

## Budget Worksheet Instructions

General Guidance	
<b>Step 1</b>	Enter the jurisdiction's name and Total Grant Amount Requested where indicated at the top of the spreadsheet. Complete each section as specified below.
<b>Step 2</b>	Make sure the information provided in this budget spreadsheet matches the response to the budget narrative question in the online application.
<b>Step 3</b>	Ensure all information is complete and correct. If the Grand Total does not match the Total Grant Amount Requested.
<b>Step 4</b>	Provide the budget workbook as an excel file (do not convert to a PDF).

Guidance on Budget Worksheet Sections	
<b>Direct Technical Assistance Costs</b>	
<b>Section A. Personnel</b>	Indicate the jurisdiction's expenses related to personnel that will provide direct technical assistance to the intent of the grant program.
<b>Personnel Classifications</b>	List the title of the staff member(s).
<b>Role in Project</b>	Describe their role in the grant program
<b>Annual Salary and Benefits</b>	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
<b>Percentage of Time Per Fiscal Year (FY)</b>	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
<b>Total</b>	Total of personnel expenses for the length of the grant.
<b>Section B. Other</b>	
<b>Cost Category/ Type or Vendor</b>	Provide the cost category and type of expense or vendor's name (if known) associated with the item. See "Cost Categories" tab for more details.
<b>Description</b>	Describe the purpose of the expense/item in the grant program.
<b>Amount</b>	Enter the cost of the expense/item.
<b>Percentage of Costs Per Fiscal Year (FY)</b>	Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
<b>Total</b>	Total of other expenses for the length of the grant.
<b>Indirect / Administrative Assistance Costs</b>	
<b>Section C. Personnel</b>	Indicate the jurisdiction's expenses related to personnel that will provide indirect/administrative assistance to the intent of the grant program.

<b>Personnel Classifications</b>	List the title of the staff member(s).
<b>Role in Project</b>	Describe their role in the grant program
<b>Annual Salary and Benefits</b>	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
<b>Percentage of Time Per Fiscal Year (FY)</b>	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
<b>Total</b>	Total of personnel expenses for the length of the grant.
<b>Section D. Other</b>	Indicate the jurisdiction's expenses related to the indirect/administrative support of the grant program.
<b>Cost Category/ Type or Vendor</b>	Provide the cost category and type of expense or vendor's name (if known) associated with the item. See "Cost Categories" tab for more details.
<b>Description</b>	Describe the purpose of the expense/item in the grant program.
<b>Amount</b>	Enter the cost of the expense/item.
<b>Percentage of Costs Per Fiscal Year (FY)</b>	Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
<b>Total</b>	Total of other expenses for the length of the grant.
<b>Section E. Totals</b>	
<b>Direct Technical Assistance Costs Total</b>	Total of personnel and other expenses associated with direct technical assistance of the grant program.
<b>Indirect/Administrative Assistance Costs Total</b>	Total of personnel and other expenses associated with indirect/administrative assistance of the grant program.
<b>Grand Total</b>	Total of all expenses associated with the grant program. This total should match the "Total Grant Amount Requested."

## Allowable Cost Categories

The following are list of potential "Cost Categories" that could be indentified on the Budget Worksheet:

Item	Description
<b>Contractual/ Consultant Costs (Professional Services)</b>	Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship.
<b>Printing and Publications</b>	Pay the costs of preparing information leaflets, reports, manuals, and publications relating to the project; however, the printing of hard copies is discouraged given the prevalence of electronic/virtual publication means.
<b>Training</b>	When the training is required to meet the objectives of the project or program.
<b>Information Technology System Updates</b>	Allowable for website development, mobile apps, etc., which are not considered to be information technology systems, but rather social media applications, if it is necessary to carry out the proposal.
<b>Supplies</b>	All tangible personal property other those described as Equipment (less than \$5,000), regardless of the length of its useful life.
<b>Rental of Equipment</b>	May be allowable for rental costs of general purpose equipment. Vehicles may be leased, but not purchased. The lease or rental agreement must terminate at the end of the grant cycle.
<b>Facilities</b>	Office space associated with the personnel indentified in grant program, both direct and indirect.

\*Allowable costs shall not supplant existing cannabis-related funding.

