



Local Infrastructure Hub: Module 5: Demystifying Capital Stacks and Budgeting

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Your hosts today



Jason Mistlebauer
Director, Witt O'Brien's



- 25+ years of experience in program development, management, and implementation for the public sector and non-profits
- 15+ years managing grant programs for the public sector and philanthropic organizations across Arizona
- Supported the Arizona Governor's Office of Strategic Planning and Budgeting in response to the COVID-19 pandemic



Keiona Miller
Course Deliverer and Facilitator, NLC



- Instructor and Director at Jackson State University for 14 years
- Served as Corporate Trainer at WorldCom for 7 Years
- Langevin Trained Trainer
- M.A. in History from Jackson State University

Expected learning outcomes for Module 5

Upon successful completion of this module, city teams will be able to:

- ✓ *Understand the fundamentals of **capital stacks** with respect to eligibility for federal funding, including knowing possible **local match requirements** or **limitations and allowable uses**.*
- ✓ *Apply this knowledge to developing a **draft project budget** for their application, with matching sources and potential new sources of funding.*



Demystifying Capital Stacks and Budgeting

Charging and Fueling Infrastructure (CFI) Grant Program

- Besides those project or programmatic pieces, the majority of grants will require a budget and budget narrative.
 - A high level budget is usually captured by the federal program by the [Standard Form \(SF\) 424 family](#), specifically:
 - SF-424A - Non-construction
 - SF-424B - Assurances for Non-Construction Programs
 - SF-424C - Construction
 - SF-424D - Assurances for Construction Programs
 - Also, the totals will be entered into the SF-424, section 18, Estimated Funding
 - The budget narrative is really a budget justification showing the math behind the stated budget categories in your SF-424 and providing context to the stated figures including your match/cost share.

Charging and Fueling Infrastructure (CFI) Grant Program

- Grant Program Parameters for the Corridor Grants
 1. What are the eligible uses or allowable costs with the federal funding?
 - **Alternative Fuel Corridor Grants**
 - Minimum/maximum award amounts: \$1M/No Maximum
 - Eligible costs:
 - Contracting with a private entity for acquisition and installation of eligible infrastructure.
 - First 5 years of operations and maintenance costs associated with installed eligible infrastructure.
 - Acquisition and installation of traffic control devices located in the right-of-way to provide directional information to eligible infrastructure included in the project.

Charging and Fueling Infrastructure (CFI) Grant Program

- Grant Program Parameters for the Community Grants
 1. What are the eligible uses or allowable costs with the federal funding?
 - **Community Charging and Fueling Program Grants**
 - Minimum/maximum award amounts: \$500K/\$15M
 - Eligible costs:
 - Acquisition and installation of eligible infrastructure.
 - Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities.
 - Educational and community engagement activities to promote zero-emission vehicle adoption/usage and its infrastructure.
 - Up to 5% of award amount

Charging and Fueling Infrastructure (CFI) Grant Program

- Additional parameters to consider:
 - 2. Is there a match or cost share requirement?**
 - From the NOFO/NOFA page 19, “[a]wardees must provide at least 20 percent of the total project cost (not 20 percent of the Federal share) as a matching share.”
 - So, a 20% match/cost share for applicants
 - 3. Are applicants allowed to apply their negotiated indirect cost rates or the de minimis rate to the project/budget?**
 - De minimis being up to 10%
 - 4. Your project timeline vs. the grant performance period/period of performance**
 - **Federal FY22** awards will need to obligate funding by September 30, 2025 and expend it by September 30, 2030.
 - **Federal FY23** awards will need to obligate funding by September 30, 2026 and expend it by September 30, 2031.



