

“Grantees and Contractors are hereinafter referred to as Contractor.”

### **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). Contractees 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 Adjustment Request**

Submit a Budget Adjustment Request (BAR) to the general email inbox: [NEOPBFiscalRequest@cdph.ca.gov](mailto:NEOPBFiscalRequest@cdph.ca.gov). Detailed BAR instructions are on a separate tab of the approved Budget Workbook titled “BAR Instructions”. There is no limit to the number of BARs submitted. The cutoff for submitting a BAR is July 31<sup>st</sup> of each calendar year.

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

If the contractor has any positions identified on the original BJ as “TBD” once these positions are filled, the contractor 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 Contractor 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 BARs 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 Contractor via email.

### **300.5 Informal and Formal Amendments**

The following circumstances require an informal contract amendment:

- Adjustments to Exhibit A, Project Synopsis.
- Adjustments to Exhibit A1, Deliverables for the Local Health Department Contracts.
- 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 contract 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 sites 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.