

## **Tobacco-Use Prevention Education (TUPE) Project Budget Guidance**

### **Rural Initiative Center Grant, 2025–28**

#### **I. Overview**

The TUPE Rural Initiative Grants will be funded using JUUL settlement funds allocated to the California Department of Education (CDE) by the California Department of Justice. The CDE anticipates the awarding of up to two grants. The number of grants awarded will depend on the number and quality of applications received in response to the Request for Applications (RFA). A total of \$1 million will be available each fiscal year (FY) from FY 2025–26 to FY 2027–28.

The applicant must develop a three-year budget that does not exceed \$500,000 per fiscal year. However, the final budget amount, if awarded, is subject to change.

The grant award period is from July 1, 2025, to June 30, 2028, with the possibility of a two-year extension through June 30, 2030. The budget includes both Budget Detail and a Budget Summary and should be uploaded in TUPE GEMS using a standardized budget template in Excel that can be downloaded from TUPE GEMS, along with the rest of the application.

Grant Award Notifications (GANs or AO-400s) will be allocated annually, contingent on continued availability of funds and satisfactory performance.

The budget must include adequate justification for every planned expense and clearly identify how it supports the Program Plan, as described in the Application Narrative, and indicate how it was calculated. The budget must:

- Clearly support and align with the Program Plan.
- Match the Application Narrative numerically (e.g., the number of students who are projected to receive a service in the budget must match the number of students receiving that service in the narrative).
- Clearly and fully justify all costs.
- Identify all pertinent costs required to execute the Program Plan.
- Provide clear unit cost computations for each budget item.
- Provide accurate calculations for each line item (e.g., object codes 1000 through 5900).
- Ensure that the total dollar amount does not exceed \$500,000 per year.

The CDE will review all proposed budget items for clarity, reasonableness, and purpose. **The CDE reserves the right to decline costs that are insufficiently justified, unreasonable, or unallowable.**

#### **II. Budget Detail and Budget Summary**

The budget is organized by object codes. Object codes represent line items in the

budget and are used by all CDE-funded programs to budget, account, and report on costs. The required budget details are as follows:

Object Code	Required Budget Detail
1000 2000	<p><i>Certificated Salaries and Classified Salaries</i></p> <p>List each certificated and classified position by title. Enter the annual salary rate and the percentage of time to be devoted to the project for each person. Provide a description of the duties or services to be performed. Any person who provides services for this grant, but is funded entirely through another source, should be identified in the Budget Justification as in-kind. Compensation paid to employees engaged in grant activities must be consistent with what the applicant normally pays for similar work.</p>
3000	<p><i>Employee Benefits</i></p> <p>Benefits should be based on actual known costs or on an established formula. Benefits are only for the listed personnel and only for the percentage of time they devote to the project.</p>

