

**Proposal Budget (Table and Narrative)**

**2026 Proposition 64 Public Health & Safety Grant Program  
RFP Budget Attachment Instructions**

*This Budget Attachment is **Section 5. Proposal Budget** of the official proposal and must be uploaded into the Submittable portal when prompted. Upon submission, this will be rated as such per the requirements set forth in the RFP Proposals (RFP). Applicants are solely responsible for the accuracy and completeness of the information entered in the budget.*

**THIS WORKBOOK MUST BE UPLOADED INTO THE BSCC-SUBMITTABLE APPLICATION WHEN PROMPTED. Do not alter or recreate this budget template. Applicants that do not use the BSCC Budget Template will be disqualified.**

**General Instructions**

- ▶ Enter the **name of the City or County Applicant in the yellow cell** at the top of the Proposal Budget Table worksheet.
- ▶ **Apply only for the amount of funding that can be reasonably expended over the five (5) year grant period.** It is extremely important to plan and budget carefully.
  - Small Cities and Counties with a population size range less than 50,000 - Maximum Grant Amount: \$1,000,000
  - Medium Cities and Counties with a population size range 50,000-500,000 - Maximum Grant Amount \$4,000,000
  - Large Cities and Counties with a population size range more than 500,000 - Maximum Award Amount \$8,000,000
- ▶ Request funds in **whole dollars only**. Do not use decimals or formulas when completing the budget table.
- ▶ Applicants are limited to the use of the budget categories listed. Applicants are not required to request funds in every category. If no money is requested for a certain category, enter \$0 in the budget table and "N/A" in the narrative.
- ▶ **Priority Points for PPA 1:** In order to receive priority points, applicants must dedicate a minimum of 70 percent of the budget to activities that fall under PPA 1: Public Safety/Enforcement. To demonstrate that the 70 percent threshold is met, applicants must use the "A. Grant Funds Dedicated to PPA 1: Public Safety/Enforcement" column in the budget table to identify what portion of any one budget category is dedicated to PPA 1. Please see "PPA 1-PRIORITY POINTS" for more information about allowable uses of funds under PPA 1.
 

Note: Any amount budgeted for indirect costs will be excluded when calculating the percentage for priority points.
- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the worksheet will auto populate based upon the applicant's entries.
- ▶ The purpose of the narrative for each corresponding category is to provide a narrative description of the items and amounts requested will serve to meet the stated goals and objectives and planned activities **start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.**
- ▶ All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the Grant Agreement. The grantee must use the most current version of the Guide whenever an updated version is posted.

**Budget Category Instructions**

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits for every staff person that will be funded by the grant, either by the Applicant or the Lead Public Agency (LPA). Show the math behind the benefit calculations. Briefly describe staff roles/responsibilities within the Program. Include salaries and benefits ONLY for staff of the Applicant or the Lead Public Agency. Benefits associated with partner agencies or subcontractors should be included in the applicable category (e.g., Professional Services, NGO Subcontracts, etc.).
2. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Prop 64 PH&S Grant. Services and supplies purchased by partner agencies or subcontractors must be included in the applicable category (e.g., Professional Services, NGO Subcontracts, etc.).

Be advised: Once a grant award is made, certain participant support items such as meals, snacks and incidental expenses require separate and prior written approval by BSCC, even if included here.

3. **Professional Services or Public Agency Subcontracts:** List the names of any public agencies or professional consultants that will work on the project. Show the amount of funds allocated to each agency/consultant and itemize the services to be provided. List any positions to be funded, including classification/title, percentage of time, salary or benefits (if applicable).
4. **Non-Governmental Organization (NGO) Subcontracts:** List the names of all NGOs that will work on and support the Prop 64 PH&S Grant Program. Show the amount of funds allocated to each and itemize the services to be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rate (if applicable). If an NGO partner has not been selected as of the date of the submission of the application, include the amount of grant funds that will be allocated and describe the services to be provided.
5. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchase or LPA. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. *Items that do not meet this threshold should be included in the Services and Supplies category.*

Itemize all equipment and fixed assets to be purchased by the Applicant or LPA only. Equipment and fixed assets purchased by partner agencies or subcontractors must be included in the applicable category (e.g., Professional Services Subcontracts, etc.).

