

## How to complete "Fillable" SF424a form

Open the fillable SF424a form, [available here](#).

On page 1,

- Cell 1a: Enter the official name of the Prime grant award recipient.
- Cell 2a: Enter the words "Reprogramming and budget modification."
- Cell 1e: Enter the total amount of funds awarded, or from the most recent SF424a (if a previous budget reprogramming of this award was done.)
- Cell 2e: Enter zero (0.00) – the award budget is being modified, but the total amount of the award is not being increased or decreased. This change is a net zero.
- Cells in the Total column (G) and Total row (5) automatically sum. Do not overwrite.

### SAMPLE PAGE / DEMONSTRATION BELOW

View Burden Statement	<b>BUDGET INFORMATION - Non-Construction Programs</b>	OMB Number: 4040-0006 Expiration Date: 06/30/2014				
<b>SECTION A - BUDGET SUMMARY</b>						
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. State of Preparedness, Department of Homeland Security and Emergency Management  <i>Type your agency name here (as used in NOAA grant award)</i>	11.467	\$ <input type="text"/>	\$ <input type="text"/>	\$ 255,555.00  <i>Enter the total amount awarded for this grant in this box</i>	\$ 0.00  <i>Enter 0, press tab</i>	\$ 255,555.00  <i>This box automatically calculates. Do not overwrite.</i>
2. Reprogramming and budget modification  <i>Type these words as shown here</i>	11.467 <i>Enter 11.467 again in this box</i>	<input type="text"/>	<input type="text"/>	0.00  <i>Enter 0, press tab</i>	<input type="text"/>	0.00  <i>This box automatically calculates. Do not overwrite.</i>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>  <i>This box automatically calculates and cannot be overwritten</i>	<input type="text"/>	<input type="text"/>  <i>This box automatically calculates and cannot be overwritten</i>
<b>5. Totals</b>		\$ <input type="text"/>	\$ <input type="text"/>	\$ 255,555.00	\$ <input type="text"/>	\$ 255,555.00

Begin with entries in Column (1). Notice that the title is automatically populated from your entry in cell 1a on Page 1.

Enter amounts of funds originally awarded in the grant (or from the latest SF424a if a budget reprogramming of this grant has been done before.)

Remember that "Other Direct Costs" (Row h) include both the Prime Grantee's "other direct costs" but also include the total of all Subawards.

Notice that the cells in Column 5 automatically sum. Do not overwrite.

**SAMPLE PAGE / DEMONSTRATION OF COLUMN (1) ENTRIES**

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	State of Preparedness, Department of Homeland Security and Emergency Management <i>First, enter amount of original award in this column</i>	Reprogramming and budget modification <i>(See next graphic for info on what to do with this column)</i>			<i>This column automatically sums across. These cells are blocked from being overwritten.</i>
a. Personnel <i>Enter amount of grant award</i>	\$ 55,555.00	\$	\$	\$	\$ 55,555.00
b. Fringe Benefits <i>Enter amount of grant award</i>	22,222.00				22,222.00
c. Travel <i>Enter amount of grant award</i>	18,765.00				18,765.00
d. Equipment <i>Enter amount of grant award</i>	0.00				
e. Supplies <i>Enter amount of grant award</i>	8,900.00				8,900.00
f. Contractual <i>Enter amount of grant award</i>	50,000.00				50,000.00
g. Construction	0.00				
h. Other <i>Enter amount of grant award (this includes subawards)</i>	80,669.00				80,669.00
i. Total Direct Charges (sum of 6a-6h)	236,111.00				\$ 236,111.00
j. Indirect Charges <i>Enter amount of grant award</i>	19,444.00				\$ 19,444.00
k. TOTALS (sum of 6i and 6j) <i>This sums automatically</i>	\$ 255,555.00	\$	\$	\$	\$ 255,555.00
7. Program Income <i>Leave blank</i>	\$	\$	\$	\$	\$

In Column (2), enter amounts reflecting requested budget change for each object class as demonstrated below.

The totals in Column (5) and the totals in Row (k) automatically sum across and down. These cells are protected from being overwritten.

The important things to look for to determine that you did this correctly are:

- The total on the bottom of Column 2 (row k) must be zero. A zero here indicates that additions and subtractions in each object class offset each other so there is no change in the overall award amount.
- The total on Row (k) in Column 1 and Column 5 must equal the total of the original grant award. This cell is populated from the entry on Page 1, cell 1e (and the total from cell 1g).

**SAMPLE PAGE / DEMONSTRATION OF COLUMN (2) ENTRIES**

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	State of Preparedness, Department of Homeland Security and Emergency Management	Reprogramming and budget modification  Enter amounts below for CHANGES due to budget reprogramming			Totals in this column are automatically summed across the row. Cells prevented from being overwritten.
a. Personnel	\$ 55,555.00	\$ -4,036.00	<== this demo shows projected salary savings as of 8/31.		\$ 51,519.00
b. Fringe Benefits	22,222.00	-1,614.00	<==this demo shows projected reduction in fringe benefits by approved fringe rate		20,608.00
c. Travel	18,765.00	-4,215.00	<==this demo accounts for projected overage in travel.		14,550.00
d. Equipment	0.00	0.00	<==Nothing changed here		
e. Supplies	8,900.00	2,277.00	<==this demo adds funds in this object class		11,177.00
f. Contractual	50,000.00	0.00	<==Nothing changed here		50,000.00
g. Construction	0.00	0.00	<==always zero for construction		
h. Other	80,669.00	9,000.00	<==this demo adds \$9,000 for additional needs by a subaward recipient		89,669.00
i. Total Direct Charges (sum of 6a-6h)	236,111.00	1,412.00	<==this line is automatically summed		\$ 237,523.00
j. Indirect Charges	19,444.00	-1,412.00	<==the amount of indirect expenses is reduced against allowable object classes, in this case, Personnel & Fringe Benefits		\$ 18,032.00
k. TOTALS (sum of 6i and 6j)	\$ 255,555.00	\$ 0.00	<==Total automatically summed. MUST BE ZERO		\$ 255,555.00
7. Program Income	\$ 0.00	\$ 0.00			

Page 3 is simple. Entries in cells 8(a) and 9(a) are automatically populated from corresponding entries on Page 1.

In blue cells that allow manual entries on this page, enter zero (0).

That's it. You're done!

**SAMPLE PAGE / DEMONSTRATION OF PAGE 3**

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. State of Preparedness, Department of Homeland Security and Emergency Management	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Enter zero (0) in cells 8b, 8c, 8d, 9b, 9c, and 9d					
9. Reprogramming and budget modification The Grant Program entries in these cells come from Page 1	0.00	0.00	0.00	0.00	
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
13. Federal Enter zero (0) in all blue cells to the right (1st Q, 2nd Q, etc.)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
14. Non-Federal	\$	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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 of Preparedness, Department of Homeland Security and Emergency Management Enter zero (0) in all blue cells to right ==>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
17. Reprogramming and budget modification Enter zero (0) in all blue cells to right ==>	0.00	0.00	0.00	0.00	
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: Leave this cell blank	22. Indirect Charges: Leave this cell blank				
23. Remarks: Leave this cell blank					