4200 4300 4400	<p><i>Instructional Materials, Other Materials and Supplies, and Computer Equipment</i></p> <p>In general, this line item is for materials that are expendable or consumed during the grant term. List the items to be purchased by type and show the basis for computing the amount budgeted for each. Costs for instructional materials, other materials and supplies, and computer equipment must be identified separately.</p> <p>Be specific in describing instructional materials. Identify the item, number of items to be purchased, unit cost, and subtotal. Other materials and office supplies may be allocated at a fixed rate per school site. The justification for purchasing computer equipment must identify the positions that will use the equipment. The amount budgeted for a piece of equipment may not exceed the percentage of time the position using the equipment is assigned to the program. For example, if a computer is purchased for use by an administrator identified as working 0.1 FTE on this project, only 10 percent of the cost of the computer may be charged to the grant.</p> <p>Supplies and equipment purchased with TUPE funds are for use only by TUPE programs and assigned personnel. If items are to be used by other programs in addition to TUPE, indicate the</p>
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	other funding sources that will be used to help purchase them.
5100	<p><i>Individual Consultant Services and Sub-Agreements in Excess of \$25,000</i></p> <p>Individual consultant services and sub-agreements identified under object codes 5800-0000 or 5800-1000 that exceed \$25,000 must be listed in this line item (object code 5100), but only for the amount in excess of \$25,000. Indirect costs may not be applied to this line item.</p>
5200	<p><i>Travel and Conferences</i></p> <p>Itemize travel expenses by purpose (e.g., staff training, in-services, orientation meetings, etc.) Show the basis of computation (e.g., six people traveling for a three-day training with airfare and lodging). Show the number of travelers and the unit costs involved. Identify the travel destination(s), if known.</p> <p>Each conference must be listed separately, with conference fees, hotel, and transportation costs clearly identified. Costs for conferences that are not tobacco-specific may not be charged in full to this grant. Only the percentage that is directly related to tobacco use may be charged. Include lodging, airline travel, car rental, per diem, the rate of reimbursement for mileage, and number of miles.</p>
5600	<p><i>Rental, Leases, and Repairs</i></p> <p>Identify costs for the rental of meeting facilities (when justified), equipment rental, and equipment repair. Individual costs must be clearly identified and a detailed justification must be provided.</p>
5700	<p><i>Direct Costs for Interprogram Services</i></p> <p>Identify interprogram services that align with the Program Plan, and that will be charged to this line item. Costs for items identified as interprogram services may not also be included with the costs that will be charged to the grant as indirect costs. This line item is also used to record transfers of administrative costs on any basis other than the indirect cost rate. Applicants must provide a detailed justification for any cost associated with administrative costs and the formula for the calculation.</p>
5800-0000/ 5800-1000	<p><i>Non-Instructional/Instructional Professional or Consulting Services and Operating Expenditures</i></p> <p>Record expenditures on services rendered by entities who are not</p>

	<p>on the payroll of the lead agency. Record expenditures from the subaward program or services that are not delivered by the lead agency.</p> <p>Provide a description of the product or service to be procured by contract and an estimate of the cost. For all noninstructional (5800-0000) and instructional (5800-1000) consultant services, identify and list each consultant separately. List fees to be paid to each consultant as well as reimbursable expenses (e.g., travel, meals, and lodging). Include the percentage of time, number of days, rate of pay or stipend, a brief description of the duties and services to be performed, and the location(s) where the services will be provided. Enter no more than \$25,000 of a single vendor's contract costs under object code 5800. Contract costs in excess of \$25,000 per vendor must be entered under object code 5100. Applicants may not charge indirect costs on the excess amount.</p>
5900	<p><i>Communications</i></p> <p>Record expenditures for periodic servicing or monthly charges for landline telephone, internet service, printing, postage service, and cell phone services. Cell phone charges are allowable only for the Project Coordinator. Costs must be specific and fully justified.</p>
TOTAL	Provide a total of all object codes.

The Budget Summary shows the totals for each object code. These totals must match those listed on the Budget Justification.

### III. Cost Requirements

All costs must be reasonable and aligned with the Program Plan. The following is detailed guidance on requirements for each type of expenditure.

#### A. Personnel

Personnel required for the TUPE program must be clearly described and justified in the budget narrative. Project staff may be county office of education (COE) personnel or contract staff from a partner agency. They must provide services as related to the Program Plan and as described in the RFA.

**1. Project Coordinator.** The duties of this position must be clearly identified in the Budget Narrative. Duties may include but are not limited to the following:

- Provide overall day-to-day management of program

implementation and evaluation, coordinate project staff and activities, and potentially provide direct services to students as described in the Program Plan.

- b. Oversee the development, implementation, and promotion of the subaward program.
- c. Ensure that all project funds expended or obligated are for allowable costs and in compliance with the approved budget.
- d. Maintain required documentation of project services, activities, and accomplishments, and other program records.
- e. Oversee reporting, invoicing, budget and project modifications.
- f. Coordinate ongoing data collection for project monitoring and evaluation purposes.
- g. Facilitate ongoing collaborative meetings.

The exact title of the Project Coordinator may be determined by the COE. However, if the person in this position will also provide direct services, the budget must include a description of the Project Coordinator's duties separate from the duties of direct service providers. The total percentage of time for any individual funded by a TUPE grant may not exceed 100 percent.

