

**ATTACHMENT B-2
(Proposed Budget Narrative-SFP Exhibit B-2)**

Grantee: California Community Foundation
Project Name: Los Angeles Region HRTC

Please provide a narrative detail for all grant-funded budget line items listed on Exhibit B - Budget Summary. Budget Summary must include details for Advance Pay if applicable and the Advance Pay Budget Summary Exhibit (B3) must be completed.

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (CERF) \$1,414,355.98

Administrative /Program Cost	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Administrative Cost	Senior Program Officer	0.1 FTE x \$ 136,500 /yr x 2 years = \$27,300. Plus year- 2 3% increase (\$409.50). Total = \$27,709.50	\$8,190	\$35,899.50
Administrative Cost	Program Officer	0.1 FTE x \$90,000/yr x 2 years = \$18,000. Plus year-2 3% increase (\$270.00). Total = \$18,270.00	\$5,400	\$23,670
Administrative Cost	Grants Manager	1 FTE x \$104,500/yr x 1.84 years = \$192,280. Plus year-2 3% increase (\$3,135.00). Total = \$195,415.00	\$57,684	\$253,099
Administrative Cost	Compliance Analyst	0.35 FTE x \$84,000/yr x 2 years = \$58,800. Plus year-2 3% increase (\$882.00). Total = \$59,682	\$17,640	\$77,322
Administrative Cost	Program Associate	0.35 FTE x \$55,755/yr x 2 years = \$39,029. Plus year-2 3% increase (\$585.43). Total = \$39,613.93	\$11,708.55	\$51,322.48

Administrative /Program Cost	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Administrative Cost	Compliance Officer	0.1 FTE x \$147,000/yr x 2 years = \$29,400. Plus year-2 3% increase (\$441.00). Total = \$29,841.00	\$8,820	\$38,661
Administrative Cost	Grant Specialist	0.495 FTE x \$70,000 /yr x 2 years = \$7,035	\$2,171	\$9,206
Program Cost	Program Director	(1 FTE x \$140,000/yr x 4 months) + (1 FTE x \$140,000/yr x 12 months x 1.06) + (\$140,000/yr x 3 months x 1.05) = \$230,067	\$79,373	\$309,440
Program Cost	Program Manager	(2 FTE x \$80,000/yr x 4 months) + (2 FTE x \$80,000/yr x 12 months x 1.06) + (2 FTE x \$80,000/yr x 3 months x 1.05) = \$262,933	\$90,712	\$353,645

Administrative /Program Cost	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Program Cost	Research Analyst	(1 FTE x \$80,000/yr x 12 months) + (1 FTE x \$80,000/yr x 2 months x 1.05) = \$93,333	\$32,200	\$125,533
Program Cost	Admin Assist	(1 FTE x \$60,000/yr x 4 months) = \$20,000	\$6,900	\$26,900

Administrative /Program Cost	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Program Cost	Program Analyst	(1 FTE x \$70,000/yr x 12 months) + (1 FTE x \$70,000/yr x 3 months x 1.05) = \$88,375	\$30,489	\$118,864
TOTALS		\$1,065,239.43	\$349,116.55	\$1,414,355.98

Contracting: The Fiscal Agent, California Community Foundation (CCF), will contract with the Economic Development Corporation of Los Angeles County (LAEDC) to provide the identified staff and to carry out the additional activities identified in this budget.

Administrative Cost: Eliminating the Grant Specialist position. CCF will leverage existing program staff to assist with these responsibilities.

Program Cost: Changing the Program Assistant position to Program Analyst as it was identified that this position required to be upgraded.

Advance Pay: As identified in the line item budget, CCF requests Advance Pay during the first six months of the project for salary and benefit costs for staff in the amount of \$100,000 for CCF and \$150,000 for LAEDC. The \$100,000 request for CCF expenditures includes \$76,923 in salary and \$23,077 in benefits at 30%. The \$150,000 request for LAEDC includes \$114,504 in salary and \$35,496 in benefits at 31%. CCF intends to expend these funds during Month One of the project.

E. Staff Travel \$20,000

Describe details.

- **Administrative Cost:**
- **Program Cost:**

F. Operating Expenses \$75,006.02

Describe details.

