

## Instructions for Calculating Match and Request Amounts

For each project component

1. Take the total cost of the line item and multiply by .75. This number goes in the request column for that line item.
2. Then take the total cost of the line item and multiply by .25. This number goes in the match column for that line item.
3. When all line items have been entered in this way, the totals calculated at the bottom will be 75% request and 25% match respectively.

Note: each line item should be split 75%/25% because each invoice submitted for reimbursement will be reimbursed at 75% of the total.

### Example Residential Project\*

*Roof estimate Total \$12,245*

Calculation:  $\$12,245 \times .75 = \$9,183.75$  (request);  $\$2,245 \times .25 = \$3,061.25$  (match)

*Guttering estimate Total \$5,896*

Calculation:  $\$5,896 \times .75 = \$4,422$  (request);  $\$5896 \times .25 = \$1,474$  (match)

*Window Estimate Total \$14,637*

Calculation:  $\$14,637 \times .75 = \$10,977.75$  (request);  $\$14,637 \times .25 = \$3,659.25$  (match)

*Total project cost \$32,778 = \$12,25 + \$5,896 + \$14,637*

Calculation:  $\$32,778 \times .75 = \$24,583.50$  (total request);  $\$8194.50$  (match)

Total project cost, total request, total match, and match percentage will be auto calculated by the form.

\*For commercial projects, replace the .75 and the .25 in the above calculations with .50.