**2. Administrative Staff.** Details of the duties of other administrative staff must be clearly identified in the Budget Narrative. Grantees should employ fiscal/administrative staff with the appropriate training and experience to:

- a. Ensure fiscal integrity by maintaining fiscal accountability and accurately tracking the receipt and expenditure of grant funds.
- b. Provide support for the Program Plan.
- c. Provide day-to-day administrative support to the Project Coordinator.
- d. Provide clerical support to the Project Coordinator and other program staff.

Whether or not the administrative staff provide services to other programs,

the total percentage of time for any individual person may not exceed 100 percent. Overtime is not an allowable cost.

**3. Direct Service Staff.** The duties of direct service staff must be clearly identified in the Budget Narrative. They must:

- a. Provide direct, hands-on services to students and/or parents/guardians and family.
- b. Be qualified to provide the services described and to support the Program Plan, consistent with the needs of the TUPE program.

**B. Operating Expenses**

Only those operating expenses that directly relate to the grant may be charged to a TUPE program budget. Applicants must:

1. Provide a description and justification of the need for each item, with the estimated purchase price and a clear unit cost computation.
2. Provide a detailed justification for administrative costs, such as:
  - a. Office space rent/lease, which may be budgeted at a maximum of 150 square feet per FTE. Provide a formula showing how the cost was calculated (e.g., % FTE x no. of sq. ft. x price per sq. ft. x 12 months).
  - b. Landline communication, internet, and cell phone costs, which must be proportional to the percent of FTE of the budgeted personnel who will use these services for program work. (Cell phone costs are allowable only for the Project Coordinator.)
  - c. Utility costs, if any, associated with TUPE staff.

Once awarded, funds may be used only as proposed in the approved application or in subsequent budget revision(s) approved by the CDE.

**C. Noncapitalized Equipment (less than \$5,000 per item)**

Equipment purchases must be fully justified and provide the estimated purchase price and the estimated budget amount. The percentage of the equipment cost budgeted to the grant may not be greater than the percentage of time that the person using the equipment is assigned to the TUPE program. Other funding sources must contribute their fair share to equipment costs designated for shared use.

Following are other requirements for equipment:

1. COEs that have a different capitalization threshold may apply it instead of the \$5,000 threshold.
2. Items costing more than \$500 must be inventoried and tracked.
3. The inventory list must be updated annually and sent with the final expenditure report before the annual final payment is released.
4. All inventory items purchased with TUPE funding must be noted on the inventory report, even if they belong to other TUPE grants or prior funding cycles.
5. Disposal of inventoried items is per the COE's internal policy.

#### **D. Travel and Training**

Following are the requirements for travel and training expenses:

1. Costs must be reasonable and consistent with the needs of the project, and must directly support the Program Plan.
2. Travel should be budgeted at rates no greater than those established in bargaining unit agreements to which the COE is subject.
3. When meals are included in the registration fee for a conference or event, per diem amounts for meals should not also be budgeted.

#### **E. Subcontracts and Professional/Consulting Services**

Applicants may budget for subcontracts and other professional or consulting services with the following conditions:

1. The budget includes a detailed description of the activities to be subcontracted.
2. The subcontracted activities directly relate to the Program Plan.
3. Subcontractors complement but do not supplant the skills and effort of agency staff.
4. The titles of subcontractors are listed separately in the budget and are also referenced in the appropriate sections of the Application Narrative.
5. The costs associated with each subcontract are clear and reasonable.

Applicants should explain and justify amounts budgeted for the Rural Initiative Center's subaward program and ensure that each activity in the Program Plan that will result in subcontract expenses is reflected here.

## **F. Indirect Costs**

Applicants may budget for indirect costs with the following limitations:

1. The indirect cost rate may not exceed either the usual rate used by the COE or the CDE-approved rate.

Allowable CDE indirect cost rates are posted on the CDE Indirect Cost Rate (ICR) web page at  
<https://www.cde.ca.gov/fg/ac/ic/index.asp>

2. Only the first \$25,000 of a subcontract is subject to indirect costs.

## **G. Other Costs**

Other types of costs are allowed, with the following requirements:

