

## Budget Worksheet Instructions

<b>Step 1</b>
<b>Step 2</b>
<b>Step 3</b>
<b>Step 4</b>

Direct costs are costs that can be identified with a high degree of accuracy. Typically, project, travel, equipment, and supplies not
<b>Section A. Personnel</b>
<b>Personnel Classifications</b>
<b>Role in Project</b>
<b>Annual Salary and Benefits</b>
<b>Percentage of Time Per Fiscal Year (FY)</b>
<b>Total</b>
<b>Section B. Other</b>
<b>Cost Category/ Type or Vendor:</b>
<b>Description:</b>
<b>Amount:</b>
<b>Percentage of Costs Per Fiscal Year (FY):</b>
<b>Total:</b>
Indirect costs (also known as "facilities and administrative costs") are costs that are not specifically with a particular project. Typical indirect costs include salaries of administrative and clerical staff, costs of operating and maintaining facilities (specifically with a particular project), accounting and other overhead costs (specifically with a particular project), and other indirect costs. Indirect costs should normally be treated as indirect costs if the following conditions are met:
<ol style="list-style-type: none"> <li>1. Administrative or clerical services are incurred for the project.</li> <li>2. Costs involved can be specifically identified with the project.</li> <li>3. Such costs are explicitly included in the project budget.</li> <li>4. The costs are not also recovered as indirect costs from other projects.</li> </ol>

<b>Section C. Personnel</b>
<b>Personnel Classifications:</b>
<b>Role in Project:</b>
<b>Annual Salary and Benefits:</b>
<b>Percentage of Time Per Fiscal Year (FY):</b>
<b>Total:</b>
<b>Section D. Other</b>
<b>Cost Category/ Type or Vendor:</b>
<b>Description:</b>
<b>Amount:</b>
<b>Percentage of Costs Per Fiscal Year (FY):</b>
<b>Total:</b>
<b>Section E. Totals</b>
<b>Direct Technical Assistance Costs Total:</b>
<b>Indirect/Administrative Assistance Costs Total:</b>
<b>Grand Total:</b>

### General Guidance

Enter the jurisdiction's name and Total Grant Amount Requested where indicated at the top of the spreadsheet. Complete each section as specified below.

Make sure the information provided in this budget spreadsheet matches the response to the budget narrative question in the online application.

Ensure all information is complete and correct. If the Grand Total does not match the Total Grant Amount Requested.

Provide the budget workbook as an excel file (do not convert to a PDF).

### Guidance on Budget Worksheet Sections

#### Direct Technical Assistance Costs

ed specifically with a particular project or can be directly assigned to a project activity relatively easily. Direct costs include, but are not limited to, compensation for employees who work directly on the project necessary to the project.

Indicate the jurisdiction's expenses related to personnel that will provide direct technical assistance to the intent of the grant program.

List the title of the staff member(s).

Describe their role in the grant program

Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.

Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.

Total of personnel expenses for the length of the grant.

Indicate the jurisdiction's expenses related to the direct support of the grant program.

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.

Describe the purpose of the expense/item in the grant program.

Enter the cost of the expense/item.

Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.

Total of other expenses for the length of the grant.

#### Indirect / Administrative Assistance Costs

and administrative costs") are costs incurred for a common or joint objective that cannot be identified specifically, indirect costs include, but are not limited to, compensation for executive officers, and administrative maintaining facilities, general administration expenses (such as supplies that cannot be identified accounting and personnel services, depreciation, and insurance. The salaries of administrative and clerical staff costs. However, direct charging of these costs may be appropriate where all of the following

integral to the project or activity;  
identified with the project or activity;  
approved budget; and,  
direct costs.

