: n/a

To keep changes, click **Save** before leaving this page. Clicking the navigation buttons will not save any changes you have made.

《《 Start Page | Prev: Project Impact Page | Next: Matching Funds Form | Final Page 》》 | Save | Cancel Changes | Help

Matching Funds Form(in POWER Portal)

At the time this proposal is submitted, the match may either be proposed (speculative), pending (you are awaiting final notification), or committed (its availability is confirmed and documented).

Instructions

Press the **Add** button to add a new match source. This button can be pressed repeatedly to create as many rows of matching funds sources as needed.

Each row has a **Delete** button that allows you to delete one row at a time, if necessary. You must provide a unique match source name along with all other required information for each row created.

Before moving to the next screen, verify the Total Match Amount **equals or exceeds the minimum** allowable match for the counties to be served. Also, confirm the Total Match Amount is equal to the match amounts entered in the Project Budget form on the preceding page and the Project Information/Estimated Funding section of the SF424 form.

Press the **Save** button to save the data on all rows before leaving this screen. Navigating to another screen without saving first will result in the loss of any new data that has been entered.

THE FOLLOWING NEED TO BE CORRECTED:

TOTAL MATCH: The sum of the match amounts does not equal the Project Budget's Match Total ($0.00).

MATCH SOURCE #1: MISSING AMOUNT: The Match Amount must be greater than zero.

	Match Source Name*	Type of Match*	Type of Funder*	Name of Funder*	Match Amount*	Match Notes†	Match Status*	Add
1	Foudation	In-Kind ▼	Foundation ▼	founder	$0.00		Committed ▼	Delete
2	ghjghj	Cash ▼	Applicant ▼	fgjhfgjh	$10,550.00		Committed ▼	Delete
	TOTAL BUDGETED MATCH TOTAL				$10,550.00 $0.00			

* required

† for any Pending or Proposed match, provide details on a) when match was requested, b) when funder's decision on award will be announced, and c) any other relevant info regarding match status.

To keep changes, click **Save** before leaving this page. Clicking the navigation buttons will not save any changes you have made.

| First Page | Prev:Project Budget | Next to Project Narrative Page | Final Page | Save | Cancel Changes | | Help |

Budget Narrative (attachment)

PERSONNEL	ARC	Match	Total
Chief coffee brewer – 100 hours x $15/hour =	$1,000	$500	$1,500
Senior go-getter – 20 hours x $32/hour =	$600	$40	$640
Primary problem fixer – 240 hours x $27.50 =	$6,000	$600	$6,600
Assistant problem fixers (3) x 200 hours x $15/hour =	$8,000	$1,000	$9,000
Big boss $45,200 @ 5%	$2,000	$260	$2,260
SUBTOTAL PERSONNEL	**$17,600**	**$2,400**	**$20,000**

For personnel, document % FTE or # of hours dedicated to project

SUPPLIES			
Toolkits for 10 @ $3,500ea for trainee curriculum	$30,000	$5,000	$35,000
Computers – 10 laptops @ $1,250 for workforce training lab	$10,000	$2,250	$12,250
General office supplies (paper, pens, telephones)	$10,000	$2,750	$12,750
SUBTOTAL SUPPLIES	**$50,000**	**$20,000**	**$50,000**

Describe what's included in general categories (e.g. office supplies) in budget narrative. Include justification for line items

Recommended that this document is prepared in Excel

Indirect Costs

- Costs incurred by grantee not directly related to the project itself, but are necessary for the general operation of the organization and its activities

- Common examples:
    - Rent, utilities, etc.
    - Administrative, accounting, record keeping, etc.

- If you do not have an existing indirect cost rate granted by a federal agency, please see 2 CFR 200.414 (indirect cost) and 2 CFR 200.68 (modified total direct cost) for information regarding how to calculate

- Indirect costs at or below 10% of the total budget allows your POWER application to remain competitive

Additional Resources

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Super Circular"), 2 CFR Part 200

  - 2 CFR Part 200.306 – Cost sharing or matching

  - 2 CFR Part 200, Subpart E – Cost principles

- Found here: **www.ecfr.gov**

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