



Guidance on Calculating a Local Match

Background

Requirements for the local share of FTA Section 5311 grants are listed in the Texas Administrative Code, Title 43, Part 1, Chapter 31 C (f). FTA program funds cannot be used as the local share required for Section 5311 grants. Eligible match sources include local or state programs, or unrestricted federal funds. At least half of the local share for net operating expenses must be cash or cash equivalent from sources other than unrestricted federal funds. In-kind contributions, volunteer services, and donations are eligible as local share if the value is documented.

Local and state funds must not be restricted by the funding source for use as a local match and must be used in the 5311 program. It is recommended that unrestricted federal funds be formally identified as being allowed for use as a local match, preferably with a letter from the awarding agency.

Local match may be:

- ◆ Donations, as long as the value is documented i.e. cash, land, buildings, other items of value used to further operations)
- ◆ Volunteer services, as long as the value is documented (i.e. office work, marketing, data entry, computer repair)
- ◆ In-kind contributions, as long as the value is documented (i.e. business services, advertising, office space, parking facilities)
- ◆ State funding not specifically excluded from use as local match, and used in the 5311 program (entity needs another program to qualify)
- ◆ Local funding not specifically excluded from use as local match, and used in the 5311 program (i.e. city or county funding)

Any donations, volunteer services, or in-kind contributions should be valued at the current market value, with adequate documentation to support the amounts. All documents should be original and verifiable.

- ◆ Donations should have a receipt, appraisal or other document from the donating entity stating the current fair market value of the item.
- ◆ For volunteer services, time worked should be documented at least monthly and signed by the volunteer and management.
- ◆ In-kind contributions should have a receipt from the providing entity stating current market value and signed by that entity's management or an authorized representative.