Budgets and SF-424s

Charging and Fueling Infrastructure (CFI) Grant Program

- Within your budget, you should account for every possible cost associated with your project
 - Use the SF-424s to guide your budget formation

SF-424A

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction (non-Earthwork)
- Other
- Indirect Costs

SF-424C

- Administrative and Legal Expenses
- Land, Structures, Rights-of-Way, Appraisals, Etc.
- Relocation Expenses and Payments
- Architectural and Engineering Fees
- Other Architectural and Engineering Fees
- Project Inspection Fees
- Site Work
- Demolition and Removal
- Construction
- Equipment
- Miscellaneous
- Indirect Costs

Charging and Fueling Infrastructure (CFI) Grant Program

- Detailed project budget

EV Charging Station Project Budget		
Item	Cost	Cost Source (operational budget, other grant funding, etc.)
EV Charging Station Equipment		
e.g., Two ChargePoint dual port, networked chargers	\$ 17,000.00	
Subtotal	\$ 17,000.00	
Installation Parts and Labor		
Permits	\$ 400.00	
Trenching/boring work and labor	\$ 1,000.00	
Electrical conduit parts and labor	\$ 2,400.00	
Poured foundation parts and labor	\$ 800.00	
Traffic protection parts and labor (if needed)	\$ -	
Other electrical system upgrades/additions (e.g., panel and circuitry, meter, etc.)	\$ 1,000.00	
Subtotal	\$ 5,600.00	
Other Project Costs		
e.g., Landscaping, signage, parking space painting	\$ 200.00	
Subtotal	\$ 200.00	
Total Project Cost	\$ 22,800.00	

Required Forms for Your Application

- SF-424A for Non-Construction Programs

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. CFI		\$	\$	\$ 18,240.00	\$ 4,560.00	\$ 22,800.00	
2.						0.00	
3.						0.00	
4.						0.00	
5. Totals		\$ 0.00	\$ 0.00	\$ 18,240.00	\$ 4,560.00	\$ 22,800.00	
SECTION B - BUDGET CATEGORIES							
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)	
	(1)	CFI	(2)	(3)	(4)		
a. Personnel	\$	200.00	\$	\$	\$	\$ 200.00	
b. Fringe Benefits						0.00	
c. Travel						0.00	
d. Equipment						0.00	
e. Supplies						0.00	
f. Contractual		18,040.00				18,040.00	
g. Construction						0.00	
h. Other						0.00	
i. Total Direct Charges (sum of 6a-6h)		18,240.00	0.00	0.00	0.00	18,240.00	
j. Indirect Charges						0.00	
k. TOTALS (sum of 6i and 6j)	\$	18,240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18,240.00	
7. Program Income	\$		\$	\$	\$	\$ 0.00	

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

Required Forms for Your Application

- SF-424A (continued)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. State and Local Fiscal Recovery Fund	\$ 4,560.00	\$	\$	\$ 4,560.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 4,560.00	\$ 0.00	\$ 0.00	\$ 4,560.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 18,240.00	\$ 0.00	\$ 9,120.00	\$ 9,120.00	\$ 0.00
14. Non-Federal	4,560.00	1,140.00	1,140.00	1,140.00	1,140.00
15. TOTAL (sum of lines 13 and 14)	\$ 22,800.00	\$ 1,140.00	\$ 10,260.00	\$ 10,260.00	\$ 1,140.00
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. State and Local Fiscal Recovery Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
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: Purchase and installation of 2 electric vehicle charging stations		22. Indirect Charges: N/A			
23. Remarks: None					

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Standard Form 424A (Rev. 7-97) Page 2

Required Forms for Your Application

- SF-424C for Construction Programs

OMB Number: 4340-008
Expiration Date: 02/28/2025

BUDGET INFORMATION - Construction Programs			
<small>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.</small>			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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 <input type="text"/> %	\$ <input type="text"/>

Required Forms for Your Application

- SF-424
 - Federal - the amount that you are asking for in the application
 - Applicant - your match/cost share contribution
 - State - any state funding provided as match/cost share
 - Local - another municipality's match/cost share contribution
 - Other - 3rd party match/cost share contribution
 - Program Income - N/A

17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="0.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	



Matching Requirements

Charging and Fueling Infrastructure (CFI) Grant Program

What is your municipality considering for its match/cost share?