**Application Budget**

<b>Jurisdiction Name</b>	
<b>Total Grant Amount Requested:</b>	

<b>A. Direct Technical Assistance Costs - Personnel</b>									
Personnel that will provide direct technical assistance to support the intent of the grant program. Include the cost of salary and benefits for time spent working on the grant by the employees									
Personnel Classification	Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 22-23 Percentage of Time	FY 23-24 Percentage of Time	FY 24-25 Percentage of Time	TOTAL		
<i>Example</i>	<i>Local Planner</i>	<i>Reviews CEQA documentation provided by</i>	<i>\$ 150,000.00</i>	<i>0.50</i>	<i>0.75</i>	<i>1.00</i>	<i>1.00</i>	<i>\$ 487,500.00</i>	
A1								\$ -	
A2								\$ -	
A3								\$ -	
A4								\$ -	
A5								\$ -	
A6								\$ -	
A7								\$ -	
A8								\$ -	
A9								\$ -	
A10								\$ -	
A11								\$ -	
A12								\$ -	
<b>Direct Technical Assistance Costs - Personnel</b>								<b>\$</b>	<b>-</b>

<b>B. Direct Technical Assistance Costs - Other</b>									
Items that provide direct benefits to the intent of the grant program.									
Cost Category / Service or Vendor (if known)	Description	Annual Cost	FY 21-22 Percentage of Costs	FY 22-23 Percentage of Costs	FY 23-24 Percentage of Costs	FY 24-25 Percentage of Costs	TOTAL		
<i>Example</i>	<i>Contractual / Environment Consultants</i>	<i>Contractor to assist with the development of a PEIR for the county.</i>	<i>\$ 500,000.00</i>	<i>1.00</i>	<i>0.50</i>	<i>0.50</i>	<i>0.50</i>	<i>\$ 1,250,000.00</i>	
B1								\$ -	
B2								\$ -	
B3								\$ -	
B4								\$ -	
B5								\$ -	
B6								\$ -	
B7								\$ -	
<b>Direct Technical Assistance Costs - Other</b>								<b>\$</b>	<b>-</b>

<b>C. Indirect/Administrative - Personnel</b>								
To provide or fund administrative assistance to support the intent of the grant program. Cost of salary and wages for time spent supporting the work of the grant.								

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 22-23 Percentage of Time	FY 23-24 Percentage of Time	FY 24-25 Percentage of Time	TOTAL
<i>Example</i>	<i>Accounting Analyst</i>	<i>To track expenditures associated with the</i>	<i>\$ 89,000.00</i>	<i>0.25</i>	<i>0.25</i>	<i>0.25</i>	<i>0.25</i>	<i>\$ 89,000.00</i>
C1								\$ -
C2								\$ -
C3								\$ -
C4								\$ -
C5								\$ -
C6								\$ -
C7								\$ -
C8								\$ -
C9								\$ -
C10								\$ -
C11								\$ -
C12								\$ -
<b>Indirect/Administrative Costs - Personnel</b>								<b>\$ -</b>

D. Indirect/Administrative - Other								
Items that provide administrative or indirect support to the intent of the grant program.								
Cost Category / Service or Vendor (if known)		Description	Annual Cost	FY 21-22 Percentage of Costs	FY 22-23 Percentage of Costs	FY 23-24 Percentage of Costs	FY 24-25 Percentage of Costs	TOTAL
<i>EX</i>	<i>Facilities / Headquarters</i>	<i>Costs associated with office space for direct technical assistance staff.</i>	<i>\$ 1,250,000.00</i>	<i>0.02</i>	<i>0.02</i>	<i>0.02</i>	<i>0.01</i>	<i>\$ 81,250.00</i>
D1								\$ -
D2								\$ -
D3								\$ -
D4								\$ -
D5								\$ -
D6								\$ -
D7								\$ -
<b>Direct Technical Assistance Costs - Other</b>								<b>\$ -</b>

E. TOTALS								
<i>Direct Technical Assistance Costs - TOTAL</i>								<i>\$ -</i>
<i>Indirect/Administrative Costs - TOTAL</i>								<i>\$ -</i>
<b>GRAND TOTAL</b>								<b>\$ -</b>