1. Student Incentives, Awards, and Recognitions
  - a. Incentives to motivate and reinforce positive behavior, participation, and involvement are allowed if they are directly related to tobacco-use prevention education.
  - b. Incentive items should bear a tobacco-free message, when possible.
  - c. The use of incentives must be tied to an activity in the Program Plan, and each recipient of an incentive must have participated in the activity. The budget justification must describe the activity required to receive the incentive.
  - d. The cost of an incentive, including gift cards, may not exceed \$25 in value per individual per year and may not include merchandise or gift cards from locations that also sell or promote tobacco products. When the incentive is given to a school for services performed in support of tobacco-use prevention, the incentive may exceed \$25 in value but may not exceed the maximum cap of 10 percent from the grant.
  - e. An incentive log must be kept that includes, at a minimum, recipients' names and signatures, the incentive items and values, dates of service, and how and where the incentives were distributed.

- f. Incentives, awards, and recognitions, including gift cards, may be used toward school purchases but may not be in the form of cash.

## 2. Promotional Items

- a. Promotional items such as pens, hats, cups, t-shirts, coffee mugs, squeeze toys, and other items that increase awareness of TUPE messaging can be distributed during program or school events.
- b. The estimated cost must be included in the grant budget. It must include a breakdown of what you intend to purchase and how these items will be provided to recipients.
- c. A log must be kept that includes, at a minimum, dates of service or activities, and how and where the incentives were distributed, including the number of items distributed for each event.

**Note: Total planned expenditures for student incentives, awards, recognitions, and promotional items may not exceed 10 percent of the total grant award.**

## 3. Stipends

A stipend is a sum of money paid to an individual who supports the Program Plan in a voluntary capacity.

- a. Stipends may not be used as substitutes for compensation, tied to productivity, or tied to an employee time sheet or a number of hours worked.
- b. The budget justification must describe in detail any stipend activity and confirm that stipends will only be given to individuals who participate in the activity.

**Note: The requirements listed above apply to all recipients funded through this grant.**

## IV. Funding Restrictions

TUPE Grant funds are intended to supplement existing programs and must not be used to supplant other state or federal funds. Grant funds cannot be transferred to any other program accounts that are for purposes other than tobacco-use prevention and related TUPE programming.

Funds may **not** be used for:

- A. Activities that supplant or duplicate existing TUPE programs or services funded by the CDE.
- B. Expenditures for land, buildings, and other intangible capital assets, including items acquired through leases with the option to purchase.
- C. Capitalized equipment costing over \$5,000. Applicants should review Procedure 770, Distinguishing between Supplies and Equipment, in the California School Accounting Manual (CSAM) for further discussion regarding capitalized equipment, noncapitalized equipment, and supplies. The CSAM is available at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>.
- D. Repairs and improvements to existing facilities, including heating, ventilation, and air conditioning systems and equipment or supplies to improve indoor air quality.
- E. Personal Protective Equipment (PPE), such as face masks and sanitizers for protection against illnesses or viruses.
- F. Contributions or donations, including cash, property, and services, from the recipient or subrecipient to other entities.
- G. Security devices and/or networks supporting the security system.
- H. Attorney consultation fees.
- I. Vaping and bullying detectors.
- J. Vehicle purchases.
- K. Out-of-state travel.
- L. Food. An exception may be made with justification that the provision of food is necessary to implement a student strategy or other TUPE program activity, e.g., at a training event for students, parents, or staff conducted after hours or off site.
- M. Payment of any kind to law enforcement agencies for enforcement, lesson delivery, or other activities and services.
- N. Campus monitoring and supervision.
- O. Incentives in the form of cash, or gift cards from locations that sell or promote tobacco products.
- P. Preparation or submission of this application or subsequent TUPE applications.

- Q. Child care. An exception may be made with justification that the child care is necessary to implement a meeting strategy or event for parents conducted after hours or off site.
- R. Reimbursement of costs incurred prior to or beyond the effective dates of the Grant Agreement.
- S. Reimbursement of costs that are not allowable according to local and state guidelines and regulations.
- T. Reimbursement of costs considered unreasonable for the TUPE program.
- U. Reimbursement of costs associated with the collection and/or disposal of tobacco or e-cigarette waste.

