

BUDGET DETAIL INSTRUCTIONS

Understanding Your Budget

Your agency's initial Award Budget specifies the line items funded and the amounts for each. Please be sure to reference this each time you plan your grant activities, submit for reimbursement, or seek changes. When Budget Modifications are approved by DOJ, the Budget Detail for that modification supercedes all prior budgets.

You may submit up to 3 Budget Modifications per fiscal year. Budget modifications are limited to moving funds from one fiscal year to another or realigning funds to increase a line item (may be subject to limits).

You may submit only ONE Grant Amendment for the grant term. A Grant Amendment adds items or changes the use of Grant funds, the Project description, or the duration of the Grant award, or other changes related to the Project or Budget under the Grant Agreement. An increase to any line item of more than 10% is considered a Grant Amendment

Budget Sections

The Budget is composed of three sections:

- (A) Personal Services (salaries, overtime, and benefits),
- (B) Operating Expenses and Equipment (Equipment, Other Expenses, Travel Expenses / Registration Fees), and
- (C) Administrative Costs (if included, limited to 5% of Section A + B costs)

When you Need Changes to the Budget

A common time a budget modification will be needed is after a fiscal year closes. Funds that remain in a closed fiscal year can be rolled over, however this must be requested and is NOT automatic.

All Budget or Grant Amendments must be submitted at least 6 months before the end of the Grant term (found on your MOU).

In the event of a surplus/deficit in line items, you may seek a budget modification to transfer within existing line items (may be subject to limits).

Finally, adding line items to the budget would be considered a Grant Amendment with specific restrictions as explained below.

Steps to Modifying your Budget Detail:

When completing a request to modify your budget, you must submit all of the following: Revised Budget Detail, Budget Modification Form, and any additional documentation to serve as justification for the request. Please consult with your Grant Administrator to ensure you are using the latest forms when submitting.

STEP 1: REVIEW SPENDING/BUDGET

Before revising, carefully review claims submitted to-date, note any cuts made by DOJ during reimbursement, and consider projected spending.

STEP 2: REVISE BUDGET DETAIL

Adjust the Budget Detail worksheet to reflect how you would like to allocate your grant funds. Use whole dollars only. Please update the header as appropriate to indicate the date of the budget and the # of the Budget Modification (ex. Budget Mod 1 - 8/5/22)

Be sure to leave sufficient funds in each line item to cover expenses claimed or pending. Round UP to at least the next whole dollar.

Creation of New Line Items:

Adding new line items to the grant is considered a Grant Amendment and only ONE may be submitted for the term of the grant.

STEP 3: COMPLETE MODIFICATION REQUEST FORM

In order to complete the changes, a formal request to modify the budget must accompany the revised Budget Detail. Instructions for completing the Budget Modification Request form are contained in that Excel document.

STEP 4: SUBMITTING YOUR REQUEST FOR BUDGET MODIFICATION

When you have reviewed your Budget Detail, Budget Modification Request and these instructions carefully, please send your request by email to: **TobaccoGrants@doj.ca.gov**. Use the Subject line: "Budget Modification Request" followed by your agency name.

COMMON MISTAKES TO AVOID

- Insufficient funds left in line items previously claimed (remember to round UP).
- Not including all FYs of the budget.
- Total budget does not match award.
- Items placed in the wrong sections.

QUESTIONS? NEED ASSISTANCE?

Your assigned Grant Program Officer (reached at **TobaccoGrants@doj.ca.gov**) can provide further guidance with regards to your budget.

Your Grant Program Officer is available to discuss this with you individually and can use screen-share by video conference to demonstrate how to use this and other Tobacco Grant workbooks. We also offer periodic trainings each year for grantees and you are welcome to sign up for a refresher.

TOBACCO GRANT BUDGET DETAIL
Lake County Department of Public Health

24/25 AWARD BUDGET
 DOJ-PROP56-2024-25-1-033

Costs Per Fiscal Year (July 1 - June 30)

A. Personal Services

Salaries

Classification/Positions	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTALS
Environmental Health Technician		\$ 10,931	\$ 22,672	\$ 24,399	\$ 12,505	\$ 70,507
Environmental Health Director		\$ 6,083	\$ 12,471	\$ 12,782	\$ 6,551	\$ 37,887
Extra Help Staff - Youth Decoy		\$ 8,100	\$ 16,686	\$ 17,187	\$ 8,809	\$ 50,782
Health Services Director		\$ 7,391	\$ 15,971	\$ 16,770	\$ 10,314	\$ 50,446
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 32,505	\$ 67,800	\$ 71,138	\$ 38,179	\$ 209,622

Overtime

Classification/Positions	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTALS
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

Benefits

Classification/Positions	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTALS
Benefits for all positions listed above		\$ 11,954	\$ 24,988	\$ 26,363	\$ 14,337	\$ 77,642
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 11,954	\$ 24,988	\$ 26,363	\$ 14,337	\$ 77,642
TOTAL PERSONAL SERVICES		\$ 44,459	\$ 92,788	\$ 97,501	\$ 52,516	\$ 287,264

TOBACCO GRANT BUDGET DETAIL
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B. Operating Expenses and Equipment

Equipment (Tangible items with a PER-UNIT cost of \$5,000 or more)

Description	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTALS
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

Other Expenses

Description	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTALS
Contracts/MOUs - Law Enforcement (Retailer Operations)	Must provide copies of contracts/MOUs to DOJ	\$ 9,000	\$ 18,000	\$ 18,000	\$ 9,000	\$ 54,000
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 9,000	\$ 18,000	\$ 18,000	\$ 9,000	\$ 54,000

Travel Expenses/Registration Fees*

Description and Destination	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTALS
Travel (In-County) for Retailer Activities	Cannot exceed state rates in effect at time of travel	\$ 4,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ 24,000
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -

*For approved tobacco related training and travel only. Travel cannot exceed current state rates.

SUBTOTAL	\$ 4,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ 24,000
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ 13,000	\$ 26,000	\$ 26,000	\$ 13,000	\$ 78,000

C. Administrative Costs*

Description	Computation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	TOTAL
Admin	5%	\$ 2,873	\$ 5,939	\$ 6,175	\$ 3,276	\$ 18,263
TOTAL		\$ 2,873	\$ 5,939	\$ 6,175	\$ 3,276	\$ 18,263

*Administrative costs must not exceed 5% of the total budget.

TOBACCO GRANT BUDGET DETAIL
Lake County Department of Public Health

24/25 AWARD BUDGET
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SUMMARY

<u>Budget Category</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>FY 2027-28</u>	<u>Total Request</u>
A. Personal Services	<u>\$ 44,459</u>	<u>\$ 92,788</u>	<u>\$ 97,501</u>	<u>\$ 52,516</u>	<u>\$ 287,264</u>
B. Operating Expenses and Equipment	<u>\$ 13,000</u>	<u>\$ 26,000</u>	<u>\$ 26,000</u>	<u>\$ 13,000</u>	<u>\$ 78,000</u>
C. Administrative Costs	<u>\$ 2,873</u>	<u>\$ 5,939</u>	<u>\$ 6,175</u>	<u>\$ 3,276</u>	<u>\$ 18,263</u>
TOTAL PROJECT COSTS	<u>\$ 60,332</u>	<u>\$ 124,727</u>	<u>\$ 129,676</u>	<u>\$ 68,792</u>	<u>\$ 383,527</u>