Matching Requirements

- Match/cost share
 - Total project costs x 80% = federal share
 - Total project costs x 20% = applicant share
- Match/cost share considerations:
 - Other federal grant programs
 - Do both programs allow for the usage of their funding for match/cost share, CFI and the other grant program?
 - US Treasury's State and Local Fiscal Recovery Fund (SLFRF)
 - [Final Rule FAQ 4.6](#), "[g]enerally, yes, if using funds available under the revenue loss eligible use category, and no, if using funds under any other eligible use category," except in some specific cases
 - Laying conduit for broadband, already performed a NEPA possibly, exposed trench, etc.
 - Leverage that work and funding for this project, both match/cost share but also to expedite the project timeline

Examples and Resources to Support Matching

- **State programs**
 - Federal funding pass-through
 - [US Department of Energy's State Energy Program \(SEP\)](#)
 - Related general fund programs and/or match/cost share fund that non-state entities can utilize e.g., [Database of State Incentives for Renewable & Efficiency \(DSIRE\)](#) and [State of Colorado](#)
- **Local**
 - Federal funding pass-through
 - [US Department of Energy's Energy Efficiency and Conservation Block Grant](#)
 - Related fees, taxes, utility fund, etc.
- **Other resources**
 - 3rd party contribution
 - Credit for previous charging infrastructure that is being removed
 - Engagement space provided by a nonprofit e.g., [Clean Cities Coalition](#)



Budget Narratives

Charging and Fueling Infrastructure (CFI) Grant Program

[Insert Government Name]

Charging and Fueling Infrastructure (CFI) Grant Program Budget

July 1, 2023 – June 30, 2024

(Based on Strategic and Operational Plans, Community Engagement, and Project Timeline)

A. Personnel:

An employee of the applying agency whose work is tied to the application

TABLE 1: FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
EV Infrastructure Coordinator	Jane Doe	\$85,000	50%	\$42,500
Policy Analyst	Jane Smith	\$85,000	75%	\$63,750
Grants Management Analyst	Joe Smith	\$60,000	25%	\$15,000
			TOTAL	\$121,250

NARRATIVE JUSTIFICATION: The table above contains the top 3 executives being funded either partially or fully for this project. No other personal has been projected for funding by these grant funds. The stated "Annual Salary/Rate" for each position is normal and complimentary to the stated job duties and roles within the grant and normal [Insert Local Government Name] policies (human resource or otherwise).

Electric Vehicle Infrastructure Coordinator (.50 FTE)

Jane Doe will be responsible for the overall project scope and implementation of statewide strategy. All team members will report to Aaron.

Policy Analyst (.75 FTE)

Grants Management Analyst (.25 FTE)

In this role, **Joe Smith** will be the day-to-day grants administrator ensuring compliance with the terms and requirements of the grant award. Joe will be responsible for ensuring that all related certifications and assurances are complied with along with all programmatic reporting including financial and progress reports.

TABLE 2: NON-FEDERAL MATCH

Position	Name	Annual Salary/Rate	Level of Effort	Cost
			TOTAL	\$0



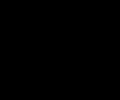
Tools and Templates



Tools and Templates for Module 5: Demystifying Capital Stacks and Budgeting

The following resources can help **strengthen core components** of your grant application

- **SF-424 Excel Spreadsheet**
- **Simplified Project Budget Excel Spreadsheet**
- **Budget Narrative/Justification Word Template**
- [USDOT EV Infrastructure Project Planning Checklist](#)
- [USDOT Charging Forward: A toolkit for planning and funding rural electric mobility infrastructure](#)
- [USDOT Rural EV Infrastructure Funding Matrix](#)
- [USDOT EV Charging Financial Analysis Tool](#)
 - **Provides financial analysis of owning and operating EV charging stations**



WITH SUPPORT FROM:



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