Be advised: Once a grant award is made, equipment and fixed assets greater than \$5,000 may require separate and prior written approval by BSCC, even if included here.

6. **Other (Travel, Training, etc.):** Itemize all costs that do not fit into the categories listed above, including travel and training.

For this category, include "other" costs for use by the Applicant or LPA only. Similar type costs allocated to subcontractors must be included in the applicable category (e.g., Professional Services, NGO Subcontracts, etc.).

***Please budget for at least one 2-day trip to Sacramento for 3-5 key grant team members.***

Be advised: Out-of-State travel using grant funding is permissible only in rare cases and is monitored very closely. State travel included in the proposed budget does not guarantee automatic approval; these travel requests require a high level of review and scrutiny and approval is granted only in limited cases. Out-of-State travel requests require prior approval by the BSCC.

7. **Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned or identified to a particular activity but are incurred and necessary to the operation of an agency and the performance of the project. Applicants must provide a methodology or list of costs/activities to support the indirect costs charged to the grant upon request. Indirect costs include, but are not limited to, rent and utilities, office supplies, administrative salaries and fringe benefits, as well as managerial, clerical, accounting, human resources, and information technology.

For the Prop 64 PH&S Grant Program, indirect costs may be charged to grant funds using only one of the following options:

**Option 1)** Applicants **that do not have a federally approved indirect cost rate** may seek reimbursement for indirect costs up to fifteen percent (15%) of all grant-funded direct costs, **excluding equipment and fixed assets**.

**Option 2)** Applicants **with a federally approved indirect cost rate** may use the rate to seek reimbursement for indirect costs up to twenty percent (20%) of all grant-funded direct costs, **excluding equipment and fixed assets**. Applicants may not request more than their federally approved rate and will be required to submit their federal indirect cost rate documentation in order to receive reimbursement.

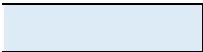
In the Indirect Costs Narrative section please identify the types or categories of expenses that will be included in the indirect costs rate and what record keeping process will be used to provide source documentation.

**RECTIONS  
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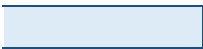
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Proposal Budget

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## Project Purpose Area 1: Public Safety/Enforcement\*

ed under this purpose area must support local efforts to identify, investigate, disrupt, and deter  
ial cannabis activity. Activities should strengthen public safety, uphold state and local cannabis  
laws, and reduce the harms associated with unlicensed cannabis operations.

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### \*Priority Points for PPA 1

with RTC Sec. 34019(f)(3)(C), the BSCC must “prioritize grant awards for local governments whose  
proposals include illicit cannabis **enforcement** activities.”

urposes of this grant, “**enforcement**” refers to the coordinated activities undertaken by a  
tion to identify, investigate, disrupt, and deter illicit commercial cannabis operations. Enforcement  
ministrative, civil, and criminal actions that uphold state and local cannabis laws through inspections,  
s, nuisance abatement efforts, legal proceedings, and multiagency operations designed to protect  
health, consumer safety, the environment, and the integrity of the licensed cannabis market.

at dedicate **70 percent of the Project Budget to enforcement activities**, *excluding any amount  
budgeted for indirect costs*, will receive Priority Points.

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### Purpose

ce a jurisdiction’s capacity to conduct coordinated enforcement and public safety operations  
ess illegal cannabis cultivation, manufacturing, distribution, and retail activity, while protecting  
y health, consumer safety, and the integrity of the licensed cannabis market.

### Allowable Uses of Funds

may include, but are not limited to:

#### Enforcement and Public Safety Operations

- Inspections, compliance checks, and follow-up investigations
- Multiagency operations targeting unlicensed storefronts, delivery services, cultivation sites, or manufacturing locations
- Surveillance, controlled buys, and other investigative activities permitted under local policy
- Site stabilization and hazard mitigation at illicit cultivation or manufacturing sites
- Retail theft prevention and response
- Cannabis delivery compliance operations

#### Personnel and Staffing

- Overtime or backfill for law enforcement, code enforcement, fire, or environmental health
- Dedicated cannabis enforcement officers, investigators, or inspection staff
- Temporary or limited term staff supporting enforcement operations, complaint response, or
- Analysts supporting intelligence, mapping, data analysis, or case tracking

