

## Budget Worksheet Instructions

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

<p>Direct costs are costs that can be identified specifically with a high degree of accuracy. Typical examples include:</p>
<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>
<p>Indirect costs (also known as "facilities costs") are costs that cannot be identified specifically with a particular project. Typical examples include: salaries of administrative and clerical staff, costs of operating a building, etc. (costs not specifically with a particular project), accounting fees, etc. Indirect staff should normally be treated as indirect costs.</p>
<p>1. Accounting fees 2. Clerical staff 3. Facilities costs</p>

<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

ified specifically with a particular project or can be directly assigned to a project activity relatively easily ally, direct costs include, but are not limited to, compensation for employees who work directly on the project, travel, equipment, and supplies 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 ally, indirect costs include, but are not limited to, compensation for executive officers, and administrative and maintaining facilities, general administration expenses (such as supplies that cannot be identified counting and personnel services, depreciation, and insurance. The salaries of administrative and clerical indirect costs. However, direct charging of these costs may be appropriate where all of the following conditions are met:

- Administrative or clerical services are integral to the project or activity;
- Costs involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the approved budget; and,
4. The costs are not also recovered as indirect 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

ost 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.

## Local Jurisdiction

**Jurisdiction Name:**

**Total Grant Amount Requested:**

Pe	
<b>Personnel Classification</b>	
<b>Example</b>	<b>Local Planner / Position</b>
A1	Enviromental Compliance Specialist I
A2	Enviromental Compliance Specialist I
A3	Enviromental Compliance Specialist I
A4	Associate Planner
A5	Code compliance Specialist II
A6	Division Director
A7	Admin Coord II
A8	Admin Coord II - EH
A9	Admin Coord II - EH
A10	Admin Coord II - EH
A11	Admin Coord II - EH
A12	
A13	
A14	
A15	
A16	
A17	
A18	
A19	
A20	

<b>Cost Category / Service or Vendor (if known)</b>

<i><b>Example</b></i>	<i><b>Contractual / Environment Consultants</b></i>
B1	
B2	
B3	
B4	
B5	
B6	
B7	
B8	
B9	
B10	
B11	
B12	
B13	
B14	
B15	
B16	
B17	
B18	
B19	
B20	

<b>Personnel Classification</b>	
<i><b>Example</b></i>	<i><b>Accounting Analyst</b></i>
C1	Grants Coordinator
C2	Accountant



C3	Deputy Director
C4	Accountant II - Road
C5	Enviro Comp - Road
C6	
C7	
C8	
C9	
C10	
C11	
C12	
C13	
C14	
C15	
C16	
C17	
C18	
C19	
C20	

<b>Cost Category / Service or Vendor (if known)</b>	
<b><i>EX</i></b>	<b><i>Facilities / Headquarters</i></b>
D1	<b>Facilities /Office space</b>
D2	
D3	
D4	
D5	
D6	
D7	
D8	
D9	
D10	
D11	
D12	
D13	
D14	

D15	
D16	
D17	
D18	
D19	
D20	



Items	
Description	Annual Cost



[illegible][illegible]




## BUDGET FORM

### A. Direct Technical Assistance Costs - Pe

**f the grant program. Include the cost of salary and benefits for time spent**

FY 21-22 Percentage of Time	FY 21-22 Total	FY 22-23 Percentage of Time
0.50	\$ 75,000.00	0.75
0.03	\$ 4,433.21	0.90
0.00	\$ -	0.90
0.00	\$ -	0.85
0.00	\$ -	0.55
0.00	\$ -	0.71
0.08	\$ 13,775.45	0.45
0.00	\$ -	0.82
0.15	\$ 2,320.80	0.90
0.90	\$ 3,946.50	0.00
0.90	\$ 3,946.50	0.00
0.90	\$ 3,946.50	0.00
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
FY 21-22 Total	\$ 32,368.96	FY 22-23 Total

### B. Direct Technical Assistance Costs - C

**that provide direct benefits to the intent of the grant program.**

FY 21-22 Percentage of Costs	FY 21-22 Total	FY 22-23 Percentage of Costs
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<b>1.00</b>	<b>\$ 500,000.00</b>	<b>0.50</b>
<b>0.87</b>	<b>\$ 304,150.00</b>	<b>0.86</b>
<b>0.61</b>	<b>\$ 211,750.00</b>	<b>0.86</b>
<b>0.51</b>	<b>\$ 51,000.00</b>	<b>0.25</b>
<b>0.34</b>	<b>\$ 750.20</b>	<b>1.00</b>
<b>0.00</b>	<b>\$ -</b>	
<b>0.00</b>	<b>\$ -</b>	
	<b>\$ -</b>	
	<b>\$ -</b>	
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	<b>\$ -</b>	
	<b>\$ -</b>	
	<b>\$ -</b>	
<b>FY 21-22 Total</b>	<b>\$ 567,650.20</b>	<b>FY 22-23 Total</b>