Indicate the jurisdiction's expenses related to personnel that will provide indirect/administrative assistance to the intent of the grant program.
List the title of the staff member(s).
Describe their role in the grant program
Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
Total of personnel expenses for the length of the grant.
Indicate the jurisdiction's expenses related to the indirect/administrative support of the grant program.
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.
Describe the purpose of the expense/item in the grant program.
Enter the cost of the expense/item.
Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
Total of other expenses for the length of the grant.
Total of personnel and other expenses associated with direct technical assistance of the grant program.
Total of personnel and other expenses associated with indirect/administrative assistance of the grant program.
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 "Cc

Item
<b>Contractual/ Consultant Costs (Professional Services)</b>
<b>Equipment (Rented or Leased)</b>
<b>Facilities</b>
<b>Information Technology Systems</b>
<b>Printing and Publications</b>
<b>Supplies</b>
<b>Training</b>

\*Allowable costs shall not supplant e

Cost Categories" that could be identified on the Budget Worksheet:

Description
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.
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.
Office space associated with the personnel identified in grant program, both direct and indirect.
Allowable for website development, mobile apps, etc., which are not considered to be information technology systems, if it is necessary to carry out the proposal.
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.
All tangible personal property, other than those described as Equipment (less than \$5,000), regardless of the length of its useful life.
When the training is required to meet the objectives of the project or program.

Existing cannabis-related funding.

## BUDGET FORM

A. Direct Technical Assistance Costs - Personnel													
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 of the jurisdiction.													Total
Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 21-22 Total	FY 22-23 Percentage of Time	FY 22-23 Total	FY 23-24 Percentage of Time	FY 23-24 Total	FY 24-25 Percentage of Time	FY 24-25 Total		
Example	Local Planner / Position	Reviews CEQA documentation provided by applicants.	\$ 150,000.00	0.50	\$ 75,000.00	0.75	\$ 112,500.00	1.00	\$ 150,000.00	1.00	\$ 150,000.00	\$ 150,000.00	\$ 487,500.00
A1	Assistant/ Assoc.		\$ 141,114.00	0.00	\$ -	1.00	\$ 141,114.00	1.00	\$ 141,114.00	1.00	\$ 141,114.00	\$ 141,114.00	\$ 423,342.00
A2	Environmental Compliance Specialist I	Review CEQA documentation provided by applicants	\$ 141,720.00	0.00	\$ -	0.55	\$ 77,946.00	1.00	\$ 141,720.00	0.90	\$ 127,548.00	\$ 127,548.00	\$ 347,214.00
A4	Biologist	Pesticide review for environmental Compliance	\$ -										\$ -
A5	Code compliance Specialist II	Review performance standard	\$ 114,733.00	0.25	\$ 28,683.25	1.00	\$ 114,733.00	1.00	\$ 114,733.00	1.00	\$ 114,733.00	\$ 114,733.00	\$ 372,882.25
A6					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
A7					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
A8					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
A9					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
A10					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
A11					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
A12					\$ -		\$ -		\$ -		\$ -	\$ -	\$ -
				FY 21-22 Total	\$ 28,683.25	FY 22-23 Total	\$ 333,793.00	FY 23-24 Total	\$ 397,567.00	FY 24-25 Total	\$ 383,395.00		
Direct Technical Assistance Costs - Personnel												\$ 1,143,438.25	

