Instructions for Completing the SF-424 (Application for Federal Assistance)

Item 1  Enter: "Application"
Item 2  Enter: "New"
Item 3  Completed by Grants.gov upon submission.
Item 4  Leave Blank
Item 5a  Leave Blank
Item 5b  Leave Blank
Item 6-7  Refer to instructions at end of form.
Item 8-9  Refer to instructions at end of form.
Item 10  Enter: “U.S. Small Business Administration”
Item 11  Enter: CFDA number “59.058” and “FAST”
Item 12  Enter: Funding Opportunity Announcement No.
FAST-2017-R-0011 or FAST-2017-R-0011A
Item 13  Leave Blank
Item 14  Applicants must specifically identify each city, county, and state that will be
affected by its project.
Item 15  Self Explanatory
Item 16  Refer to instruction at end of form.
Item 17  Leave Blank
Item 18  Self Explanatory
Item 19  Check Box C. The FAST Program is not covered by E.O. 12372.
Item 20  Refer to instructions at end of form.
Item 21  Self Explanatory

Instructions for Completing the SF-424A (Budget Information for Non-Construction Programs)

The budget is the Applicant’s estimate of the total cost of performing the project for which
funding is being requested under this Announcement during the applicable Budget Period. The
budget is to be based upon the total amount of funds that will be devoted to the project,
including Federal funds, contributions from non-Federal sources, and program income (as
applicable). All proposed costs reflected in the budget must be relevant to the conduct of the
project and must be reasonable, allowable, and allocable under the applicable OMB Cost
Principles (2 C.F.R.200.302) and Agency policies. All costs must be justified and itemized by unit
cost in the Budget Narrative/Budget Detail Worksheet. All forms contained in the financial
application package must be completed accurately and in full. Enter the following information in
the appropriate sections:

Section A - Budget Summary
Column A: Enter “FAST Program”
Column B: Enter CFDA Number “59.058”
Section B – Budget Categories
Complete lines 6a – 6k, entering amounts by budget category, labeling columns 1- 5 as follows:

1 – Federal
2 – Non-Federal Cash
3 – Non-Federal In-Kind
4 – Program Income
5 – Totals

All amounts entered in this section must be expressed in terms of whole dollars. The itemization must reflect the total requirements for project funding from both Federal and non-Federal sources.

Section C – Non-Federal Resources
Refer to instructions on form.

Section D – Forecasted Cash Needs
Refer to instructions on form.

Section E – Budget Estimates
Refer to instructions on form.

Section F – Other Budget Information
Direct Charges: Transfer the total direct charges from Section B, line 6i.
Indirect Charges: Transfer the total direct charges from Section B, line 6j.