

Budget Worksheet Instructions

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

Guidance on Budget Worksheet Sections	
Direct Technical Assistance Costs	
Direct costs are costs that can be identified specifically with a particular project or can be directly assigned to a project activity relatively easily with a high degree of accuracy. Typically, 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.	
Section A. Personnel	Indicate the jurisdiction's expenses related to personnel that will provide direct technical assistance to the intent of the grant program.
Personnel Classifications	List the title of the staff member(s).
Role in Project	Describe their role in the grant program
Annual Salary and Benefits	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
Percentage of Time Per Fiscal Year (FY)	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
Total	Total of personnel expenses for the length of the grant.
Section B. Other	Indicate the jurisdiction's expenses related to the direct support of the grant program.
Cost Category/ Type or Vendor:	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.
Description:	Describe the purpose of the expense/item in the grant program.
Amount:	Enter the cost of the expense/item.
Percentage of Costs Per Fiscal Year (FY):	Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
Total:	Total of other expenses for the length of the grant.
Indirect / Administrative Assistance Costs	
Indirect costs (also known as "facilities and administrative costs") are costs incurred for a common or joint objective that cannot be identified specifically with a particular project. Typically, indirect costs include, but are not limited to, compensation for executive officers, and administrative and clerical staff, costs of operating and maintaining facilities, general administration expenses (such as supplies that cannot be identified specifically with a particular project), accounting and personnel services, depreciation, and insurance. The salaries of administrative and clerical staff should normally be treated as indirect costs. However, direct charging of these costs may be appropriate where all of the following conditions are met: 1. Administrative or clerical services are integral to the project or activity; 2. Costs involved can be specifically identified with the project or activity; 3. Such costs are explicitly included in the approved budget; and, 4. The costs are not also recovered as indirect costs.	
Section C. Personnel	Indicate the jurisdiction's expenses related to personnel that will provide indirect/administrative assistance to the intent of the grant program.
Personnel Classifications:	List the title of the staff member(s).
Role in Project:	Describe their role in the grant program
Annual Salary and Benefits:	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
Percentage of Time Per Fiscal Year (FY):	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
Total:	Total of personnel expenses for the length of the grant.
Section D. Other	Indicate the jurisdiction's expenses related to the indirect/administrative support of the grant program.
Cost Category/ Type or Vendor:	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.
Description:	Describe the purpose of the expense/item in the grant program.
Amount:	Enter the cost of the expense/item.
Percentage of Costs Per Fiscal Year (FY):	Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
Total:	Total of other expenses for the length of the grant.

Section E. Totals	
Direct Technical Assistance Costs Total:	Total of personnel and other expenses associated with direct technical assistance of the grant program.
Indirect/Administrative Assistance Costs Total:	Total of personnel and other expenses associated with indirect/administrative assistance of the grant program.
Grand Total:	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
Contractual/ Consultant Costs (Professional Services)	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.
Equipment (Rented or Leased)	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.
Facilities	Office space associated with the personnel indentified in grant program, both direct and indirect.
Information Technology Systems	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.
Printing and Publications	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.
Supplies	All tangible personal property, other than those described as Equipment (less than \$5,000), regardless of the length of its useful life.
Training	When the training is required to meet the objectives of the project or program.

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

Application Budget

Jurisdiction Name	City and County of San Francisco					
Total Grant Amount Requested:	\$					3,075,769.00

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.								TOTAL
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	
Example	Local Planner	Reviews CEQA documentation provided by applicants.	\$ 150,000.00	0.50	0.75	1.00	1.00	\$ 487,500.00
A1	New Permit Analyst	Review and process permit applications for the	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A2	New Permit Analyst	Review and process permit applications for the	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A3	New Permit Analyst	Review and process permit applications for the	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A4	New Lead Permit Analyst	Lead the review and processing of permit	\$ 179,856.00	0.25	1.00	1.00	1.00	\$ 584,532.00
A5	New City Planner	Review and process cannabis applications for	\$ 186,856.00	0.21	1.00	1.00	1.00	\$ 599,780.90
A6	New Grant Management Position	Lead reporting and administration for the grant, assist Permit Lead with difficult applications	\$ 204,758.00	0.10	0.20	0.20	0.20	\$ 143,330.60
A7								\$ -
A8								\$ -
A9								\$ -
A10								\$ -
A11								\$ -
A12								\$ -
Direct Technical Assistance Costs - Personnel								\$ 2,850,769.00

B. Direct Technical Assistance Costs - Other

Items that provide direct benefits to the intent of the grant program.								TOTAL
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	
Example	Contractual / Environment Consultants	Contractor to assist with the development of a PEIR for the county.	\$ 500,000.00	1.00	0.50	0.50	0.50	\$ 1,250,000.00
B1	Equity TA	Technical assistance provided to equity applicants for purpose of meeting regulatory obligations	\$ 37,500.00	0.00	1.00	1.00	0.00	\$ 75,000.00
B2	Technical support	Support from City partners to improve,	\$ 50,000.00	0.30	0.50	1.00	0.70	\$ 125,000.00
B3								\$ -
B4								\$ -
B5								\$ -
B6								\$ -
B7								\$ -
Direct Technical Assistance Costs - Other								\$ 200,000.00

C. Indirect/Administrative - Personnel

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.								TOTAL
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	
Example	Accounting Analyst	To track expenditures associated with the grant.	\$ 89,000.00	0.25	0.25	0.25	0.25	\$ 89,000.00
C1								\$ -
C2								\$ -
C3								\$ -
C4								\$ -
C5								\$ -
C6								\$ -
C7								\$ -
C8								\$ -
C9								\$ -
C10								\$ -
C11								\$ -
C12								\$ -
Indirect/Administrative Costs - Personnel								\$ -

D. Indirect/Administrative - Other

Items that provide administrative or indirect support to the intent of the grant program.								TOTAL
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	
EX	Facilities / Headquarters	Costs associated with office space for direct technical assistance staff.	\$ 1,250,000.00	0.02	0.02	0.02	0.01	\$ 81,250.00
D1	Materials and supplies	Overhead budget for materials and supplies to support new staff positions	\$ 10,000	1.50	0.33	0.34	0.33	\$ 25,000.00
D2								\$ -
D3								\$ -
D4								\$ -
D5								\$ -
D6								\$ -
D7								\$ -
Direct Technical Assistance Costs - Other								\$ 25,000.00

E. TOTALS

Direct Technical Assistance Costs - TOTAL		\$ 3,050,769.00
Indirect/Administrative Costs - TOTAL		\$ 25,000.00
GRAND TOTAL		\$ 3,075,769.00