

SF 424A Instructions

The “Accounting Principles” described in Section VIII of the “**SOLICITATION FOR GRANT APPLICATIONS - JOBS FOR VETERANS STATE GRANTS**” are applicable to all financial planning and reporting requirements described below. (See the four “general rules” discussed in that Accounting Principles section.)

Electronic SF 424A: The recommended SF 424A replica is available for download at: <http://nvti.cudenver.edu/Implementation/Default.htm> Two SF424A forms (one for DVOP and one for LVER) will be completed in accordance with the form’s instructions and the following additional guidance:

Enter your State and Grant Number at the top of the DVOP SF 424A page 1. This will populate the rest of the forms.

Section A – Budget Summary: (If you use the replica provided, all blocks are self populating in this section)

1. Column (a) should list only one “Grant Activity” per SF 424A and include associated initiatives under the Grant Activity:
 - **“DVOP Activities”** - for activities and specialists associated with the Disabled Veterans’ Outreach Program.
 - **“LVER Activities”** - for activities and staff associated with the Local Veterans’ Employment Representative Program.
2. Column (b) “Catalog of Federal Domestic Assistance Numbers” for DVOP and LVER are 17.801 and 17.804 respectively.
3. Column (c), (d) and (f) should each be left blank.
4. Column (e) 1 indicates the total funds requested for the listed activity in Section B, k (1).
5. (LVER SF 424A only) Column (e) 3 indicates the total funds for Incentive Awards listed in Section B, k (3).
6. Column (e) Totals from the LVER SF 424A plus column (e) Total from the DVOP 424A must not exceed the allocation (with incentives / excluding incentives) provided in Enclosure A for the State.
7. Column (g) 1 – Enter a rounded amount from column (e) 5. This is the total amount for the DVOP / LVER Activities.
8. Columns (g) 2-4 – Enter a rounded total of funds requested for the listed activities. The Total in Column (g) must match the total from Page 2, Section D, Line 15, “Total for Year”.

Section B -- Budget Categories:

1. Columns (1) through (4) will be used for different components of the particular Program funds requested and will be labeled differently on the DVOP and LVER SF 424A forms. Shaded areas are to be left blank. Un-shaded rows of columns for Special Initiatives are to be used for continuing, approved IPAs ***only***. Un-shaded rows of columns for TAP and Incentives will be used if applicable funds are being requested for these components.

DVOP: Column (1) will be “DVOP Activities and Column (2) will be “Special Initiatives” (approved IPAs only).

LVER: Column (1) will be “LVER Activities”; Column (2) will be “Special Initiatives” (approved IPAs only); Column (3) will be “Incentive Awards”; and Column 4 will be “TAP”

2. Line 6. a. Personnel: Provide salaries, wages, and overtime cost to be paid.
3. Line 6. b. Fringe Benefits: Indicate the amount of fringe benefits to be paid.
4. Line 6. c. Travel: Indicate the amount requested for program related staff travel.
5. Line 6. d. Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per-unit cost of \$5,000 or more.
6. Line 6. e. Supplies: Include the cost of consumable supplies and materials to be used during the project period (including but not limited to computers/laptops and other electrical/electronic equipment) with a per-unit cost of less than \$5,000.
7. Line 6. f. Contractual and Line 6. g. Construction: Not applicable.
8. Line 6. h. Other: Indicate the sum of the separate amounts for:
 - Program related staff training;
 - Performance Awards and Incentives (in the applicable column only). Requests for Awards and Incentives should total no more than one percent of the State’s total targeted allocation. The State should assign all Performance Awards costs on the LVER SF 424A.
 - All other direct costs not clearly covered by lines 6a through 6g.
9. Line 6. i. (Calculated automatically on the replica) Total, Direct Costs: Self-Explanatory.
10. Line 6. j. Indirect Costs: List the amount of indirect costs to be charged for the funding period.
11. Line 6. k. (Calculated automatically on the replica) TOTALS: Self-Explanatory.
12. Line 7 Program Income: Leave this Section Blank.

Section C – Non-Federal Resources: Leave this section blank.

Section D – Forecasted Cash Needs:

1. Line 13: Enter the total amount requested for each of the 4 fiscal quarters. **NOTE:** Amounts per quarter on line 13 may need to be manipulated due to rounding on line 15.
2. Line 15: (Rounding will be done automatically on the replica) Round the amounts listed for each of the four fiscal quarters to the nearest thousand and sum the total for the year. This number **should match Page 1, Section A, Line 5, Column (g).**

Section E – Budget Estimates of Federal Funds Needed For Balance of the Project: Leave this section blank.

Section F – Other Budget Information: Leave this section blank.