### C. Indirect/Administrative - Personnel

port the intent of the grant program. Cost of salary and wages for time spe

<b>FY 21-22 Percentage of Time</b>	<b>FY 21-22 Total</b>	<b>FY 22-23 Percentage of Time</b>
<b>0.25</b>	<b>\$ 22,250.00</b>	<b>0.25</b>
	<b>\$ -</b>	
	<b>\$ -</b>	<b>0.20</b>



	\$ -	0.10
	\$ -	1.00
	\$ -	1.00
	\$ -	
	\$ -	
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	\$ -	
FY 21-22 Total	\$ -	FY 22-23 Total

### D. Indirect/Administrative - Other

**de administrative or indirect support to the intent of the grant program.**

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	\$	-	
	\$	-	
	\$	-	
	\$	-	
	\$	-	
	\$	-	
<b>FY 21-22</b>			<b>FY 22-23</b>
<b>Total</b>	\$	<b>12,999.75</b>	<b>Total</b>

<b>E. TOTALS</b>			

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**t working on the grant by the employees of the jurisdiction.**

FY 22-23 Total	FY 23-24 Percentage of Time	FY 23-24 Total
\$ 112,500.00	1.00	\$ 150,000.00
\$ 132,996.29	0.60	\$ 88,664.20
\$ 132,996.29	0.60	\$ 88,664.20
\$ 125,607.61	0.55	\$ 81,275.51
\$ 72,575.59	0.50	\$ 65,977.81
\$ 78,489.88	0.20	\$ 22,109.83
\$ 77,486.91	0.35	\$ 60,267.60
\$ 90,906.13	0.57	\$ 63,190.85
\$ 13,924.80	0.00	\$ -
\$ -	0.00	\$ -
\$ -	0.00	\$ -
\$ -	0.00	\$ -
\$ -		\$ -
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\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
\$ 724,983.51	FY 23-24 Total	\$ 470,149.98

Direct Technical Assistance

## Other

FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total
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\$ 250,000.00	0.50	\$ 250,000.00
\$ 300,300.00	0.46	\$ 161,000.00
\$ 300,300.00	0.35	\$ 122,500.00
\$ 25,000.00	0.15	\$ 15,000.00
\$ 2,200.00	1.00	\$ 2,200.00
\$ -	0.50	\$ 25,000.00
\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
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\$ -		\$ -
\$ -		\$ -
\$ 627,800.00	FY 23-24 Total	\$ 325,700.00
Direct Technical A		

## el

ent supporting the work of the grant.

FY 22-23 Total	FY 23-24 Percentage of Time	FY 23-24 Total
\$ 22,250.00	0.25	\$ 22,250.00
\$ -		\$ -
\$ 6,697.69	0.20	\$ 6,697.69

\$	16,543.73	0.07	\$	11,580.61
\$	2,500.00		\$	-
\$	2,500.00		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
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\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	28,241.42	FY 23-24 Total	\$	18,278.30
Indirect/Administrative				

\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	-		\$	-
\$	12,999.75	FY 23-24 Total	\$	12,999.75
Indirect/Adm				

<i>Direct Technical As:</i>
<i>Indirect/Admin</i>

		TOTAL
FY 24-25 Percentage of Time	FY 24-25 Total	
1.00	\$ 150,000.00	\$ 487,500.00
0.50	\$ 73,886.83	\$ 299,980.53
0.50	\$ 73,886.83	\$ 295,547.32
0.50	\$ 73,886.83	\$ 280,769.95
0.50	\$ 65,977.81	\$ 204,531.20
0.20	\$ 22,109.83	\$ 122,709.53
0.35	\$ 60,267.60	\$ 211,797.55
0.50	\$ 55,430.57	\$ 209,527.55
	\$ -	\$ 16,245.60
	\$ -	\$ 3,946.50
	\$ -	\$ 3,946.50
	\$ -	\$ 3,946.50
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
FY 24-25 Total	\$ 425,446.29	
Personnel		\$ 1,652,948.74

		TOTAL
FY 24-25 Percentage of Costs	FY 24-25 Total	





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	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>FY 24-25 Total</b>	<b>\$ 12,999.75</b>	
<b>Administrative Costs - Other</b>		<b>\$ 51,999.00</b>

<b>Assistance Costs - TOTAL</b>		<b>\$ 3,186,298.94</b>
<b>Administrative Costs - TOTAL</b>		<b>\$ 106,890.83</b>
<b>GRAND TOTAL</b>		<b>\$ 3,293,189.77</b>