E·D·A

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

the Office of INNOVATION *and* ENTREPRENEURSHIP

COMPLETING FORM SF-424A

INNOVATION. REGIONAL COLLABORATION. JOB CREATION.

Hello and thank you for joining us to learn about completing FORM SF-424A in your grant application. My name is Carmen Myers-Reed, and I am with the Office of Innovation and Entrepreneurship, which is part of the US Economic Development Administration. Because this video is hosted by the Office of Innovation and Entrepreneurship, some of the advice given here may only be applicable to our programs.

WE WILL COVER..

Background information for Form SF-424A	Instructions for Completing Form SF-424A	Consistency in Budget

So, let's get started by reviewing what we will cover on this video. (Click) We will start by talking about what the SF-424A is and about some general pre-application steps that you will need to take when applying for a grant through grants.gov. (Click) Next we will review the form itself and go over in detail how to complete it. (Click) Finally, we will talk about how to think like a reviewer and check for consistency across various budget-related documents.

Pre-Application Actions

Obtain an EIN	Obtain a DUNS number	SAM Registration	Create a Grants.gov Username & Password
- Allow up to 5 weeks - Optional input for DUNS registration - Required input for System for Award Management (SAM) registration	- Allow 2 business days to complete the online request - Required input for SAM registration - *https://fedgov.dnb.com/webform/*	- Once the EIN is obtained, allow an additional 2 weeks to complete registration - Renew SAM registration annually - Designate EBiz POC - *https://sam.gov/SAM/*	- Allow 1 business day for SAM updates - EBiz POC assigns Authorized Organization Representative (AOR) - AOR initiates & submits the application

The best advice that we can provide applicants is not to wait until the last minute to submit your application in Grants.gov, as there are several pre-application action steps that you must take. (Click) First, you must obtain an EIN number of you do not already have one. This can take up to 5 weeks if you do not already have this number. (Click) You will also need to Obtain a DUNS number which generally takes 2 business days. (Click) You will also need to register for SAM. This can take an additional 2 weeks and an EIN is required for this registration. (Click) Finally, you will create a grants.gov Username and Password. If your organization is a first-time applicant and/or you are new to the process, please take the time to ensure that the Authorized Organization Representative has the credentials necessary to submit the proposal.

To reiterate, the EDA strongly recommends submitting in advance of the application deadline, which is strictly enforced.

Luckily, you can stay in the loop about upcoming grant opportunities by reviewing the EDA website, identifying relevant Notice of Funding Opportunities, and subscribing to updates on those NOFOs via Grants.gov.

Sources:

A) Grants.gov: "Step 1: Obtain a DUNS Number" https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

B) Grants.gov: "Step 2: Register with SAM" https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

So let's start by talking about what Form SF-424A is. Technically speaking, this form is the budget information form for non-construction programs. (Click) It is a required piece of non-construction related grant applications. (Click) Finally, it must match references of your budget throughout your application, specifically question 18 of Form SF-424 and your budget narrative.

Form SF-424A: General Instructions

Now, let's get started on the specifics for how you will fill out this form. We will go through each section of the form, and I will provide information regarding what goes in each field.

BUDGET INFORMATION - Non-Construction Programs

The form is divided into 6 sections, lettered A-F. Section A is a high-level summary for the full budget for your entire project. On this slide, we will talk about columns a and b of this section. (Click) You will get the information for these fields from the opportunity listing on Grants.gov. Both of these columns will be filled out with information from the "CFDA Number" listed on grants.gov. (Click) The firsts column will be the catalog program title, which is the title associated with the CFDA Number. (Click) The second column is where you will be the numeric CFDA Number as associated with the grant that you are applying for. Because you will only be applying for one federal grant at a time, you will only complete one row of this section.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

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.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

Estimated

New or Revised Budget

Federal (c)	Federal (e)	Non-Federal (f)	Total (g)
$	$	$	$

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Continuing here in section A, you will need to complete columns c and d with estimated unobligated funds. (Click) If you are applying for a new grant, you will enter $0.00 for both of these columns. You will only enter dollar amounts here if you are applying for a grant continuation. (Click) Columns E and F are where you will enter your total overall budget for the project. In column e, you will enter the amount of federal funding that you are applying for, and, in column f, you will enter your match funds. The total will auto-fill in column g.