- **Administrative Cost: \$20,026.02**
- **Program Cost: \$74,980.00**

Program Cost: The following are some of the major line items included: The proposed budget includes the amount of \$9,000 in operating expenses for LAEDC. The amount of \$9,000 reflects approximately \$85/month for cellphone and cellular service for staff of the Regional Convener, LAEDC. The proposed budget includes the amount of \$45,980 in operating expenses for LAEDC. Expenses are for general operating expenditures, including supplies, equipment, travel costs, etc.

Administrative Cost: The following are some of the major line items included: The proposed budget includes the amount of \$20,026.02 in operating expenses for CCF. Expenses are for general operating expenditures, including supplies, equipment, travel costs, etc.

Expense	Cost	Administrative/Program Cost
Rent	\$	Choose an item.
Accounting (payroll services) and Audits	\$	Choose an item.
Consumable office supplies	\$	Choose an item.
Printing	\$	Choose an item.
Communications (phones, web services, etc.)	\$9,000.00	Program Cost
Mailing and Delivery	\$	Choose an item.
General Operating (LAEDC – Regional Convener)	\$45,980.00	Program Cost
General Operating (CCF – Fiscal Agent)	\$20,026.02	Administrative Cost

G. Events/Conferences \$135,000.00

Explain purpose and planned use.

- **Administrative Cost:**
- **Program Cost: \$135,000.00**

A total of \$135,000 for Geographic and Ethnicity-based Planning Events, calculated at \$7,500 per event x 2 events x 9 SPA regions. These funds will enable the HRTC to facilitate participation in locally organized events that address the unique needs of specific groups and regions of the county.

H. Research \$778,699

Describe and explain planned use.

- **Administrative Cost:**
- **Program Cost: \$778,699.00**

The proposed budget includes the amount of \$730,000 to provide for carrying out research, accessing existing research, performing market and feasibility studies, compiling and analyzing community needs-related information studies, and engaging with outreach partners regarding survey research to be conducted across the region.

Research activities will focus on three core tasks: 1) Development of a regional benchmark and accountability data tool with a dynamic geographic overlay (\$280,000); 2) Preparation of CERF Regional Indices that are informed by the CERF values of Equity, Sustainability, Job Quality & Access, and Economic Competitiveness & Resilience, grounded in engagement with disinvested communities (\$300,000); 3) Development of a CERF Research and Data SWOT analysis that includes key industry clusters, potential job placements, and the need for regional investments in areas such as infrastructure, housing, and workforce development (\$150,000).

The design and implementation of LA Region HRTC research activities will be fundamentally informed by the priority of serving disinvested communities. The LA HRTC will partner with community-based organizations (See Community Engagement Budget Narrative) that serve specific categories of disinvested populations to conduct outreach and engage their individual constituents. Subgroups will collect data and information about constituent challenges, unmet needs and barriers to recovery which will be transferred to the data and research committee for analysis by geography and ethnicity. The collective data from subgroups along with geographic and ethnic framing will inform the project's planning process as it seeks to evaluate and consider implementation phase solutions.

The LA HRTC will utilize data and research conducted by the CA Reparations Task Force, which is available to the public at no cost, under AB3121 and engage in region-wide planning activities, engaging grassroots organizations to shape bottom-up ethnic-based strategies for the African American community across Los Angeles County, as well as similar ethnic planning activities for Hispanic, Tribal, Asian ethnic communities. The research budget will include specific investments in the following: geographic data analysis, ethnic subgroup data analysis, coordination with the CA Reparations Task Force, and community forums for ethnic planning.

The proposed budget also includes the amount of \$48,699 for Process Mapping services. Contractor is for consultant expense for an evaluation of outreach and engagement workflow.

Contracting: CCF will competitively procure contracts with three research providers with expertise in key areas informed by the CERF values of Equity, Sustainability, Job Quality & Access, and Economic Competitiveness & Resilience. Also, CCF will be responsible for executing and administering the Process Mapping agreement.

Advance Pay: As identified in the line item budget, CCF requests Advance Pay during the first six months of the project in the amount of \$389,500 for the cost of contracted research. CCF intends to expend these funds by Month Four of the project.

