

LOCAL ENFORCEMENT AGENCY GRANT BUDGET REPORT

Grantee _____

LEA Grant No. _____

This form must be used to report projected and actual LEA Grant Program expenses. If a purchase falls under one of the designated categories but a subcategory is not listed, please specify the purchase under "Other." If no category exists for the purchase, please record the purchase under "Miscellaneous."

When submitting projected costs, please indicate the total for each budget category (Administration, Equipment, etc.). When submitting actual costs, the subcategories may be used. If necessary to revise a proposed budget, please submit a new form. As stated in the Procedures and Requirements (Exhibit B), the full Grant amount must be spent before spending any interest earned. After receiving approval from the CIWMB grant manager, please indicate how any earned interest will be used.

***Recycled Content** - The Recycled-Content Certification Form is to be completed when reporting your actual expenses. The product categories for recycled-content purposes are listed below.

Please use this information when completing the "Recycled-Content Certification Form(CIWMB # 74G)."

N/A = Not Available in recycled-content material		
PP = Paper products		
PW = Printing and writing paper		
PL = Plastic		
ST = Steel		
EXPENSES	PROJECTED	ACTUAL
<u>ANALYSIS/EVALUATION/TESTING TOTAL (N/A)</u>		
Sample analysis		
Technical services		
Other:		
<u>EDUCATION TOTAL (N/A)</u>		
Membership fees		
Subscriptions to reference materials (e.g., Barclay's Code of Regulations)		
Other:		
<u>EQUIPMENT TOTAL</u>		
A. Computer systems and services (N/A)		
B. Communications (N/A)		
C. Field equipment (N/A)		
D. Health and Safety (PL or N/A)		
E. Office equipment/supplies (PP, PW, PL, ST)		
Other:		

EXPENSES	PROJECTED	ACTUAL
<u>MAINTENANCE TOTAL (N/A)</u>		
Equipment maintenance		
Other:		
<u>PERSONNEL TOTAL (N/A) **</u>		
Administrative services		
Consultation (please specify)		
R.E.H.S. salary		
Other:		
<u>TRAINING TOTAL (N/A)</u>		
Conferences/Meetings		
Travel		
Other:		
<u>TRANSPORTATION TOTAL</u>		
Inspection vehicles/trucks (ST)		
Other:		
<u>Miscellaneous (please specify)</u>		
<u>Note: Interest earned will be used for:</u>		
<u>Full Grant Amount</u>		
<u>90% Advance</u>		
<u>Interest Earned</u>		
<u>Total Expenses***</u>		
<u>Final Payment</u>		
<p>** Please note: If the Personnel category is charged to the grant, the grantee must submit a spreadsheet which lists the employee(s) name, number of hours charged to the grant, hourly rate, pay period, and total charged to the grant. Timesheets are not required to be submitted; however, they must be retained and available for review/audit.</p>		
<p>***Please Note: If the Full Grant Amount was spent, "Total Expenses" should equal the "Full Grant Amount" plus "Interest Earned" in order to be entitled to a "Final Payment" (includes the 10% retention). Interest earned may be used for any eligible expense that is pre-approved by the CIWMB grant manager.</p>		