

II.	FISCAL SECTION
400	Budgets

401 General Information

The budget justification (BJ) along with the budget cover sheet (BCS) must be submitted for each contract year of the contract term. The BCS reflect summary totals from each of the nine line items in the corresponding BJ for the contract year.

1. **The Budget Justification (Appendix A1)** is required for each federal fiscal year (FFY) of the contract term. The approved total budget amount cannot increase or decrease, unless there has been a USDA disallowance reported. Contractors can work with their Contract Managers (CM) if they have any questions relating to their budget.
2. **Budget Cover Sheet (Appendix A2)** is required of all *Network* funded contracts. The budget cover sheet (BCS) summarizes the federal share budget costs as detailed under the BJ for each federal fiscal year of the contract. It also summarizes the federal budget from the previous year, and calculates the percent difference between the previous federal fiscal year and the current federal fiscal year. *Network* contractors are required to provide justification if there is an increase or decrease of five percent and or between the two federal fiscal years overall totals. An electronic version of this form can be found online at <http://www.cdph.ca.gov/programs/CPNS/Pages/FiscalGMAppendix.aspx>.