I. Data, Planning and Communication Tools \$56,939

Describe details and explain purpose and planned use.

- **Administrative Cost:**
- **Program Cost: \$56,939.00**

LAEDC requests the amount of \$56,939 for the cost of the following Data, Planning and Communication Tools:

- \$11,688– Customer relations management tools (e.g. Salesforce) for collecting data about engaged individuals and organizations, including contact information, committee and meetings attended. Includes social media platform. Also social media posting platform for scheduling and posting to social media platforms simultaneously.
- \$240 – Web domain (e.g. GoDaddy) to create the CERF website, including .org, .com, .net
- \$3,000 – Mass email platform (e.g. MailChimp) to send mass email and subscriptions to user, including regional convener meetings, newsletters and plan documents
- \$2,499 – Surveying tools (e.g. Survey Monkey) to survey individuals and collect data from participants and committee members
- \$1,607 – Event reservation system (e.g. Fonteva) for community members to register for events and log attendees for integration with customer relations management tools
- \$3,605 – Meeting casting and Webinar casting (e.g. Zoom) to host virtual and hybrid events throughout the region
- \$9,000 – OpenFlow website/CRM integration with Hubspot – Dedicated website for the CERF Program in Los Angeles. The CRM is essential to help community members engage with one another.
- \$10,340 – Meltwater - Subscription to access information regarding publications and journalists to promote CERF. Two-year subscription.
- \$6,000 – Videography/Photography/Media development for documenting events and the creation of social media content. (Note: This cost was initially \$6000 and was in Contractual Services section under *Video Services* and \$12,000 under *Web Design*)
- \$6,300 – Voting mechanism - Required for LA-HRTC members to vote on which stakeholders will hold Steering Committee seats.
- \$1,000 – Survey Monkey - Annual subscription cost for creating custom polls. Two-year subscription. Two-year subscription.
- \$480 – Firefly A.I. - Annual subscription cost for a tech solution for taking notes during virtual calls. Two-year subscription.
- \$480 – Adobe Photoshop - Annual subscription cost for editing visuals. Two-year subscription.

- \$700 – Bitly - Annual subscription cost for creating custom links. Two-year subscription.

LAEDC will be the custodian of any participant/stakeholder data obtained through this grant.

J. Community Engagement \$2,030,000

Describe details and explain planned use.

- **Administrative Cost:**
- **Program Cost: \$2,030,000.00**

A total of \$1,900,000 in contractual services, to be procured competitively by CCF for community engagement services. The five (5) competitive solicitations will include Participant Compensation detailed in Section K.

A total of \$1,000,000 to provide grants of \$50,000 each to twenty (20) organizations to serve as either Affinity Hub Leads or Table Partner Leads. Twelve Affinity Hubs, \$600,000 in total disbursed funding, will be organized to provide outreach and engagement in CERF planning around the following thematic areas: Youth; Families; Homeless, Veterans and Seniors; Employers and Business; Economic Development; Sub-regional Engagement and Place Based Coalitions; Underemployed Adults; Labor and Workers; Immigrants; Sustainability; Academia; and Institutional and Government. Eight Table Partner Leads, \$400,000 in total disbursed funding, will be organized to address groups that do not have sufficient representation in the Hub structure.

The amount of \$900,000 in microgrants of \$10,000 each to 90 to facilitate their participation in CERF Outreach and Engagement activities. A total of 10 CBOs from each of the 9 SPA planning areas will be funded to support the thematic areas identified as the 12 Affinity Hub areas.

The proposed budget also includes the amount of \$130,000 for a Compliant Funding Distribution Platform. Contractor services include: development of platform, validation of compliant requirements, and distribution of funding after validating compliance.

Contracting: LAEDC will identify contractor and entity to provide these services. CCF will be responsible for executing and administering the compliant funding distribution agreement.

K. Participant Compensation \$295,000.00

Describe details and explain planned use.

- **Administrative Cost:**
- **Program Cost: \$295,000.00**

A total of The amount of \$270,000 for local CBO meeting stipends, paid on an hourly basis to participants, equal to \$3,000 x 90 CBOs, but not to exceed \$100 dollars per day per participant as per State requirements, to further support the ability of CBO representatives to participate in CERF Engagement and Outreach.

