300.1 Budget Cover Sheet

The Budget Cover Sheet (BCS) summarizes the budget costs as detailed in the Budget Justification (BJ) and from the previous year and calculates the percentage difference between the previous and current fiscal year line item totals. A justification is required when there is an increase/decrease of 5% or more between the two fiscal years. Details on how to complete this document are embedded in the Budget Workbook (BWB) (Appendix 2) under the Instructions tab.

300.2 Budget Justification

The BJ is reviewed and approved by the United States Department of Agriculture, Western Regional Office (USDA-WRO) each federal fiscal year (FFY) through the annual plan submissions process. It consists of the following nine line items:

A. Personnel
B. Benefits
C. Operating Expenses
D. Equipment
E. Travel and Per Diem
F. Subcontracts
G. Other Costs
H. Indirect Costs
I. Total Costs

300.3 Printing Waivers

Printing waiver requests are required for external printing jobs (i.e., printing jobs outside of the organization and/or department). Grantees with any external printing jobs in their budget justification must work with their assigned CM and complete an 'Office of State Publishing Specification form (Appendix 5).

300.4 Budget Revision Request

Submit a written justification and Budget Revision (BR) to the general email inbox: NEOPBFiscalRequest@cdph.ca.gov . BR instructions are on a separate tab of the approved Budget Workbook. There is no limit to the number of BRs submitted. The cutoff for submitting a BR is July 31st of each calendar year.

NOTE: New activities that were not approved in the annual State Plan effective October 1st must be submitted no later than May 1st per USDA guidance.

If the grantee has any positions identified on the original BJ as "TBD" once these positions are filled, the grantee must provide an updated copy to the Contract Manager (CM) and Project Officer (PO) for their file. In addition, if any of the TBD position updates impact the Grantee Information form, please submit an updated form along with the budget update. Details on how to prepare the budget justification detail per line item are in the Budget Workbook (Appendix 2) under the Instructions tab.

Approval timeline for BRs may take between 10 and 30 days from the date submitted. The time needed for approval is affected by the following factors.

- CDPH will review revisions with ten business days.
- If required, CDSS will review revisions within ten business days.
- If required, USDA-WRO will review revisions within ten business days.

Once the request has been approved/disapproved, the assigned CM or PO will send the approval and revised budget to the requesting Grantee via email.

300.5 Informal and Formal Amendments

The following circumstances require an informal grant amendment:

- Adjustments to Exhibit A, Project Synopsis.
- Adjustments to Exhibit A1, Deliverables for the Local Health Department Grants.
- Adjustments to Exhibit B, Budget Detail

300.6 CDSS/USDA-WRO Review Guidelines

The following circumstances require review from the California Department of Social Services (CDSS) and USDA-WRO, if not included in the WRO approval of the annual state plan:

- The total adjustment in the program or grant funds adds up to at least $100k or at the least 5% of the total amount of the agreement.
- New activities or new curricula.
- Developing, purchasing or printing new materials, media ads, or reinforcement items.
- New sited for SNAP-Ed activities that are duplicative of existing sites.
- Changes to the audience being targeted for SNAP-Ed.
- New partnerships that require a subcontract agreement.
- New requests for any out-of-state travel.
- New requests for in-state travel to conferences.
- Increase in total award.
- Purchase equipment valued at $5k or greater per unit.
- Purchase technology/sensitive equipment.
- Use of indirect costs to pay for direct costs.