B. Direct Technical Assistance Costs - Other												
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 21-22 Total	FY 22-23 Percentage of Costs	FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total	FY 24-25 Percentage of Costs	FY 24-25 Total	Total
Example	Contractual / Environment Consultants	Contractor to assist with the development of a PEIR for the county.	\$ 500,000.00	1.00	\$ 500,000.00	\$ 0.50	\$ 250,000.00	\$ 0.50	\$ 250,000.00	0.50	\$ 250,000.00	\$ 1,250,000.00
B1	Contractual / Environment Consultants	Contractor #1 to assist with environmental compliance, assist with local license requirements such as biological reports, mitigation plans etc.	\$ 350,000.00	0.68	\$ 238,871.76	\$ 1.00	\$ 350,000.00	0.60	\$ 210,000.00	0.50	\$ 175,000.00	\$ 973,871.76
B2	Contractual / Environment Consultants	Contractor #2 Cost associated with site improvements and development to mitigate environmental impacts	\$ 350,000.00	0.60	\$ 211,325.52	\$ 1.00	\$ 350,000.00	0.60	\$ 210,000.00	0.50	\$ 175,000.00	\$ 946,325.52
B3	Contractual / Environment Consultants	Contractor to review for processing of applicants	\$ 100,000.00	0.20	\$ 20,000.00	\$ 0.25	\$ 25,000.00	0.25	\$ 25,000.00	0.25	\$ 25,000.00	\$ 95,000.00
B4	Publications & printing	Costs associated with printing program information project reports, and manuals	\$ 1,500.00	0.50	\$ 750.00	\$ 1.00	\$ 1,500.00	1.00	\$ 1,500.00	1.00	\$ 1,500.00	\$ 5,250.00
B5	Information Technology systems	Cannabis Website development	\$ 50,000.00	0.00	\$ -	\$ 0.50	\$ 25,000.00		\$ -		\$ -	\$ 25,000.00
B6	Equipment	Lease 2 vehicles for use during inspections	\$ 60,000.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	\$ -	\$ -
B7					\$ -		\$ -		\$ -		\$ -	\$ -
				FY 21-22 Total	\$ 470,947.28	FY 22-23 Total	\$ 751,500.00	FY 23-24 Total	\$ 446,500.00	FY 24-25 Total	\$ 376,500.00	
Direct Technical Assistance Costs - Other												\$ 2,045,447.28

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 21-22 Total	FY 22-23 Percentage of Costs	FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total	FY 24-25 Percentage of Costs	FY 24-25 Total	TOTAL
EX	Facilities / Headquarters	Costs associated with office space for direct technical assistance staff.	\$ 1,250,000.00	0.02	\$ 18,750.00	0.02	\$ 25,000.00	0.02	\$ 25,000.00	0.01	\$ 12,500.00	\$ 81,250.00
D1	Facilities /Office space	Cost associated with program & technical Assistance staff	\$ 51,999.00	0.25	\$ 12,999.75	0.25	\$ 12,999.75	0.25	\$ 12,999.75	0.25	\$ 12,999.75	\$ 51,999.00
D2					\$ -		\$ -		\$ -		\$ -	\$ -
D3					\$ -		\$ -		\$ -		\$ -	\$ -
D4					\$ -		\$ -		\$ -		\$ -	\$ -
D5					\$ -		\$ -		\$ -		\$ -	\$ -
D6					\$ -		\$ -		\$ -		\$ -	\$ -
D7					\$ -		\$ -		\$ -		\$ -	\$ -
				FY 21-22 Total	\$ 12,999.75	FY 22-23 Total	\$ 12,999.75	FY 23-24 Total	\$ 12,999.75	FY 24-25 Total	\$ 12,999.75	
Direct Technical Assistance Costs - Other											\$	51,999.00



## Local Jurisdiction Assistance Grant

## BUDGET FORM

Jurisdiction Name	County Of Trinity
Total Grant Amount Requested:	\$ 3,295,102.00

## A. Direct Technical Assistance Costs - Personnel

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 of the jurisdiction.