**Note: The restrictions listed above apply to all recipients funded through this grant.**

## **V. Distribution of Funding and Payment Process**

All payments are subject to State Budget Act approval. Distribution of funding for each fiscal year will be handled as follows:

### **A. Year 1, July 1, 2025–June 30, 2026**

The grantee will receive a Grant Award Notification (GAN) for the period July 1, 2025–June 30, 2028, upon approval of the FY 2025–26 State Budget.

1. Grantee will receive a cash advance equal to 50 percent of the first-year award after the grantee returns the signed GAN to the CDE TUPE Office and has an approved budget in TUPE GEMS for FY 2025–26.
2. Grantee will be paid 40 percent of the Year 1 GAN after the CDE receives and approves the March 15 expenditure report (for July 1, 2025–December 31, 2025), proving that the grantee has expended at least 50 percent of the first payment.
3. The final payment of 10 percent for the Year 1 GAN will be held pending receipt and approval of the progress report for July 1, 2025–June 30, 2026, due on September 30, 2026, and expenditure reports proving the grantee expended all Year 1 funds. If funding is partially spent, the grantee can continue spending until Year 1 funds are exhausted, but no later than June 30, 2028. Carryovers are allowed, but justification is required if unspent funding is greater than 25 percent.

## **B. Year 2, July 1, 2026–June 30, 2027**

The grantee will receive a new amended GAN in Year 2 for the period July 1, 2026–June 30, 2028, upon approval of the FY 2026–27 State Budget.

1. Grantee will receive a cash advance equal to 50 percent of the second-year award after the grantee has returned the signed GAN to the CDE TUPE Office and has an approved budget in TUPE GEMS for FY 2026–27. The cash advance will be held unless grantee expends at least 50 percent of Year 1 funds.
2. Grantee will be paid 40 percent of the Year 2 GAN after the CDE receives and approves the March 15 expenditure report (for July 1, 2026–December 31, 2026), proving that the grantee has expended at least 50 percent of the Year 2 first payment.
3. The final payment of 10 percent for the Year 2 GAN will be held pending receipt and approval of the progress report for July 1, 2026–June 30, 2027, due on September 30, 2027, and expenditure reports proving the grantee expended all Year 2 funds. If funding is partially spent, the grantee can continue spending until Year 2 funds are exhausted, but no later than June 30, 2028. Carryovers are allowed, but justification is required if unspent funding is greater than 25 percent.

## **C. Year 3, July 1, 2027–June 30, 2028**

The grantee will receive a new amended GAN in Year 3 for the period July 1, 2027–June 30, 2028, upon approval of the FY 2027–28 State Budget.

1. Grantee will receive a cash advance equal to 50 percent of the third-year award after the grantee has returned the signed GAN to the CDE TUPE Office and has an approved budget in TUPE GEMS for FY 2027–28. The new cash advance will be held unless the grantee expends at least 50 percent of Year 2 funds.
2. Grantee will be paid 40 percent of the Year 3 GAN after the CDE receives and approves the March 15 expenditure report (for July 1, 2027–December 31, 2027), proving that the grantee has expended at least 50 percent of the Year 3 first payment.
3. The final payment of 10 percent for the Year 3 GAN will be held pending receipt and approval of the progress report for July 1, 2027–June 30, 2028, due on September 30, 2028, and expenditure reports proving the grantee expended all Year 3 funds. Spending beyond June 30, 2028, is not allowable. Unspent funds after June 30, 2028, must be returned to the CDE TUPE Office unless the grant is approved for a two-year extension through June 30, 2030.\*

**\*Conditions for distribution of funds for grant extension through June 30, 2030:**

**D. Year 4, July 1, 2028–June 30, 2029**

If a two-year grant extension is approved, grantee will receive a new amended GAN in Year 4 for the period July 1, 2028–June 30, 2030, upon approval of the FY 2028–29 State Budget.

