

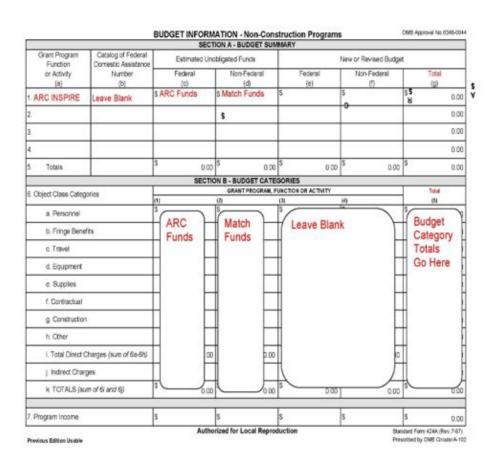
FY 2024 INSPIRE Initiative

Tips on Completing Your Project Budget and Standard Forms

Part 1: Tips for Completion - SF424A:

Watch this video, <u>How to Complete the Standard Forms for Non-Construction Projects</u>, for more detailed information.

- <u>Section A:</u> List grant program (ARC INSPIRE); list federal and non-federal estimated obligation of funds in columns C and D (do not include any information in columns E or F); list total of ARC and match funds.
- <u>Section B</u>: Funding should be broken out by budget category (program income does not apply).
- Ensure that all rows and columns add up correctly to bring you to the final total requested over the project lifecycle (as stated in section 18 of the SF424).
- Ensure that your SF424A aligns with your required <u>budget narrative</u>.



Part 2: Tips for Completion - SF424A:

Watch this video, <u>How to Complete the Standard Forms for Non-Construction Projects</u>, for more detailed information.

- Section C: List non-ARC matching funds (by entity and amount).
- <u>Section D</u>: List forecasted cash needs over the lifecycle of the project.
- <u>Section E and F</u>: Not applicable (do not fill in).

	SECT	ION C - NON-FEDERAL RESC	DURCES		
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
ARC - name of matching funds source		s	\$	s	s
ARC - name of matching funds source		\$			
10.etc.		\$			
11.		\$			
12. TOTAL (sum of lines 8-11)		\$	\$	s	s
		ION D - FORECASTED CASH			
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	S	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	s
SECTION E - BUDGET ESTIMA	ATES OF FEDERAL FUNDS N	EEDED FOR BALANCE OF T	HE PROJECT		
(a) Grant Program		FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
LEAVE THIS SECTION BLANK		\$	\$	s	s
18.					
19.					
20. TOTAL (sum of lines 16-19)		\$	\$	s	\$ 0.00
	SECTIO	 DN F - OTHER BUDGET INFO	RMATION		
21. Direct Charges: LEAVE THIS SECTION BL	ANK	22. Indirect Cl	harges:		
23. Remarks:	Auti	horized for Local Reproduction	1	Standard Form 424A (Rev. 7.97) Page	2

Part 3: Tips for Completion - SF424

Watch this video, <u>How to Complete the Standard Forms for Non-Construction Projects</u>, for more detailed information.

- In Section 11, the Catalog of Federal Domestic Assistance Number is 23.002; title is INSPIRE
- <u>In Section 17</u>, ARC INSPIRE projects are anywhere from 1–3 years. Planning grants are typically 12–18 months, and implementation projects can be up to 3 years. Ensure that your ARC funding request is representative of the entire project duration.
- <u>In Section 18</u>, ensure that your federal (ARC), applicant, state, local, or other (all considered match), total correctly, AND are reflective of what is in Section B of the SF424A.
- In Section 19, do not select anything, as this does not apply to INSPIRE grants.

16. Congressional Districts Of:					
* a. Applicant	* b. Program/Project				
Attach an additional list of Program/Project Congressional District	cts if needed.				
	Add Attachment Delete Attachment View Attachment				
17. Proposed Project:					
* a. Start Date:	* b. End Date:				
18. Estimated Funding (\$):					
* a. Federal					
* b. Applicant					
* c. State					
* d. Local					
* e. Other					
* f. Program Income					
* g. TOTAL					
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?					
a. This application was made available to the State under the Executive Order 12372 Process for review on					
b. Program is subject to E.O. 12372 but has not been selected by the State for review.					
c. Program is not covered by E.O. 12372.					
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)					
Yes No					
If "Yes", provide explanation and attach					
	Add Attachment Delete Attachment View Attachment				
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