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 21-22 Total	FY 22-23 Percentage of Time	FY 22-23 Total	FY 23-24 Percentage of Time	FY 23-24 Total	FY 24-25 Percentage of Time	FY 24-25 Total	Total
Example	Local Planner / Position	Reviews CEQA documentation provided by applicants.	\$ 150,000.00	0.50	\$ 75,000.00	0.75	\$ 112,500.00	1.00	\$ 150,000.00	1.00	\$ 150,000.00	\$ 487,500.00
A1	Assistant/ Assoc.		\$ 141,114.00	0.50	\$ 70,557.00	1.00	\$ 141,114.00	1.00	\$ 141,114.00	1.00	\$ 141,114.00	\$ 493,899.00
A2	Enviromental Compliance Specialist I	Review CEQA documentation provided by applicants	\$ 141,720.00	0.50	\$ 70,860.00	1.00	\$ 141,720.00	1.00	\$ 141,720.00	0.90	\$ 127,548.00	\$ 481,848.00
A3					\$ -		\$ -		\$ -		\$ -	\$ -
A4	Biologist	Pesticide review for enviromental Compliance	\$ 102,050.00	0.10	\$ 10,205.00	0.10	\$ 10,205.00	0.10	\$ 10,205.00	0.10	\$ 10,205.00	\$ 40,820.00
A5	Code compliance Specialist II	Review preformance standard	\$ 114,733.00	0.25	\$ 28,683.25	1.00	\$ 114,733.00	1.00	\$ 114,733.00	1.00	\$ 114,733.00	\$ 372,882.25
A6					\$ -		\$ -		\$ -		\$ -	\$ -
A7					\$ -		\$ -		\$ -		\$ -	\$ -
A8					\$ -		\$ -		\$ -		\$ -	\$ -
A9					\$ -		\$ -		\$ -		\$ -	\$ -
A10					\$ -		\$ -		\$ -		\$ -	\$ -
A11					\$ -		\$ -		\$ -		\$ -	\$ -
A12					\$ -		\$ -		\$ -		\$ -	\$ -
FY 21-22 Total					\$ 180,305.25	FY 22-23 Total	\$ 407,772.00	FY 23-24 Total	\$ 407,772.00	FY 24-25 Total	\$ 393,600.00	
Direct Technical Assistance Costs - Personnel												\$ 1,389,449.25

## B. Direct Technical Assistance Costs - Other

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 21-22 Total	FY 22-23 Percentage of Costs	FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total	FY 24-25 Percentage of Costs	FY 24-25 Total	Total					
Example	Contractual / Environment Consultants	Contractor to assist with the development of a PEIR for the county.	\$ 500,000.00	1.00	\$ 500,000.00	0.50	\$ 250,000.00	0.50	\$ 250,000.00	0.50	\$ 250,000.00	\$ 1,250,000.00					
B1	Contractual / Environment Consultants	Contractor #1 to assist with environmental compliance, assist with local license requirements such as biological reports, mitigation plans etc.	\$ 225,000.00	0.50	\$ 238,871.76	1.00	\$ 225,000.00	1.00	\$ 225,000.00	1.00	\$ 225,000.00	\$ 787,500.00					
B2	Contractual / Environment Consultants	Contractor #2 Cost associated with site improvements and developmentto mitigate environmental impacts	\$ 225,000.00	0.50	\$ 211,325.52	1.00	\$ 225,000.00	1.00	\$ 225,000.00	0.50	\$ 112,500.00	\$ 675,000.00					
B3	Contractual / Environment Consultants	Contractor to review for processing of applicants	\$ 100,000.00	0.20	\$ 20,000.00	0.25	\$ 25,000.00	0.25	\$ 25,000.00	0.25	\$ 25,000.00	\$ 95,000.00					
B4	Publications & printing	Costs associated with printing program information project reports, and manuals	\$ 1,500.00	0.50	\$ 750.00	1.00	\$ 1,500.00	1.00	\$ 1,500.00	1.00	\$ 1,500.00	\$ 5,250.00					
B5	Information Technology systems	Cannabis Website development	\$ 50,000.00	0.50	\$ 25,000.00		\$ -		\$ -		\$ -	\$ 25,000.00					
B6	Equipment	Lease 2 vehicles for use during inspections	\$ 60,000.00	0.50	\$ 30,000.00	1.00	\$ 60,000.00	1.00	\$ 60,000.00	1.00	\$ 60,000.00	\$ 210,000.00					
B7					\$ -		\$ -		\$ -		\$ -	\$ -					
FY 21-22 Total					\$ 525,947.28	FY 22-23 Total			\$ 536,500.00	FY 23-24 Total			\$ 536,500.00	FY 24-25 Total			\$ 424,000.00
Direct Technical Assistance Costs - Other													\$ 1,797,750.00				