1. Grantee will receive a cash advance equal to 50 percent of the Year 4 award after the grantee has returned the signed GAN to the CDE TUPE Office and has an approved budget in TUPE GEMS for FY 2028–29. The new cash advance will be held unless the grantee expends at least 50 percent of the Year 3 funds.
2. Grantee will be paid 40 percent of the Year 4 GAN after the CDE receives and approves the March 15 expenditure report (for July 1, 2028–December 31, 2028), proving that the grantee has expended at least 50 percent of the Year 4 first payment.
3. The final payment of 10 percent for the Year 4 GAN will be held pending receipt and approval of the progress report for July 1, 2028–June 30, 2029, due on September 30, 2029, and expenditure reports proving the grantee expended all Year 4 funds. If funding is partially spent, the grantee can continue spending until Year 4 funds are exhausted, but no later than June 30, 2030. Carryovers are allowed, but justification is required if unspent funding is greater than 25 percent.

**E. Year 5, July 1, 2029–June 30, 2030**

Assuming a two-year grant extension was approved, grantee will receive a new amended GAN in Year 5 for the period July 1, 2029–June 30, 2030, upon approval of the FY 2029–30 State Budget.

1. Grantee will receive a cash advance equal to 50 percent of the Year 5 award after the grantee has returned the signed GAN to the CDE TUPE Office and has an approved budget in TUPE GEMS for FY 2029–30. The new cash advance will be held unless the grantee expends at least 50 percent of the Year 4 funds.
2. Grantee will be paid 40 percent of the Year 5 GAN after the CDE receives and approves the March 15 expenditure report (for July 1, 2029–December 31, 2029), proving that the grantee has expended at least 50 percent of the Year 5 first payment.
3. The final payment of 10 percent for the Year 5 GAN will be held pending receipt and approval of the progress report for July 1, 2029–June 30, 2030, due on September 30, 2030, and expenditure

reports proving the grantee expended all Year 5 funds. Unspent funds after June 30, 2030, must be returned to the CDE TUPE Office. Spending funds beyond June 30, 2030, is not allowed.

## **VI. Other Fiscal and Program Requirements**

### **A. Budget Revisions**

A budget revision is needed when the grantee wishes to move funds between object codes of the approved budget due to a change in activities and when the amounts in question exceed \$500 or 10 percent of an object code, whichever is greater. If the amounts in question are less than \$500 and less than 10 percent, a formal budget revision is not needed, although an over-expense justification may be needed.

1. The budget revision request must provide a fiscal and program explanation with sufficient detail to justify the revision. It should describe why the revision is necessary and how it will improve the grantee's ability to execute the program strategies approved in the application.
2. The sum of the requested object codes adjustments must be zero.
3. The budget revision request must be submitted via TUPE GEMS prior to the expenditure report due date, as communicated by the TUPE Office and listed on TUPE GEMS under the Resources tab.
4. The CDE will review the request for clarity, reasonableness, and purpose, and notify the grantee by email whether corrections are needed. If so, the grantee should respond promptly and submit a corrected budget revision via TUPE GEMS.

### **B. Over-Expense Justification**

An over-expense justification is needed when expenditures exceed the approved budget amount for any of the object codes, but the amount in question does not exceed \$500 or 10 percent for the object code, whichever is greater.

### **C. Match Requirement**

No matching funds are required. However, in-kind support for the program is allowed and should be clearly identified as such in the budget, if proposed.

### **D. Record Retention**

The grantee must follow standard accounting procedures and practices

that properly reflect all direct and indirect expenses related to the grant, and must:

1. Maintain program records such as progress reports and accounting records that reflect actual expenditures including, but not limited to, accounting books, ledgers, and payroll records, including signed timesheets, etc.
2. Retain these records for five years beyond the date of the final grant payment.
3. Permit the CDE to review and inspect these records during the grant term and for five years following final allocation of funds.

## **E. Reporting Requirements**

### **1. Fiscal Reporting**

The grantee is required to submit an expenditure report for each semi-annual reporting period in the grant cycle.

