

Instructions for the SF-424A (June 2015)

Section A.	Budget Summary
Lines 1-4 Columns (a) and (b)	Enter "Procurement Technical Assistance Program" in column (a) and "12.002" in column (b). If you are proposing both a distressed and non-distressed area budget, use line 1 for the non-distressed budget and line 2 for the distressed budget. In that case, also include the words "Non-Distressed" or "Distressed" in column (a). Leave lines 3 and 4 blank.
Lines 1-4, Columns (c) through (g)	Leave columns (c) and (d) blank. For each line entry in columns (a) and (b), enter in columns (e), (f) and (g) the appropriate amounts of funds for the upcoming funding period (usually a year). The amount you enter should be the totals for your entire program, including any subrecipients.
Line 5	Enter the totals for columns (e), (f) and (g). The total for column (e) must match block 18.a. in the SF424.
Section B.	Budget Categories
Column headings	In the column heading (1) (and (2) if applicable), enter the same title on line 1 (and (2) if applicable) in column (a) of Section A.
Line 6a-h	For each column, enter the total requirements for funds (both Federal and non-Federal) by object class category.
Line 6i	Enter the total direct charges (i.e., sum of 6a through 6h).
Line 6j	Enter the amount of indirect charges.
Line 6k	Enter the total direct and indirect charges (i.e., sum of 6i and 6j). Totals should match those in Section A, column (g), line 5.
Line 7	Enter the estimated amount of program income, if any, you expect to generate. Note that program income will increase the amount budgeted and therefore is in addition to the totals in line 6k.
Sections C, D, E and F	Leave these sections blank.