

II.	FISCAL SECTION
500	Budgets

501 General Information

The following guidelines are to be followed to complete the **Final State Share Budget** and Budget Cover Sheet for *Network* **LIA or NIA** Program contracts. These documents reflect summary totals from each of the nine line items in the corresponding Budget Justification for the contract year. The following documents must be submitted for each contract year that organization participates in the LIA, NIA, and/or Special Project Programs:

1. **Final State Share Budget (required only of LIA and NIA contracts):** The **Final** State Share Budget (Form A2) is the **one-page nine** line item summary of your State Share Budget. Once approved by *Network* staff, the authorized project representative responsible for contracting for the organization (contract signatory) must sign the final negotiated State Share Budget Summary. This form becomes part of the Contract package.
2. **Budget Cover Sheet (required of all Network funded contracts):** The Budget Cover Sheet (Form A4) summarizes both State and Federal Share Budget costs as detailed under the Budget Justification for each federal fiscal year of the contract. It also summarizes the State and Federal Budget from the previous year, and calculates the percent difference between the previous federal fiscal year and the current federal fiscal year. Special Projects should only complete the applicable Federal Share budget amounts. *Network* Contractors are required to provide justification if there is an **increase or** decrease of more than 10% 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>.