- a. The report should include only those expenditures that occurred within the specific six-month reporting period.
- b. Cumulative expenditures for the fiscal year may not exceed an approved object code amount by more than \$500 or 10 percent, whichever is greater. See the section on budget revisions above if the amounts exceed these thresholds.
- c. An updated equipment inventory sheet must be submitted with the expenditure report.
- d. The expenditure report should also be accompanied by accounting records for reconciliation purposes (e.g., General Ledger or Budget Report).
- e. Expenditures beyond the end date of the grant are not allowed.
- f. Expenditure reports must be submitted via TUPE GEMS by the due dates shown below. The grantee will receive notification of the submission.
- g. The CDE will review the request and notify the grantee by email whether corrections are needed. If so, the grantee should respond promptly and submit a corrected expenditure report via TUPE GEMS.

The schedule for expenditure report submission is as follows:

**Year 1: July 1, 2025–June 30, 2026**

Reporting Period	Due Date
July 1, 2025–December 31, 2025	March 15, 2026
January 1, 2026–June 30, 2026	September 30, 2026

**Year 2: July 1, 2026–June 30, 2027**

Reporting Period	Due Date
July 1, 2026–December 31, 2026	March 15, 2027
January 1, 2027–June 30, 2027	September 30, 2027

**Year 3: July 1, 2027–June 30, 2028**

Reporting Period	Due Date
July 1, 2027–December 31, 2027	March 15, 2028
January 1, 2028–June 30, 2028	September 30, 2028

If the grantee has unspent funds in Year 1 and/or Year 2, those funds may be used in subsequent years but not after June 30, 2028, unless the grant is approved for a two-year extension through June 30, 2030.

When funds are carried over, at least one budget year appropriation will run concurrently with the current year. In addition, expenditures for each fiscal year should be reported separately. Funds awarded in Year 1 should not be combined with funds awarded in Year 2, and funds from Year 2 should not be combined with funds from Year 3.

**If the grant is approved for a two-year extension through June 30, 2030, the following schedule will be applied:**

**Year 4: July 1, 2028–June 30, 2029**

Reporting Period	Due Date
July 1, 2028–December 31, 2028	March 15, 2029
January 1, 2029–June 30, 2029	September 30, 2029

**Year 5: July 1, 2029–June 30, 2030**

<b>Reporting Period</b>	<b>Due Date</b>
July 1, 2029–December 31, 2029	March 15, 2030
January 1, 2030–June 30, 2030	September 30, 2030

**2. Progress Reporting**

The grantee is required to submit a progress report after each year of the grant cycle. The progress report is a description of programmatic activity and progress toward measurable outcomes in the project monitoring and evaluation plan.

The final progress report should contain a summary of all programmatic progress for the entire grant term.

Progress reports must be submitted via TUPE GEMS by the due dates shown below. The grantee will receive notification of the submission. The schedule for progress report submission is as follows:

**Year 1: July 1, 2025–June 30, 2026**

<b>Reporting Period</b>	<b>Due Date</b>
July 1, 2025–June 30, 2026	September 30, 2026

**Year 2: July 1, 2026–June 30, 2027**

<b>Reporting Period</b>	<b>Due Date</b>
July 1, 2026–June 30, 2027	September 30, 2027

**Year 3: July 1, 2027–June 30, 2028**

<b>Reporting Period</b>	<b>Due Date</b>
July 1, 2027–June 30, 2028	September 30, 2028

Failure to submit progress reports by the due dates may jeopardize a grantee's current funding and eligibility for future funding. Late or non-submission of two or more required deliverables may result in termination of the grant, with the CDE withholding undistributed funds and

billing the agency for funds provided in advance.

**If the grant is approved for a two-year extension through June 30, 2030, the following schedule will be applied:**

**Year 4: July 1, 2028–June 30, 2029**

<b>Reporting Period</b>	<b>Due Date</b>
July 1, 2028–June 30, 2029	September 30, 2029

**Year 5: July 1, 2029–June 30, 2030**

<b>Reporting Period</b>	<b>Due Date</b>
July 1, 2029–June 30, 2030	September 30, 2030

**3. Additional Reporting Requirements**

The grantee must also maintain current certification of its Tobacco-Free School Policy throughout the term of the grant and submit certification updates as needed.

The signed certification should be submitted by July 1 of each year. The CDE TUPE Office will post an updated list of certified districts and direct funded charter schools to the TUPE Tobacco-Free School District Certification web page by August 15 of each year. Certifications received after July 1 may not be reflected on the web page until the following year.