The amount of \$25,000 for local resident stipends not to exceed \$100 per day per resident per State requirement, to facilitate participation in CERF meetings and planning activities.

L. Furniture and Equipment* \$

Describe the calculation.

Pooled items less than \$5,000 per unit, lease or purchase, include a cost allocation - List name of item, cost, and quantity.

1. Small Amount of Equipment and Furniture Total \$

Small Amount of Equipment and Furniture	Cost	Administrative/Program Cost
	\$	Choose an item.
	\$	Choose an item.

2. Large Amount of Equipment and Furniture Total \$

Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required and added to Exhibit G, Supplemental Budget

Large Amount of Equipment and Furniture	Cost	Administrative/Program Cost
	\$	Choose an item.
	\$	Choose an item.

3. Equipment Lease \$

Equipment Lease	Cost	Administrative/Program Cost
	\$	Choose an item.
	\$	Choose an item.

**Refer to EDD Directives WSD16-16 - WSD16-10 – WSD17-08 for Procurement Guidelines*

M. Contractual Services \$195,000

Describe All Contractual Services. If it is in another line item notate here where it is summarized. (Example: Biocom Institute - \$20,000. Summarized on Line Item H. Research).

- **Adminstrative Cost:**
- **Program Cost: \$195,000**

LAEDC will procure \$105,000 in contractual services to provide training to strengthen the capacity of community residents to take part in CERF planning and decision making. CCF will be

responsible with executing the contract. The selected organization will have the capacity to appropriate trainings for community residents throughout LA County.

LAEDC will procure \$30,000 for Environmental Justice and Workforce Planning services. CCF will be responsible with executing the contract. The selected organization will have the capacity to engage residents countywide.

The proposed budget includes the amount of \$60,000 in contractual services, to be procured competitively as a sub-contract by LAEDC. These include:

- \$55,000 – Strategic writing team (contracted professional) to use to combine and draft written plan for submission and distribution (*does not include printed materials)
- \$5,000 – Marketing and design, including development of logo, newsletters, emails and CERF media templates for uniformity

LAEDC - \$934,382.00. Summarized on Line Item A. Staff Salaries.

CCF - \$479,973.98. Summarized on Line Item A. Staff Salaries.

TOTAL - \$1,414,335.98. Summarized on Line Item A. Staff Salaries.

LAEDC - \$74,980.00. Summarized on Line Item F. Operating Expenses.

CCF - \$20,026.02. Summarized on Line Item F. Operating Expenses.

TOTAL - \$95,026.02. Summarized on Line Item F. Operating Expenses.

Geographic and Ethnicity-based Planning Events - \$135,000.00. Summarized on Line Item G. Events/Conferences.

Community-based Organizations/Research Providers - \$778,669.00. Summarized on Line Item H. Research

LAEDC - \$56,939.00. Summarized on Line Item I. Data, Planning and Communication Tools.

CCF - \$2,030,000.00. Summarized on Line Item J. Community Engagement

TOTAL - Community Engagement Solicitations - \$2,030,000.00. Summarized on Line Item J. Community Engagement.

Participant Compensation - \$295,000. Summarized on Line Item K. Participant Compensation.

Contractual Services - \$195,000. Summarized on Line Item M. Contractual Services.

(Example: Biocom Institute will seek a contractor to provide web development and salesforce integration support to build the Veterans in Life Science Virtual Network (VLSVN). The contract

amount will not exceed \$20,000. Biocom Institute will contract with Karmin Noar to serve as Interim Executive Director and Project Manager for the Gateway to Life Science Careers for Veterans project with a monthly bill rate of \$10,833.)

N. Indirect Costs \$ [REDACTED]

Note: A maximum of 10% of the total project budget will be allowed for administrative or indirect costs for the Fiscal Agent.

O. Other \$ [REDACTED]

Clearly explain these costs, which do not fit into the specific categories above.

- **Administrative Cost:**
- **Program Cost:**

Note: A maximum of 10% of the total project budget will be allowed for administrative or indirect costs for the Fiscal Agent.

STATE USE ONLY	EXHIBIT B2
Contract Number	
Contract Start Date	
Modification Number	
Modification Date	
Project Manager Initials	