#### Equipment and Supplies

- Protective safety equipment (PPE, respirators, gloves, etc.)
- Radios, cameras, tablets, and field data collection tools
- Vehicles or vehicle modifications used for enforcement or inspection activities
- Evidence collection supplies and secure storage equipment

Environmental testing kits (e.g., water, soil, pesticide residue)

### **Technology and Data Systems**

Case management systems for tracking enforcement actions  
Mapping and analytics tools to identify hotspots and complaint trends  
Track-and-trace or other technology system updates  
Data sharing platforms to coordinate with state or regional partners

### **Legal and Administrative Actions**

Administrative citations, hearings, and permit revocation proceedings  
Civil actions, nuisance abatement cases, injunctions, or cost recovery efforts  
Contracted legal support for complex enforcement matters

### **Public Information, Outreach, and Community Planning**

Public education on identifying licensed retailers and reporting illegal activity  
Community planning or development efforts related to cannabis impacts  
Outreach campaigns addressing safety risks of illicit cannabis products

### **Environmental and Infrastructure Impacts**

Fire protection, fuel mitigation, and wildland/urban interface planning  
Water storage or resource protection related to illegal cultivation  
Transportation or infrastructure impacts associated with enforcement operations

### **Intended Outcomes**

Enforcement actions should demonstrate how activities will:  
Reduce the prevalence of illicit commercial cannabis operations.  
Improve community safety and environmental conditions.  
Increase compliance with state and local cannabis laws.  
Strengthen coordination among enforcement, regulatory, and public health partners.  
Protect consumers from unsafe, untested cannabis products.

### **Partnership Expectations**

Stakeholders are encouraged to collaborate with:  
Law enforcement agencies  
Law enforcement and environmental health departments  
Fire and hazardous materials teams  
State and regional cannabis enforcement partners  
Community-based organizations supporting outreach and reporting

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**2026 Proposition 64 Public Health & Safety Grant Program - Proposal Budget and Budget Narrative**

Name of City or County Applicant: \_\_\_\_\_

Grant Term: July 1, 2026 through December 31, 2031

*Note: Budget Categories 1 - 7 will auto-populate based on the information entered in the sections below.  
Do not alter or recreate this budget template. Applicants that do not use the BSCC Budget Template will be disqualified.*

Budget Category	A. Grant Funds for PPA 1: Public Safety/Enforcement	B. Grant Funds for PPA 2, 3, and/or 4	Total Requested Grant Funds (A+B)
1. Salaries and Benefits	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0
3. Professional Services or Public Agency Subcontracts	\$250,000	\$0	\$250,000
4. Non-Governmental Organization (NGO) Subcontracts	\$200,000	\$0	\$200,000
5. Equipment/Fixed Assets	\$2,149,231	\$215,054	\$2,364,285
6. Other (Travel, Training, etc.)	\$0	\$0	\$0
7. Indirect Costs (For PPAs 1 through 4)	\$0		\$0
<b>TOTAL</b>	<b>\$2,599,231</b>	<b>\$215,054</b>	<b>\$2,814,285</b>
<b>Percentage of Grant Funds Dedicated to PPA 1: Public Safety/Enforcement</b> <i>(excludes amount budgeted for Indirect Costs)</i>	<b>92.36%</b>		

**1a. Salaries and Benefits**

Position Title	(Show as either % FTE or Hourly Rate) & Benefits	A. Grant Funds for PPA 1: Public Safety/Enforcement	B. Grant Funds for PPA 2, 3, and/or 4	Total Requested Grant Funds (A+B)
			\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
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		\$0	\$0	\$0
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		\$0	\$0	\$0
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**1b. Salaries and Benefits Narrative:** *Provide a brief description for each position that addresses their role on the grant project.*  
*Will account for an estimated quarterly investigation/inspection at all City retailers through the grant performance period, so 20 total. Estimated at about \$45,000 per year to expand current services*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	A. Grant Funds for PPA 1: Public Safety/Enforcement	B. Grant Funds for PPA 2, 3, and/or 4	Total Requested Grant Funds (A+B)
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**2b. Services and Supplies Narrative:** *Provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.*

**3a. Professional Services or Public Agency Subcontracts**



