

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. SB-OIIFT-20-001
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.