The next section that we will talk about today is Section B. (Click) This is a breakdown into categories of how the budget for the project will be spent. (Click Click) These are the categories that you will be breaking out your budget into. For personnel, you will include the salaries of all staff that are attached to your project. This should match the staffing plan that you submit with your budget narrative. Fringe benefits includes the cost of benefits for the staff that are attached to your project. Travel is a projection of travel costs associated with your project. Equipment and supplies are similar, though equipment is thought to be long-term asset that is $5,000 or more. Contractual should be any costs for which you would have a written contract associated, and construction costs are those costs covering project-related construction. In general, construction costs are not allowable for OIE grants, so please check the NOFO to determine if these sorts of costs would be allowable for opportunity to which you are applying. (Click) The other category should be used only when the cost does not fit into another category. Most costs will fit into one of the categories a – h. (Click) Total direct charges will automatically populate in row i. You will need to then fill out your indirect charges, if you have them. (Click) please note that you will need to submit a Negotiated Indirect Cost Agreement if you have one. Otherwise you will need to use the federal de minimus rate, if such indirect costs are allowable. (Click) For program income, you will list any income that is predicted to come from the program directly. Remember, program income can not be used as matching funds.

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	$	$	$	$

12. TOTAL (sum of lines 8-11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

Section C is where you will list the sources of your
You must provide a commitment letter for each
element of your match, including in-kind

	(b)First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:

23. Remarks:

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Section C is where you will list out the sources for your matching funds. (Click) (Click) You will divide these out by applicant – that is matching funds that you are bringing to the table on your own as an applicant - State, and Other sources. For all three of these categories, you will include both cash and in-kind match in the amounts. (Click) You must provide a commitment letter for each element of your match, breaking out the specifics, particularly for in-kind contributions.

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$
16.		$	$	$	$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		$	$	$	$

In Section D, break out your budget for the first year of the program; separated out by federal funds and match

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:

23. Remarks:

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Section D is where you will forecast your cash needs for the first year of the project. (Click) You will include both federal (in row 13) and non-federal match (in row 14). The totals will auto-fill once you have entered the information for each quarter.

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.		$	$	$	$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		$	$	$	$

SECTION D - FORECASTED CASH NEEDS

13. Federal
14. Non-Fe...
15. TOTAL

> **Ensure that the first year estimates match the federal totals from Section D**

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

> **Direct and Indirect Charges should match the totals in Section B.**

i. Total Direct Charges (sum of 6a-6h)

j. Indirect Charges

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 22. Indirect Charges:

23. Remarks:

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(Click) Section E is where you will list out the federal funds needed for your project. You will only list the federal share, here, not the full budget for your project – unless you are submitting an application without matching funds. You will fill out the sections that apply to your program's length. (Click). Make sure that the first year totals match what you have entered in section D, row 13. (Click) For Section F, you will enter the total amount of Direct and Indirect charges (both federal and matching) for your project. Direct and indirect charges should match the totals in Section B – rows I and j.
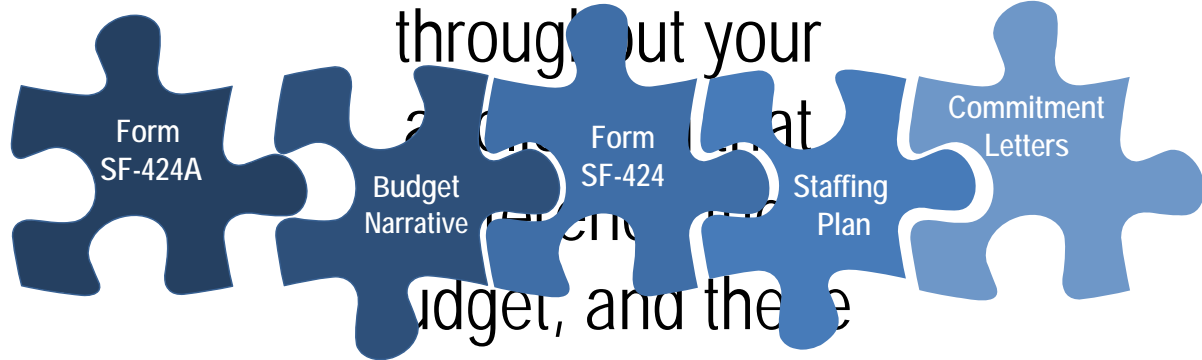
Think like a reviewer..

So, now that we have gone over the basics of how to fill out the form, we will talk about how we review this form as it relates to the rest of your application.

There are several areas throughout your application that reference the budget – or parts of it. (Click) Obviously, form SF-424A references the budget. (Click) The budget narrative also needs to match. (Click) There is budget information in question 18 of Form SF-424. (Click) The staffing plan is part of your budget narrative and needs to match what you have said throughout your application. (Click) Finally, your commitment letters need to match the match amounts that you have listed throughout. (Click) All of these sections need to match, and you should think of your budget holistically, with these parts fitting together to build a whole. .

https://eda.gov/oie/
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That's it! Thank you for taking the time to go over this process with us. If you have additional questions after watching this video, please visit our website and eda.gov/oie or email us at oie@eda.gov. Thanks for watching!